Base Operations Support Services

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• Division Director's Comments

Welcome to the Base Operations Support Division's section of the Professional Services Guide. Throughout the last several decades we have supplemented our technical workforce with the use of Professional A&E firms. This practice continues today and will continue in the future. This guide was assembled to provide our A&E firms an easy to use source of information on our product and services, scopes, guidance, and criteria.

Because the Navy's Installation Engineering work is dynamic and funds declining, the nature of our A&E requirements changes frequently. For this reason, A&E's should anticipate changes to the information provided in this Guide.

• Communications

We encourage direct communication with the Base Operations Support Division's responsible engineer throughout the A&E project. Any questions concerning the process, the product, or any particular review comment should be addressed at the earliest possible time to the Engineer in Charge (EIC) or Navy Technical Representative (NTR) assigned to the project. This will avoid unnecessary re-submittals and will save time, money and aggravation. For a listing of the Base Operations Support Division's phone numbers see our Point of Contact for products and services under the Base Operations Business line at http://www.lantdiv.navfac.navy.mil/

• Facilities Management and Engineering

• Facilities Condition Assessment Program (FCAP)

The FCAP Team currently manages this comprehensive facilities inspection/assessment program for four Regions under Commander, Navy Installations (CNI). The Team also provides technical consulting services for the BUMED and Marine Corps assessment efforts. The program includes the planning, programming, scheduling and management of several types of inspections which include: Buildings and Structures (B&S); Airfield Pavements, Waterfront Facilities; Roads; Bridges; Towers and Trackage.

The Navy Facility Asset Data Base (NFADB) serves as the inventory of the facilities to be inspected. A thorough analysis of inspection requirements ultimately results in a "To Be Inspected" list of facilities that require inspection for each Fiscal Year (FY) and each inspection discipline. Service Providers are subsequently selected and funded to perform these inspections in accordance with Scopes of Work (SOW) developed by the FCAP Team. Current inspection services are performed by Installation personnel, Navy Facility Engineering Service Center (NFESC), other various Government Agencies, and by A&E contracts.

Data from the inspections completed for each of the Regions is collected and provided in an electronic format. For CONUS Regions, the WEB-Based Integrated Installation Management (I2M) system is utilized. The electronic inspection data for the I2M application is loaded into a "tool" that can upload and download data from the WEB site.

• Operation and Maintenance Support Information (OMSI)

OMSI is information that helps the Facility User and Public Works Staff effectively operate, maintain, and repair a facility. The OMSI program provides a process and a product that captures, organizes and expands information required for any facilities maintenance program. OMSI may be provided as hard copy manuals, pdf files, and electronic Computerized Maintenance Management System (CMMS) data.

OMSI is composed of three parts. PART I is Facility Information that contains basic user information needed on a daily basis by the owner or tenant of the facility. PART II is Primary Systems Information that provides detailed operation, preventive maintenance, repair and manufacturer's data for each system selected. PART III is Product Data and consists of construction contractor submittals for as-built materials and equipment such as manufacturer's catalog data, shop drawings, test data.

The unique value of the OMSI process/product is that it captures this key facilities information at its point of origin during the design and construction process. This is much cheaper and faster that sending a team of planners and engineers into a facility after construction to inspect and recreate the needed facility information.

The generic OMSI scope of work is modified to for each project by selecting the specific systems to be covered in Part II of the manual, Primary Systems. Negotiation of the OMSI as a Post Construction Award Service (PCAS) item may be done as a Priced Option or as a Phase. OMSI negotiation and award will be completed soon after construction award. The Government EIC reviews the OMSI submittals and coordinates with the Project Manager for activity input and return of comments to the OMSI A&E.

When preparing the construction specifications, A&E's must ensure that Unified Guide Specification Section 01781, Operation and Maintenance Data is included. All technical sections requiring the "SD-10" submittals for Operation and Maintenance Data must properly reference Section 01781 and specify a Data Package (1 through 5) for the particular product, component, piece of equipment or package type system. For Design-Build construction projects the Request for Proposal (RFP) should included Unified Guide Specification Section 01782, Facility Operation and Maintenance Support Information.

• Corrosion Control Services

Aggressive corrosion control is required by the Navy to protect and preserve billions of dollars of facility infrastructure. As stewards of these valuable assets, we provide in-depth investigations of corrosion problems, development of designs and construction management for remedial action. In addition to protecting the investment, corrosion control is critical for life safety at many systems involving explosive or flammable substances. A&E firms providing corrosion control services are required to use only personnel certified by the National Association of Corrosion Engineers (NACE) as Corrosion Engineers to provide these services. Corrosion control services include: conducting corrosion control surveys to identify and evaluate corrosion damage to facilities and estimating remaining service life; testing and evaluating condition and remaining service life of cathodic protection systems and protective coatings; completing economic analyses and cost estimates for repair of corrosion damage and installation or repair of corrosion control systems; preparation of DD Form 1391 project documentation; preparation of plans and specifications for the installation or repair of corrosion control systems; preparation of maintenance and operation manuals for cathodic protection and corrosion control systems. Facilities generally requiring corrosion control include: piers, sheet piling and waterfront structures; POL storage tanks and distribution systems; vehicle, boat and aviation fuel storage and distribution systems; natural gas distribution systems; steam and high temperature hot water distribution systems; antenna systems; compressed air distribution

systems; water storage tanks and distribution piping; wastewater treatment facilities; metallic structures subject to corrosion or protective coating failures.

• Facility Support Contracts

• Solicitation Package Development

The work to develop a Facility Support Contract (FSC) solicitation package typically includes the preparation of Section C, Description/Specifications/Work Statement, and Section J, List of Supporting Attachments, as well as providing recommendations on the use of various acquisition strategies. The FSC solicitation package also includes a Government Cost Estimate (GCE) and a Performance Assessment (PA) Plan with a PA Representative (PAR) staffing estimate. Sections C and J are prepared using the most current formats and latest version of the NAVFAC Uniform Contract and the FSC/BOS Template. The solicitation shall include all of the required items specified in a particular Scope of Work (SOW) and further defined by the customer. The SOW may include but not be limited to, operations, maintenance, preventive maintenance, and repair services for all building systems and equipment as well as custodial, grounds maintenance, pest control, guards, refuse collection/disposal, utility plants, utility distribution systems, and transportation service. The GCE is prepared in a Government Furnished Excel spreadsheet format. The GCE shall match the Exhibit Line Item Numbers (ELINs) in Section J, which supports the bid schedule. The GCE shall include the information necessary to support the estimated value for each item of work. As a minimum the ELINs shall be tied to IMAP/ Cost Account Codes (CACs). The PAP describes procedures for assessing performance including, monitoring, documenting, reporting, partnering, evaluating, adjusting and taking action. This plan will be developed following the latest NAVFAC guidance and format. The PAR staffing estimate shall be based on the PA Plan and establishes the work years necessary for the Government Performance Assessment effort for the FSC.

• Management Studies to Develop Most Efficient Organization (MEO)

Engineering services may be required to provide on-site participation in the management study and development of the MEO of activities announced for cost comparison in response to OMB Circular A-76. This effort will typically involve review and analysis of work requirements and work procedures with recommendations for improvement. These recommendations should include but not be limited to workflow processes, organization of workforce, required skills and materials/equipment.

• Utilities Engineering

• Civil Engineering Services

A&E services provided under this contract are varied and unique services dependant upon the specific request. Individual scopes and formats are developed as required. Engineering Services under this contract provide for inspection, testing, evaluation and analysis of water supply, treatment and distribution systems and wastewater treatment and collection systems. The services include: water and wastewater utility master plans; verifying and digitizing utility system maps and drawings; water and wastewater treatment plant capacity evaluations; sewer system inflow/infiltration studies; field verification tests, and condition assessment of facilities components; computer based hydraulic analysis of water distribution systems; water audits, leak detection surveys and preparation of water conservation plans; Life Cycle Cost analyses supporting expansion, modification and repair of water and wastewater systems.

• Mechanical Engineering Services

A&E services provided under this contract are varied and unique services dependant upon the specific request. Individual scopes and formats are developed as required. Mechanical Engineering services include: conducting energy audits for building, utility plants and systems, mechanical utility master plans; calculating Life Cycle Cost economics and development of energy projects; determining distribution system efficiencies; investigating existing equipment condition and capacity, preparing reports with corrective recommendations for plants and distribution systems; performing metallurgical testing of boiler components and plant auxiliaries; analyzing and testing boiler feed water and condensed steam and related equipment to verify compliance with Navy ship clean steam requirements; performing a detailed plant life extension study; verifying and digitizing mechanical utility system drawings and maps; evaluation of code and safety compliance.

• Electrical Engineering Services

A&E services provided under this contract are varied and unique services dependant upon the specific request. Individual scopes and formats are developed as required. Engineering Services under this contract provide for inspection, testing, evaluation and analysis of electrical system and generation plants. Electrical Engineering Services include: conducting building and utility systems energy audits; preparation of studies resulting from investigating, analyzing and metering electrical systems and generating plants; calculating Life Cycle Cost economics; investigating existing equipment condition and capacity; preparing reports with corrective recommendations; performing load studies, determining distribution system efficiencies, updating, verifying and digitizing electrical system drawings and maps, developing system and plant equipment inventory lists; calculate distribution systems load flow and voltage drop; determine protective device settings; evaluation of code and safety compliance.