

1. General Scope of Work

1.1 Purpose and Objective

Complete the projects identified in the FY04 MCRR program. Tasks include to provide estimates, planning, designing, and construction of revitalization, and repair projects as prioritized by the Engineering Office.

2. Technical Requirements

2.1 Description of Work

Manage and complete the tasks identified:

Subtasks:

1. Project Planning and Management

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

2. Support the projects listed below using the requirements set forth in the document "FY04 MCRR Projects" found at S4:\engall\project management\4IC0011-FY04 MCRR.

- a. Power Upgrades B101 and B100 Admin and ITS
- b. Photo Labs Mods
- c. Install Equipment Shelter (Crane/Linetruck)
- d. ADA upgrades Bldg. 111 Cafeteria and Breezeway
- e. GIS Support
- f. Breathing Air QD
- g. B101 Computer Room Power Mods
- h. Drafting Support
- i. Electrical Power Pole Survey

2.2 Contractor Products/Services Required

1. Perform task as outlined in section 2. Technical Requirements section.
2. Prepare and manage Project Taskplan:
 - Identify the delivery order deliverables in taskplan
 - Identify milestones such as due date for project taskplan, kick-off meeting with customers, end date of each project identified, delivery of large material items
 - Break tasks down in small manageable elements whenever possible
 - Assure logical sequencing of tasks
 - Provide measurable output of child tasks
 - Specify resources needed
 - Coordinate with support groups and get buy-in and commitments on tasks
3. Prepare and maintain Project Plan

- 4. Maintain working taskplan and project notebook, initiate a project file
- 5. perform project leader tasks per WSP 09-0014 on the project, provide weekly financial and performance updates to PM, and perform management reviews as scheduled
- 6. Track changes per established change process of Engineering Department
- 7. Communicate projects risks immediately to PM and manage risk plan
- 8. Provide PM with requested estimates and designs on project tasks before implementation
- 9. Request FER for each project task
- 10. Incorporate DCNs;
- 11. Close out project

2.3 Materials and Travel Requirements

2.4 Task Plan/Summary Sheet

s4:/CPE/FY03 Processed Task Plans/Engineering/4IC0011-MCRR 04 Basic
s4:/CPE/FY03 Task Plan Summary/Engineering/4IC0011

3. Schedule Requirements

Provide project taskplan 10/24/03
Meet milestones identified on taskplan
Perform activities per taskplan
Complete project by 9/30/04

4. Cost Tracking Requirements

Charge Number	Rev	Function Codes	Fund Source	WSTF Overhead %	\$K Amounts	Charge Number Title
MPM		99			70	4IC0011:Project Management
MPN		99			30	4IC0011:Power Upgrades B101 and B100 Admin and ITS
MPO		99			35	4IC0011:Photo Labs Upgrades
MPP		99			50	4IC0011:Install Equipment Shelter for Equipment
MPQ		99			42	4IC0011:ADA Upgrades to Bld. 111 Cafeteria and Breezeway

MPR	99	40	4IC0011:Geographic Information System Support
MPS	99	25	4IC0011:Breathing Air QDs - Installation
MPT	99	25	4IC0011:B101 Computer Room Power Mods
MPU	99	5	4IC0011:Drafting Support for tasks
MPV	99	20	4IC0011:Electrical Power Survey
Notes		Total \$K	342

5. Evaluation Criteria

The Evaluation Criteria on this project shall be:

- Exceeded Expectations/Met Expectations/Did not meet Expectations

Areas to be evaluated:

1. Safety Performance

- Exceeded - no reportable injuries on project, project team was pro-active and ensured a safe working environment
- Met - no reportable injuries
- Did not meet - reportable injuries on project

2. Integration Management

- Exceeded - Management supported project fully, Project Leader and Project Team managed project in outstanding fashion per WSP 09-0014
- Met - Mangement support, Project Leader and Team managed project per WSP 09-0014
- Did not meet - Poor management support, Project Leader and Team did not complete tasks per requirements

3. Scope Management

- Exceeded - Project Team controlled scope creep and documented approved requirement changes per Engineering Change Process

Met - Project Team documented changes per Engineering Change Process
 Did not meet - Scope creep on project and changes were not documented

4. Time Management

Exceeded - Beat negotiated schedule and milestones per taskplan
 Met - Met negotiated schedule and milestones per taskplan
 Did not meet - Did not meet negotiated schedule and missed milestones per taskplan

5. Cost Management

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 communications 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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A 01-JUN-04 2.5

RevA:

- a. Remove ADA Upgrades to Bldg. 111 Cafeteria and Breezeway
 - Remove task to fund Guard Gate Visitor Parking - Safety Issue (- \$39K)
- b. remove task Computer Room Power Mods and reduce charge number by \$ 15K
 - remove this task and use charge number for new task (\$ 10K) "Oil Barrel Containment, Warehouse (-15K)
- c. Entrance Flagpoles - design (\$5K)
 - design installation of 5 flagpole

- arrangement, West of Rotunda, Bldg. 110
- d. B101 Room 116 - Office Modifications (\$10K)
 - design and construct two new offices
- e. Building 203 Room 147A - Office Modifications (\$10K)
 - rehabilitate existing office
- f. Install carpet in EO Area B100(\$10K)
 - replace carpet damaged during flood
- g. Power Upgrades 101 and B100 Admin and ITS
 - in addition to existing scope add B100, 117 office Area, and additional circuits as identified in B101, ITS area (\$25K)
- h. Electrical Power Survey
 - reduce scope: no material buys necessary and many poles have already fuse sizes posted (-\$13.5k)

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Revision B:

- a. Remove Equipment Shelter (\$50K)
- b. Charge # MPY - Add Concrete Sidewalk in 250 Area (\$10K), install culvert and asphalt walkway at new gate for B113 (\$5K), perform road striping from 100 to 300 and 400 area (\$3K)
- c. Visitor guard gate SEIS and provide Truck check in area on Access Road per FER 2004-112 (use Charge# MPP, \$65K)