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SECTION C DESCRIPTIONS AND SPECIFICATIONS

SCOPE OF WORK

Project Manager/Lead Asset Management Specialist

1.0 INTRODUCTION

The Commandant, Naval District Washington, as the Navy Regional Commander, is the host command/organization providing all shore installation management support services to Naval installations within the Washington, D.C. Metropolitan area. The mission of the Regional Engineer is to support the Commandant by providing expert management and guidance as well as planning, programming, budgeting, and executing all facets of the Commander, Navy Installations (CNI) Facility Support Program function including Base Operations Services (BOS) and Sustainment, Restoration, and Modernization (SRM) for Navy facilities and real property across the Region. The contractor shall provide asset validation and facility management services to NAVFAC Washington, Assistant Regional Engineer, NAVFAC Washington, and to each of the five NAVFAC Washington Public Works Departments, comprised of five concurrent teams.

2.0 STATEMENT OF WORK

2.1 Functions as a Project Manager and Lead Asset Management Specialist on a team tasked with developing or reviewing facility record data and drawings and recording that data in online resources for future use in facility management and planning.

2.2. As Project Manager,

- a. Monitors, manages, and direct the field deployed teams to ensure completion of required tasks as effectively and accurately as possible by the required dates.
- b. Monitor work accomplishment by the field deployed teams and adjust team assignments as necessary to achieve overall project goals.
- c. Provide advise to government of process, procedure and schedule changes to improve delivery of task assignments.
- d. Provide routine status reports on work accomplishment by the teams.
- e. Provide staff support to the Assistant Regional Engineer's office for coordination of team work with other ongoing asset management and utilization actions within Naval District Washington.
- f. Provide staff support to boards established by Naval District Washington for coordination of team actions.

2.3 As Lead Asset Management Specialist, performs tasks and analysis in support of space

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allocation/space management efforts. Typical tasks would include:

- a. Examining space allocations against documented space requirements in a given installation or across region to determine deficits or excesses of space.
- b. Evaluate alternatives to correcting deficiencies in space allocation within a given facility or set of facilities at an installation or across the region, to meet documented requirements.
- c. Applying standard criteria to evaluate or propose solutions given requirements and constraints.
- d. Performs space requirements generation using standardized process from documented organizational and mission requirements. Reviews space requirements generated with activity component to confirm that space requirements have been properly assessed.
- e. Organizes, oversees and participates as necessary in field verification of existing record floor plans for facilities. Verifies accuracy of floor plan configuration and dimensions and records space assignments to activity components.
- f. Organizes, oversees and participates as necessary in the collection of data on space assignments for individual facilities or activity components, utilizing a standardized form. Enters space assignment data collected in the Space Utilization Module of the Naval Facilities Assets Database.

3.0 EDUCATION

3.1 A Bachelor Degree in a field directly relating to Facilities Management, Asset Management, or Facilities Operations, such as Planning, Architecture, Engineering or Business Management (with a Facilities specialization).

3.2 A Masters Degree and additional professional experience is highly desirable.

4.0 KNOWLEGDE REQUIRED

- a. Knowledge of facilities management, property management, planning and design processes and procedures.
- b. General knowledge of Geo-spatial Information Systems (GIS) and their application to facility management processes.
- c. Knowledge of methods and procedures for developing requirements from organization structure, manning, and operations.
- d. Knowledge of facility constraint analysis.
- e. Ability to read blue-prints and construction documents.
- f. Ability to utilize AutoCAD software
- g. Ability to compile data and operate standard computer systems and software for data entry and

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recording.

- h. Ability to utilize mathematics for computations involving analysis and estimates.
- i. Skill in developing and presenting written and oral technical and non-technical information.
- j. Supervisory management ability to direct small teams in the accomplishment of professional level work.

5.0 SPECIALIZED REQUIREMENTS

- a. Be a United States (US) citizen, with good vision and physical health/condition;
- b. Have valid US driver's license with good driving record and be able to drive a Government owned passenger type sedan or van vehicle;
- c. Be able to read, write and speak English fluently;
- d. Have no outstanding criminal warrants or felony convictions;
- e. Service provider will be required to complete SF-85-P, Questionnaire for Public Trust Positions.

6.0 GENERAL EXPERIENCE

A minimum of 5 years experience in facilities related work is required.

7.0 SECURITY CLEARANCE

This position does NOT require a security clearance.

8.0 TRAINING

- a. Formal training and experience in utilizing AutoCad software
- b. Formal training and experience in utilizing GIS software is highly desirable.

9.0 HOURS OF PERFORMANCE

A normal 5 day week = 40 hour week (8 hour day), Monday through Friday, with core hours 0900 to 1500. Compressed work schedule is not authorized.

10.0 PERIOD OF PERFORMANCE

The period of performance shall be for one year. The government reserves the right to exercise a potential one or more option years.

11.0 PLACE OF PERFORMANCE

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Washington Navy Yard, Washington, DC (1 position)

(END)

Asset Management Specialist

1.0 INTRODUCTION

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2.0 STATEMENT OF WORK

2.1 Functions as a team member on a team tasked with developing or reviewing facility record data and drawings and recording that data in online resources for future use in facility management and planning.

2.2 Performs routine facility management tasks and asset analysis in support of space allocation/space management efforts. Typical tasks would include:

- a. Examining space allocations against documented space requirements in a given facility to determine deficits or excesses of space.
- b. Developing alternatives to correcting deficiencies in space allocation within a given facility or subset of facilities, to meet documented requirements.
- c. Applying standard criteria to evaluate or propose facility solutions given requirements and constraints.

2.3 Performs routine space requirements generation using standardized process from documented organizational and mission requirements. Reviews space requirements generated with activity component to confirm that space requirements have been properly assessed.

2.4 Organizes, oversees and participates as necessary in field verification of existing record floor plans for facilities. Verifies accuracy of floor plan configuration and dimensions and records space assignments to activity components.

2.5 Organizes, oversees and participates as necessary in the collection of data on space assignments for individual facilities or activity components, utilizing a standardized form. Enters space assignment data collected in the Space Utilization Module of the Naval Facilities Assets Database.

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3.0 EDUCATION

A Bachelor Degree in a field directly relating to Facilities Management or Operations, such as Planning, Architecture, Engineering or Business Management(with a Facilities specialization).

4.0 KNOWLEDGE REQUIRED

- a. Knowledge of general facility management, asset management, facility operations, planning and design processes and procedures.
- b. General knowledge of Geo-spatial Information Systems (GIS) and their application to facility management processes.
- c. Knowledge of methods and procedures for developing space program requirements from organization structure, manning, and operations.
- d. Knowledge of facility constraint analysis.
- e. Ability to read blue-prints and construction documents.
- f. Ability to utilize AutoCAD software
- g. Ability to compile data and operate standard computer systems and software for data entry and recording.
- h. Ability to utilize mathematics for computations involving analysis and estimates.
- i. Skill in developing and presenting written and oral technical and non-technical information.

5.0 SPECIALIZED REQUIREMENTS

- a. Be a United States (US) citizen, with good vision and physical health/condition;
- b. Have valid US driver's license with good driving record and be able to drive a Government owned passenger type sedan or van vehicle;
- c. Be able to read, write and speak English fluently;
- d. Have no outstanding criminal warrants or felony convictions;
- e. Service provider will be required to complete SF-85-P, Questionnaire for Public Trust Positions.

6.0 GENERAL EXPERIENCE

A minimum of 3 years experience in facilities management or operations related work is required.

7.0 SECURITY CLEARANCE

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This position does NOT require a security clearance.

8.0 HOURS OF PERFORMANCE

A normal 5 day week = 40 hour weeks (8 hour days), Monday through Friday, with core hours 0900 to 1500. Compressed work schedule is not authorized.

9.0 PERIOD OF PERFORMANCE

The period of performance shall be for one year. The government reserves the right to exercise a potential one year option.

10.0 PLACE OF PERFORMANCE

Washington Navy Yard, Washington, DC (3 positions)
Patuxent River, MD (2 positions)
Indian Head, MD (2 positions)
Naval Observatory, DC (1 position)
Annapolis, MD (1 position).

(END)

Asset Management Technician/CADD Operator IV

1.0 INTRODUCTION

The Commandant, Naval District Washington, as the Navy Regional Commander, is the host command/organization providing all shore installation management support services to Naval installations within the Washington, D.C. Metropolitan area. The mission of the Regional Engineer is to support the Commandant by providing expert management and guidance as well as planning, programming, budgeting, and executing all facets of the Commander, Navy Installations (CNI) Facility Support Program function including Base Operations Services (BOS) and Sustainment, Restoration, and Modernization (SRM) for Navy facilities and real property across the Region. The contractor shall provide asset validation and facility management services to NAVFAC Washington, Assistant Regional Engineer, NAVFAC Washington, and to each of the five NAVFAC Washington Public Works Departments, comprised of five concurrent teams.

2.0 STATEMENT OF WORK

2.1 Functions as a team member on a team tasked with developing or reviewing facility record data and drawings and recording that data in online resources for future use in facility management and planning.

2.2 Field verifies existing record floor plans for facilities, noting changes where they have occurred. Verifies accuracy of floor plan configuration and dimensions and records space assignments to activity components.

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2.3 Develops record floor plans through field measurements where none exist or plans are significantly out of date.

2.4 Utilizing AutoCAD software, develops or updates record floor plans for facilities utilizing a standardized layering scheme and drawing format.

2.5 Collect data on space assignments for individual facilities or activity components, utilizing a standardized form. Enters space assignment data collected in the Space Utilization Module of the Naval Facilities Assets Database.

2.6 Assists, through data collection, field verification, AutoCAD support, or simple analysis, in work by other team members.

3.0 EDUCATION

A High School Diploma or GED is required.

4.0 KNOWLEDGE REQUIRED

- a. Ability to read blue-prints and construction documents.
- b. Ability to perform accurate field measurements of existing facilities using standard tools and equipment
- c. Ability to utilize AutoCAD software for the development and correction of building floor plans.
- d. Ability to compile data and operate standard computer systems and software for data entry and recording.
- e. Ability to utilize mathematics for computations involving analysis and estimates.
- f. General knowledge of planning and design processes and procedure in order to function as part of a larger team.
- g. Skill in developing and presenting written and oral technical and non-technical information.

5.0 SPECIALIZED REQUIREMENTS

- a. Be a United States (US) citizen, with good vision and physical health/condition;
- b. Have valid US driver's license with good driving record and be able to drive a Government owned passenger type sedan or van vehicle;
- c. Be able to read, write and speak English fluently;
- d. Have no outstanding criminal warrants or felony convictions;
- e. Service provider will be required to complete SF-85-P, Questionnaire for Public Trust Positions.

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6.0 GENERAL EXPERIENCE

- a. Documented training and 2 years experience in utilizing AutoCAD software is a requirement.
- b. Five (5) years experience in facility management, facility operations, planning, design, or construction occupations is required.

7.0 SECURITY CLEARANCE

This position does NOT require a security clearance.

8.0 HOURS OF PERFORMANCE

A normal 5 day week = 40 hour weeks (8 hour days), Monday through Friday, with core hours 0900 to 1500. Compressed work schedule is not authorized.

9.0 PERIOD OF PERFORMANCE

The period of performance shall be for one year. The government reserves the right to exercise a potential one year option.

10.0 PLACE OF PERFORMANCE

Washington Navy Yard, Washington, DC (2 positions)
Patuxent River, MD (2 positions)
Indian Head, MD (2 positions)
Naval Observatory, DC (1 position)
Annapolis, MD (1 position).

(END)

Geospatial Information System (GIS) Analyst

1.0 INTRODUCTION

The Commandant, Naval District Washington, as the Navy Regional Commander, is the host command/organization providing all shore installation management support services to Naval installations within the Washington, D.C. Metropolitan area. The mission of the Regional Engineer is to support the Commandant by providing expert management and guidance as well as planning, programming, budgeting, and executing all facets of the Commander, Navy Installations (CNI) Facility Support Program function including Base Operations Services (BOS) and Sustainment, Restoration, and

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Modernization (SRM) for Navy facilities and real property across the Region. The contractor shall provide asset validation and facility management services to NAVFAC Washington, Assistant Regional Engineer, NAVFAC Washington, and to each of the five NAVFAC Washington Public Works Departments, comprised of five concurrent teams.

2.0 STATEMENT OF WORK

2.1 Incumbent functions as a team member of a region wide team tasked with developing or reviewing facility record data and drawings and recording that data in online resources for future use in facility management and planning.

2.2 Reviews floor plan and attribute data in electronic media ensuring its conformance to published standards and formats required by the Navy's GIS system.

2.3 Assists with the uploading of floor plan data to the Navy GIS system.

2.4 Assists with the linkage of attribute data to floor plan elements within the GIS system.

2.5 Organizes, oversees and participates as necessary in the collection of data for individual facilities or activity components.

2.6 Performs simple GIS tasks and analysis in support of space allocation/space management efforts. Typical tasks would include:

- a. Examining space allocations against documented space requirements in a given facility to determine deficits or excesses of space.
- b. Developing alternatives to correcting deficiencies in space allocation within a given facility or subset of facilities, to meet documented requirements.
- c. Applying standard criteria to evaluate or propose facility solutions given requirements and constraints.

3.0 EDUCATION

A Bachelor Degree in a field directly relating to Facilities Management or Operations, such as Planning, Architecture, Engineering or Business Management (with a Facilities specialization).

4.0 KNOWLEGDE REQUIRED

- a. Knowledge of general facility management, operations, planning and design processes and procedures.
- b. Knowledge of Geo-spatial Information Systems (GIS) and their application to the facility

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management processes.

- c. Knowledge of methods and procedures for developing space program requirements from organization structure, manning, and operations.
- d. Knowledge of facility constraint analysis.
- e. Ability to read blue-prints and construction documents.
- f. Ability to utilize AutoCAD software
- g. Ability to compile data and operate standard computer systems and software for data entry and recording.
- h. Ability to utilize mathematics for computations involving analysis and estimates.
- i. Skill in developing and presenting written and oral technical and non-technical information.

5.0 SPECIALIZED REQUIREMENTS

- a. Be a United States (US) citizen, with good vision and physical health/condition;
- b. Have valid US driver's license with good driving record and be able to drive a Government owned passenger type sedan or van vehicle;
- c. Be able to read, write and speak English fluently;
- d. Have no outstanding criminal warrants or felony convictions;
- e. Service provider will be required to complete SF-85-P, Questionnaire for Public Trust Positions.

6.0 GENERAL EXPERIENCE

A minimum of 3 years experience planning related work is required. Experience in the use of GIS software of at minimum of 1 year is required.

7.0 SECURITY CLEARANCE

This position does NOT require a security clearance.

8.0 TRAINING

- a. Formal training and experience in utilizing AutoCad software
- b. Formal training and experience in utilizing GIS software is highly desirable.

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9.0 HOURS OF PERFORMANCE

A normal 5 day week = 40 hour week (8 hour day), Monday through Friday, with core hours 0900 to 1500. Compressed work schedule is not authorized.

10.0 PERIOD OF PERFORMANCE

The period of performance shall be for one year. The government reserves the right to exercise a potential one or more option years.

11.0 PLACE OF PERFORMANCE

Patuxent River, MD (1 position)

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