



**Solicitation Information
January 22nd, 2020**

RFP# 7599940

**Rhode Island Army National Guard BUILDER Sustainment Management System
Implementation**

Submission Deadline: February 19th, 2020 at 11:00 am (EST)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation must be received by the Division of Purchases at Max.Rightier@purchasing.ri.gov no later than **February 3rd, 2020 at 5:00 pm (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: No

PAYMENT AND PERFORMANCE BOND REQUIRED: No

Max Rightier, Senior Buyer

Note to Applicants:

1. Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
2. Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Army National Guard (RIARNG), is soliciting proposals from qualified firms to provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to assist the specific installation with their operation and planning goals by performing Facility Condition Assessments (FCA) utilizing the most current version of the BUILDER Sustainment Management System (BUILDER SMS) application at various locations managed by the U.S. Army National Guard (ARNG) located throughout Rhode Island (RI), in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial contract period will begin approximately January 1, 2020 for six months and complete all required buildings and square footage. Contracts may be renewed for up to one additional 12-month period based on vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Instructions and Notifications to Offerors

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is

clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written "Affirmative Action Plan" prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the "Contract Compliance Report" (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the "Certificate of Compliance"

(<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@doa.ri.gov.

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

General Background of BUILDER SMS

BUILDER SMS is a web-based asset lifecycle management software application developed by the US Army Corps of Engineers – Engineer Research Development Center – Construction Engineering Research Laboratory (USACE-ERDC-CERL). The objective of this project is to provide the ARNG technical assistance in physically inventorying and condition assessing real property buildings listed in this statement of work utilizing the BUILDER SMS application. The BUILDER SMS data collected will be utilized in identifying, planning and prioritizing potential work requirements and developing short and long-term work plans. Specific details of the BUILDER SMS program can be found at <https://www.sms.erd.c.dren.mil/>.

Applicable Publications (Current Editions)

1. The A-E shall abide by all applicable regulations, publications, manuals, and local policies and procedures current at the time of Task Order award.
 - a. Latest version of the BUILDER SMS User Manual available at <https://www.sms.erd.c.dren.mil/Products/BUILDER/Downloads>
 - b. Latest version of the BUIDLER Condition Assessment Manual for Building Component-Sections available at <https://www.sms.erd.c.dren.mil/Products/BUILDER/Downloads>
 - c. Latest version of the Army BUILDER SMS Inventory and Assessment Guide available at <https://www.sms.erd.c.dren.mil/Products/BUILDER/Downloads>
 - d. Army Regulation (AR) 420-1, Army Facilities Management
 - e. AR 25-2. Information Assurance
 - f. AR 530-1, Operations Security (OPSEC)
 - g. EM 385-1-1, Safety and Health Requirements Manual

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The objective of this project is to provide the ARNG technical assistance in physically inventorying and assessing the condition of real property buildings listed in **ATTACHMENT A, BUILDING INVENTORY LIST** of this statement of work (SOW) utilizing the BUILDER SMS application as described below.

Specific Activities / Tasks

1.0 DESCRIPTION OF EFFORTS

- 1.0.1 The Architect Engineer (A-E) shall satisfy all requirements of this SOW and perform to the standards provided in this SOW.
- 1.0.2 The A-E shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to assist the specific installation with their operation and planning goals by performing

Facility Condition Assessments (FCA) utilizing the most current version of the BUILDER SMS application.

- 1.0.3 BUILDER SMS is a web-based asset lifecycle management software application developed by the US Army Corps of Engineers – Engineer Research Development Center – Construction Engineering Research Laboratory (USACE-ERDC-CERL).
- 1.0.4 Specific details of the BUILDER SMS program can be found at <https://www.sms.erdcdren.mil/>
- 1.0.5 The A-E shall perform to the standards in this task order and to the standards described in the most current versions of the BUILDER USER MANUAL and the BUILDER Condition Assessment Manual.
- 1.1 **Management:** Rhode Island ARNG will contract A-E firms to perform this SOW by executing specific Task Orders with individual A-E firms.
 - 1.1.1 Each specific Task Order will be executed between the RIARNG POC and each individual A-E firm.
 - 1.1.2 Schedule adjustments which do not impact Task Order cost or period of performance may be coordinated through the designated RIARNG POC.
- 1.2 **Location of Performance:** The tasks described in this SOW will be performed at the locations listed in **ATTACHMENT A, BUILDING INVENTORY LIST**.
- 1.3 **Period of Performance:** All work and services shall be completed within one hundred eighty (180) calendar days of the date of Task Order award.
- 1.4 **Communication:** Communication regarding A-E execution of this task order shall be overseen by the A-E Project Manager (A-E PM). Unless otherwise indicated, formal communication with the Government shall be routed through the designated POC.
 - 1.4.1 The assessment team shall coordinate all guidance and clarification requests through the designated A-E PM who will coordinate the request through the designated RIARNG POC.
 - 1.4.2 ERDC-CERL may also provide direct technical guidance and help desk support for BUILDER, provided that copies of said correspondence be furnished to the RIARNG POC and A-E PM. Under no circumstances will ERDC-CERL comments, guidance and/or technical advice be interpreted by the A-E as contractual direction.
 - 1.4.3 The A-E shall use the following subject line format when sending emails to the government: Delivery Order Number – RIARNG – Logical and Brief Subject Topic

Sample Email Subject Lines:

W9127818F0000 – RIARNG – Monthly Progress Report

W9127818F0000 – RIARNG – Trip 4 Review, AE Response

W9127818F0000 – RIARNG – Building Inventory Question

- 1.5 **Schedule:** When hiring personnel, the A-E shall keep in mind that stability and continuity

of the workforce are essential.

1.5.1 Site Coordination: The A-E will designate a Project Manager (PM) to facilitate coordination between installation staff, the RIARNG POC. Site coordination is critical to prevent delays due to lack of access to facilities.

1.5.2 Recognized Holidays: The A-E is not required to provide services on the Federal Holidays listed below. If the A-E plans to work on these Federal Holidays, installation approval and coordination is required.

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

1.5.3 Hours of Operation: Work is generally performed during the Government's regular business hours, which are Monday through Friday between the hours of 0800 and 1600, except federal holidays.

1.5.3.1 The A-E is responsible for conducting business, during these hours except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

1.5.3.2 The A-E must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this SOW when the Government facility is not closed for the above reasons.

1.6 Qualified Personnel Requirements: A-E shall provide qualified Architects, Engineers, Construction Managers, Facility Managers, or Tradesmen/Craftsmen with significant (5+ years) facility design, construction, and/or O&M experience. Exceptions to this experience level will be coordinated with the RIARNG POC prior to conducting site visits. Assessors shall be capable of understanding and interpreting design documents (drawings, specs, etc.) and be able to accurately identify and assess the condition of field inventory. Assessors shall be familiar with and be able to employ BUILDER/BRED programs for the collection and storage of data.

1.7 Quality: The primary objectives of this Task Order are the standardization of inventory assessments and the production of high-quality data within the BUILDER database. To accomplish these objectives, the following guidance is provided:

1.7.1 Quality Control (QC): The A-E shall develop and maintain an effective QC program to ensure services are performed in accordance with this SOW.

1.7.1.1 The A-E shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services.

1.7.1.2 The A-E's QC program is the means to assure the work complies with

the requirement of the Task Order.

- 1.7.1.3 The A-E's QC program is the means by which A-E will ensure that field data is accurately and consistently collected based on ARNG BUILDER requirements.

1.8 Safety Requirements: A-E is responsible for the safety of all their field personnel performing work for the execution of this SOW. All work shall be conducted in accordance with the U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1, current edition), and all applicable Federal, state, and local safety and health requirements. Information regarding EM 385-1-1 can be found at: <http://www.usace.army.mil/SafetyandOccupationalHealth/SafetyandHealthRequirementsManual.aspx>

1.8.1 Personal Protective Equipment (PPE): The A-E shall consult with the applicable ARNG Site Manager to identify PPE requirements for each building prior to arriving onsite and is responsible for providing the required equipment for Assessors. All Assessors shall wear appropriate PPE at all times while performing work onsite.

1.8.2 Accidents/Injuries: Assessors shall immediately notify the A-E PM, A-E Safety Officer and RIARNG POC, in the event of accident or injury to any personnel onsite. The A-E Safety Officer will determine the procedures for contacting emergency personnel prior to arriving onsite. The A-E Safety Officer will locate the nearest emergency care facilities and have a copy of the safety plan onsite in case of emergency.

1.8.3 Safety Hazards: Assessors shall immediately contact the A-E PM, A-E Safety Officer, and RIARNG POC if any safety hazards are noted while onsite such as gas leaks, broken water lines, exposed electrical panels, etc. A-E shall immediately cease work if any personnel are in imminent danger and shall not begin work again until the circumstance/area has been determined free of danger by the A-E Safety Officer and the RIARNG POC or ARNG Safety Officer Representative. The A-E PM shall note all safety hazards or safety code violations during the Task Order Conclusion Meeting, and shall submit a separate list of these hazards/violations in the Trip Deliverables packet and Monthly Progress Report.

1.9 Security Requirements: Unless otherwise determined by each ARNG, work performed under this Task Order is unclassified. The A-E shall comply with all applicable Department of Defense (DoD) and Installation-specific security regulations and procedures during the performance of this SOW. The following security requirements are mandatory:

1.9.1 Personnel Security: The A-E shall ensure all personnel performing work under this Task Order have completed a favorable Bureau of Criminal Identification (BCI) check. This information must be provided to the RIARNG.

1.9.2 Disclosure of Information: Information made available to the A-E by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written consent of the RIARNG.

- 1.9.2.1 The A-E agrees to assume responsibility for protecting the confidentiality of Government records which are not considered public information.
 - 1.9.2.2 Employees of the A-E to whom information may be made available or disclosed shall be notified in writing by the A-E that such information may be disclosed only for purposes and to the extent authorized herein.
 - 1.9.2.3 The A-E shall not release any information related to this Task Order to the public, media or other unauthorized persons or organizations unless the government has conducted the appropriate security review and granted approval (e.g. posting information to a public website).
- 1.9.3 Personal Information: Examples of personal information include but are not limited to: Social Security Number; age; military rank; civilian grade; marital status; race; salary; private emails; home/office numbers/addresses; medical information; employment eligibility; disciplinary information; names along with duty address (postal or email) published in directories, organizational charts and rosters.
- 1.9.3.1 The A-E shall ensure all Personal Information (PI) (protected under the Privacy Act of 1974) is safeguarded as Controlled Unclassified.
- 1.9.4 Physical Security: The A-E shall be responsible for safeguarding all government equipment, information, and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.
- 1.9.5 Key Control: The A-E shall establish and implement methods of making sure all keys issued to the A-E by the Government are not lost or misplaced and are not used by unauthorized persons (NOTE: All references to keys include key cards). The A-E shall develop procedures covering key control that shall be included in the Quality Control Plan (QCP). Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.
- 1.9.5.1 No keys issued to the A-E by the Government shall be duplicated. The A-E shall immediately report any occurrences of lost or duplicate keys/key cards to the Installation than the next business day.
 - 1.9.5.2 In the event keys, other than master keys, are lost or duplicated, the A-E shall, upon direction of the RIARNG, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall become the responsibility of the A-E. This action would require a modification to the Task Order along with an adjustment in the firm fixed price of the Task Order.
 - 1.9.5.3 In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government, the total cost for

replacement of all locks and keys for that system shall become the responsibility of the A-E. This action would require a modification to the Task Order along with an adjustment in the firm fixed price of the Task Order.

1.9.5.4 Lock Combinations: The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

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

1.9.6 See SOW Section 8 – OPERATIONS SECURITY REQUIREMENTS for additional security requirements.

1.10 Document Rights: The Government has unlimited rights to all documents/material produced under the Task Order. All documents and materials, to include the source codes of any software, produced under the Task Order shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government.

1.10.1 These documents and materials may not be used or sold by the A-E without written permission from the RIARNG. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose.

1.10.2 This right does not abrogate any other Government rights.

1.11 Post Award Meetings: The RIARNG, and other Government personnel as appropriate, may meet periodically with the A-E to review the A-E's performance. The Government will utilize these meetings to communicate ongoing evaluation of the A-E of how the Government views the A-E's performance and the A-E shall apprise the Government of problems, if any, being experienced. Appropriate action shall be taken by the A-E to resolve outstanding issues.

1.11.1 The A-E shall prepare minutes for periodic meetings and submit them to the government within three (3) business days following the meeting.

2.0 SITE VISIT REQUIREMENTS

2.1 A-E Travel: The A-E shall be required to travel to installation(s) during the performance of this Task Order to conduct BUILDER SMS implementation, attend meetings, conferences, and conduct internal training. The A-E will be authorized travel expenses consistent with the substantive provisions of the limitation of funds specified in the Task

Order. No travel to off-site training locations will occur under the Task Order.

2.1.1 Travel costs shall be identified separately in the A-E's fee proposal; however all costs shall be included in the final fixed price.

2.2 Onsite Visit Coordination: Fourteen (14) calendar days prior to each site visit, the A-E will provide the RIARNG POC the following data to help support installation security and quality assurance personnel:

- A-E Project Manager's cell phone number
- A-E Assessors Supervisor name with cell phone number
- Team leads and inspector names with cell phone numbers associated with the site visit
- Lodging name, location and phone number for the site visit

2.3 Onsite Identification: Assessors will wear safety vests and display their individual identification badge at all times while performing FCA's onsite. It is recommended that Assessors also carry a memorandum stating the purpose of the work being performed signed by an appropriate RIARNG representative in the event they are questioned by RIARNG Security.

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

2.5 Onsite Escort Requirements: RIARNG POC will coordinate facility access and provide each A-E assessment teams with onsite escort personnel as required.

2.6 Facility Access Restrictions. A-E shall inform the RIARNG POC of any access issues throughout the site visit. Inaccessible items/rooms will be denoted as such in a BUILDER building level comment and presented at the Task Order Conclusion Meeting. If an entire building is inaccessible, then it should be rescheduled.

2.7 Photographs: A-E shall comply with all photography regulations specific to the each site and confirm these photo requirements with the ARNG Security prior to conducting fieldwork. The A-E may be required to obtain camera passes and have all photographs reviewed by Installation Security. Allow 30 days for processing approval of passes. It is the responsibility of A-E to determine the requirements, but typical photograph etiquette includes:

- 2.7.1 Do not photograph people (especially children)
- 2.7.2 Do not photograph identification cards/badges
- 2.7.3 Do not photograph weapons or parts of weapons
- 2.7.4 Do not photograph vehicles or airplanes
- 2.7.5 Do not photograph signs that would identify the Installation location
- 2.7.6 Only photograph the inventory item needing to be captured not wide angle shots that depict more than that item

2.8 Damage or Loss of Property: Assessors will immediately contact the A-E PM and the ARNG Site Manager in the event any Government property is damaged or lost while performing work onsite.

- 2.9 Essential A-E Personnel: The following A-E personnel are considered essential by the government and must meet minimum qualification requirements. The A-E is to provide the following onsite personnel as well as documentation of required expertise:
- 2.9.1 Project Manager: The A-E shall provide a Project Manager (A-E PM) who shall be responsible for the performance of the work effort. The name of this person shall be designated in writing as part of the Project Management Plan (PMP).
- 2.9.1.1 The project manager shall have full authority to act for the A-E on all matters relating to daily execution of this Task Order. The A-E PM or alternate shall be available between 8:00 a.m. to 4:30 p.m., Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons.
- 2.9.1.2 The A-E PM shall be responsible for coordinating all site visit actions (e.g. access into all required facilities, base access, compliance with secure facility physical security requirements, site briefing execution, safety meetings, safety notifications, etc.).
- 2.9.1.3 The A-E PM shall have experience in facility management, specifically related to military installations to include familiarity with operations security (OPSEC) and routine installation physical security procedures.
- 2.9.1.4 The A-E PM must possess demonstrated experience with facility inventory, assessment data collection and entry to BUILDER SMS. Demonstrated experience is successful completion of BUILDER SMS implementation for either one of the Department of Defense Service Components or another applicable Federal Agency.
- 2.9.2 Alternate Project Manager: In the event of the A-E PM's absence, the Alternate Project Manager (Alternate PM) must possess the capability, demonstrated experience, and delegated authority necessary to fully assume the A-E PM's duties and act on the A-E behalf. The name of this person shall be designated in writing as part of the Project Management Plan (PMP). The Alternate PM may act as the A-E's Site Coordinator in the event that the A-E PM is unavailable for on-site travel.
- 2.9.3 Supervisory Assessor: Responsible for scheduling and organizing the Assessor team responsibilities. Supervisory Assessor is responsible for ensuring 100% of the required inventory is captured and assessed prior to departure from a site. Supervisory Assessor should have facility management experience related to all aspects of a facility (architectural, structural, HVAC, electrical, and plumbing).
- 2.9.4 Assessor: Responsible for performing facility inventory and condition assessment related to his/her specific discipline area. Assessor should be familiar with the ASTM Uniformat II standard for classifying building elements as it pertains to his/her discipline area. Assessor is responsible for entering inventory and assessment information into the BUILDER Remote Entry Database (BRED) which is a Windows (PC) based software.
- 2.9.5 Data Manager/Data Clerk: Data Manager is responsible for management of all the

Assessor's inventory and assessment data. Responsible for ensuring proper file management of BUILDER data files and 100% accountability of the data. Responsible for performing quality control and data integrity checks on all inspection data to ensure all necessary areas of a facility have been inventoried and assessed and reflected in the FCA data.

- 2.9.6 Safety Officer (SO): Responsible for enforcing the A-E's onsite Accident Prevention Plan. This individual shall be familiar with the Accident Prevention Plan and have authority in writing to instruct and/or remove A-E personnel that are in non-compliance. The designated SO shall have experience and training in all aspects of safety as related to the Accident Prevention Plan. The SO shall be responsible for conducting and recording the A-E's daily safety briefings. The SO shall also be responsible for ensuring that all site specific safety requirements for individual installations are met. (Note: The onsite SO for this contract may have dual duties, such as inspection supervisor, but the SO duties are his/her first responsibility.)
- 2.10 Identification of Contractor (A-E) Employees: A-E personnel attending meetings, answering telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. A-E personnel will be required, at their own expense, to obtain and wear badges identifying the individual and company name during the performance of Task Orders.
- 2.11 Removal of A-E Personnel: The Government retains the right to request removal of A-E personnel, regardless of prior clearance or adjudication status, whose actions, while assigned to this Task Order, clearly conflict with the interests of the Government or violate a safety or security procedure. When and if such removal occurs, the A-E shall, within five (5) business days, assign qualified personnel to any vacancy(s) thus created.
- 2.12 Briefing Requirements: While onsite, the A-E shall conduct a daily safety briefing prior to conducting work onsite. Additional orientation, safety, security, or other briefings may be required as site conditions/requirements necessitate. The A-E is responsible for ensuring adequate time is provided in the site visit schedule to accommodate these requirements.
- 3.0 **BUILDER FACILITY INVENTORY AND CONDITION ASSESSMENT**
- 3.1 Inventory: The A-E shall conduct a visual inspection and FCA of each building listed in **ATTACHMENT A, BUILDING INVENTORY LIST**. Building components inspected during the FCA shall be inventoried using BUILDER methodology in accordance with Army BUILDER SMS Inventory and Assessment Implementation Guide.
- 3.2 System Classification: Inventory data will be collected and input into BUILDER in compliance with ASTM UNIFORMAT II work breakdown structure.
- 3.2.1 ASTM UNIFORMAT II work breakdown structure includes all BUILDER defined component-sections associated with the following UNIFORMAT II BUILDER System classifications:

- A10 Foundations
- A20 Basement Construction
- B10 Superstructure
- B20 Exterior Enclosure
- B30 Roofing
- C10 Interior Construction
- C20 Stairs
- C30 Interior Finishes
- D10 Conveying (When present)
- D20 Plumbing
- D30 Heating, Ventilation and Air Conditioning (HVAC)
- D40 Fire Protection
- D50 Electrical
- E10 Other Equipment

3.2.2 Building System Inventory may also include Installed Real Property (Installed Building Equipment or IBE) specialty equipment not found in any of the Building System classifications listed above. In these cases, component-section information will be input into E109090 with a full description of what makes the equipment unique so that CERL may create a component section classification.

3.3 Assessment Ratings: Assessors shall utilize the BUILDER SMS Direct Rating Assessment method supplemented with specific distresses observed when the component-section is given any rating lower than Green minus (G-). The specific 23 BUILDER distresses and their associated definitions are found in the BUILDER SMS Condition Assessment Manual found at <http://sms.cecer.army.mil>.

3.3.1 Assessment ratings shall be based upon the observable and documentable condition of the component. Inspection ratings document the inventory's current condition and shall not be adjusted for anticipated condition following planned repairs or replacement.

3.3.2 Equipment Containing HCFC's: In an effort to identify and document HVAC equipment with Class II controlled compounds (e.g. hydrochlorofluocarbons (HCFC's) R-22 refrigerant), the highest Assessment rating assigned to a piece of equipment containing these substances shall be no greater than Amber+ with an Assessment Comment that describes the substance.

3.3.2.1 Should the equipment be in worse condition than Amber+, A-E shall adjust the rating accordingly and provide an Assessment Comment stating the reason for the lower Assessment rating as well as noting the presence of the Class II controlled compound.

3.3.3 Assessors shall incorporate user interviews, work order histories, or other RIARNG approved sources when determining the condition of a component-section, (i.e. not rating a piece of equipment Green simply because the paint looks good). Supplemental information related to the provided assessment shall be provided in the BUILDER inspection comment.

3.3.4 The A-E will make every effort to ensure that the individual assessment team members fully understand this specific rating method. Cross checking and

comparing the results by different assessment teams of buildings where ratings have been completed shall be a standard sampling practice in the A-E's QC Plan to ensure that each discipline sees and rates deficiencies in the same manner and with the same result. The documented results of these cross check shall be provided to the Government upon request.

- 3.4 Assessment Considerations: Only facilities and inventory considered "real property" shall be included in this SOW. FCA surveys shall be limited to facility real property items within 5 feet of the facility line with the exception of equipment located adjacent to the facility that directly support the facility such as, but not limited to, fuel storage tanks, generators, exterior transformers, etc.
- 3.4.1 If the facility inventory is found to include historical buildings, USACE-ERDC-CERL will ensure the historical field in BUILDER is unlocked for these facilities.
- 3.4.2 If previous assessments did not include building level commenting per 3.10.1 and E10 Equipment as required per the ARMY BUILDER SMS Inventory & Assessment Guide these should be added to the BUILDER data as part of this SOW for those buildings missing this commenting and where the appropriate E10 equipment exists primarily in 21407 ARNG VEH MAINT buildings. Suggest the RIARNG provide an IBE (Installed Building Equipment) list to the A-E for buildings with CAT CODE 21407 that were missed previously and to assist the current FCA survey.
- 3.5 'Missing' Systems: Systems which do not exist within a building or were not part of the assessed space of a partially occupied building shall be deleted in the BUILDER database by the A-E. The current version of BRED does allow system deletions in a BRED file. A building level comment is still required to document the building's missing systems.
- 3.6 Equipment Access: To visually inventory and assess all identified component-sections may require utilization of ladders, flashlights and any other equipment necessary to gain access for a visual inspection.
- 3.6.1 A-E shall not perform confined space assessments.
- 3.6.2 Assessors are not required to visually inspect above-ceiling equipment—with the exception of Air Handling Units or Fan Coil Units, when accessible and in accordance with the following criteria:
- 3.6.2.1 The A-E will use ladders when it is necessary to view items needed for the inventory that are located in mechanical rooms or at the exterior.
- 3.6.3 Assessments on sloped roofs, in attics, crawl spaces and confined spaces, will not be conducted due to safety concerns, as hazardous conditions could prevent safe access (e.g. presence of hazardous material, uneven floor/roof surface prohibits safe ladder footing, etc.). Assessments on flat roofs will only be conducted if safe access is available.
- 3.6.4 In cases where items cannot be at least partially evaluated visually due to concealment, that component-section should not receive an inspection rating but an Inspection Comment shall be entered stating the "Component could not be evaluated

due to concealment, component is Age Based”.

- 3.6.5 In cases where a partially concealed component shows visible signs of a problem, those issues shall be noted by the Assessor.
- 3.6.6 In cases where a facility does not have certain systems, a comment regarding why the facility does not have the system will be added at the Building level with the BRED stamp.
- 3.7 Material Quantities: A-E shall count/measure all inventories within this SOW and are only permitted to estimate quantities when direct measurement is not possible.
 - 3.7.1 A-E shall provide estimated quantities for unseen electrical wiring and piping items that are related to FCA items, for inventory only.
 - 3.7.2 Estimated quantities for items that cannot be visibly assessed will be inventoried based on as-built drawings provided by the ARNG.
 - 3.7.3 Estimation of these items will be performed either during or after the assessment to ensure the drawing matches the facility.
 - 3.7.4 All estimated inventory shall include a Section Comment noting the estimation.
- 3.8 BUILDER Templates: Facility Building System inventory for similar facility types and footprints may be created using BUILDER facility templates or the “Copy Sections” feature in BUILDER.
 - 3.8.1 A-E inspection sampling methods within a building may be utilized provided they conform to the guidelines expressed in the BUILDER Condition Assessment Manual. Sampling Names should be clear and provide a location of the sample.
 - 3.8.2 For occupied and unoccupied buildings equal to or less than 1,000 square feet, an abbreviated general inspection will be accomplished. A-E shall model, or use the copy feature, using templates in BUILDER to populate components for floor, walls, and roof.
 - 3.8.3 Each facility must have an individual walk-through to verify accurate building inventory, quantities, determine what services are present (water, electrical, heat, etc.), and direct rate the condition of the components.
- 3.9 Sectioning Requirements: A-E shall coordinate closely with the RIARNG prior to conducting field work to ensure sectioning requirements are clearly identified. A-E shall ensure all Assessors use facilities naming convention consistent with Army BUILDER SMS Inventory and Assessment Implementation Guide.
 - 3.9.1 Interior facility component-sections shall be “sectioned” by Wing, Floor, and Functional Area on a per floor basis. Exterior facility component—sections will be sectioned by Cardinal direction.
 - 3.9.1.1 Building components should be “sectioned” by material type, age, and floor (excluding B20 and B30).

- 3.9.1.1.1 Sectioning by Wing: Assessors shall subdivide facilities into wings when applicable. Example: If a facility is an “L”, “H”, or “E” shape each leg of the shape will be its own section. An “H” shape facility could be sectioned into NORTH Wing, CENTER Wing, and the SOUTH Wing.
- 3.9.1.2 Sectioning by Floor: All facility components shall be sectioned by floor. Example: A Second Floor Metal Canopy will be listed as FL2-Metal Canopy.
- 3.9.1.3 Sectioning by Functional Area: Facilities will have different levels of deterioration based on the functional use of that area.
- 3.9.1.4 Major Mechanical and Electrical system components shall be individually sectioned such as chillers, cooling towers, pumps, boilers, and air handling units.
- 3.9.1.5 Other mechanical and electrical equipment that should be sectioned within groups are safety switches, interior distribution transformers, etc.
- 3.9.1.6 Sectioning by Cardinal window Direction: Exterior finishes walls shall be sectioned by North, South, East, and West face of the facility. Assessor shall select and assign the closest cardinal direction to the face of the facility for the section name.
- 3.9.1.7 If there are multiple roof sections the A-E shall provide a Roof Section Plan showing where each roof section is located in addition to providing the section location in the Section Comment field within BUILDER. Follow local roof naming conventions as applicable.
- 3.9.2 It is not acceptable to have the exact same section name for multiple sections with the same Component Subtype within the same facility. For instance, if there are (3) sections in Building XYZ that are each categorized as “Cab Mount, Four Pipe - 1 ton”, they must each have unique section names for easy identification such as “FCU1”, “FCU2”, and “FCU3”. It is not acceptable to name each section “FCU”. Follow local naming conventions.
- 3.9.3 Any component for which age and/or use are significantly different within the building should be sectioned accordingly. When it is necessary to enter items as separate sections due to type, location, age, etc., A-E shall use descriptive and unique section names to identify type, location, age, etc.
- 3.9.4 If a specific Section Subtype is not available for a given building component, A-E shall round up to the next available size [rounding down (0 to 49) and up (50 to 99)], or use best rounding judgment. For example, if the delta is very close to the next size down like a 110 GAL tank, it is permissible to select a 100 GAL Subtype. A-E should reference and take into careful consideration the Unit Costs in the BUILDER catalog when making subtype selections to ensure the most appropriate repair costs are generated in work plans since selecting “Other”, “General” or “Unknown” does

not necessarily provide an accurate cost for any given component. A-E assessors shall be thoroughly familiar with Builder’s “Catalog with Subcomponents” list in order to inventory those items that are subcomponents on one system but may be individual components in other instances.

3.9.4.1 Example:

If System - D30 HVAC, D3050 TERMINAL & PACKAGE UNITS, D305001 UNIT VENTILATORS - Fan System, Utility Set – 2000 CFM is selected, the assessor should know that this component includes “switches” as a system subcomponent therefore the inventory of the safety switch would not be inventoried. If the safety switch is not an integral component that would have come with the unit when new then the safety switch is captured separately.

3.9.4.2 Clarification:

When assessor inventories major system components such as Central station or Field fabricated AHU, Builder’s catalog with subcomponents include fan(s). These are to be internal exhaust and supply fans. If an AHU has remote exhaust and supply fans, these fans are to be inventoried independently. In the case of mini-split, ductless HVAC systems there are not two items to capture: they are captured as one D305006 Package Unit, A/C Unit, Split Systems w/Air Cooled Condenser – Size #TN.

3.9.5 The A-E shall consult and follow the Army BUILDER SMS Inventory and Assessment Implementation Guide for the use of "Other", "General" and "Unknown".

3.10 Assessor Comments: Three main types of comments – building, inventory, and inspection.

3.10.1 Building Level Comments: Shall be populated for each building with the following information: 1) Missing systems, 2) Renovation dates, 3) Areas of the building not accessible during the assessment, 4) Systems possibly present but are missing due to partial occupancy, and 5) If drawings were provided.

3.10.1.1 Business Rules for Building Level Comments:

3.10.1.1.1 Missing Systems – Comment when any of the required 14 systems were not present

3.10.1.1.2 Renovation Dates – Comment when renovations are reported or discovered (A-E identified obvious additions/renovations after original construction and confirmed with RIARNG personnel).

3.10.1.1.3 Areas of the building not accessible – Comment when certain areas were not accessible

3.10.1.1.4 Systems not in the space occupied by the RIARNG – Comment if any of the required 14 systems are omitted when RIARNG only occupies a portion of the building.

3.10.1.1.5 Drawings were or were not provided – Comment when

drawings were provided or not provided depending on whether or not the majority of buildings had drawings provided. i.e. If most buildings have drawings then comment when not provided. If most buildings do NOT have drawings then comment when provided.

- 3.10.2 *Inventory Comments*: Remain with the life of the record and includes information about the items within the section (description, size, material, location if not readily apparent, etc.)
- 3.10.2.1 Section Comments: Shall be input to identify the location of the specific section or the area that the section services. Provide the location of the sectioned component in the component section name by using an easily locatable feature such as: the item's floor and room number, or as an example for a roof section: Roof, FL2, NW corner, etc.
 - 3.10.2.2 The A-E shall enter the specific equipment Real Property Installed Equipment Named Label into the BUILDER Section Details comment field. For example: air handler with label AHU-044, the AHU-044 should be entered into the section detail comment field.
 - 3.10.2.3 Equipment Detail Comments: Remains with the life of the record and includes information about a single item within a section. (Specific Item information to include location, room number, etc.)
 - 3.10.2.4 For mechanical/electrical equipment where manufacturer nameplate data exists (D10-E10 Systems), A-E shall input all available equipment information under the Equipment Detail comment field.
 - 3.10.2.5 If the equipment nameplate data is not able to be recorded (e.g. not accessible, missing, painted over, etc.), A-E shall provide an Equipment Details Comment stating why the nameplate data was not collected.
 - 3.10.2.6 A-E shall input capacities for all equipment and ensure the units of measurement align with the Component Subtype. Additional capacity information, if available, should be included. A capacity which aligns with the subtype unit of measurement shall be listed at a minimum.
 - 3.10.2.7 If a specific capacity is not listed in the nameplate data, A-E shall provide an estimated capacity and note it as such. For example, "250 MBH (estimated)". If a capacity cannot be estimated, then A-E shall make a note in an Equipment Detail Comment.
 - 3.10.2.8 Assessment of D30 HVAC systems shall also incorporate any available system efficiency and energy star rating information into the equipment detail comment field.
 - 3.10.2.9 Component-Section Install Date: Component-Section install dates shall be manually updated based on available information, such as building construction date, date of renovation, nameplate information, or staff interviews.

- 3.10.3 Inspection Comments: Assessor shall input Inspection comments when giving any component-section a rating lower than Green Minus (G-).
- 3.10.3.1 A-E shall place Inspection comments in the correct data field to provide accurate record tracking. The A-E shall follow the Army BUILDER SMS Inventory and Assessment Implementation Guide conventions.
 - 3.10.3.2 Inspection Comment Format: Directly following the BRED stamp the A-E shall enter the keyword for one or more of the 23 observed distresses and quantify the distresses. For example a corroded and leaking valve would show the following comment: Corroded – Valves minor rust 50%, Leaks – Valves leak water 15 drops per minute.
 - 3.10.3.3 Assessors shall not expend field time and effort to determine the cause of the deficiency, though if the cause is easily identified then it should be included in the inspection comment.
 - 3.10.3.4 The A-E shall provide enough information such that someone unfamiliar with the particular item can get an accurate picture of the item's current condition and verify that the inspection rating is justified.
- 3.10.4 Access Restrictions: If an area of a building or a specific piece of inventory cannot be assessed for any reason, the assessor must document the cause in an inventory or inspection comment as appropriate.
- 3.11 Photographs: The A-E shall take one photograph of the front elevation or a representative elevation view of each building and upload that photograph to the BUILDER database, attached to the facility record.
- 3.11.1 A representative photograph(s) of any component given less than Green Minus (G-) to include paint ratings, will be attached to each specific inspection and uploaded into BUILDER. More than one photo may be uploaded. Photograph(s) taken must contain enough detail to clearly capture the component and the severity of the observed distress. The photograph will be attached to the specific Assessment within BUILDER utilizing the stand alone BRED program and/or the web-based BUILDER interface. Photo Resolution – File size shall be minimized but shall retain enough resolution to adequately show relevant visual details.
 - 3.11.2 If requested by the Government, all photographs taken during the site assessments will be copied to DVD(s) and mailed to the requesting agency before the end of the task orders period-of-performance. Photographs shall be grouped in folders by building number, and named with sufficient detail as to allow the viewer to understand the intent of the photo (i.e., building number, system, component, and date taken)
- 3.12 Facility Real Property Validation: Validation of the Real Property information within the BUILDER database is part of the BUILDER FCA process.
- 3.12.1 Authoritative Facility Real Property information detailing all facilities officially located on a specific installation will be pre-populated into BUILDER by

USACE-CERL.

- 3.12.2 The A-E shall export the '*Final 9 Facility System Quick View Report*' from the BUILDER database in order to confirm actual facility information.
- 3.12.3 The A-E shall communicate directly with the installation Real Property Accountability Officer (RPAO) and/or Facility Managers to validate the provided facility information.

4.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

- 4.1 Coordination: A-E shall coordinate individually with the RIARNG to facilitate the completion of all efforts in this section.
- 4.2 RIARNG Site Managers: The name and contact information of any RIARNG Site Managers shall be provided to A-E as part of the Data Verification Conference Call Task requirement.
- 4.3 Services: On a limited basis, and only as directly necessary for A-E performance of the specific requirements stated in this SOW.
- 4.4 Facilities: RIARNG POC will coordinate with the A-E to provide required facility access, authorizations, and coordinate any required escorts to facilities as necessary to perform the required assessments.
- 4.5 Utilities: RIARNG Site Managers will provide basic utilities needed by A-E. The A-E shall be responsible for operating under conditions that preclude the waste of utilities.
- 4.6 BUILDER SMS Data: Prior to the scheduled site visit, ERDC-CERL shall provide the A-E access to BUILDER/BRED files preloaded with the list of facilities, systems, and components specific to the RIARNG. The A-E shall verify prior to the site assessment that the building-level real property information loaded in the BUILDER database complies with the project scope.
- 4.7 Site Maps: The RIARNG will provide the A-E with site maps which depict building locations/numbers to A-E prior to the Data Verification Conference Call.
- 4.8 As-Built Drawings: The RIARNG will provide the A-E with all available copies of the most recent as-built drawings (Floor plans, HVAC, Electrical, and Plumbing layouts and schedules, Isometrics, etc.) at least thirty (30) calendar days prior to the RIARNG's Kick-off Meeting.
- 4.9 Installed Building Equipment (IBE) List: As general guidance, the following types of equipment, as defined in Army Regulation (AR) 420-1 and other DOD publications, shall be included in the assessment. Installed building equipment/ Real Property Installed Equipment (RPIE): Items of real property affixed to or built into a facility that are integral to the facility. If available, the RIARNG provide a current IBE/RPIE List to the A-E with as many details as possible consistent with the requirements per 3.10.2.2-9
 - 4.9.1 The following types of equipment shall not be included in the assessment.

4.9.1.1 Personal property (fixed)/ Class III property: Personal property (fixed) consists of capital equipment and other equipment of a movable nature that has been fixed in place or attached to real property, but may be severed or removed from buildings without destroying the usefulness of the facilities.

4.9.1.2 Personal property (movable): Equipment that is movable and not affixed as an integral part of the facility is generally accounted for as personal property rather than real property

4.10 Building Escorts: The RIARNG will provide the A-E assessment teams escorts as necessary for facility access—preferably an escort knowledgeable/familiar with the local building systems. In the event that a building system subject matter expert is unavailable to escort the assessment team, access to a knowledgeable site representative will be provided to discuss site specific facility issues.

5.0 DEFINED TASKS & DELIVERABLES

5.1 TASK – Proposed Project Timeline: The A-E shall provide a Proposed Project Timeline for RIARNG review at least three (3) business days prior to the first Kick-off Conference Call. This Timeline shall identify the A-E’s proposed start dates and completion dates for each TASK listed in this SOW (5.2 - 5.18) and will incorporate the Assessment Plan previously submitted as part of the A-E Cost Proposal.

5.2 TASK – Kick-off Conference Call: As soon as possible, but no later than (NLT) fourteen (14) calendar days following award of this Task Order, a conference call will be held with the RIARNG, and NGB (if available) to (1) consider a variety of programmatic issues; (2) identify key personnel; (3) identify ARNG points-of-contact; (4) review task order roles and responsibilities; (5) discuss schedule constraints; (6) confirm work schedules; (7) address any concerns related to the deliverables schedule; (8) request installation map showing building locations; (9) request building floor plans; (10) discuss site access requirements; (11) discuss access and assessment of secure facilities (if applicable), (12) request photo pass (if applicable), (13) identify CAC card request procedures; (14) discuss reservation of conference room(s) of suitable size for the Kick-off Meeting and Field Assessment In-brief (15) obtain other information necessary to develop the Project Management Plan (PMP) and Accident Prevention Plan (APP); and (16) assure a common understanding the Task Order requirements and objectives.

5.2.1 The A-E shall schedule, organize, and host each conference call, and shall be responsible for the agenda and the actual conduct of each call. A total of three calls will be required to meet this task requirement.

5.2.2 A Kick-off Conference Call agenda shall be provided to each calls participants three (3) business days prior to the conference call.

5.2.3 The A-E shall be responsible for preparing and distributing minutes of each call within three (3) business days following the call.

5.3 TASK – Draft Project Management Plan (PMP): The A-E shall present a Draft PMP for RIARNG review within twenty-eight (28) calendar days of task order award. Only one

PMP should be developed for this Task Order; an individual PMP is not required for each site. The Draft PMP shall be consistent with the current version of the BUILDER SMS User Manual. At minimum, the PMP shall contain the following elements:

- 5.3.1 Execution Strategy Plan (ESP) which expands upon the previously submitted Assessment Plan by providing an outline of the steps required to perform a generic, non-site specific BUILDER assessment from start to finish. Elements of the plan shall include but are not limited to: site mobilization (schedule coordination, data requests, site access requests, and photo passes); assessor training and calibration; assessment procedures (data management, photographs, quality control, and data upload procedures); post assessment activities, and team demobilization.
- 5.3.2 Project Schedule identifying the projected completion dates for each item listed in **ATTACHMENT B – TASK AND DELIVERABLE SCHEDULE**.
 - 5.3.2.1 Completion dates for each task and deliverable shall be aggregated by the RIARNG.
 - 5.3.2.2 In this schedule, the Government shall be allocated review time for all deliverables specified.
 - 5.3.2.3 Once the PMP has been finalized, A-E shall minimize deviation from the Project Schedule.
 - 5.3.2.4 Schedule adjustments which do not impact Task Order cost or period of performance may be coordinated through the RIARNG Site POC.
 - 5.3.2.5 The Project Schedule shall be the basis for determining timeliness of project deliverables. Any changes to the project schedule during the course of the Task Order are subject to Government approval.
 - 5.3.2.6 The A-E shall record government approved changes to the Project Schedule, and provide the updated version to the government no later than the 5th day of each month as part of the Monthly Progress Report.
 - 5.3.2.7 The Project Schedule shall also be accompanied by an Assessment Schedule which details the projected travel dates, on-site assessment dates, and number and size of teams.
 - 5.3.2.7.1 The A-E shall also provide an MS excel version of this Assessment Schedule to the government as part of the electronic PMP submission.
- 5.3.3 Risk Management Plan that identifies specific risks in terms of likelihood and severity; and identifies the associated mitigation and contingency approaches and techniques. Any known constraints and assumptions will also be annotated.
 - 5.3.3.1 The purpose of this plan is to communicate all risks that may jeopardize the success of the project (both contractor and government controlled) to team members who have the ability to influence problems in advance of their occurrence.

5.3.3.2 Even after the Risk Management Plan is developed and approved, new perceived risks shall be continuously communicated and mitigated throughout the life of the project.

5.3.4 Communication Plan that addresses how the A-E will communicate with the Government. It shall list the name, e-mail address, and phone numbers of all known A-E and Government points-of-contact involved in task order execution. It shall identify information needs critical to task order execution, address when the information is needed, whom is responsible for providing the information, the preferred information delivery method, and whom will receive the information. The plan shall outline the frequency and content of status reports which will be provided to the Government. The plan shall also address how lessons learned will be gathered and incorporated into the ongoing assessment process, and will also outline the A-E's risk communication processes.

5.3.5 Data Management Plan which outlines the A-E's overall data management process. Due to the volume and sensitivity of work that will be generated at each site, it is paramount that the data for each site be protected. The plan will include the names, e-mail address, and phone number of individuals responsible for the data management; identify how the data will be managed during the project (version control, naming conventions, etc.); describe the A-E's process for exporting and importing BUILDER Remote Entry Database (BRED) files; and provide any other relevant information that conveys the A-E's management approach.

5.3.5.1 Quality Control (QC): This section shall document the A-E's QC process and outline how the A-E shall ensure that field data collected and entered into the BUILDER database accurately reflects building inventory and condition. At minimum, this section shall address the following information:

5.3.5.1.1 Define how the A-E will monitor and maintain a sufficient level of internal work quality.

5.3.5.1.2 A-E communication with the RIARNG to capture lessons learned, identify improved processes, and make adjustments, as necessary.

5.3.5.1.3 The process and interval of A-E QC spot checks as determined by statistical confidence to ensure that the data is accurate across the inventory and between assessment team members.

5.3.5.1.4 Provide an assessment team organizational chart to include an outline of experience/certification/training for each team member based on system assessment responsibility.

5.3.5.1.5 Describe any automated QC software/processes that will be utilized to check BRED data for consistency and accuracy.

5.4 TASK – Accident Prevention Plan (APP): The A-E shall present a draft APP for ARNG review within twenty-eight (28) calendar days of award. The Accident Prevention Plan shall conform to the requirements listed in EM 385-1-1 Section 01.A.12. The plan shall address each of the elements/sub-elements in **ATTACHMENT C, ABBREVIATED ACCIDENT**

PREVENTION PLAN TEMPLATE. If an item is not applicable because of the nature of work to be performed, this exception shall be stated and a justification shall be provided.

- 5.4.1 The APP shall also address any unusual or unique aspects of the project or activity to include but not limited to address the use of inspection procedures, confined space entry, proper climbing techniques during roof access, etc.
 - 5.4.2 Applicable Occupational Safety and Health Administration (OSHA) and EM 385-1-1 standards shall be referenced and followed (note that the most stringent standard shall apply).
 - 5.4.3 Emergency notification telephone numbers for each site location, as well as location of nearest hospital emergency facility servicing that site, will be distributed to each assessment team member.
 - 5.4.4 The A-E shall conduct safety briefings with field assessment personnel on a frequent basis (e.g. weekly) to include ongoing lessons learned from inspections. The A-E shall make themselves aware of and adhere to any additional (local to inspection site) safety requirements.
 - 5.4.5 Safety Plan – The A-E shall also include/address each of the Safety Requirement listed in Section 1 of this SOW.
- 5.5 **TASK – Data Verification Conference Call:** Within thirty-five (35) calendar days following award of this Task Order a second conference call shall be held with the RIARNG. The A-E, with appropriate personnel, is required to participate in this meeting which will be designed to: (1)-discuss the A-E's proposed schedule, PMP, and APP (2) verify receipt of Government provided as-built drawings, (3) verify site access requirements and badging, (4) verify receipt of Photo Pass (if applicable), (5) verify Kick-off Meeting time and location (6) verify the ARNG has reserved a room of suitable size for the Field Assessment In-brief (7) verify calibration building availability and access (8) verify A-E personnel access to BUILDER, and (9) address any other outstanding concerns/issues.
- 5.5.1 The A-E shall schedule, organize, and host the conference call, and shall be responsible for the agenda and the actual conduct of the meeting. A total of three calls will be required to meet this task requirement.
 - 5.5.2 Conference call agenda shall be provided to the government three (3) business days prior to the conference call.
 - 5.5.3 The A-E shall be responsible for preparing and distributing minutes of the call within three (3) business days following the call.
- 5.6 **TASK – Final PMP & APP:** The A-E shall provide the ARNG with the finalized copies of the Project Management Plan and Accident Prevention Plan within forty-nine (49) calendar days following award of this task order.
- 5.7 **TASK – Installation (RIARNG) Kick-off Meeting:** Within fifty-six (56) calendar days following award of this task order, the A-E shall conduct a Kick-off Meeting with the RIARNG scheduled for assessment on the Final PMP. This meeting is intended to provide

the RIARNG leadership with a general overview of the assessment effort, and is anticipated to be one hour in length. The A-E's Project Manager, Quality Control Manager, or other appropriate leadership personnel shall attend and participate in this meeting. The meeting shall include: (1) introduction of key personnel and A-E points-of-contact that will be involved in the project; (2) brief review of the project objective and scope; (3) review of the assessment schedule; (4) review of the A-E's approach to assessments (e.g. number of teams, assessor responsibilities, experience, and training); (5) brief review of BUILDER data collection method (e.g. process, tools, condition ratings, discrepancies, and reporting); (5) quality control overview; (6) safety overview; and (7) a discussion of other pertinent outstanding issues. The meeting will be hosted at the Installation but the A-E shall be responsible for the agenda and the actual conduct of the meeting.

5.7.1 The Kick-off Meeting will be conducted at the location agreed upon during the applicable Task Order Kick-off Conference Call and Data Verification Conference Call.

5.7.2 The meeting agenda and slides shall be provided to the government three (3) business days prior to each Kick-off Meeting.

5.7.3 The A-E shall be responsible for preparing and distributing minutes of the meeting within three (3) business days following each meeting.

5.8 **TASK – Field Assessment In-brief:** Immediately following the RIARNG Kick-off Meeting, the A-E shall perform an on-site Field Assessment In-brief with all assigned individual assessors. This in-brief is anticipated to be three hours in length and shall review at minimum: (1) project scope; (2) standard assessment and inventory methods; (3) direct rating scale; (4) the proper use of General, Other and Unknown section subtypes; (5) naming conventions, (6) sectioning rules, (7) comment format; (8) photograph requirements and limitations; (9) A-E QC Plan; (10) BRED; (11) unique local requirements; (12) key control; (13) installation hours of operation; (14) safety procedures; (15) special security measures, (16) and program schedule. Government personnel may participate in the Field Assessment In-brief in order to gain an understanding of the process for inventory assessment and the quality control methods being utilized by the A-E. Key personnel from the ARNG and NGB (via Teleconference) may also be in attendance. The Installation will be responsible for providing space suitable for the Field Assessment In-brief. The A-E shall utilize PowerPoint for the presentation and provide suitable materials and handouts to each participant.

5.8.1 The in-brief agenda and presentation slides shall be provided to the government three (3) business days prior to the Field Assessment In-brief.

5.9 **TASK – Full Scale FCA:** The A-E shall conduct BUILDER SMS assessments of all buildings listed for the RIARNG in the **ATTACHMENT A, BUILDING INVENTORY LIST**.

5.9.1 **Data Input** – The A-E shall input the collected Inventory and Assessment data associated with each on-site field visit into the web-based version of BUILDER within seven (7) calendar days of the completion of each site field assessment trip.

5.10 **TASK – Trip Deliverables:** The A-E shall submit the following deliverables packet to the government within seven (7) calendar days of the completion of each on-site field assessment

trip:

- 5.10.1 Trip Report – The A-E shall develop a Trip Report which provides a short summary of the assessment location, travel dates, assessment dates, total square footage assessed that trip aggregated by day, personnel involved in the assessment effort (Installation, A-E, QAE,), and the dates those personnel were present on site. The report shall also contain pie charts indicating (1) the amount of square footage assessed, deleted, and remaining; and (2) the number of buildings assessed, deleted, and remaining.
- 5.10.2 Data Upload Memo – The memo shall affirm that A-E has loaded the inventory and assessment information associated with that field visit into BRED, performed quality control on the data, and the data is ready for government review within BUILDER SMS.
- 5.10.3 Quality Control Report – The A-E shall develop a QC Report identifying buildings, systems, components and component sections that were QC'd, and address how systemic issues were identified and how they were addressed.
 - 5.10.3.1 BUILDER 5-Year Work Plan – Export and submit a 5-year work plan for all buildings assessed each trip.
 - 5.10.3.2 Building Reports – Export and submit a single BUILDER Report, aggregated by ASTM UNIFORMAT II system (A10-E10) detailing the condition and BUILDER recommendations for each building assessed this trip.
- 5.10.4 Real Property Discrepancy List – The A-E shall develop a Real Property Discrepancy List outlining any discrepancies between the provided real property data and physically validated facility data (building square footage, number of stories, etc.). Include buildings that are demolished, funded to be demolished, funded for major renovation, or undergoing major renovation.
- 5.10.5 BUILDER Lessons Learned – The A-E shall prepare lessons learned based on site assessments and other tasks associated with this task order.
 - 5.10.5.1 All lessons learned will be separated based on categories (e.g. Planning, Execution, Post Survey, Data Management, Travel, etc.). The goal is to promote efficiency and consistency of effort in BUILDER projects, improve performance for all teams working the FCA for the customer, and to facilitate communication between Project Manager, Assessment team members and the Government.
 - 5.10.5.2 The lessons learned document shall be continually updated and provided to the Government seven (7) calendar days after each site assessment.
 - 5.10.5.3 A final lesson learned will be provided to the Government seven (7) calendar days prior to the Task Order Conclusion Meeting.
- 5.11 TASK – RIARNG Draft FCA Report: Within fourteen (14) calendar days of loading the RIARNG's FCA data into BUILDER by the A-E, the A-E shall consolidate the

information into a Draft FCA Report specific to the RIARNG which is formatted as follows:

- 5.11.1 Section 1: Executive Summary narrative which provides a brief program overview, identifies building components assessed, summarizes the data collection methods used, provides an Installation level summary of each system's overall condition (A10-E10), and makes recommendations regarding the Installation's next steps.
 - 5.11.2 Section 2: Building Condition Summary Report which provides a chart of each building's condition, aggregated by ASTM UNIFORMAT II system (A10-E10) system, developed using BUILDER inventory and assessment data.
 - 5.11.3 Section 3: Worst First sorting of all building systems, aggregated by building, using the Building Condition Index (BCI) score.
 - 5.11.4 Section 4: Data Analysis Report comprised of both an Installation five-year and ten-year unconstrained work plan organized by site and facility using the ARNG's BUILDER Standards, Policies, and Prioritization Schemes and the Scenario module within BUILDER.
 - 5.11.5 Section 5: Final version of the Real Property Discrepancy List.
- 5.12 **TASK – Comment Resolution Call:** Following each field assessment trip, the A-E will conduct a Comment Resolution Call with the NGB QA Representative and the designated RIARNG POC within seven (7) calendar days after receiving the government's comments on that trips data and S/T DRAFT FCA Report. This call will discuss the incorporation, disposition, concurrence, acceptance, denial, etc. of the government's comments.
- 5.12.1 Within three (3) business days of the Comment Resolution Call, the A-E shall provide the COR/QA electronic notification that the comment resolution has occurred and no further action is required for this trip's data.
- 5.13 **TASK – RIARNG Final FCA Report:** After receipt of Government comments on each Draft FCA Report, the A-E, having reviewed, incorporated and documented required changes shall return to the Government a Final FCA Report. The report will be provided to the RIARNG POC and the NGB within seven (7) business days of receiving the government review comments, and shall be formatted exactly as the Draft FCA Report.
- 5.14 **TASK – S/T Conclusion Meeting:** Within fourteen (14) calendar days of the RIARNG Final FCA Report delivery, the A-E shall schedule a Conclusion Meeting. During this meeting the A-E will discuss and summarize the activities performed during the FCA, that RIARNG's Final FCA report, lessons learned, and other issues/concerns that occurred during the performance of the FCA. The A-E shall utilize PowerPoint for the presentation and provide suitable materials/handouts to each participant. The meeting will be hosted by the subject RIARNG, but the A-E shall be responsible for the agenda and the actual conduct of the meeting.
- 5.14.1 Presentation slides will include:
 - Program Overview
 - Activities Performed

- Safety Issue Identification and Resolution
- Data not collected
- Data Results
- Lessons Learned
- Issues/Concerns
- Next Steps (for the customer)

5.14.2 The RIARNG Conclusion Meeting will be conducted at the location agreed upon during the applicable Task Order Kick-off Conference Call and Data Verification Conference Call and on the dates identified in the previously submitted Final PMP

5.14.3 The meeting agenda and slides shall be provided to the government three (3) business days prior to the Conclusion Meeting.

5.14.4 The A-E shall prepare minutes for each meeting and submit them to the applicable ARNG and the NGB within three (3) business days following the meeting.

5.15 TASK – Programmatic Closeout Memorandum: Within seven (7) calendar days after completion of all tasks and deliverables defined within this scope of work, the A-E shall document in summary form all products delivered for concurrence by the Government.

6.0 MISCELLANEOUS REQUIREMENTS

6.1 Basic Services: The A-E shall be responsible for coordinating all site visit actions for the FCA team such as: coordinating with Installation site managers and the Government project management team for access into all required facilities; coordinating with site security personnel to ensure all physical security requirements are followed for specific buildings; coordinating for an assembly area for conducting on site briefings, safety meetings, etc.; coordinating with a public works or lead site manager at each site; conducting required PowerPoint presentations; conducting required training; and notifying the RIARNG of any safety items that need require immediate attention.

6.2 Deliverables Schedule: The A-E shall provide deliverables in accordance with the Submittal Schedule Matrix shown in **ATTACHMENT B, TASK AND DELIVERABLE SCHEDULE**. All days identified in the schedule are Calendar Days unless otherwise specified.

6.2.1 The A-E is responsible for reproducing all document deliverables.

6.2.2 Unless otherwise specified in this SOW, the Government shall have fourteen (14) calendar days to review and comment on all draft deliverables.

6.2.3 The A-E shall have a maximum of seven (7) calendar days from the day Government comments are received to incorporate all changes and submit the final deliverable to the Government.

6.2.4 The A-E shall insert a cover letter with each document submittal and indicate the project name, contract number, indicate the date comments are due, identify the point-of-contact for comment submission, etc. (NOTE: depending on the recipient, not all letters will contain the same information).

- 6.2.5 The reports shall utilize recycled paper unless specified otherwise. The size of pages shall be 8.5x11 inches, except for foldout maps, charts, or other illustrative material. Standard business fonts and type sizes between 8 and 12 point are approved for use. Other type size and the fonts must be approved by the Government prior to printing. Draft Reports shall be provided in word processing or excel format, and final reports shall be provided in PDF format.
- 6.2.6 The A-E shall provide one (1) copy of each final deliverables in a Microsoft Office compatible file format to the recipients indicated in **ATTACHMENT B, TASK AND DELIVERABLE SCHEDULE**.
- 6.3 Administrative Record: The administrative record is the entirety of information, data, and correspondence relied upon to execute this task order. The record is inclusive of all data, information, and analysis – either generated or obtained from other sources – used to support documentation and analysis.
- 6.3.1 The administrative record is essentially the agency’s file as it relates to this action.
- 6.3.2 All documents produced and all assessment photographs taken during the performance of this task order shall be placed on CD/DVDs and provided to the Government in a format (i.e. Microsoft Word; Microsoft Excel, Microsoft PowerPoint, PDF, CAD, etc.) agreed upon at the Kick-off Conference Call. The mailing list used for distribution of the Administrative Record shall be saved on each CD/DVD.
- 6.3.3 The record shall be organized and indexed by topic to the highest extent possible and submitted to the Government within thirty (30) calendar days of completion of this task order.
- 6.4 Release of Data: All data, reports, and materials contained or developed for this project shall not be released or discussed without written approval of the Government.
- 6.5 Inspection and Acceptance: During the entire execution of the Task Order, all work associated with this Task Order, to include all the A-E's work shall be subject to, and available for, inspection by the RIARNG POC.
- 6.5.1 Inspection of Delivered Work. As soon as practicable after delivery of work and/or data upload, subject matter experts will spot check for serious errors or an undue number of minor errors indicating mistakes or carelessness on the part of the A-E.
- 6.5.2 The subject matter experts may forego a thorough inspection and return the entire facility condition assessment data collection package for rechecking and correction by the A-E, if necessary.
- 6.5.3 Re-submission of facility condition assessment data collection package. In the event that documents submitted for review are deemed to be deficient or incomplete for a particular stage of completion, the A-E will be required to correct the deficiencies and resubmit the documents in the quantities originally required and within a reasonable time as specified by the RIARNG POC. The cost of accomplishing the re-submission of the data package shall be absorbed by the A-E.

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

7.0 SUBMISSION AND APPROVAL OF WORK

7.1 Submittals: All submittals shall be coordinated through the designated RIARNG POC for this project.

7.2 Comment Resolution: For each Submittal, the A-E may be furnished comments. If the A-E disagrees technically with any comment or comments and does not intend to comply with the comment, the A-E shall clearly outline, with ample justification, the reasons for noncompliance within seven (7) calendar days after receipt of these comments in order that the comment can be resolved. The disposition of the remaining comments shall be furnished in writing with the next scheduled submittal.

7.3 A-E Responsibilities: The A-E has complete responsibility for the professional quality, technical accuracy, and coordination of all work or materials produced and furnished by his in-house and consultant's forces. The A-E shall correct or revise any errors or deficiencies in his work, notwithstanding any review, approval, acceptance, or payment by the Government. Thus the responsibility continues after final payment is made to the A-E. The A-E shall always be liable to the Government for damages to the Government caused by negligent performance by the A-E.

7.4 Monthly Progress Reports (MPRs): No later than the 5th day of each month, and also in conjunction with ENG Form 93 submittals, the A-E shall prepare and submit an electronic MPR to the RIARNG POC.

7.4.1 The monthly report shall contain an accurate, up-to-date account of all work accomplishments and outstanding issues. The government shall provide a standardized template for the A-E to utilize which contains the following items:

- Project summary (contract #, delivery order #, and POP)
- Percent complete as required in 7.7.2
- Primary points-of-contact (A-E, ARNG, NGB)
- Project status information by task
- Trip information and schedule
- Assessment team information
- Buildings assessed (Cumulative)
- Monthly update narrative
- Needs list

7.4.2 The A-E shall report progress as (1) Percent of total task order square feet assessed; (2) Percent of square feet accepted by the Government; (3) Percent complete by reported invoice cost (i.e. most recently submitted ENG 93 block "e. Total Earnings to Date" divided by block "f. Total Contract"); and (4) Percent complete by cumulative task.

7.4.3 Names, addresses, and phone numbers of the recipients will be provided to the A-E at the Kick-off Conference Call and Orientation Conference Call.

8.0 OPERATIONS SECURITY REQUIREMENTS

8.0 Access and General Protection/Security Policy and Procedures. All A-E and all associated sub-A-Es employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The A-E shall also provide all information required for background checks to meet RIARNG access requirements. A-E workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in A-E security matters or processes.

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

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. **Staff Qualifications** – Please provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience with BUILDER SMS implementation. A-E shall provide qualified Architects, Engineers, Construction Managers, Facility Managers, or Tradesmen/Craftsmen with significant (5+ years) facility design, construction, and/or O&M experience. Exceptions to this experience level will be coordinated with the RIARNG POC prior to conducting site visits. Assessors shall be capable of understanding and interpreting design documents (drawings, specs, etc.) and be able to accurately identify and assess the condition of field inventory. Assessors shall be familiar with and be able to employ BUILDER/BRED programs for the collection and storage of data.
2. **Capability, Capacity, and Qualifications of the Offeror** – Please provide a detailed description of the Vendor's experience with BUILDER implementation. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan** – Please describe in detail, the framework within which requested BUILDER SMS implementation will be performed. This will provide an outline of the steps required to perform a generic, non-site specific BUILDER assessment from start

to finish. Elements of the plan shall include but are not limited to: site mobilization (schedule coordination, data requests, site access requests, and photo passes); assessor training and calibration; assessment procedures (data management, photographs, quality control, and data upload procedures); post assessment activities, and team demobilization.

4. **Approach/Methodology** – Please provide an Assessment Plan which describes the A-E’s proposed on-site assessment approach, strategy, and duration for completion of the field work effort; specifies the number of assessment teams per site visit; and identifies the composition of each assessment team (i.e. number of personnel and their primary discipline).

B. Cost Proposal

Detailed Budget and Budget Narrative: The cost proposal structure should be a lump sum fixed fee. Cost should be broken down in cost per square foot (SF). Please use **ATTACHMENT D, BUILDER RFP STATE BID PROPOSAL FORM** as part of the cost proposal.

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	10 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Work Plan	25 Points
Approach Proposed	15 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and

it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself , the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}) \\ & \quad \times \text{Maximum ISBE participation points)} \end{aligned}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at Max.Rightier@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7599940** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

9.0 Proposals shall include the following:

- a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
- b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13 RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
- c. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise

Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*

- d. Technical Proposal - Provide a technical proposal describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to ten (10) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
- a. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
- a. One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
- b. Four (4) printed paper copies
- e. Cost Proposal - A separate, signed and sealed cost proposal reflecting the price per SF as well as the total cost proposed to complete all of the requirements of this project.
- f. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
- One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
- g. Four (4) printed paper copies

10.0 Formatting of proposal response contents should consist of the following:

11.0 Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:

- Vendor’s name
- RFP #
- RFP Title
- Proposal type (e.g., technical proposal or cost proposal)
- If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

12.0 Formatting of written documents and printed copies:

12.1 For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.

12.2 All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.

- a. The cost proposal shall be typed using the formatting provided on the provided template.

12.3 Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP # 7599940**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL: <https://rules.sos.ri.gov/regulations/part/220-30-00-13>

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

13.0 Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

14.0 MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908**

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification: MBE WBE Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract Value (\$):

ISBE Participation Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date