Section 3:
Major ESF #3 Missions

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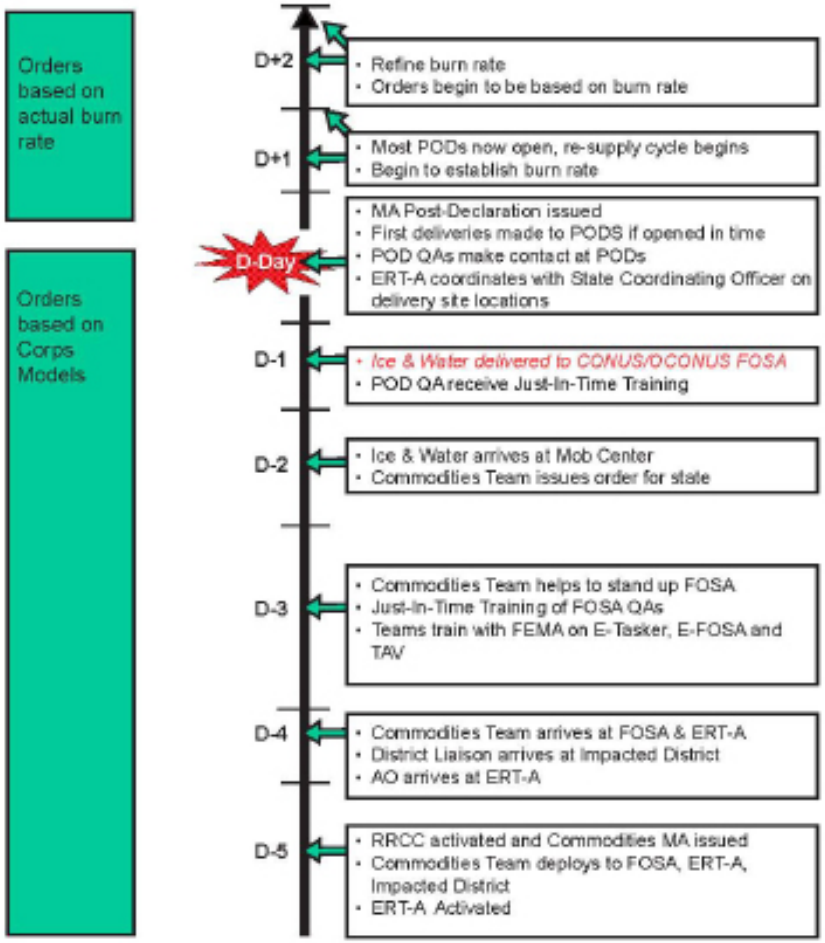
Commodities Mission Overview

- Pre-Declaration PSMA: $200
  - Deploy 24-member Commodity Team Management Cell
  - + QAs (day and night shift) at D-5 for five days
  - Deploy eight additional QA team members at D-2 for two days
- Personnel: First seven to-ten days, 24-hour mission
- Mission Execution Team deploys to FOSA
- District Liaison deploys to Impacted District Office or Impacted District COOP location
- Personnel in place at FOSA prior to any Commodities trucks arriving at FOSA
- If the State establishes a staging area, the Commodities team should man that area with a Commodities Site Manager and QAs for monitoring and tracking commodity trucks
- State to establish POD locations
- PODs to be visited each day by Commodities Team QAs

Commodities Mission Execution Timeline



Assumptions: Roads and airfields are accessible for contractors. FEMA issues pre-scripted mission assignments on this time line.

Activities listed on D-Day are projected to begin after "all clear" is issued where FOSA is located.

No-notice disasters (tornadoes/earthquakes) require a modified timeline starting at D-Day.

Commodities Mission: Essential Elements of Information

Sheet 1 of 2

Commodities EEIs for (state)		
Mission Assignment Number	1606DR-TX-COE-SWD-04	
Funding		Projected End Date (from MA Form)
Original (Amendment #: 00)	$5,000,000.00	9/25/2005
Amendment 01	$0.00	9/29/2005
Amendment 02	$5,000,000.00	9/30/2005
Amendment 03	$0.00	10/24/2005
Amendment 04	$1,000,000.00	1/18/2006
Amendment 05		
Cumulative:	$11,000,000.00	

	Last 24 Hours		Next 24 Hours	
	ice	water	ice	water
STATE REQUIREMENT	250	235	250	235
STATE DISTRIBUTION	229	235		

ON-HAND	**Current Inventory**						**Received Last 24 Hrs**						**CUM RECEIVED**	
FOSAs					OTHER						OTHER			
	FEDERAL		STATE		SOURCES		FEDERAL		STATE		SOURCES			
	ice	water	ice	water	ice	water	ice	water	ice	water	ice	water	ice	water
FOSA JAX	265	300	0	0	10	12	120	150	0	0	10	12	865	900
FOSA Duke	80	75	0	0	8	6	125	100	0	0	8	6	652	633
FOSA Homestead	25	23	0	0	0	2	15	5	0	0	0	2	95	98
TOTAL FOSAs	360	398	0	0	18	20	260	255	0	0	18	20	1612	1631

Commodities Mission: Essential Elements of Information

Sheet 2 of 2

ON-HAND	Current Inventory					
LSAs/RSAs					OTHER	
	FEDERAL		STATE		SOURCES	
	ice	water	ice	water	ice	water
LSA Lakeland	111	120	69	36	15	9
LSA Saufley	102	100	125	100	5	4
LSA Miami	15	5	26	30	5	6
TOTAL LSAs	228	225	220	166	25	19

PODs	Last 24		Next 24	
# of PODS open	84		75	
# requiring commodities	75		75	
	ice	water	ice	water
Total POD requirement	162	170	162	170
Total Shipped to PODs	162	170		
PODS ran out of Commodity	0	0		
Current Inventory	165	177		

GRAND TOTALS	Current Inventory		Received Last 24 Hrs		Distributed Last 24 Hrs		TOTAL RECEIVED	
	ice	water	ice	water	ice	water	ice	water
	1016	1005	278	275	223	235	1612	1631

NOTES:

1. This does not show the state last 24 hour receipt of commodities. These are accounted for in the current inventory.

Commodities Planning - Key Lessons Learned

- Commodities will be pushed forward before the logistical structures are in place.
- The critical planning factor for ordering commodities is “distribution” capability, not people without power.
- Distribution planning must be a priority with Local governments for the Commodities Mission to succeed.
- All levels of government must understand the distribution point concept.

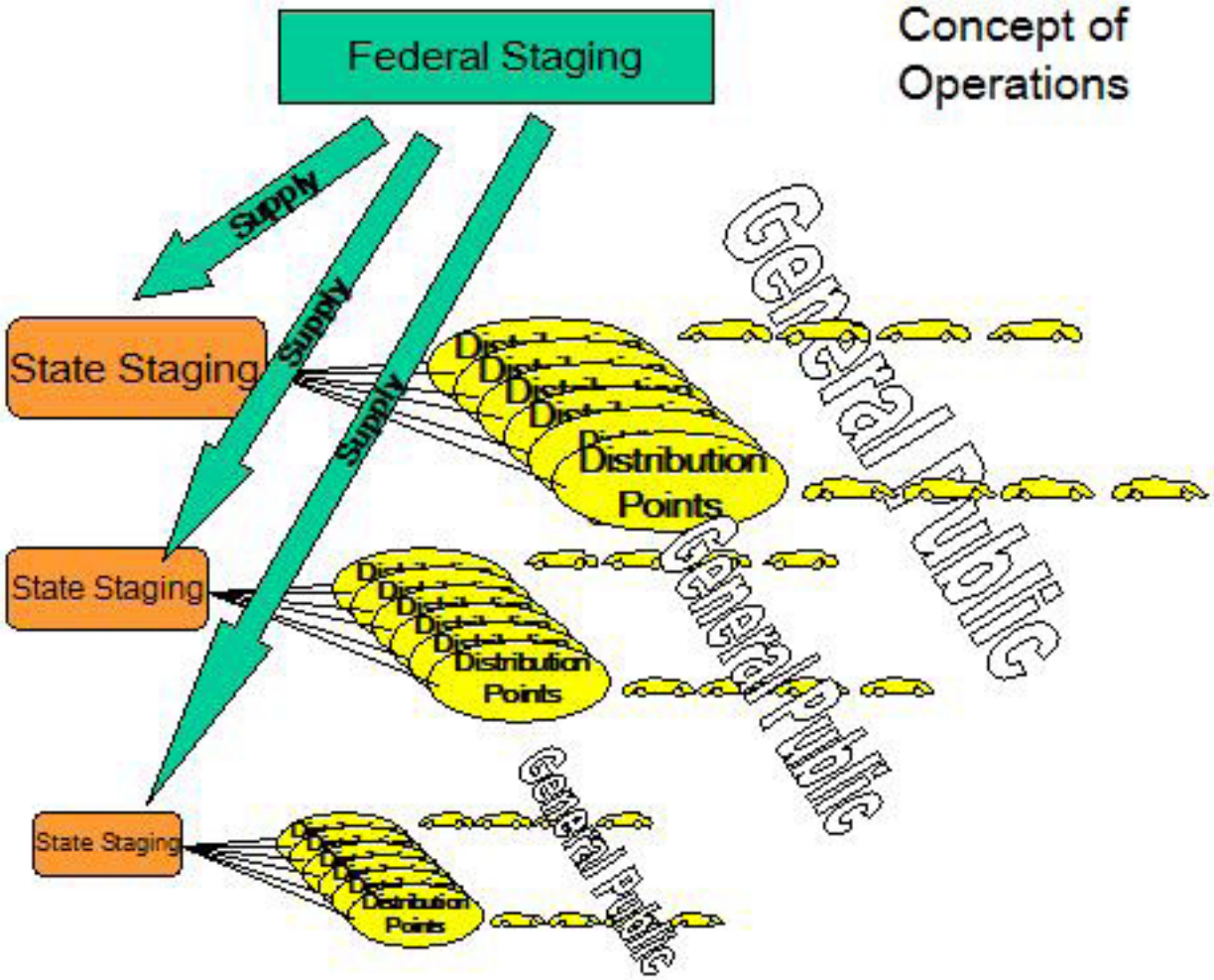
Key Planning Factors

- Ice: One truckload (40,000 lbs. 8 lbs./per) serves 5000 people.
- Water: One truckload (18,000 liters, 3+liters/per) serves 5000 people.
- MREs: One truckload (21,744 ea., 2 each/per) serves 10,000 people.
- Tarps: One truckload (4,400 ea.) serves 4000 families with roof damage.
- One car represents one family or three people.
- Each car is provided the following:
  - Two or three bags of ice
  - One case of water (9-12 liters)
  - Six MREs
  - One tarp, if car occupants state they have roof damage

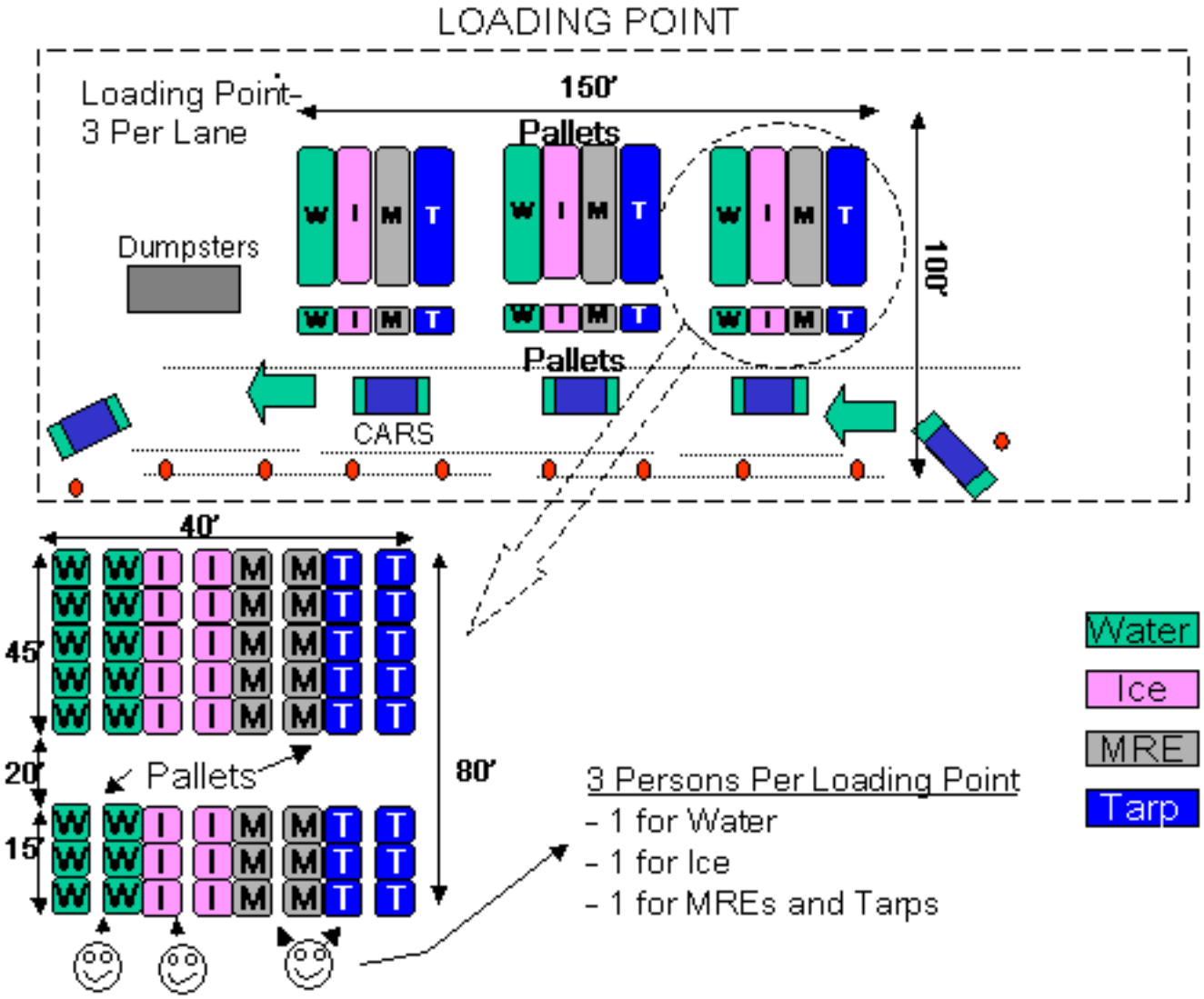
Key Planning Factors

- A distribution point (DP) with one supply lane can serve 1,660 cars or 5,000 people in one day (Type III Distribution Point).
- A Type II DP has two lanes.
- A Type I DP has four lanes.
- One Type III Distribution Point serves 5000 people and requires the following per day:
  - One truckload ice
  - One truckload water
  - One-half truckload MREs
  - One truckload tarps

Key Planning Factors

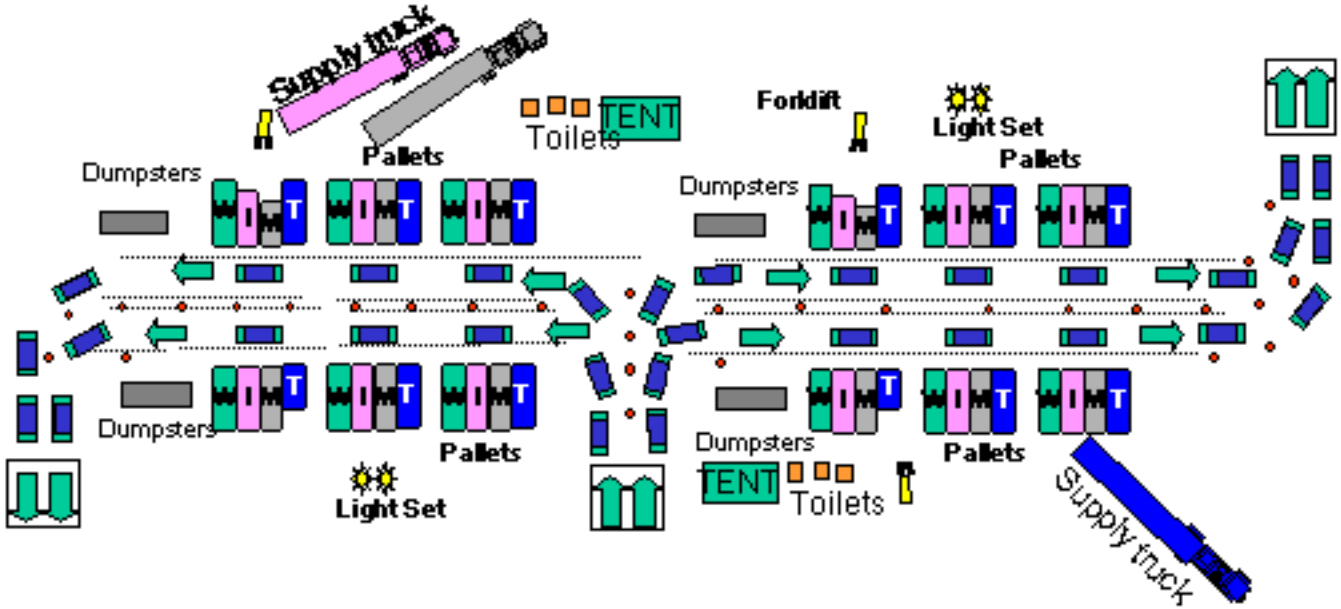


Key Planning Factors



Key Planning Factors

TYPE I - DISTRIBUTION POINT
Serves 20,000 people per day
12 Loading Points - 560 vehicles per hour



Note: Individual vehicles drive through, and ice and water are loaded into their trunks. Recommend one case water, two or three bags of ice, and six MREs per vehicle.

Supply trucks for ice, Water, MREs, and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type I

Water	4
Ice	4
MRE	2
Tarp	2

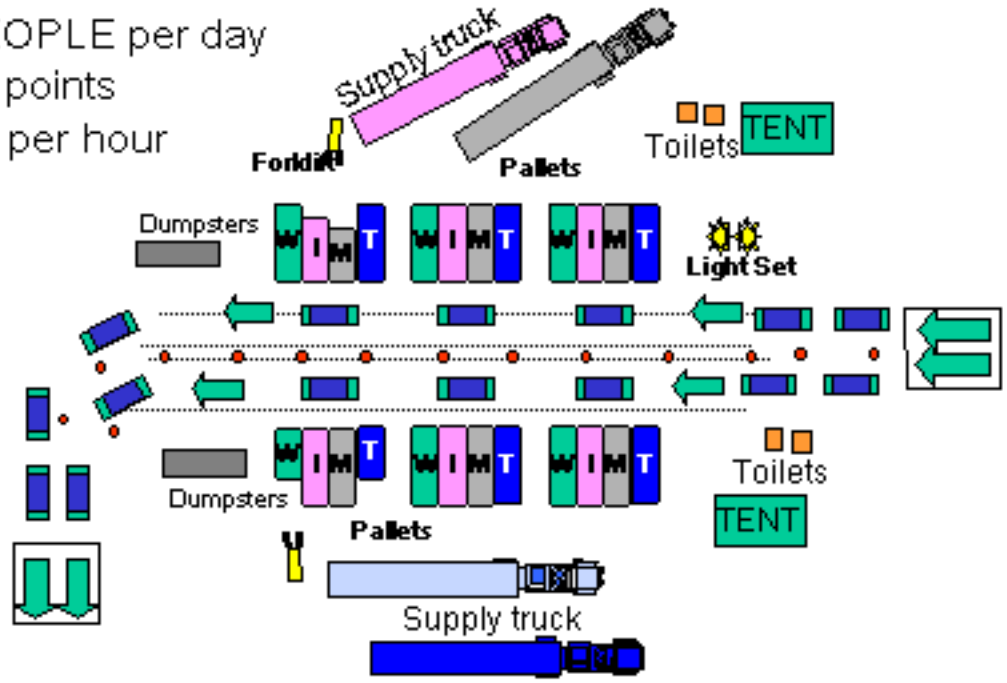
Key Planning Factors

Type I Distribution Point
Resources Required

Type I Distribution Point					
	Manpower			Equipment	
	Type	Day	Night	Type	Number
Local Responsibility	Manager	1	0	Forklifts	3
	Team Leader	2	1	Pallet Jacks	3
	Forklift Operator	2	3	Power Light Sets	2
	Labor	57	4	Toilets	6
	Loading Point 36			Tents	2
	Back-up Loading PT 18			Dumpsters	4
	Pallet Jacks Labor 3			Traffic Cones	30
	Totals	70	9	Two-way radios	4
Others	Law Enforcement	4	1		
	Community Rel.	4	0		
	Grand Total	78	10		

Key Planning Factors

TYPE II - DISTRIBUTION POINT
Serves 10,000 PEOPLE per day
6 Loading points
280 vehicles per hour



Note: Individual vehicles drive through, and ice are water is loaded into their trunks. Recommend one case water, two or three bags of ice, and six MREs per vehicle.

Supply trucks for ice, water, MREs, and tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type II

Water	2
Ice	2
MRE	1
Tarp	1

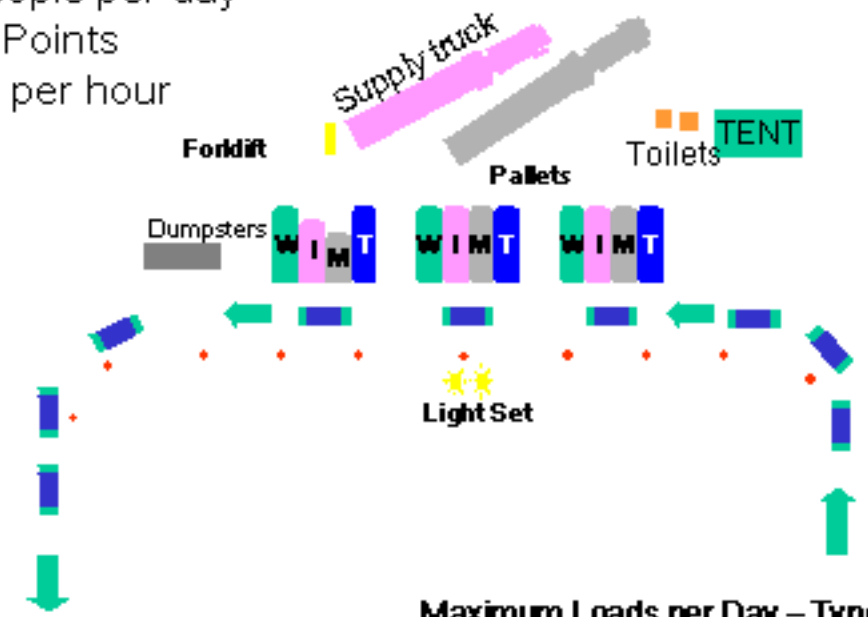
Key Planning Factors

Type II Distribution Point
Resources Required

Type II Distribution Point						
	Manpower			Equipment		
	Type		Day	Night	Type	Number
Local Responsibility	Team Leader		1	0	Forklifts	2
	Forklift Operator		1	2	Pallet Jacks	2
	Labor		28	3	Power Light Sets	1
	Loading PT	18			Toilets	4
	Back-up Loading PT	9			Tents	2
	Pallet Jacks Labor	1			Dumpsters	2
	Totals		30	5	Traffic Cones	15
Others	Law Enforcement		2	1	Two-way radios	0
	Community Rel.		2	0		
	Grand Total		34	6		

Key Planning Factors

TYPE III - DISTRIBUTION POINT
Serves 5,000 people per day
3 loading Points
140 vehicles per hour



Note: Individual vehicles drive through, and ice and water are loaded into their trunks. Recommend one case water, two or three bags of ice, and six MREs per vehicle.

Supply trucks for ice, water, MREs, and tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Key Planning Factors

Type III Distribution Point
Resources Required

Type III Distribution Point					
	Manpower			Equipment	
	Type	Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	1
	Forklift Operator	1	1	Pallet Jacks	1
	Labor	14	2	Power Light Sets	1
	Loading PT 9			Toilets	2
	Back-up Loading PT 4			Tents	1
	Pallet Jacks Labor 1			Dumpsters	1
	Totals	16	3	Traffic Cones	10
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	1	0		
	Grand Total	19	4		

Pre-Planning Model

Enter # of people without power	400,000
(Equals number of customers x 2)	
# of people requiring commodities	160,000
# of type III Dist. Points Req'd	32

	Type III	Dist.	Point		
Manpower	Day	Night		Equipment	
Local Req.				Forklifts	32
Forklift Oper	32	32		Pallet Jacks	32
Laborers	480	64		Traff Cones	320
Total	512	96		Light Sets	32
Law Enf	64	32		Toilets	64
Comun Rel	32	0		Tents	32
Grand Total	608	128		Dumpsters	32

Ramps	
Loads	Each
36	160,000

Number of truck loads required per day for 24 days	Days	Water Loads	Water K Gal	Ice Loads	Ice K Pounds	MREs Loads	MREs Each
	1	32	152.0	32	1280	16	347,904
	2	29	139.0	29	1170	15	326,160
	3	27	125.9	27	1061	13	255,263
72 Hour Planning Total *		88		88		44	
	4	24	112.9	24	951	12	258,443
	5	21	99.9	21	841	11	228,623
	6	18	86.9	18	731	9.1	198,802
	7	16	73.8	16	622	7.8	168,982
60% Power back on-line *	8	13	60.8	13	512	6.4	139,162
	9	12	55.1	12	464	5.8	126,115
	10	10	49.4	10	416	5.2	113,069
	11	9.2	43.7	9.2	368	-	-
	12	8.0	38.0	8.0	320	-	-
	13	6.8	32.3	6.8	272	-	-
	14	5.6	26.6	5.6	224	-	-
	15	4.4	20.9	4.4	176	-	-
90% Power back on-line *	16	3.2	15.2	3.2	128	-	-
	17	2.8	13.3	2.8	112	-	-
	18	2.4	11.4	2.4	96	-	-
	19	2.0	9.5	2.0	80	-	-
	20	1.6	7.6	1.6	64	-	-
	21	1.2	5.7	1.2	48	-	-
	22	0.8	3.8	0.8	32	-	-
	23	0.4	1.9	0.4	16	-	-
	24	0.0	0.0	0.0	0	-	-
Total Loads		249.6	1185.6	249.6	9984	101	2,195,523

Post-Ordering Model

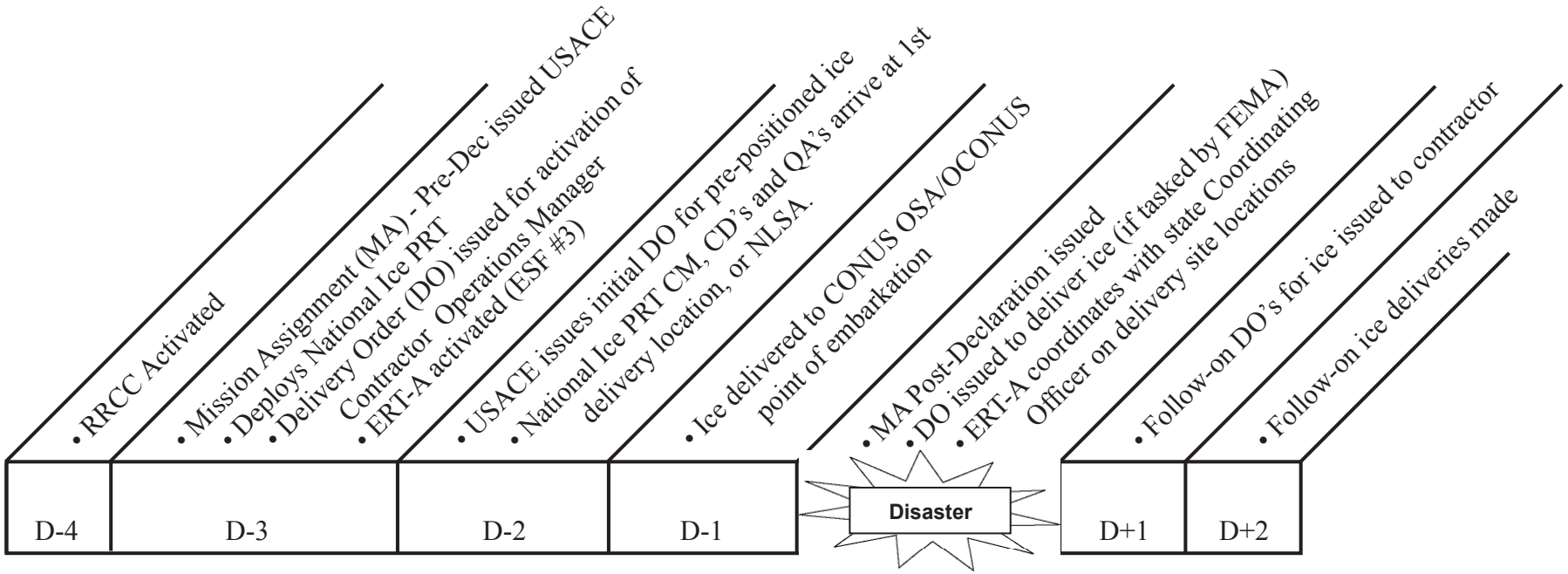
Enter Number of Type III Dist. Points to be used	25
- 1 Type II = 2 Type III	
- 1 Type I = 4 Type III	

Number of truck loads required per day for 24 days	Days	Water		ICE		MREs		Tarps	
		Loads	K Gal	Loads	K #	Loads	Each	Loads	Each
	1	25	118.8	25	1000	13	271,800		
	2	23	108.6	23	914	11	248,503		
	3	21	98.4	21	829	10	225,206		
Initial Order (72 Hour Planning Total) >		69		69		34		28	125,000
	4	19	88.2	19	743	9	201,909		
	5	16	78.0	16	657	8	178,611		
	6	14	67.9	14	571	7.1	155,314		
Next Order (next 72 Hour Planning Total) >		49		49		25			
	7	12	57.7	12	486	6.1	132,017		
60% Power back on-line >	8	10	47.5	10	400	5.0	108,720		
	9	9	43.0	9	363	4.5	98,528		
	10	8	38.6	8	325	4.1	88,335		
	11	7.2	34.1	7.2	288	-	-		
	12	6.3	29.7	6.3	250	-	-		
	13	5.3	25.2	5.3	213	-	-		
	14	4.4	20.8	4.4	175	-	-		
	15	3.4	16.3	3.4	138	-	-		
90% Power back on-line >	16	2.5	11.9	2.5	100	-	-		
	17	2.2	10.4	2.2	88	-	-		
	18	1.9	8.9	1.9	75	-	-		
	19	1.6	7.4	1.6	63	-	-		
	20	1.3	5.9	1.3	50	-	-		
	21	0.9	4.5	0.9	38	-	-		
	22	0.6	3.0	0.6	25	-	-		
	23	0.3	1.5	0.3	13	-	-		
	24	0.0	0.0	0.0	0	-	-		
Total Loads		195.0	926.3	195.0	7800	79	1,708,943	28	125,000

National Ice Mission Overview

- Standard reefer (refrigerated truck) holds 40,000 pounds of ice
  - 5- to 20-lb. bags, 2,000 lbs./pallet, 40,000 lbs./truck
- Personnel are on 24-hour mission the first seven-to-ten days
- Pre-Scripted Mission Assignment: $200,000, dependant upon location
- Estimate one bag/person
  - Bags 5 lbs. to 20 lbs
- Advance Contracting Initiative Quantity Limitations:
  - Single Orders (min) - 200,000 lbs. (5 Truckloads)
  - Single Orders (max) - 20,000,000 lbs. (500 Truckloads)
  - Total capacity of the existing contracts - $350M
- Reefers are a limiting factor, as reefers sitting longer than three days require maintenance
- Storage Capability: No minimum days. Daily rate only
- Contract schedule:
  - 3,000,000 lbs. (75 trucks) within 24 hours of receiving a Task Order (CONUS)
  - 1,000,000 lbs. within 48 hours PR & VI
  - See contract sections F.3.1 and F.3.2 for orders in excess of above amounts
- Beware of demobilization, pipeline effect

National Ice Mission Execution Timeline



- Note: For Outside the Continental United States (OCONUS) operations, add two days to start of ice deliveries. Also, little activity will occur at D-1, D+0, and D+1, due to weather and damage conditions.
- Assumptions: Roads and airfields are accessible for contractors. FEMA issues Pre-Scripted Mission Assignments.
- No-notice disaster events (e.g., tornado, earthquake) require a modified timeline starting at D+0.
- Contract schedule:
  - 3 M lbs. or 25% of order within 24 hours in Continental United States (CONUS) area
  - 1 M lbs. Within 48 hours PR & VI

ACI Fact Sheet: Ice

Contracting Provisions: Neither the government nor the contractor is obligated to use the ice contract for requirements of less than 200,000 pounds. The contractor is not obligated to honor any single order in excess of 30 million pounds, any combination of orders in excess of 30 million pounds, or any series of orders within 14 calendar days that together call for quantities exceeding 30 million pounds. If the contractor declines any such orders, the government may acquire ice elsewhere. The contractor is required to purchase, deliver, and store ice in accordance with the contract. This is a national contract, which includes provisions for any USACE District to place delivery orders for ice purchases. (See Policy on page 3-63.)

- **Storage:** The contract requires the contractor to have the capability to provide on-site storage at the delivery site for the amount of ice ordered. When or if storage is required by the delivery order, the contractor shall provide daily storage in accordance with the storage line item specified in the contract bid schedule. The government reserves the right to obtain storage from other sources.
- **Packaging:** Ice will be sealed in 5- to 20-pound plastic bags and stacked on sanitized pallets. Each pallet shall contain 2,000 pounds of ice plus or minus 5%. Unless changed by the contracting officer, pallets of bagged ice shall be fully covered on all four sides with a minimum of four layers of stretch-wrap. Normally, there are 20 pallets in each reefer. A standard reefer holds 40,000 pounds of ice.
- **Testing:** The quality assurance requirements in the Scope of Work (SOW) require the vendor to deliver a pure product. Based on vendor certification, and in coordination with the Environmental Protection Agency, Public Health Service, and the Center for Disease Control, the Federal government does not require additional testing of the ice beyond the requirements contained in the SOW, unless there is reason to suspect that the ice has been exposed to conditions that could result in contamination. (See Memorandum for Record, dated 7 June 99, in Ice Mission Guide.)
- A listing of the current ACI contract awards can be found at https://englink.usace.army.mil.

National Ice Mission: Essential Elements of Information

Essential Elements of Information (EEI)

Cumulative to Date	
Ice Requested by RFA(s)	Pounds
Funding Provided in RFA(s)	Dollars
Ice Under Contract	Pounds
Ice Delivered to Mobilization Center	Pounds
Ice Delivered to Staging Area(s)	Pounds
Ice Distributed to Locals/State	Pounds
Ice on Hand at Staging Area(s)	Pounds

	Pounds	Last 24 Hours	Next 24 Hours
Received at Staging Area(s)	Pounds		
Distributed to Locals/State	Pounds		

Note: Each National Ice Mission Manager is responsible for collecting and regularly updating the information contained within this chart. These Essential Elements of Information collected at the field level will be entered into ENGLink for distribution and will be used by decision-makers at the regional and national levels. The Commodities Team Mission Managers are responsible for collecting and providing regular updates to the National Ice Mission Manager.

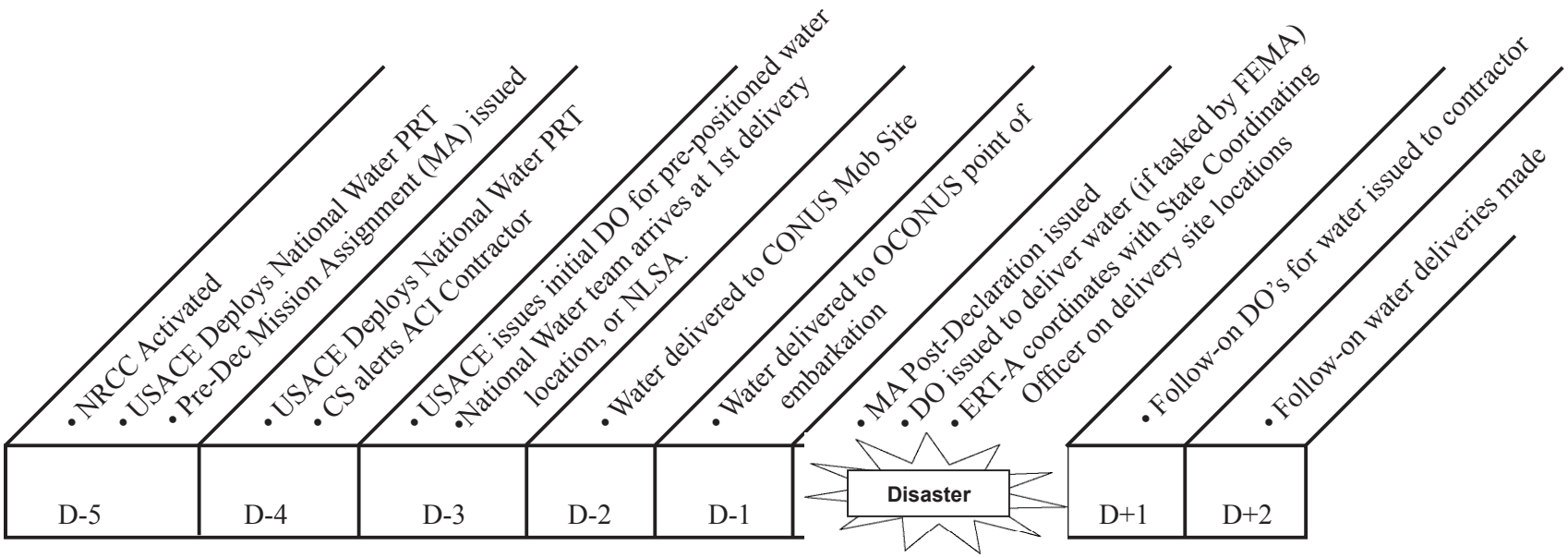
National Water Mission Overview

- Plan to support one million people per day for seven days (200 truck loads/day).
- The critical planning factor for ordering commodities is “distribution” capability, not people without power.
- The new contract requires the contractor to use an automated tracking system, such as mobile GPS transceivers reporting to a data collection computer for vehicles in transit.
- Pre-Declaration ordering and/or repositioning will be based on landfall minus three days, according to the USACE model.
- Post-Declaration ordering will be based on post-landfall modeling for the first 72 hours (L + 3 days), and then on the state’s capability to distribute commodities.
- OCONUS: Schedule of bottled water deliveries will be confirmed by the contractor before the issuance of a delivery order. Contractor must deliver a minimum of 75% of the daily amount ordered to meet the requirements of substantial performance.

National Water Mission Overview

- Pre-scripted Mission Assignment: $200K for team deployment (does not include commodity purchase).
  - Standard CONUS truckload is approximately 18,000 liters, or 5,000 gallons (1 gallon = 3.79 liters).
  - For OCONUS delivery, truckload is approximately 16,200 liters, due to barge container capability.
- Haulers are a limiting factor, especially on weekends.
- Cases are individually shrink-wrapped and stacked on pallets. Pallets are stretch-wrapped on all four sides with a minimum of four inches overlap on top.
- Use 12-oz. to 1.5-liter bottles, marked and dated.
- Personnel are on 24-hour mission, first seven-to-ten-days.
- Estimate four liters per person for drinking water only.
- Beware of demobilization, pipeline effect.
- ACI Quantity Limitations:
  - Single Orders (min): $25,000
  - Single Orders (max): 24 million liters
  - Combination Orders (max): 28 million liters
  - Multiples of 18,000 liters (1 truckload) ordered
  - Minimum OCONUS single order: 36,000 liters

National Water Mission Execution Timeline



- For OCONUS operations, add two days to start of water deliveries from point of embarkation. Little activity will occur at D-1, D+0, and D+1, due to weather and damage conditions. However, some aerial assessments may be accomplished to determine the impacts and magnitude.
- Assumptions: Roads and airfields are accessible for contractors. FEMA issues Pre-Scripted Mission Assignments.
- No-notice disaster events (e.g., tornado, earthquake) require a modified timeline starting at D+0.
- Contract schedule CONUS: 100% of quantity ordered, up to 720,000 liters within 24 hours. For orders of 720,000 plus:
  - Within 24 hours: 720,000 liters (40 truckloads)
  - 24-48 hours: 1,800,000 liters (100 truckloads)
  - After 48 hours: 3,600,000 liters (200 truckloads) daily

ACI Fact Sheet: Water

Contracting Provisions: The contract is intended to purchase off-the-shelf bottled water. It includes the purchase, delivery, and unloading of water, as well as additional ground mileage and standby time for trucks transporting the bottled water for requirements for CONUS, Alaska, Hawaii, Guam, Northern Mariana Islands, American Samoa, Federated States of Micronesia, Republic of Marshall Islands, Puerto Rico, and the U.S. Virgin Islands. The government reserves the right to use any stored water to meet initial mission requirements. The contract includes loading and ground transportation of government-furnished water. The new contract includes contractor-provided warehouse with inventory managed supplies of bottled water in FEMA Regions IV and VI, along with GPS tracking devices on all trucks. (See Policy on page 3-64.)

- **Minimum Order:** When the government requirement is less than $25,000, the government is not obligated to purchase nor is the contractor obligated to furnish supplies/services under this contract.
- **Maximum Order:** The government is not required to order, in full or in part, and the contractor is not required to honor certain large orders:
  - Any order for a single item in excess of 24 million liters
  - Any order for a combination of items in excess of 28 million liters
  - A series of orders from the same ordering office within three days that together call for quantities exceeding the limitations stated above
- **Contractor's Acceptance/Decline of Maximum Order:** If the government opts to place an order exceeding the maximum outlined above, the contractor is required to honor that order, unless it is returned to the ordering office within four hours with written notice that the contractor does not intend to ship. In which case, the government may purchase the requirement from another source.
- **Packaging.** Water will be provided by the contractor only in containers ranging from 12 ounces to 1.5 liters, with the size at the contractor's discretion. Bottled water shall be packed in cases with a cardboard bottom and are individually shrink-wrapped and shipped in industry standard size pallets. Pallets will be covered on all four sides with a double layer of stretch-wrap.

ACI Fact Sheet: Water

- **Quantities:** Bottled drinking water orders must be in multiples of 18,000 liters/5,000 gallons (one truckload). For CONUS daily quantities of 720,000 liters (approx. 40 truckloads), full quantity delivery is required. For CONUS orders in excess of 720,000 liters, delivery amounts required for substantial performance of the contract are:
  - Within 24 hours from issuance of delivery order 720,000 liters (40 truckloads)
  - Between 24 & 48 hours 1,800,000 liters (100 truckloads)
  - After 48 hours 3,600,000 liters (200 truckloads)
- **Pricing:** Contract price for water within CONUS includes product and delivery. Unloading, additional ground mileage, and standby time (in excess of four hours) for trucks are included in the contract and should be ordered when needed. Contract price for water OCONUS includes product, delivery, and unloading. Additional ground mileage and standby time (in excess of four hours) for trucks are included in the contract and should be ordered when needed.
- **Testing:** There is no provision for testing water if it is within two years of the date stamped on it unless there is probable cause to test (e.g., particulate floating in the containers). The Food and Drug Administration (FDA) will provide any required testing. (The FDA regulates bottled water as a packaged commodity, and the EPA regulates bulk water.)
- **Storage trailers:** The contract provides for the leasing of truck trailers for storage of water, which may provide savings.
- **Drayage** (truck with fifth wheel and driver): This item is available for order when a truck is required to move trailers, usually from the staging area to distribution sites.
- **Government-Furnished Bottled Drinking Water:** The contract includes provisions for loading and transporting water that is not purchased from the contractor. Loading and transportation are individual items and can be ordered separately (e.g., FEMA-stored water can be loaded by the government and transported by the contractor, or the contractor can load and transport).
- A listing of the current ACI contract awards can be found at http://englink.usace.army.mil.

Water Mission: Essential Elements of Information

Essential Elements of Information (EEI)

Mission Status (% Done)	
Authorized Funding	
Funds Obligated	
Funds Committed	
Funds Expended	

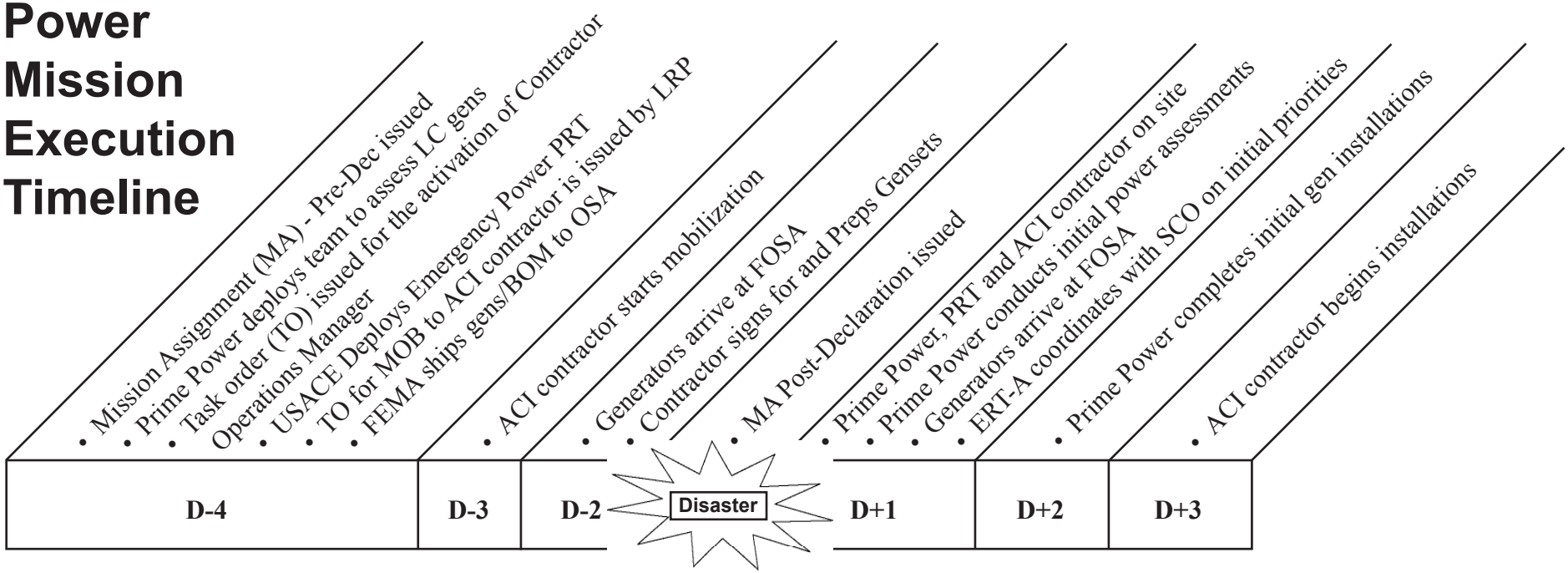
Trucks of Water	Delivered to State	Shipped to Date	On-Hand	Next 24 Hours	Next 48 Hours	Next 72 Hours	Next 96 Hours
MIssion Requirement							
Mob Site 1							
FOSA 1							
FOSA 2							
Totals							

Note: Each Mission Manager is responsible for collecting and regularly updating the information contained within this chart. These Essential Elements of Information collected at the field level will be entered into ENGLink for distribution, use, and for decision makers at the regional and national levels.

Temporary Emergency Power Overview

- Use FEMA generators and Bill of Materials (BOM), which is located at the FEMA Disribution Center (DC).
- USACE receives/signs for generators and becomes responsible agent.
- State Coordinating Officer (SCO) or their representatives set priorities.
- Valid pre-installation inspection (PII) must be performed to determine requirements.
  - This can be made during an annual inspection with (PII) recorded and sent to the RSC.
  - If PII is pre-event, the post event request for the generator must include the facility managers validation that a generator can still be installed.
- If there is no pre-event PII or no post event facility manager's validation, the 249th performs initial assessments/ installations with ACI capabilities ramping up ASAP to phase out the 249th.
- Rights of Entry (ROE) are required for private property.
- Environmental Baseline Assessment (EBA) must be recorded by contractor for each install site with USACE QA validation.
- Contractor submits all required plans (including safety) to PRT Mission Manager within 5 days of mobilization.
- Responsible party at the affected facility signs for the generator.
- ENGLink Power Module database is used to manage generators, applicants, and ACI activities.
- MUST MAINTAIN CONSTANT COMMUNICATIONS/LIAISION WITH COMMERICAL POWER VENDORS!

Temporary Power Mission Execution Timeline



- Note for D-1: Timeline is keyed to the mobilization of the ACI contractor.
- Note for D+1: Arrival of all three players (Prime Power, PRT, and Haul and Install Contractor) is critical for the rest of the timeline. *Should PP or PRT be unable to reach disaster site, timeline will slide accordingly.*
- Actual assessments would be D+1, but the reporting may not be until D+2, based on when the reporting time ends (e.g., 1500 hrs on D+1). Assessments could be done after 1500 hrs, but not reported until D+2.
- Little activity will occur during D-1, D+0, and D+1, due to weather and damaged conditions. However, some aerial visual assessments may be accomplished to determine the impacts and magnitude.
- Assumptions: Roads and airfields are accessible for contractor crews. FEMA issues Pre-Scripted Mission Assignments. FEMA has generators and BOM available at Federal operational staging areas.
- No-notice disaster events (e.g., tornado, earthquake) require a modified timeline starting at D+0.

ACI Fact Sheet: Temporary Emergency Power

Contracting Provisions: Work under the contract consists of supporting all generator set activities during emergency operations in a state, territory, commonwealth, or region. Generator set activities include assessing power needs, preparation, hauling, installing, preventive maintenance, service, fueling, relocating, and recovering Government-Furnished Equipment (GFE, engine-generator sets) and associated fuel systems, site remediation, and Hazardous and Toxic Waste (HTW) disposal. Contractor provides all support and logistics required to support contractor personnel. The contractor performs generator set activities 24/7, including all weekends and holidays. The contractor is required to be in compliance with all applicable local permits and licenses. The contractor shall participate in pre- and post-emergency conferences, workshops, meetings and exercises, such as Command Post Exercises, After-Action Reviews, Lessons Learned Analysis, Planning, and Response Team Train Ups as directed by the government. (See Policy on page 3-64.)

Real Estate Requirements: Lands, easements, and rights-of-way owned by the local entity requesting FEMA's assistance (usually the state, but could be a county, city, etc.) are provided through a written agreement with FEMA and that entity. Included in the agreement is also a "hold harmless" clause. The government's interest in these two issues is to avoid trespassing and liability as a result of the performance of or the failure to perform an activity while carrying out emergency assistance missions.

A Right of Entry with a hold harmless clause from a property owner to the Federal government may be required, especially in those instances where the local entity leases or otherwise acquires private lands for emergency use. An environmental baseline must be recorded for each install site.

Contract Production and Cost: Current contract information can be found in the contract schedule of bid items.

Current configuration of a standard 50-pack: Generators are usually shipped in 50 packs ranging from 10 KW to 2 MW or as specifically requested by PRT management. Deployment of generators are dependent on the need identified for the impacted area. FEMA has generators stored at the Distribution Centers (DCs) located at Ft. Gilliam, GA; Fort Worth, TX; Moffet Field, CA; Frederick, MD; Guam; Puerto Rico; and Hawaii.

A listing of the current ACI contract awards can be found https://englink.usace.army.mil under the ACI contracts section of the technical library.

Temporary Emergency Power Mission

Essential Elements of Information (EEI)

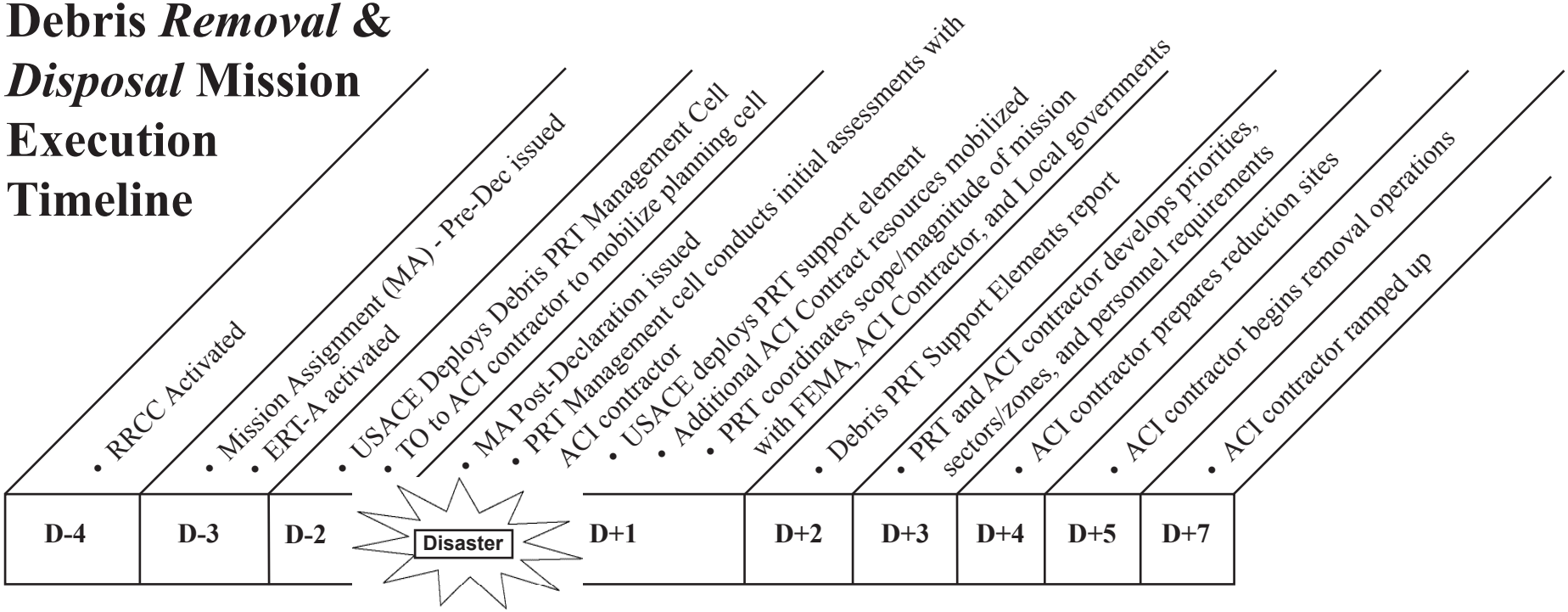
1. Taskings
   - Pre-Installation Inspection (PII) Request in the Last 24-hours
   - PII Requests Total
   - PIIs Completed in the Last 24 hours
   - PIIs Completed Total
2. Facilities
   - Facilities Requiring a Generator Based on PIIs Above
   - Facilities that No Longer Require a Generator
   - Facilities that Still Require Generators
   - Facilities with Needs Unable to be Met
3. Generators
   - Generators Installed in the Last 24-hours
   - Generators Installed Total
   - De-Installs in the Last 24-hours
   - De-Installs Total
   - Generators Assigned to the Mission
4. Personnel
   - Total Number of PRT Members
   - Total Number of 249th Personnel
   - Total Number of PII Teams (PIIT)
   - Total Number of Contractor Personnel
   - Total Number of Installation Teams

Note: Each Mission Manager is responsible for collecting and regularly communicating this information to the Mission Liaison to be entered into ENGLink for distribution and the use by decision makers at the regional and national levels.

Debris Removal Mission Overview

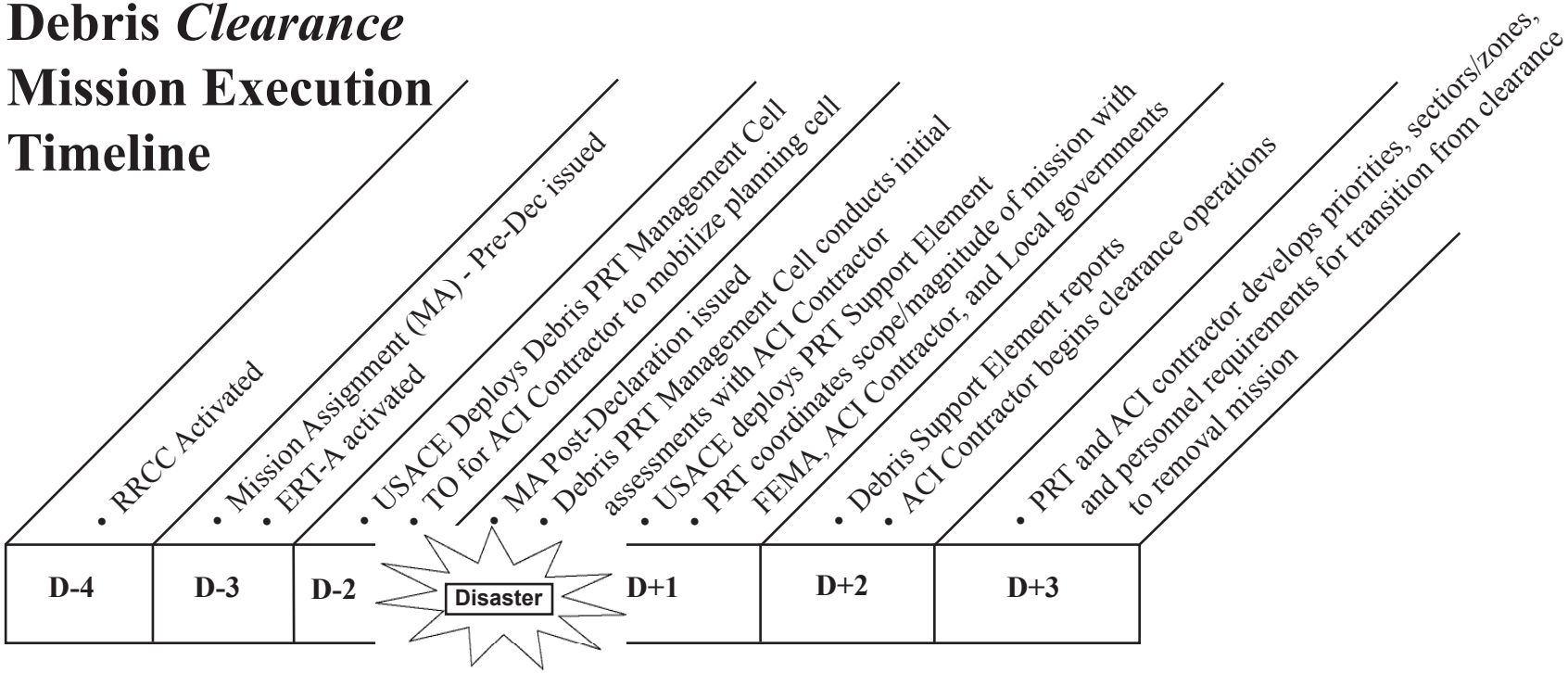
- Usually the largest Corps mission, funding, and personnel.
- Requires experienced/knowledgeable personnel to guide initial planning.
- Requires team effort: FEMA, USACE, ACI Contractor, other ESFs, and State/Local governments.
- Debris Clearance: Moving debris off roadway.
- Debris Removal: Load, haul, reduce, and dispose of debris.
- Dump sites are key to scoping the mission.
- Units reported in cubic yard or tons. It is important to maintain debris volume records even if units are not contracted per cubic yard or ton (e.g, time and material, lump sum).
- FEMA debris eligibility requirements can vary with each disaster.

Debris *Removal* & *Disposal* Mission Execution Timeline



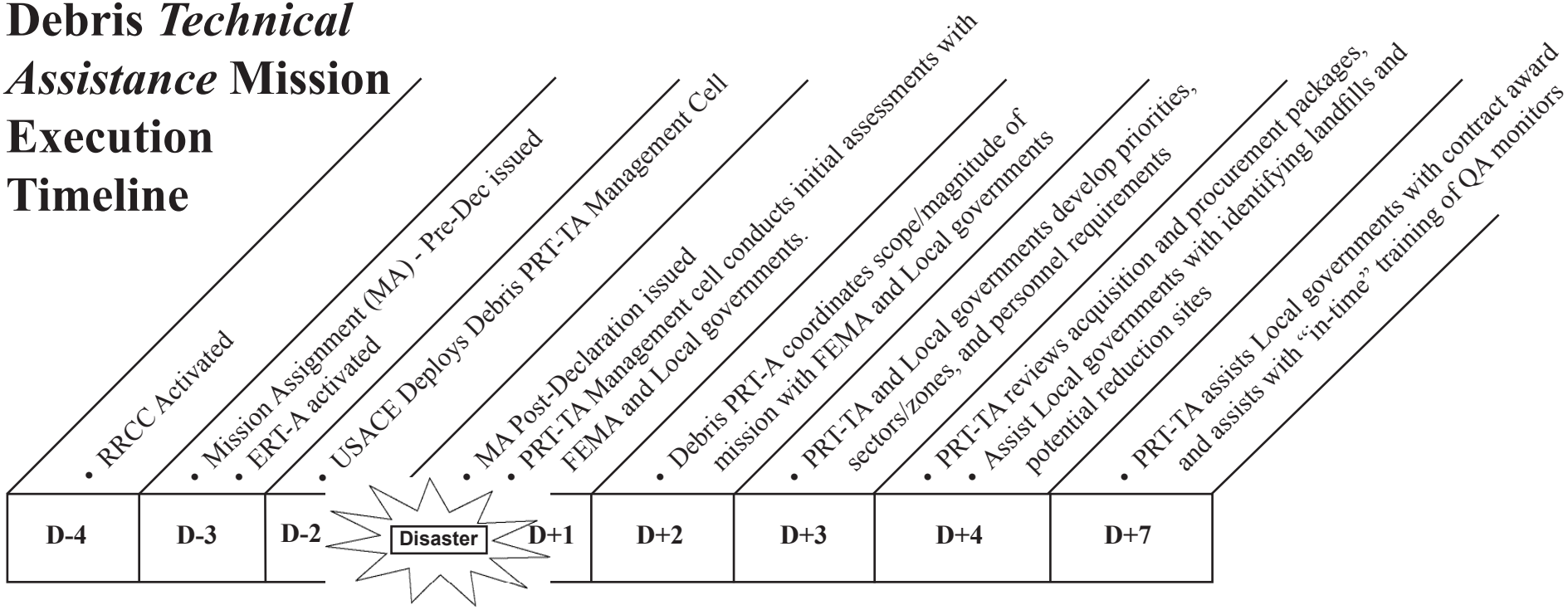
- For OCONUS operations, add four days to start of removal operations.
- Note for D+5: A limited workforce (two-to-three contractor crews) can begin initial debris removal operations at approximately D+3 **if** existing local landfills can be utilized until the reduction sites are located and operational.
- Assumptions: FEMA issues Pre-Scripted Mission Assignments. ACI contracts will be utilized. If no ACI contract is in place or a combination of ACI and additional local contracts are required by FEMA, then ACI standard acquisition or technical assistance procedures will be used.
- No-notice disaster events (e.g., tornado, earthquake) require a modified timeline starting at D+0.

Debris *Clearance* Mission Execution Timeline



- For OCONUS operations, add four days to start of removal operations.
- Assumptions: FEMA issues Pre-Scripted Mission Assignments. ACI contracts will be utilized. If no ACI contract is in place or a combination of ACI and additional local contracts are required by FEMA, then ACI standard solicitation and acquisition procedures will be used.
- No-notice disaster events (e.g., tornado, earthquake) require a modified timeline starting at D+0.

Debris *Technical Assistance* Mission Execution Timeline



- No-notice disaster events (e.g., tornado, earthquake) require a modified timeline starting at D+0.

ACI Fact Sheet: Debris Missions

- **Contracting Provisions:** The Advanced Contracting Initiative (ACI) contract is structured to begin debris removal within 24 hours. The ACI includes both Single Award Task Order Contracts (SATOC) and Multiple Award Task Order Contracts (MATOC). Each Task Order under the Indefinite Delivery Indefinite Quantity (IDIQ) portion of the contract has a $10 million maximum.

- **SATOC:** Coverage includes ten regional boundaries. Indefinite Delivery/Indefinite Quantity (IDIQ) has the ability to issue Firm Fixed Price or Time & Material Task Orders. Total capacity is $2.5 billion given over 5 years, $50 million per region per year. Contract length is one base year with four option years. Scope includes planning, debris removal, debris reduction, and demolition. Other key features include an Automated Debris Management System (ADMS) and an electronic load ticket system, which is provided by the contractor. Reachback capability is available, which allows bringing in another regional contractor.

- **MATOC:** Coverage includes Western, Southern, and Eastern Pools with four-to-eight awards per pool. Pools include set-asides for 8(a) and HUBZone contracts. Total capacity is $200 million for sub-regional set-asides. Contract length is one base year with four option years. Scope includes debris removal, debris reduction, and demolition. Other key features include opportunities for small businesses to get prime contracting experiences and the ability to have more than one firm operating in an area, which can drive down cost through competition (Task Orders will be competed within each pool). Coverage also provides an additional $200 million of contract capacity (redundancy) on each coast of the United States.

- **Mission Time-Line:** The contractor will begin removing debris within 24 hours of receiving a Task Order or Notice To Proceed (NTP) and will reach full mobilization within four days after receipt of NTP. The total length of the mission will depend on the weather, debris quantities, available disposal/reduction sites, and political factors. The debris PRT will develop a close-out plan within the first two-to-three weeks of the mission.

- A listing of the current ACI contract awards can be found at https://englink.usace.army.mil/web/contracts/index.html.

Debris Modeling

The modeling methodology described below was developed by the Mobile District, USACE Emergency Management staff using actual data from Hurricanes Frederick, Hugo, and Andrew. The estimates produced by the model are predicted to have an accuracy of +30%. (Accuracy is limited due to the many variables inherent to the debris removal process.) The primary factor the model uses to estimate storm-generated debris is the total number of households in a developed urban/suburban area. Other factors are cubic yards of debris generated per household per storm category, vegetative cover, commercial density, and precipitation. The household debris includes debris generated from damage to the house, including contents and surrounding shrubs/trees. Vegetative cover includes all trees /shrubbery and other debris located on public rights-of-way. Commercial density includes debris generated by damage to businesses and industrial facilities. The majority of commercial-related debris will be removed by private contractors, but disposal/reduction space is still required. The amount of precipitation generated by a storm has a direct relationship on debris quantities. Very wet storms will cause ground saturation, which increases tree fall.

See models for active storms at http://www.englink.usace.army.mil.

Debris Mission

Essential Elements of Information (EEI)

	Past 24 Hours	Cumulative to Date	Next 24 Hours
MIssion Status (% Complete)			
Hauled (CY)			
Reduced (CY)			
Funding			
Authorized Funding ($)			
Funds Obligated ($)			
Funds Committed ($)			
Funds Expended ($)			

Note: Each Mission Manager is responsible for collecting and regularly updating the information contained within this chart. These Essential Elements of Information collected at the field level will be entered into ENGLink for distribution and the use by decision-makers at the regional and national levels.

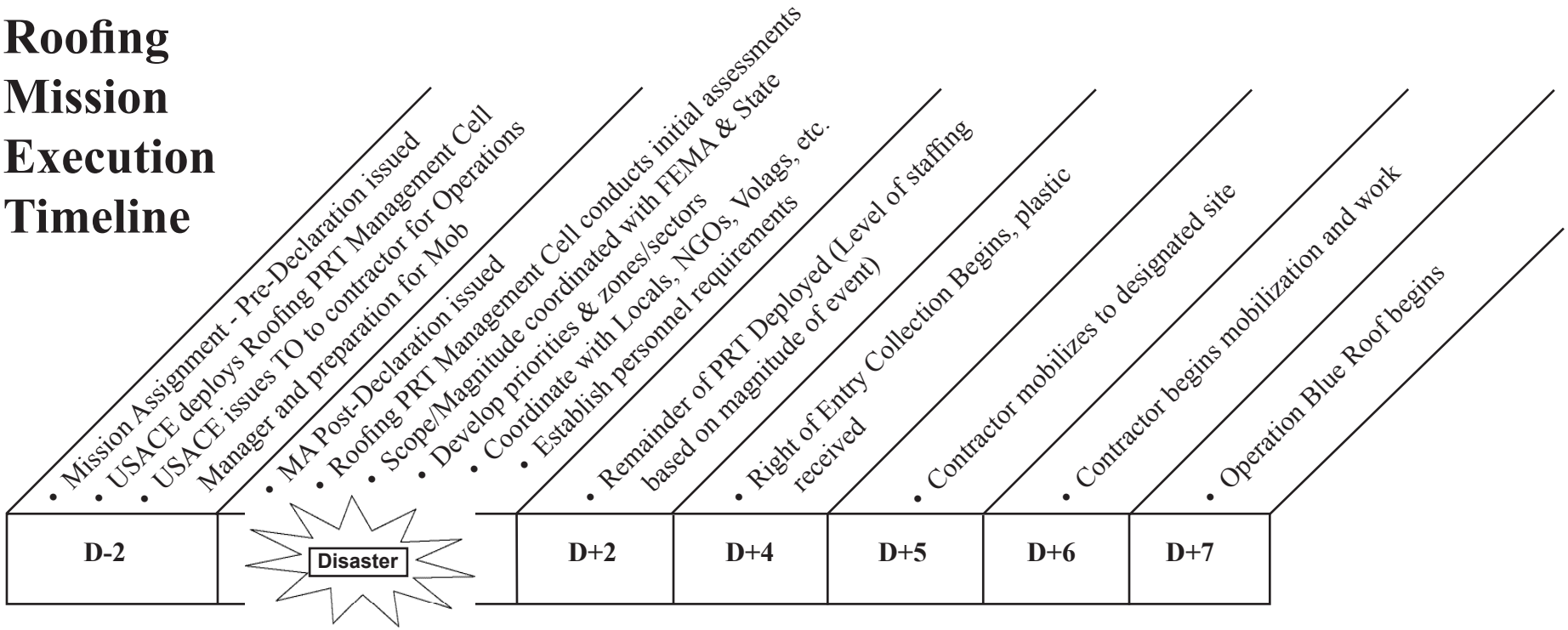
Temporary Roofing Mission Overview

- ACI contracts are in place in some locations. If no ACI is in place for the disaster area, ACI standard solicitation and acquisition procedures will be used.
- FEMA furnishes plastic for roofs; contractor provides all other materials.
- Database required to manage applicants, ROEs, and ACI activities.
- Must clearly define which roofs are eligible (% damaged, how much rebuild). Current guidance is for shingled roofs only and cover entire damaged area.
- Large QA requirements for collecting ROEs, estimating quantities, overseeing installation of plastic, and final acceptance.
- Ensure that there is an understanding of “Ramp-Up” to full production.

Days After Task Order Award	Individual Contractor Production Rate per Mission
4	1 roof/day
5	5 roofs/day
6	20 roofs/day
7	40 roofs/day
8	60 roofs/day
9	120 roofs/day
10	300 roofs/day

The full production rate is 300 roofs/day per contractor per mission.

Roofing Mission Execution Timeline



- Assumptions:
  - These timeframes are contingent on the weather, availability of sites, and FEMA's having the necessary plastic readily available.
  - Roads are accessible for contractor crews.
  - FEMA issues Pre-Scripted Mission Assignments.
- No-notice disaster events (e.g., tornado, earthquake) require a modified timeline starting at D+0.

ACI Fact Sheet: Roofing

Performance Data

Event	Days to Ramp-up	Minimum Production Target
Small	5 - Days	200 Roofs/Day
Medium	10 - Days	700 Roofs/Day
Large	10 - Days	1500 Roofs/Day

Ramp-up to Full Production Schedule
Small Event
2nd Day - 25% of minimum production target
3rd Day - 50% of minimum production target
4th Day - 75% of minimum production target
5th Day - 100% of minimum production target

Medium/Large Event
2nd Day - 15% of minimum production target
4th Day - 25% of minimum production target
6th Day - 50% of minimum production target
8th Day - 75% of minimum production target
10th Day - 100% of minimum production target

Without ACI: These performance data would be the same if there was no ACI, except advertise and award times would have to be added. The estimated timeframes for advertise and award are:

- D+5 Prepare solicitation and advertise (4 Days)
- D+7 Advertising and receive bids (48 Hours)
- D+9 Evaluate bids, award, and issue first task order (2 Days)

ACI Fact Sheet: Roofing

Contracting Provisions: The primary purpose of the temporary roofing contract is to provide emergency temporary roof repair services in support of contracts for disasters or emergency missions assigned to the USACE. The government is obligated to use the temporary roofing contract for all requirements up to $100,000 of a FEMA-declared disaster with a temporary roofing mission and exercise the IDIQ portion in excess of $100,000. Currently, 21 contracts (4 OCONUS & 17 CONUS) are available with capacities of 12.5M, 25M, and 50M respectively. The government reserves the right to mobilize additional contractors if determined to be necessary in order to meet disaster response mission requirements. (See Policy on page 3-64.)

- The contractor is responsible for providing all supervision, labor, equipment, and materials necessary to perform temporary roofing repairs. Furnished materials include structural-use panels, furring strips, joists and rafters, fasteners, and roofing tape. The government will furnish the polyethylene plastic sheeting.

- The government will provide the contractor with Right of Entry (ROE) forms, which include the estimated quantity of plastic required and to be issued to the contractor. Upon the completion of the installation of the temporary roofing, the contractor is required to submit the original of the completed and executed ROE to the government's representative on a daily basis in order to receive payment.

- A listing of the current ACI contract awards can be found at http://www.sam.usace.army.mil/ct/contractorinfo.htm.

- Temporary roofs are not normally installed on flat, metal, tile, or hard shingle roofs.

Temporary Roofing Mission

Essential Elements of Information (EEI)

QA Manpower	
Corps of Engineers	Numbers
Other Federal Agencies	Numbers
Contract QAs	Numbers
Military	Numbers
VOLAG	Numbers
Total	Numbers
QA Utilization	
ROE Collection	Numbers
ROE Assessment	Numbers
QA During Construction	Numbers
Final Inspection	Numbers
Database/Office	Numbers
Total	Numbers

Temporary Roofing Mission

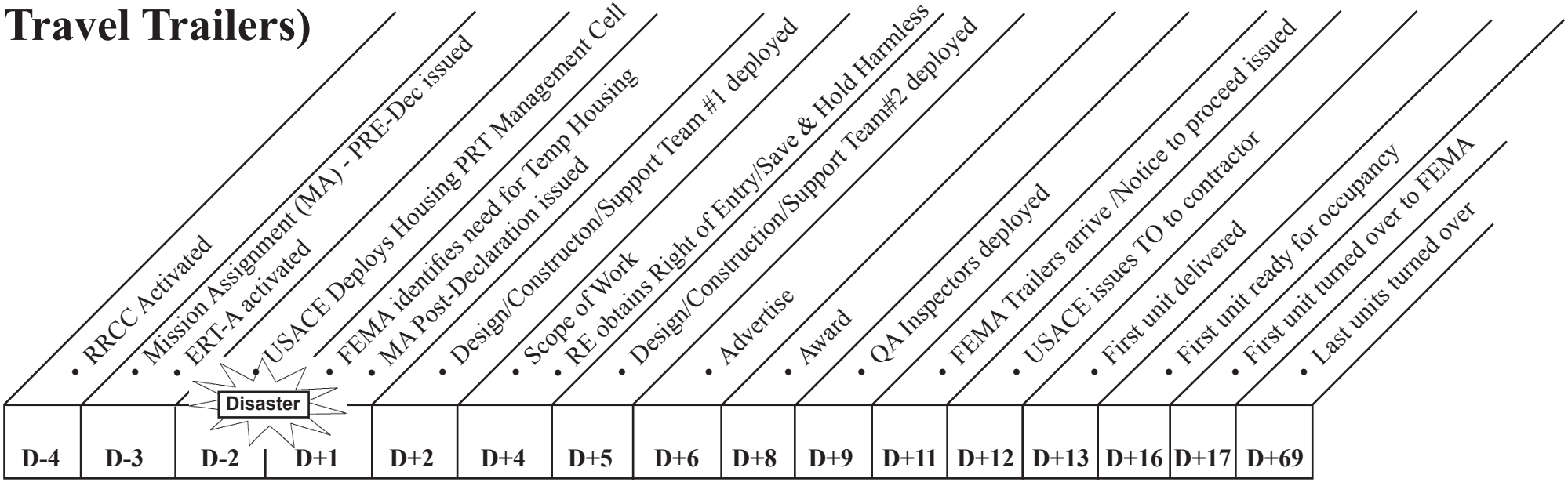
Cumulative to Date	
# ROEs Collected Cumulative	Numbers
# ROEs Collected Last 24 Hours	Numbers
Assessments (# ROEs) Cumulative	Numbers
Assessments (# ROEs) Last 24 Hours	Numbers
Number of Structures Completed Cumulative (Contractor reported by ROE number)	Numbers
Number of Structures Completed Last 24 Hours (Contractor reported by ROE number)	Numbers
Number of Contracts Awarded	Numbers
Final Inspections Approved Cumulative (USACE)	Numbers
Final Inspections Approved Last 24 Hours (USACE)	Numbers
Contractors' Daily Locations	Geographical Area
Estimated Completion Dares and Percent Complete	Dates & Percentages
Plastic Sheeting	
Plastic Sheeting Rolls Previous Total	Numbers
Plastic Sheeting Rolls Received	Numbers
Plastic Sheeting Rolls Issued	Numbers
Plastic Sheeting Rolls Currently on Hand	Numbers

Note: Each Mission Manager is responsible for collecting and updating by 0900 the information contained within this chart. These Essential Elements of Information collected at the field level will be entered into ENGLink for distribution and the use by decision-makers at the regional and national levels.

Temporary Housing Mission Overview

- Temporary Housing is a highly visible mission.
- Success requires teamwork (FEMA/COE/State/Local) and advanced planning.
- FEMA's steps to providing housing relief:
    1. Provide rental and home repair assistance.
    2. FEMA may consider increasing limits on individual assistance (home repair limits, rental limits, self-help trailer assistance).
    3. As a last resort, temporary housing (mobile homes/travel trailers) may be considered:
        a. Depending on capabilities, the State may procure, transport, and set up units.
        b. In some cases, the Federal government may take the lead (with State/Local cooperation).
- Options for Temporary Housing:
    - Temporary trailer parks
    - Replacement/rehabilitation of existing parks
    - Development of new trailer parks
    - Installation of trailers at private home sites
    - Emergency Group Sites (EGS)
- Minimum state requirements:
    - Site identification
    - Leasing and right-of-ways
    - Assistance with codes/permits
    - Group-site management
    - Deactivation/site restoration

Temporary Housing Mission Execution Timeline *Existing & Private Home Sites* (250 Mobile Homes and Travel Trailers)



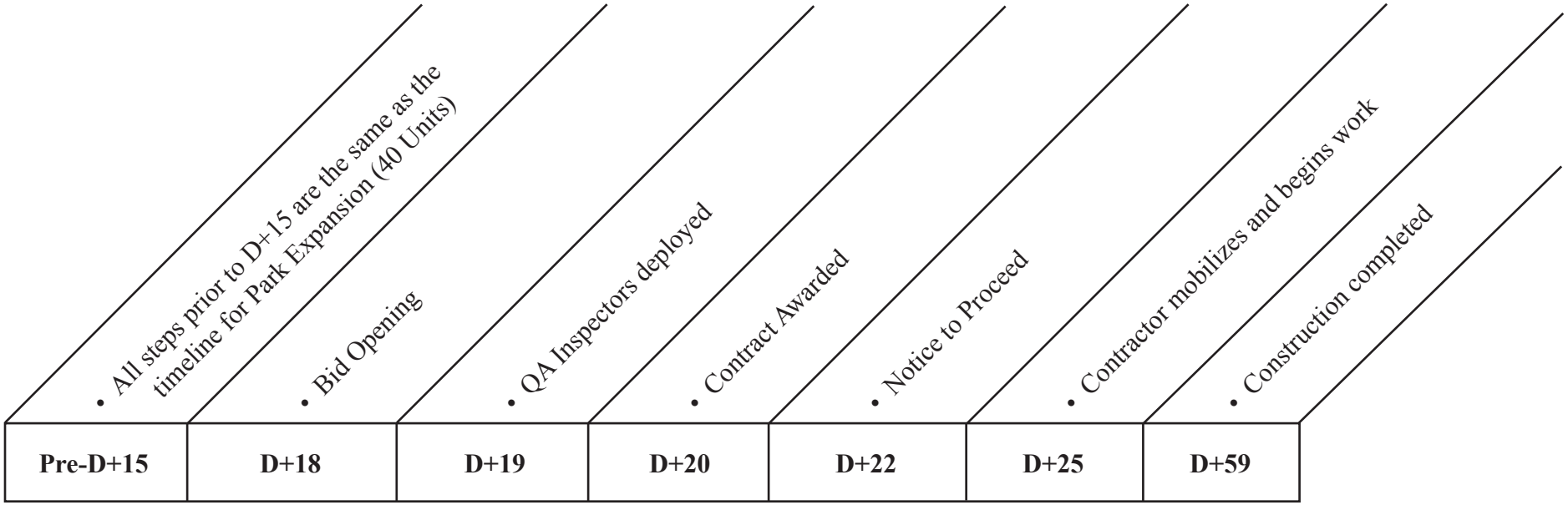
- Assumptions:
  - These timeframes are contingent on the weather, availability of sites, and FEMA's having the necessary trailers readily available.
  - Roads are accessible for contractor crews.
  - FEMA issues Pre-Scripted Mission Assignments.
  - No ACI is in place.
- No-notice disaster events (e.g., tornado, earthquake) require a modified timeline starting at D+0.

Temporary Housing Mission Execution Timeline *Park Expansion* (40 Units)

Pre D+4	D+4	D+5	D+8	D+9	D+11	D+12	D+13	D+14	D+16	D+17	D+19	D+21	D+33
• All steps prior to D+4 are the same as the Existing and Private Home Sites (250 MHs & TTs)	• RE detains Right of Entry/Save & Hold Harmless	• Site Inspected	• Envir. Clearance/Design/Construction/Support Team #2	• Complete local coordination /Survey conducted	• FEMA obtains lease from owner	• Design	• Scope of work prepared	• Advertise contract	• Bid opening /FEMA trailers arrive at OSA	• Contract Awarded /QA Inspectors Deployed	• Notice to proceed	• Contractor mobilizes	• Construction complete

- Assumptions:
  - These timeframes are contingent on the weather, availability of sites, and FEMA's having the necessary trailers readily available.
  - Roads are accessible for contractor crews.
  - FEMA issues Pre-Scripted Mission Assignments.
  - No ACI is in place.
- No-notice disaster events (e.g., tornado, earthquake) require a modified timeline starting at D+0.

Temporary Housing Mission Execution Timeline
New Site (100 Units)



- Assumptions:
  - These timeframes are contingent on the weather, availability of sites, and FEMA's having the necessary trailers readily available.
  - Roads are accessible for contractor crews.
  - FEMA issues Pre-Scripted Mission Assignments.
  - No ACI is in place.
- No-notice disaster events (e.g., tornado, earthquake) require a modified timeline starting at D+0.

Acquisition Fact Sheet: Temporary Housing Missions

Solicitation and Acquisition Procedures - Design

Each MSC should:

- Review existing IDIQ A-E contracts to assure this type design is within the Scope of Work.
- Prepare a list of those A-E contracts available for such use by 1 June annually.
- Identify Section 8(a) A-E firms within Major Subordinate Control (MSC) area of response (AOR) that could perform this work, negotiate price quickly, accept a letter contract if needed, and prepare a list of those firms by 1 June annually.
- Coordinate with appropriate SBA offices to establish expedited procedures for Section 8(a) award, if necessary.
- Contract for Site Adaptation issuing Task Orders under existing IDIQ A-E contracts or by letter contracts if no IDIQ A-E contracts available. Use of Section 8(a) A-E firms can be considered. In making decision, remember that there is a preference for A-E firms located in disaster area as well as a requirement for maximum practicable hiring and subcontracting in disaster location by A-E firms (Stafford Act). Assure contract requires daily reporting of local hiring and subcontracting in the disaster area until all hiring/subcontracting for each Task Order is completed, then as required by the Contracting Officer.
- Consider that SADBU Floors apply to this work (Small Business, Small Disadvantaged Business, Small Woman-Owned Business) in selecting the A-E. If the selected A-E is a large business, a provision must be added to require submission of SF 294 weekly and at the completion of each ordering period. If all optional ordering periods are exercised, a final SF 294 must be submitted within one month after contract ending date.

Acquisition Fact Sheet: Temporary Housing Missions

Solicitation and Acquisition Procedures - Construction

Contracting Actions:

- Specification and Schedule of Bid Items are developed and available on CD-ROM for Construction of Group Sites and Individual Sites. A draft solicitation is also developed and available.

Each MSC should:

- Develop, using the draft solicitation as a guide, a complete draft solicitation in standard procurement system (SPS) procurement desktop 2 (PD2) by 1 June annually. Construction contracts will be IDIQ.
- Develop construction contractor source lists and update annually by 1 June.
- Consider establishing a pre-qualification process for construction firms to perform this type of work.
- If an established pre-qualified bidders list is available, use sealed bid procedures for pricing. If not, use competitive negotiation procedures (Best Value Source Selection) for award of construction contract.
- Scopes of Work includes construction of group site to include water, sewer, power, pads, etc. Also includes hauling mobile homes/travel trailers from Staging Area to group sites or individual sites, installation, and hook-up.
- Each group site should have a single construction contractor. A separate construction contract should be awarded for individual sites.
- Note that there is a preference for construction companies located in the disaster area as well as maximum practicable hiring and subcontracting by prime contractors in the disaster area (Stafford Act). Assure contract requires daily reporting of local hiring and subcontracting in the disaster area until all hiring/subcontracting for each Task Order is completed, then as required by the Contracting Officer.
- Note that small and disadvantaged businesses (SADBU) floors apply to this work (Small Business, Small Disadvantaged Business, Small Woman-Owned Business). For any awards to Large Business concerns, the contract must include a provision to require submission of SF 294 weekly and at the completion of each ordering period. If all optional ordering periods are exercised, a final SF 294 must be submitted within one month after the contract ending date.

Acquisition Fact Sheet: Temporary Housing Missions

Solicitation and Acquisition Procedures - Mobile Homes/Travel Trailers

Each MSC should:

- Develop a general specification detailing items, such as location of power, sewer, and water hook-ups.
- Establish a source list of travel trailer retailers and mobile home manufacturers, as well as retailers in their AOR and update annually by 1 June.
- Develop a draft solicitation and update annually by 1 June. The solicitation should be developed with Commercial Contracting Procedures in the IDIQ contract format with an option for increased quantities with a time frame for ordering increased quantities.
- Acquisition of mobile homes/travel trailers should be from mobile home manufacturers, if given purchasing mission is for group sites, and local retailers, if purchasing mission is for individual sites. Travel trailers should be procured from local travel trailer retailers. Manufacturers/retailers are to deliver mobile homes and travel trailers to the designated Staging Area.
- Manufacturers/retailers must have workers at Staging Area to make repairs or adjustments needed for government acceptance. Government inspection and acceptance will be at the Staging Area. Mobile homes or travel trailers that cannot be repaired at the Staging Area must be removed by the manufacturer or local retailer.
- There is a preference for mobile home manufacturers or retailers located in the disaster area to include maximum practicable hiring and subcontracting in the disaster location by prime contractors (Stafford Act). Assure contracts require daily reporting of local hiring and subcontracting in the disaster area until all hiring/subcontracting for each Task Order is completed, then as required by the Contracting Officer.
- SADBU Floors apply to these contracts (Small Business, Small Disadvantaged Business, Small Woman-Owned Business). Add a provision to require submission of SF 294 weekly and at the completion of each ordering period. If all optional ordering periods are exercised, a final SF 294 must be submitted within one month after contract ending date.

Temporary Emergency Housing Essential Elements of Information: Overall Summary

Projected Requirement (Provided by FEMA)	
Units RFOed to Date (Private Sites)	
Units RFOed to Date (Group Sites)	
Projected Units to be RFOed in Next 24 Hours	
Units RFOed Past 24 Hours	
Personnel Deployed	
Contractor Personnel Deployed	
Install Capabilities (How Many Crews)	

Temporary Emergency Housing Essential Elements of Information: Private Home Sites (Breakout by County)

Number of Sites Tasked (Work Orders Received)	
Number of Sites Assessed	
Number of Sites – Haul Orders Received	
Number of Trailers RFOed	

Temporary Emergency Housing Essential Elements of Information: Commercial Parks (Breakout by County)

Number of Parks Assessed/Visited	
Number of Pads Feasible	
Number of Pads Tasked for Installation	
Number of Trailers RFOed	

Temporary Emergency Housing Essential Elements of Information: Group Sites (Breakout by County)

Number of Sites Assessed	
Number of Parks Tasked for Construction	
Number of Parks Constructed	
Number of Pads Constructed	
Number of Units RFOed	

Critical Public Facilities

- Critical Public Facilities (CPF) is a highly visible mission.
- Success requires teamwork (FEMA/COE/State/Local) and advanced planning.
- FEMA's steps to providing critical public facilities:
  - Provide office space for affected State and Local governments.
  - Provide classroom space for affected public school districts.
- FEMA funds CPF mission with Public Assistance (PA) funds.
- Options for CPF:
  - Temporary office/classroom complex
  - Rehabilitation of existing office/classroom space
- Minimum state requirements:
  - Site identification
  - Leasing and right-of-ways
  - Assistance with codes/permits
  - Site management
  - Deactivation/site restoration

Critical Public Facilities Execution Timeline (25 Office/Classroom Bldgs)

D-4	D-3	D-2	D+1	D+2	D+4	D+5	D+12	D+13	D+14	D+16	D+17	D+35
• RRCC Activated	• Mission Assignment (MA) Pre-Dec issued	• ERT -A activated	• USACE Deploys Housing/CPF PRT Management Cell	• FEMA identifies need for Critical Public Facilities; MA Post Declaration issued	• Design /Construction /Support Team deployed	• Scope of Work Complete; Site Assessments begin	• Advertise Construction CT; RE obtains Right of Entry/Save & Hold Harmless	• Award contract; Notice to proceed issued	• QA Inspector deployed	• FEMA supplied Office/Classroom Units arrive at staging	• USACE issues Task Order to Contractor	• First Units delivered to site	• First Units Ready for Occupancy (RFO)

Assumptions:

- Timeframes are contingent on the weather, availability of sites, and FEMA's having the necessary office trailers readily available.
- With USACE supply contract, add ten days.
- Roads are accessible for contractor crews, and power is available.
- FEMA issues pre-scripted mission assignments.
- No ACI is in place.
- Categorical exclusion for NEPA compliance; if EA is required, add seven days.
- No-notice disaster events (e.g., tornado, earthquake) require a modified timeline starting at D+0.

Acquisition Fact Sheet: Critical Public Facilities

Solicitation and Acquisition Procedures - Design

Each MSC should:

- Review existing IDIQ A-E contracts to assure this type design is within the Scope of Work.
- Prepare list of those A-E contracts available for such use by 1 June annually.
- Identify Section 8(a) A-E firms within Major Subordinate Control (MSC) Area of Response (AOR) that could perform this work, negotiate price quickly, accept a letter contract if needed, and prepare a list of those firms by 1 June annually.
- Coordinate with appropriate SBA offices to establish expedited procedures for Section 8(a) award if necessary.
- Contracting for site adaptation can be accomplished by issuing Task Orders under existing IDIQ A-E contracts or by letter contracts if no IDIQ contracts are available. Use of Section 8(a) A-E firms can be considered. In making decision, remember there is a preference for A-E firms located in disaster area as well as a requirement for maximum practicable hiring and subcontracting in disaster location by A-E firms (Stafford Act). Assure contract requires daily reporting of local hiring and sub-contracting in the disaster area until all hiring/subcontracting for each Task Order is completed, then as required by the Contracting Officer.
- SADBU Floors apply to this work (Small Business, Small Disadvantaged Business, Small Woman-Owned Business) and should be considered in selecting the A-E. If the selected A-E is a large business, add a provision to require submission of SF 294 weekly and at the completion of each ordering period. If all optional ordering periods are exercised, a final SF 294 must be submitted within one month after contract ending date.

Acquisition Fact Sheet: Critical Public Facilities

Contracting Actions:

- Specification and Schedule of Bid Items are developed and available on CD-ROM for Construction of Office and/or classroom sites.

Each MSC should:

- Develop a draft solicitation and update annually by 1 June, using Commercial Contracting Procedures and an IDIQ contract format with an option for increased quantities with a timeframe for ordering increased quantities.
- Develop construction contractor source lists and update annually by 1 June.
- Consider establishing a pre-qualification process for construction firms to perform this type of work.
- If an established pre-qualified bidders list is available, use sealed bid procedures for pricing.
- If such a list is not available, use competitive negotiation procedures (Best Value Source Selection) for award of construction contract.
- Scopes of Work consist of construction of multi-unit sites to include water, sewer, power, pads, etc., as well as hauling units from Staging Area to worksite.
- Each site should have a single construction contractor. A separate construction contract should be awarded for individual sites.
- Note that there is a preference for construction companies located in the disaster area, as well as maximum practicable hiring and subcontracting by prime contractors in the disaster area (Stafford Act). Assure contract requires daily reporting of local hiring and subcontracting in the disaster area until all hiring/subcontracting for each Task Order is completed, then as required by the Contracting Officer.
- Note that small and disadvantaged businesses (SADBU) floors apply to this work (Small Business, Small Disadvantaged Business, Small Woman-Owned Business). For any awards to Large Business concerns, contract must include a provision to require submission of SF 294 weekly and at the completion of each ordering period. If all optional ordering periods are exercised, a final SF 294 must be submitted within one month after contract ending date.
- Develop a general specification detailing items, such as the location of power, sewer, and water hook-ups.
- Establish a source list of office and classroom building retailers and manufacturers in their AOR and update annually by 1 June.
- Acquire office/classroom units from temporary office manufacturers, if given purchasing mission from FEMA.
- Manufacturers/Retailers would normally deliver CPF units to a designated Staging Area. Manufacturers/Retailers must have workers at Staging Area to make repairs or adjustments needed for government acceptance. Government inspection and acceptance will be at the Staging Area. CPF Units that cannot be repaired at the Staging Area must be removed by the manufacturer or local retailer.
- Show preference for temporary office manufacturers or retailers located in the disaster area to include maximum practicable hiring and subcontracting in the disaster location by prime contractors (Stafford Act). Assure contracts require daily reporting of local hiring and sub-contracting in the disaster area until all hiring/subcontracting for each Task Order is completed, then as required by the Contracting Officer.
- SADBU Floors apply to these contracts (Small Business, Small Disadvantaged Business, Small Woman-Owned Business). Add a provision to require submission of SF 294 weekly and at the completion of each ordering period. If all optional ordering periods are exercised, a final SF 294 must be submitted within one month after contract ending date.

Infrastructure Assessment Mission Overview

- Infrastructure Assessment (IA) is a highly scalable and visible mission; mission provides post-earthquake/flood, primarily residential inspections
- IA PRT can also serve as a management cell for a broad range of special inspections (e.g. electrical, mechanical, geotechnical, water infrastructure, heavy structural).
- Success requires teamwork (FEMA/USACE/EPA/State/Local) and advanced planning
- Logistical support requirements for IA assistance:
  - Lodging
  - Transportation needs (e.g., car rentals, buses, vans, taxis, local hire, ATVs)
  - Office space and training facilities
    - Training facility could be located outside disaster area
    - EFO(S)
  - Information Management support requirements
    - Communications with field teams (e.g., radios, call phones)
    - Computers and audio visual needs
    - Work stations for data entry
  - Cost Estimates
    - 10,000 inspections @ $3.5M
    - 30,000 inspections @ $7M
    - 50,000 inspections @ $12M

IA-PRT Mission Execution Timeline (10,000 Inspections)

Tasker for Mission Assignment (MA)	PRT Management Cell Deploys	Mission Assignment Scoping with FEMA/State/ Local Identify Resource Requirements to RFO/UOC	Inspection Team Leaders Deploy and Identify Training Facility	ATC-20/45 Inspectors (50) Arrive RFO	Train 1st 50 inspectors	Deploy 25 Inspection Teams
D+0	D+1	D+2	D+3	D+4	D+5	D+6
Full Production Rate of 375 Inspections/ Day	Develop Transition/ Close-out Plan	Mission Execution IPR (Re-evaluate Requirements)	Complete Inspections	Out Process Inspectors	After Action Review with Management Cell and ITL	Disengage Management Cell and ITLs
D+7	D+9	D+21	D+34	D+35	D+36	D+37

Assumptions:

- No-notice event
- Rapid inspection
- 15 inspections/team/day
- 25 inspection teams
- One management call for identified mission
- Inspection rate includes some downtime due to unforeseen circumstances

Infrastructure Assessment Mission

D+0	D+1	D+2	D+3	D+4	D+5	D+6	D+7	D+8	D+33	D+36	D+60	->	D+73	D+74	D+75	D+76
• PRT Alerted	• Mission Assignment (MA) & PRT Management Cell Deploys	• Mission Scoping/Coordinate with FEMA, State, and Locals	• Identify Resource Requirements to UOC	• Inspecton Team Leaders Deploy	• Identify Training Facility	• ATC-20/45 Inspectors (50) Arrive RFO	• Train 1st 50 Inspectors	• 50 Additional Inspectors Arrive RFO	• Deploy 1st 25 Inspecton Teams	• Train 2nd 50 Inspectors	• Deploy 2nd 25 Inspecton Teams	• Full Production Rate of 750 Inspections/Day	• Begin Transition of Managemenet Cell (3 day overlap)	• Complete Transition of Management Cell	• Mission Execution In-Progress Review (IPR)	• Continue to Perform Inspections and QA/QC	• Complete Inspections	• Out Process Inspectors	• After Action Review with Management Cells and ITLs	• Disengage Management Cell and ITLs

Assumptions:

- Rapid Inspection
- Fifteen (15) Inspections/Team/Day
- 50 Inspection Teams
- Two Management Cells for Identified Mission
- Inspection Rate Includes Some Downtime Due to Unforseen Circumstances.

Policy on Use of ACI National Contracts for Ice and Water

Policy: Although contracts contain minimum/maximum ordering limitations provision, USACE will use these contracts for all orders unless oral/electronic coordination with the contractor results in contractor's stating they do not wish to honor the order. If the contractor rejects the order, they must provide rejection in writing and via electronic means or facsimile.

Exception to Policy: If there is a response requiring a quantity below the minimum and there is no reasonable expectation of any further needs, then you may contract locally. If contractor's right to proceed is terminated for default and no re-procurement contract is in place, coordinate with the responsible Contracting Office to ascertain when a re-procurement contract will be awarded and available for placement of orders.

- May contract for ice and/or water using emergency contracting procedures in the FAR until such time as the re-procurement contract is awarded and available.
- Utilize line item descriptions and appropriate portions of the Scopes of Work in the National Ice and Water Contracts in those contract actions.
- Limit emergency contracting procedure contract actions to only those necessary to meet requirements until the replacement National Contract is awarded.
- Assure emergency contract actions include the Stafford Act provisions regarding maximum practicable hiring and subcontracting in the disaster area as is in the National Contracts.
- SADBU Floors apply to these emergency contract actions.
- Section 8(a) Contracting Procedures shall not be utilized for the emergency contract actions.
- Actions of Responsible MSC in Termination for Default: The responsible CT will contact other offers (in order of ranking in the competitive range) to determine if they are still interested in the award of the contract for the remainder of the contract period.
- If affirmative, quickly negotiate any change in pricing and make an award under the terminated contractor's account.
- Immediately provide necessary data to all USACE MSCs and Districts currently engaged in an emergency response.
- Post contract on webpage as rapidly as possible.
- Distribute hard copy and CD ROM copy of contract to all USACE Districts and MSCs within one week of award.

Policy on Use of ACI Contracts for Temporary Power, Temporary Roofing, and Debris Management

Policy:

- Although contracts contain a minimum/maximum ordering limitations provision, use these contracts for all requirements unless oral/electronic coordination with contractor results in contractor stating they do not wish to honor order below minimum or above maximum. If contractor rejects order, must require rejection to be in writing and provided via electronic means and facsimile.
- If disaster site is divided into zones or areas and multiple ACI contracts have been awarded for the MSC, ACI contracts will be utilized for responses. The primary geographic ACI contractor will be evaluated and consulted to determine how many or which zones/areas are capable of performing. Other ACI contractors will be evaluated to determine which will be utilized for given zones/areas that will not be performed by primary geographic contractor.

Exceptions to Policy:

- If response requires a quantity below the minimum and no reasonable expectation of any further needs, may contract locally using standard solicitation and acquisition procedures detailed in following paragraphs.
- If there is no ACI contracts or only a single ACI contract and have determined contractor is not capable of performing full extent of mission or FEMA directs award of additional contracts in addition to the ACI contract(s), use standard solicitation and acquisition procedures.
- If ACI Contractor's right to proceed with work under an ACI contract for a specific geographic area is terminated for default and reprocurement contract is not yet in place, coordinate with responsible Contracting Office to ascertain when a reprocurement contract will be awarded and available for placement of orders. If work needs to proceed before reprocurement contract is awarded, use standard solicitation and acquisition procedures to award contracts sufficient to meet needs until the replacement ACI contract is awarded.

Actions of Responsible MSC in Termination for Default of ACI Contract for Specific Geographic Area:

- Responsible Contracting Officer will contact other offerors (in order or ranking) in the competitive range to determine if still interested in award of the contract for the remainder of the contract period. If affirmative, quickly negotiate any change in pricing and make an award under the terminated contractor's account. Immediately provide necessary data to all USACE MSCs and Districts currently engaged in an emergency response in that geographic location sufficient to issue Task Orders. Post contract on webpage as rapidly as possible. Within one week of award, distribute paper and CD ROM copies of contract to geographic MSC/Districts, Lead MSC, and all appropriate PRTs.

ACI Temporary Power, Temporary Roofing, Debris Management Standard Solicitation & Acquisition Procedures

Lead Divisions: CELRD for Temporary Power
CENWD for Temporary Roofing
CEMVD for Debris Management

Advance Contracting Actions:

- Lead Divisions will develop standard solicitations in both Sealed Bidding Invitation for Bid (IFB) (FAR Part 14) and Request for Proposal (RFP) using Best Value Source Selection Procedure (FAR Part 15) formats. These standard solicitation formats will be used by districts for which no ACI contract(s) has been awarded, only a single ACI contract is in place, or when FEMA requires award of additional contracts restricted to local contractors in addition to ACI contract(s).
- Develop adjusted mission timelines to reflect use of the standard solicitation and acquisition procedures in coordination with appropriate mission PRTs in other MSCs and with POD and SAD for coordination with FEMA Regions II and IX.
- The above will be completed and standard solicitation and acquisition procedures issued to all MSCs by 30 June 2000.
- A Source Selection Plan (SSP) will be provided with the standard solicitation for use when using negotiated procedures or in establishing a pre-qualified bidders list. The price evaluation section of the SSP will not be used in the pre-qualification process.
- The POC in Lead MSC Directorate of Contracting or District CT will be provided if additional guidance or clarification is needed.
- The Standard Solicitation will contain the Schedule of Bid Items and Scope of Work and will follow special requirements as in the ACI contracts:
  - Partnered Contract: Operations Manager/Strategic Planning Services/Hiring and Subcontracting Reporting (Stafford Act)/Small Business Subcontracting Reporting (Large Business prime contractors).
  - Provide for award of Firm-Fixed Price (FFP) IDIQ contract(s) for amounts not to exceed $100K with an option to increase the dollar value (capacity) up to a stated maximum amount. The capacity maximum amount should be based on the estimated value of response required plus 20%. The solicitation must provide for exercise of the optional capacity in any $ increment not to exceed the maximum capacity. The minimum guarantee will be 2% of the dollar value of contract award and 2% of the dollar value of each incremental exercise of optional capacity. Temporary Power can have an initial award in excess of $100K, if needed (no performance and payment bonds required).

ACI Temporary Power, Temporary Roofing, Debris Management Standard Solicitation, & Acquisition Procedures

Advance Contracting Actions:

- Include requirement for furnishing performance and payment bonds for Temporary Roofing and Debris Management work exceeding $100K.
- Limited to $100K for the initial contract award so contractors can start working without bonds. The first Task Order will include requirement for providing performance and payment bonds in an amount sufficient to meet mission needs for three or more weeks. Once bonds are received, they can start exercising options for additional capacity.
- Limit contract performance to a given emergency/disaster response or a set period of time (e.g., hurricane season, calendar year, fiscal year) if the possibility of additional events in the geographic location covered by the contract is anticipated.
- Provide for multiple awards if it is determined the disaster site will be divided into zones/areas.
- Will ensure that Task Orders can be issued within any location in the disaster area and specify how those Task Orders will be competed among all the contractors. Each contract should have a specific geographic location identified (zone/area).
- Contain a preference for companies located in the disaster area and require a maximum practicable hiring and subcontracting in the disaster area by prime contractors (Stafford Act).
- Consider SADBU Floors and FAR Part 19 requirements (small business, small disadvantaged business, and small, woman-owned business).
- Establish maximum capacities ($ amount) to meet disaster requirements and maximize the ability of small business concerns to compete.
- Use small business set-asides for Temporary Power and Debris Management.
- Do not utilize Section 8(a) contracting procedures for the initial response. For larger, longer-term missions, a segment of a mission can be identified for breakout for performance by 8(a) concerns if there is sufficient time to negotiate a single source award or a competitive 8(a) award and it has been determined 8(a) firm(s) are located in the disaster area and capable of performing at a reasonable cost in a timely manner. The 8(a) solicitation will use the standard solicitation format with Schedule of Bid Items and Scope of Work tailored as appropriate to reflect the work to be performed.

ACI Temporary Power, Temporary Roofing, Debris Management Standard Solicitation, & Acquisition Procedures

Each MSC will ensure that its District Contracting Offices:

- Create a draft standard solicitation for each of these mission areas in SPS/PD2, in both IFB and RFP formats, within two weeks of receipt from the Lead MSC. All draft standard solicitation clauses/provisions must be kept current. Each District Contracting Office must establish and develop source lists for each mission area that includes Small, Small Disadvantaged, and Small, Woman-Owned Business concerns and update at least annually.
- Consider establishing a pre-qualification process for companies to perform the type of work required for these missions.
- If districts have an established pre-qualified bidders list, they may use sealed bid procedures (IFB) for awards of contracts based on a low bid.
- This pre-qualification process should provide that IFBs may be issued only to those sources located in the disaster area if the government determines there is an adequate number of sources to meet needs.
- Use hurricane season start date (1 June) to have pre-qualified bidder's list in place; utilize through 30 November of next FY.
- If no pre-qualified bidders list has been established, competitive negotiation procedures (RFP - Best Value Source Selection) must be utilized for the award of contracts.