

PERFORMANCE WORK STATEMENT
DUE DILIGENCE SUPPORT FOR VACANT BUILDINGS REDUCTION INITIATIVE

GENERAL INFORMATION

1. Title of Project: Due Diligence Support for Vacant Buildings Reduction Initiative
2. Background: The Department of Veterans Affairs (VA), by and through its Office of Asset Enterprise Management (OAEM), is seeking to eliminate vacant buildings from its real property inventory and requires due diligence support in the preparation of certain reports related to environmental conditions, such as lead and asbestos reports, Environmental Assessments responsive to National Environmental Protection Act (NEPA), and Phase I and Phase II Environmental Site Assessments responsive to Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) in order for VA to comply with and meet its obligations under various requirements including NEPA and CERCLA among others. The due diligence process is a process of investigation being conducted by VA in order to be able to understand and evidence the condition of the building assets VA wishes to either reuse or dispose of. VA also requires due diligence support and compliance related to Section 106 of the National Historic Preservation Act (NHPA) which may require certain initial cultural resource reporting to determine the effect of the federal action and support for consultation related to compliance with Section 106 of the NHPA. In addition to meeting compliance standards for the aforementioned laws, these due diligence reports are required in order to provide technical information to VA and stakeholders in making determinations about disposal methods and reuse alternatives for its vacant real property buildings and associated assets.
3. Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in this Performance Work Statement (PWS). The contractor shall be responsible for the following:

Appendix A is the list of the approximately 329 vacant buildings located at approximately 77 VA properties or Stations across the Continental United States. The vacant buildings have been divided into three tiers reflecting their level of difficulty in disposal: Tier 1 buildings are non-historic and have no or minor environmental issues; Tier 2 buildings are either historic or have environmental issues and Tier 3 buildings have environmental or historical issues and are more complex than Tier 2 buildings.
4. Performance Period: The period of performance is for 545 days from date of award. Work at the government site shall not take place on Federal holidays or weekends unless directed by the Contracting Officer (CO).
5. Place of Performance: The primary place of work shall be the contractor's office, except in cases where the level of compliance review necessitates contract personnel to work primarily at the OAEM offices, at 810 Vermont Ave NW, Washington DC 20420.

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A. CONTRACT AWARD MEETING

The contractor shall not commence performance on the tasks in this PWS until the CO has conducted a kick off meeting or has advised the contractor that a kick off meeting is waived.

B. GENERAL REQUIREMENTS

1. For every task, the contractor shall identify in writing all necessary subtasks (if any), associated costs by task, together with associated sub-milestone dates. The contractor's subtask structure shall be reflected in the proposal and detailed Project Management Plan (PMP).
2. All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.

Where a written milestone deliverable is required in draft form, OAEM will complete their review of the draft deliverable and provide feedback to the contractor within 15 calendar days from date of receipt. The contractor shall have 15 calendar days to deliver the final deliverable from date of receipt of the government's comments. All written deliverables will require at least one draft and one final version.

3. Unless otherwise specified in an individual task order, the following schedule requirements apply: Confirmation and response from the contractor within 48 hours of transmission.
4. The contractor shall provide, via email, minutes of all government-contractor meetings. The contractor shall provide these minutes within five calendar days after completion of the meeting
5. Except for pricing information, the contractor shall not deliver to OAEM any proprietary products or information of any type in completing the requirements of this task order. The contractor's existing internal development tools (that is, those development tools not developed for the OAEM work and which will not be required by the OAEM to install, use, or revise the deliverables) are exempted from this requirement. If the contractor believes an exception to this requirement is necessary for effective or efficient execution of this task order, the contractor shall request a specific exception, in writing, to the CO, and shall not provide the proprietary tools or information until approval is received from the CO.

C. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

Description of Tasks and Associated Deliverables: The contractor shall provide the specific deliverables described below within the performance period stated in Section A.4 of this PWS.

1. Task One: The contractor shall provide a PMP and briefing for the project team, which presents the contractor's plan for completing the task order. The contractor's plan shall

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be responsive to this PWS and describe, in further detail, the approach to be used for each aspect of the task order as defined in the technical proposal. The contractor shall keep the PMP up to date throughout the period of performance.

Deliverable One: A PMP and briefing

2. Task Two: The contractor shall submit a comprehensive Project Work Plan (PWP) that details the items to be reviewed and assessed and actions to be taken to provide administrative review, monitoring and Post Transaction support with (1) clearly described milestones, (2) deadlines, (3) development of procedures, and (4) other significant matters.

Deliverable Two: A comprehensive PWP

3. Task Three: The contractor shall be responsible for delivering Phase 1 Environmental Site Assessments (ESA), responsive to CERCLA, for approximately eighty (80) VA owned sites across the continental United States – refer to the Station Name column in Appendix A “Vacant Building List” for a list of the various sites - meeting the requirements of Appendix B “Scope of Work – Environmental Site Assessment Services – Phase 1 Environmental Site Assessment” with a focus on the area where vacant buildings are located.

Deliverable Three: Completed individual Phase 1 ESA’s for each of the VA sites listed in Appendix A “Vacant Building List” which will have focused on the areas where vacant buildings are located.

4. Task Four: The contractor shall be responsible for delivering Lead and Asbestos Surveys for approximately three-hundred and sixteen (316) buildings located at approximately eighty three (83) various VA owned properties across the continental United States – refer to Appendix A “Vacant Building List” – meeting the requirement of Appendix C “Scope of Work for Lead and Asbestos Surveys.”

Deliverable Four: Completed Lead and Asbestos Surveys for each of the VA Buildings listed in Appendix A “Vacant Building List” and with separate results for each building within each report.

5. Task Five: The contractor shall be responsible for delivering Preliminary Cultural Resources Reports meeting the requirements of Appendix D “Preliminary Cultural Resources Study Services.”

Deliverable Five: Upon request for specific buildings listed in Appendix A “Vacant Building List”, the contractor will provide completed Preliminary Cultural Resource Reports in accordance with the Scope of Work denoted in Appendix D. If there are several buildings at each site, it is permissible to have a single report for a Station with separate results for each building.

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6. Task Six: Provide National Historic Preservation Act (NHPA) Section 106 Consultation Support services.

Deliverable Six: The contractor shall be responsible for providing Section 106 consultation support for the approximately two hundred and fifty seven (257) buildings listed on Tier 2 and Tier 3 – refer to Appendix A “Vacant Building List” – meeting the requirements of Appendix E “Scope of Work –National Historic Preservation Act (NHPA) Section 106 Consultation Support.”

7. Task Seven: Preparation of draft McKinney-Vento Title V Property Survey Federal Property Information Checklist for approximately three-hundred and eighty (380) buildings from Appendix A – “Vacant Building List.”

Deliverable Seven: Completed draft McKinney-Vento Title V Property Survey Federal Property Information Checklist for each building on the “Vacant Building List” with appropriate and applicable electronic attachments such as respective lead and asbestos surveys sufficient for OAEM review and approval.

8. Task Eight: Preparation of Environmental Assessments, responsive to NEPA, meeting the requirements Appendix F – “Scope of Work for Environmental Assessment for Certain VA Vacant Buildings in Various States” to satisfy the VA’s requirements under the National Environmental Policy Act (NEPA).

Deliverable Eight: Refer to Appendix F – “Scope of Work for Environmental Assessment for Certain VA Vacant Buildings in Various States” specifically elements of Task 4.

9. Task Nine: Preparation of Phase II Environmental Site Assessments, prepared in accordance with ASTM 1908-11, for selected stations where a Recognized Environmental Conditions (REC) is found as a result of the Phase 1 Environmental Site Assessments previously conducted in order to determine and assess the existence of an environmental liability under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).

Deliverable Nine: Completed individual Phase II ESA’s meeting the ASTM 1908-11 standard for selected of the VA sites as determined by VA which are listed in Appendix A “Vacant Building List” which will have focused on the areas where vacant buildings are located.

D. SCHEDULE FOR DELIVERABLES

1. The contractor shall complete the Delivery Date column in Attachment A for each deliverable specified.
2. Unless otherwise specified, the number of draft copies and the number of final copies shall be the same.

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3. If for any reason the scheduled time for a deliverable cannot be met, the contractor is required to explain why (include the original deliverable due date) in writing to the CO, including a firm commitments of when the work shall be completed. This notice to the CO shall cite the reasons for the delay, and impact on the overall project. The CO will then review the facts and issue a response in accordance with applicable regulations.

E. CHANGES TO PERFORMANCE WORK STATEMENT

Any changes to this PWS must be authorized and approved by written correspondence only from the Contracting Office (CO). Costs incurred by the contractor through the actions of parties other than the CO must be borne by the contractor.

F. REPORTING REQUIREMENTS

1. The contractor shall provide the Contracting Officer's Representative (COR) with monthly written progress reports (original plus 2 copies). These are due to the COR on the second (2nd) Tuesday of each month during the project's durations.
2. The progress report will cover all work completed during the preceding month and will present the work to be accomplished during the subsequent month. This report will also identify any problems that arose and a statement explaining how the problem was resolved. This report will also identify any problems that have arisen but have not been completely resolved report will with an explanation.
3. The contractor shall hold bi-weekly status meeting or conference calls with COR.

G. TRAVEL AND PLACE OF PERFORMANCE

The work shall be performed at the contractor's office space. As required by each task order, the contractor may be required to travel to Washington, D.C., or to other VA locations. Travel and per diem shall be reimbursed in accordance with VA/Federal Travel Regulations. Each contractor invoice must include copies of all receipts that support the travel costs claimed in the invoice. No General and Administrative (G&A) fees or costs, and no other fees or costs shall be added to travel expenses. Local travel within a 50-mile radius from the Contractor's facility is considered the cost of doing business and will not be reimbursed. This includes travel, subsistence, and associated labor charges for travel time. Local travel within a 50-mile radius from the Contractor's employees' residence is considered the cost of doing business and will not be reimbursed. This includes travel, subsistence, and associated labor charges for travel time. Travel performed for personal convenience and daily travel to and from work at the contractor's facility will not be reimbursed. Travel, subsistence, and associated labor charges for travel time for travel beyond a 50-mile radius of the Contractor's facility are authorized on a case-by-case basis and must be pre-approved by the CO at least 10 calendar days in advance for the requested travel.

H. GOVERNMENT FURNISHED PROPERTY AND DATA

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The Government will provide data from the Capital Asset Inventory (CAI) database in Excel format on an as-needed basis.

The Government may provide access to the VA Network (for properly cleared personnel) in order to support this project.

I. CONTRACTOR EXPERIENCE REQUIREMENTS – KEY PERSONNEL

Key personnel are the skilled experienced professional and/or technical personnel who are essential for successful contractor accomplishment of the work to be performed under this contract and any subsequent task orders. The key personnel should be experienced professionals who through their education, training, past experience and relevant professional certifications can perform and successfully accomplish Tasks 3 through 9 and the associated deliverables. The Contractor will provide, as part of their initial submission to VA, the resumes of the key personnel for each of the Tasks 3 – 9 demonstrating their experience in delivering the types of requires reports and/or services.

The Contractor agrees that the key personnel shall not be removed, diverted, or replaced from work without approval of the CO and COR. Any personnel the Contractor offers as substitutes shall have the ability and qualifications equal to or better than the key personnel being replaced. Requests to substitute personnel shall be approved by the COR and the CO. All requests for approval of substitutions in personnel shall be submitted to the COR and the CO within 30 calendar days prior to making any change in key personnel. The request shall be written and provide a detailed explanation of the circumstances necessitating the proposed substitution. The contractor shall submit a complete resume for the proposed substitute(s), any changes to the rate specified in the order (as applicable) and any other information requested by the CO needed to approve or disapprove the proposed substitution. The CO will evaluate such requests and promptly notify the Contractor of approval or disapproval thereof in writing.

J. SECURITY

1. Information System Security: The contractor shall ensure adequate LAN/Internet, data, information, and system security in accordance with VA standard operating procedures and standard contract language, conditions laws, and regulations. The contractor's firewall and web server shall meet or exceed the government minimum requirements for security. All government data shall be protected behind an approved firewall. Any security violations or attempted violations shall be reported to the VA project manager and the OAEM Information Security Officer as soon as possible. The contractor shall follow all applicable VA policies and procedures governing information security, found under www.va.gov/pubs/asp/edsdirec.asp especially those that pertain to certification accreditation.

L. CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that:

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1. The preliminary and final deliverables as well as all associated working papers and other material deemed relevant by the VA which have been generated by the contractor in the performance of this task order are the exclusive property of the U.S. Government and shall be submitted to the CO at the conclusion of the task order.
2. The CO will be the sole authorized official to release verbally or in writing, any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this task order. No information shall be released by the contractor. Any request for information relating to this task order presented to the contractor shall be submitted to the CO for response.
3. Press releases, marketing material or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.

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Attachment A

Schedule of Deliverables

<u>Deliverable No.</u>	<u>Item</u>	<u>Quantity</u>	<u>Delivery Date</u>
One	A PMP and briefing	One	5 days after Award
Two	Project Work Plan	One	10 days after Award
Three	Phase 1 ESAs (CERCLA responsive)	Two (one draft and one final) for each VA site - ~80 sites	Beginning at least by 60 days after award completing 10 months after award; Refer to Appendix B
Four	Lead and Asbestos Survey Reports	Two reports (one draft and one final) for each VA site - ~320 buildings	Beginning at least by 60 days after award completing 10 months after award; Refer to Appendix C
Five	Preliminary Cultural Resources Reports	Two reports (one draft and one final) for each VA site specified; Estimating a minimum of 10 reports	Beginning at least by 60 days after award completing 12 months after award for reports; Refer to Appendix D
Six	NHPA Section 106 Consulting Services	Will require consultation for all Tier 2 and Tier 3 properties	Beginning at least by 60 days after award completing 12 months after award for reports; Refer to Appendix E
Seven	Preparation of draft McKinney-Vento Title V Property Survey Federal Property Information Checklists	~ 320 Checklists	Beginning at least by 120 days after award completing 12 months after award
Eight	Preparation of Environmental Assessment (NEPA responsive)	~20	Beginning at least by 90 days after award completing 12 months after award for reports; Refer to Appendix F
Nine	Preparation of Phase II ESAs (CERCLA responsive)	To be determined	Beginning at least by 120 days after award completing 12 months after award for reports

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Attachment B

Performance Standards and Methods as specified in each task.

Surveillance Area	Successful Performance Standards	Method of Assessing Performance/ Responsible party	Evaluation
Management of price and schedule	1) Monthly progress reports are delivered: <ul style="list-style-type: none"> • Highly successful: Within 5 calendar days of the end of the month at least 98% of the time. • Successful: Meets expectations 90% of the time. No more than 10 calendar days after the end of the month. • Unsuccessful: Failure to deliver in 10 days 	Review of Monthly Status Reports and deliverables. 100% inspection. Responsible: COR	Assessment: <hr/>
Management of price and schedule	2) Project management plan and submissions of deliverables comply with the project management plan; changes to schedule are reported and accepted by COR; project management plan is maintained up-to-date to satisfaction of COR. <ul style="list-style-type: none"> • Highly successful: Meet expectations 98% of the time. • Successful: Meets expectations 90% of the time. • Unsuccessful: Fail to meet expectations more than 90% of the time 	Review of Monthly Status Reports and deliverables. 100% inspection. Responsible: COR	Assessment: <hr/>
Technical Quality of deliverables	Deliverables are high quality, meet intent of required performance work statement areas, and require minimal updates (less than 3 drafts), edits or comments from COR: <ul style="list-style-type: none"> • Highly successful: Meet expectations 98% of the time with minimal or no deficiencies/issues identified • Successful: Meets expectations 90% of the time and/or no significant deficiencies/issues identified • Unsuccessful: Fail to meet expectations more than 90% of the time and/or significant deficiencies/issues identified 	Review of Final deliverables. 100% inspection. Responsible: COR	Assessment: <hr/>

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Quality of Relationship Management	<p>1) Timeliness of responses to open acquisition issues; COR communications/requests; changes in the scope or timeliness of deliverables:</p> <ul style="list-style-type: none"> • <u>Highly successful:</u> Meet expectations 98% of the time with minimal or no deficiencies/issues identified • <u>Successful:</u> Meets expectations 90% of the time and/or no significant deficiencies/issues identified • <u>Unsuccessful:</u> Fail to meet expectations more than 90% of the time and/or significant Key personnel turnover meets expectations 	<p>Review of communications, invoices, modifications, to changes in deliverables.</p> <p>Responsible: COR</p>	<p>Assessment:</p> <p>_____</p>
Quality of Relationship Management	<p>2) Staffing meets expectations for adequately supporting the requirements of the task orders.</p> <ul style="list-style-type: none"> • <u>Highly successful:</u> Meet expectations 98% of the time with minimal or no deficiencies/issues identified • <u>Successful:</u> Meets expectations 90% of the time and/or no significant deficiencies/issues identified • <u>Unsuccessful:</u> Fail to meet expectations more than 90% of the time and/or significant 	<p>Review and approval of Key Personnel changes</p> <p>Responsible: COR</p>	<p>Assessment:</p> <p>_____</p>
Quality of Project Management	<p>1) Corrections and Re-submittal to VA for rejected deliverables meets mutually agreed upon schedule.</p> <ul style="list-style-type: none"> • <u>Highly successful:</u> Meet expectations 98% of the time with minimal or no deficiencies/issues identified • <u>Successful:</u> Meets expectations 90% of the time and/or no significant deficiencies/issues identified • <u>Unsuccessful:</u> Fail to meet expectations more than 90% of the time and/or significant Key personnel turnover meets expectations. 	<p>Corrections and resubmitted of deliverables conform to agreed upon terms.</p> <p>Responsible: CO/COR</p>	<p>Assessment:</p> <p>_____</p>
Quality of Project Management	<p>2) Contractor provides a single point of contact responsible for task order performance. Communication between VA and Vendor meets expectations.</p> <ul style="list-style-type: none"> • <u>Highly successful:</u> Meet expectations 98% of the time with minimal or no 	<p>Contractor provided a single point of contact, and review of communications</p>	<p>Assessment:</p> <p>_____</p>

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	<p>deficiencies/issues identified</p> <ul style="list-style-type: none"> • <u>Successful:</u> Meets expectations 90% of the time and/or no significant deficiencies/issues identified • <u>Unsuccessful:</u> Fail to meet expectations more than 90% of the time and/or significant Key personnel turnover meets expectations. 	Responsible: COR	
Quality of Project Management	<p>3) Contractor meets expectations for changing demands of the program as it evolves.</p> <ul style="list-style-type: none"> • <u>Highly successful:</u> Meet expectations 98% of the time with minimal or no deficiencies/issues identified • <u>Successful:</u> Meets expectations 90% of the time and/or no significant deficiencies/issues identified • <u>Unsuccessful:</u> Fail to meet expectations more than 90% of the time and/or significant Key personnel turnover meets expectations 	<p>Review of responsiveness and communications performance, flexibility and adaptability to unexpected changes in scope, magnitude or requirements of deliverable.</p> <p>Responsible: CO/COR</p>	<p>Assessment:</p> <hr/>