

## 1. General Scope of Work

### 1.1 Purpose and Objective

This project will provide labor and materials to build an extension to the High Pressure Test Area in Building 803. The addition to the building will add 1500 SF of floor space, which will increase the Controlled Access Storage Area (CASA) 1000 SF, and the Bonded Storage 500 SF. The addition will include electrical service, lighting, and HVAC systems.

## 2. Technical Requirements

### 2.1 Description of Work

Construct the extension of the Bonded Storage by 500 sf and Controlled Access Area by 1000 sf, in Building 803. Provide electrical service, lighting, fire alarm sytem coverage, intrusion detection system (Bonded Storage), and HVAC for the extension. The project will add a 30 kVA transformer outside and a 120/208 Vac, 225 amp panelboard inside. The addition will be air conditioned with the relocated ground-level pad mounted unit, and an additional pad mounted refrigerated unit. The existing evaporative cooling unit on the roof will be removed. The building framing will be pre-engineered similar to the existing building framing, and will be anchored to the reinforced concrete footings. The framing will have preformed steel wall and roofing panels mechanically attached. The project will add two presonnel doors.

#### Subtasks:

##### 1. Project Planning and Management

- a) Identify Project Team
- b) Track Project
- c) Perform Customer/Stakeholders reviews
- d) Perform Change Management

##### 2. Perform the following tasks per project design and illustration package 4026:

- a) Obtain dig permit and perform necessary site work to clear areas, cut existing asphalt on parking lot, remove existing concrete pads, and locate underground utilities for tie-in. After completion of addition repair parking lot areas and pave with asphalt. (Specifications Sections 02311, 02311, 02312, 02315, 02745, 02985, 4026-6)
- b) Perform demolition per Specification Section 02220 and 4026-5. Coordinate HVAC, electric, and water outages with customer. Remove the following equipment per 4026-5: unit AC-3 (retain for re-use), condensing unit AC-2, evaporative cooler EC-1, return and supply ducts, gas fired unit heater and gas lines, fresh air relief louvers, by-pass dampers (retain for re-use)
- c) Pour footings, concrete flooring, and pads for transformer and HVAC equipment as specified (specifications section 03300, and 4026-7)
- d) Let sub-contract to install pre-engineered building shell, 60' wide X 90' long X 12' eave height, with 3 bays at 30' each. Building contractor shall furnish complete erection drawings and design analysis/certificate of compliance signed by

- a NM approved registered PE, certifying that metal building components comply to MBMA and buyer recommendations. (4026-8, Specification Section 13121)
- e) Procure and install metal stairs for roof access per 4026-9 (specification section 05510, 09970)
- f) Install/paint walls and ceilings per 4026-11, 4026-12 (specification sections 03300, 07920, 09250, 09915)
- g) Install two doors, one double door at East Side of CASA extension and one door to the new Bonded Storage area (Specification Section 08100, 08810, 4026-10)
- h) Install HVAC equipment, piping, and ductwork per 4026-13, 4026-14, and 4026-15 (specification sections 15003, 15083, 15185, 15195, 15675)
- i) Install lighting per 4026-16 (Specifications Sections 16003, 16050, 16145, 16511, 16512, 16529, 16535, 16536)
- j) Install 30 KVA transformer, new electrical panels "HP", "LEF", power feeds to support HVAC equipment, convenience outlets, lightning protection system, and extend existing ground loop per 4026-17 (specifications sections 13100, 16003, 16050, 16145, 16275, 16446)
- K) Provide panel schedules per 4026-18
- l) Extend existing fire alarm detection system and intrusion alarm system in B803 to new addition of CASA and new Bonded Storage Area, and install per 4026-19, 4026-20, and Specification Section 13852
- e) Perform ground work and connect utilities (4026-9) for new Bonded Storage Area (Illustration 4026-4, 4026-7, Specifications Sections 8100, 8710, 8810)

## 2.2 Contractor Products/Services Required

1. Per Section 2. Technical Requirements above, construct and deliver 1,500 SF addition of B803
2. Follow WSTF safety policies and procedures and ensure safe work practices by WSTF personnel and off-site contractors
3. Prepare Project Taskplan:
  - Identify the delivery order deliverables in taskplan
  - Identify milestones such as due date for project taskplan, kick-off meeting with customers, beginning of construction efforts, procurement of building shell, completion of building shell erection, target dates for 30%, 60%, 90% completion of project, end date of project
  - Break tasks down in small manageable elements whenever possible
  - Assure logical sequencing of tasks
  - Provide measurable output of child tasks
  - Specify resources needed
  - Coordinate commitments with support groups
4. Prepare and maintain Project Plan
5. Maintain working taskplan and project notebook, initiate a project file for the

project which includes design, calculations, cut sheets, specifications, material take-offs, cost estimate, DCN's, PR's, WAD's

6. perform project leader tasks per WSP 09-0014 on the project, provide weekly updates to PM, and perform management reviews as scheduled

7. Control and track changes per established change process of Engineering Department

8. Communicate projects risks immediately and manage risk plan

9. Drafting to incorporate DCNs and convert drawings to electronic form. Redline drawings per construction activities, and provide as-built drawings at completion of project

10. Provide warrenties, technical/maintenance manuals for new equipment installed, and hand-over to maintenance section per established process. New equipment shall be entered into maintenance database

11. Update real property database

12. Close out project

2.3 Materials and Travel Requirements

No NASA procurement or travel required

2.4 Task Plan/Summary Sheet

3. Schedule Requirements

Provide project taskplan by 9/8/03

Kick-off meeting with customers 10/10/03

Begin Construction 10/13/03

Complete procurement of building shell 11/26/03

Complete milestones per taskplan

Complete project 09/30/04

4. Cost Tracking Requirements

Charge Number	Rev	Function Codes	Fund Source	WSTF Overhead %	\$K Amounts	Charge Number Title
LKR		SA	37680		30	3IC0034:Project Management
LKS		SA	37680		30	3IC0034:Engineering SEIS Support
LKT		SA	37680		5	3IC0034:Drafting Support
LKU		SA	37680		10	3IC0034:Field Engineering
LKV		SA	37680		270	3IC0034:Construction
LUJ		SA	37680		25	3IC0034:Drafting Support



Exceeded - Completed tasks in economical manner below negotiated budget

Met - Completed tasks in economical manner at negotiated cost

Did not meet - Did not meet negotiated costs and remedial actions were needed

6. Communication Management

Exceeded - Excellent Communication with support groups, stake holders, and customers resulted in outstanding resource management, risk management, product met customer,s needs,and overall exceeded project performance expectations

Met - Resources were available, product met customer's needs, risks were identified in a timely fashion to meet project expectations

Did not meet - Poor commuications resulted in resource problems, costly risk abatements, and overall non-acceptable project performance

Note: This is only a summary of revision history. Details of the changes must be contained in the text of the Delivery Order.

Rev	Approved	Change (+/- \$K)	Contract Value	Revision Summary
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