

**OFFICE OF STRATEGIC INFRASTRUCTURE
FACILITIES AND REAL ESTATE DIVISION**

**Real Property Space Utilization Data Analysis and Related Tasks
Statement of Work, November 2015**

1. Introduction and Background

Real property is integral in achieving NASA's vision and mission in science, technology, and discovery. NASA provides value to its programs and workforce through excellence in real property management by ensuring real property assets meet Agency goals.

NASA also provides appropriate stewardship of these assets to achieve the best value for the American taxpayers' investment. The Agency must strive to identify and develop innovative real property management solutions and to construct and operate only the real property required to conduct NASA programs, maintain its core capabilities, and meet national responsibilities.

Real Property Management Goals

- NASA will identify and address real property requirements as an integral part of Agency, Mission Directorate, program, and project planning.
- NASA will construct and operate new real property to meet mission requirements only when existing capabilities cannot be effectively used or modified.
- NASA will continually evaluate its real property assets to ensure alignment with the NASA Mission.
- NASA will leverage its real property to its maximum potential.
- NASA will sustain, revitalize, and modernize its real property required by the NASA Mission.

To accomplish these goals, the Office of Strategic Infrastructure (OSI) mission is to assure that the right infrastructure assets and capabilities are available in the timeframe needed, by reducing the current and future infrastructure related risks to the Agency. The mission is accomplished through effective management of existing infrastructure, enhanced institutional planning and decision-making, proactive deployment of sustainable practices, and by the use of an Agency mission risk-based approach to make institutional decisions.

OSI also provides functional leadership for all Agency facility engineering programs including facility planning, construction, maintenance, and real estate. In addition to leadership, OSI provides consulting, a wide range of enabling and analysis tools, and insight for NASA's real property to ensure that NASA has the facilities available that are necessary to meet NASA's mission.

To accomplish its mission, OSI strives for optimal real property performance by maintaining a global perspective; fostering continual breakthrough improvements; leveraging knowledge management, new technology, and buying power; searching for and promulgating industry best practices by participating with professional facility organizations; and providing appropriate advice and analyses regarding all real property matters for NASA.

2. Objective and Scope of Work

The objectives of this effort are to 1) support sustainability initiatives and increased efficiencies related to NASA's real property, and 2) meet the requirements of Management Procedures Memorandum No. 2015-01 - Implementation of OMB Memorandum M-12-12 Section 3: Reduce the Footprint. The contractor shall provide data analysis, technical research, and recommendations to optimize NASA's existing spatial data.

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Specifically, the contractor shall perform the following activities:

2.1 Perform data analysis on NASA's Consolidated 1400 Report for Fiscal Years 2010, 2011, 2012, 2014, and 2015 including:

- Space Utilization and Facility Condition Analysis
- Data Trending
- Annual Comparisons

Space utilization analysis for NASA's Consolidated 1400 Report for Fiscal Year 2013 has been completed. NASA will provide all relevant 2013 data in electronic format to the contractor for use in data analysis, trending and annual comparisons.

2.2 Develop Space Standards. Contractor resources are required to support the Facilities and Real Estate Division (FRED) in developing a NASA-wide office space design standard.

- Phase I – Survey Phase and Understanding NASA Administrative Space.
 - Identify and survey a representative sample of the NASA facilities to verify administrative space data. This may require travel to one or more NASA Centers. Please note photographs may aid in presenting the relevant characteristics and functional uses of the administrative space.
 - Review NASA Headquarters and Centers space policy documents and develop a summary report comparing these policies agency-wide.

2.3 Research and Benchmarking Related to Space Utilization Practices

- Analyze data from NASA post-occupancy evaluations from recent construction and renovation projects to extract relevant information and develop conclusions.
- Research practices of other Federal agencies for determining the appropriate amount of administrative space and correlate how these practices may apply to space at NASA facilities.
- Benchmark space utilization principles and define applicable performance metrics
 - Develop consensus within FRED on these principles and metrics.
 - Consult with the NASA real property community (master planners, facility utilization offices, real property accountable officers, and facility engineers) to test clarity and utility.
 - Provide support to FRED to formalize recommended performance metrics into NASA policy.
- Research educational opportunities, industry best practices, and resources to provide training to the NASA real property community.

2.4 Real Estate Education & Curriculum

NASA Headquarters seeks to implement a Real Estate Contracting Officer designation for the agency's realty specialists. In accordance with the Federal Acquisition Regulation, NASA requests the contractor to develop the initial warrant and continuing educational requirements for the program.

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- Research other Federal agencies' policies and programs for warranting realty specialists. These agencies shall include, but not be limited to, General Services Administration and Department of Defense.
- Recommend appropriate curriculum for the program.
- Identify prospective training providers throughout the United States, and provide related costs.
- Document all findings and recommendations.

3. Deliverables

3.1.General

Within the first five (5) workdays of award, the contractor shall meet with FRED to kick off the project. The contractor will provide written status reports on a monthly basis.

3.2.Task Deliverables

TASK	TASK DELIVERABLE
General Requirements	<ul style="list-style-type: none"> - Project Kick Off Meeting - Project Schedule - Monthly Status Reports
Task 2.1 – Perform data analysis on NASA's Consolidated 1400 Report	<ul style="list-style-type: none"> - Summary detail report explaining results of analysis including space utilization rates for FY 2010, 2011, 2012, 2014 and 2015 - A consolidated (PowerPoint) briefing highlighting results for NASA HQ management
Task 2.2 – Develop Space Standards	<ul style="list-style-type: none"> - Collected Facilities Data for Administrative Space - Policy Review Assessment/ Briefing
Task 2.3 – Research and Review of Space Utilization Practices	<ul style="list-style-type: none"> - A consolidated (PowerPoint) briefing explaining research findings - Space Management Principles and Performance Metric Matrix
Task 2.4 – Real Estate Education & Curriculum	<ul style="list-style-type: none"> - Summary detail report explaining results of research on other Federal agencies' policies and programs - Recommended Curriculum for Realty Specialists