

## **Performance Work Statement Management and Professional Services**

The United States Army Installation Management Command's (IMCOM) mission is to enable Soldier and Family readiness and provide a quality of life that matches the quality of service they provide to the Nation. IMCOM provides equitable, effective and efficient management of Army installations worldwide to support mission readiness and execution, enable the well-being of Soldiers, civilians and family members, improve infrastructure, and preserve the environment. As part of this mission, IMCOM meets the environmental requirements at its garrisons/installations, headquarters organizations, regions, and US Army Environmental Command (USAEC) through a combination of government employees and contracted environmental service support. Contractor support has been an important factor in the IMCOM management of environmental services and generally, the types and levels of environmental services support are similar across IMCOM.

The objective of this performance work statement (PWS) is to provide a vehicle for performance based environmental services support to meet environmental requirements throughout IMCOM. The contract will provide contract support services to satisfy the requirements of IMCOM Headquarters, IMCOM Regional Offices, IMCOM garrisons/installations, the USAEC, and other organizations (to include the US Army Corps of Engineers) that may require support under this contract.

This PWS describes Management and Professional Support (M&PS) activities that support all environmental program disciplines consistent with IMCOM's roles and responsibilities. This support may be provided on-site at government facilities or may be identified as specific deliverables to be provided off-site. Support includes, but is not limited to:

- Sustainability (including environmental management systems and pollution prevention)
- Cleanup (Installation Restoration Program, Military Munitions Response Program, and Compliance Cleanup)
- Compliance (e.g., air, water, waste, etc.)
- Conservation (e.g., natural resources, cultural resources, pest management, etc.)
- National Environmental Policy Act (NEPA)
- Base Realignment and Closure (BRAC) environmental activities
- Operational Range and Training Land Support
- Public Affairs

The contractor shall provide technical assistance to the Army and other military components with management and professional services requirements into three broad categories: (1) Project and professional management services; (2) studies, analyses, and evaluation services; and (3) engineering and technical services.

## **1) PROJECT AND PROFESSIONAL MANAGEMENT SERVICES**

- a. **Strategic Planning.** The contractor shall assist in strategic planning functions such as: change management in business redirection and enhancement; business re-engineering; business management techniques; identification and deployment of measurement systems; program analyses; program planning and development; benchmarking and process migration; and in-depth requirements analyses. The contractor shall support efforts to develop, establish, implement and sustain leading-edge techniques (e.g., Lean Six Sigma). The contractor shall provide properly qualified representatives with the technical expertise to assist IMCOM in fulfilling its responsibilities for implementing and evaluating strategic planning decisions.
- b. **Project Management Plan and Project Tracking Planning.** The contractor shall develop a management plan for each TO. At a minimum, the plan will address quality and scheduling and government-contractor interactions for on-site support. The contractor shall establish and maintain specific agency project management tools (e.g., databases) to track projects' status and document execution of management control measures. The contractor shall collect relevant data and compile it into files compatible for use on Army computers.
- c. **Pre-Award/Post-Award Support.** The contractor shall provide technical assistance in management and operation of non-M&PS contracts/TOs, to include providing support in defining requirements; developing and integrating execution strategies, Statement of Objectives, Performance Work Statements (PWSs), Statements of Works (SOW), programming documents, cost estimates, and other components of the acquisition package.

## **2) STUDIES, ANALYSES AND EVALUATION SERVICES**

- a. **Technical Interchange.** The contractor shall provide properly qualified representatives with the technical expertise to participate in Government technical meetings pursuant to the requirements of each PWS. The contractor shall provide support for meeting agendas, meeting minutes, audiovisual equipment, facilitation, and

technical presentations. Details regarding anticipated meetings will be provided under each TO.

- b. **Document Development and Review.** The contractor shall coordinate and analyze documentation for functional and technical accuracy/completeness, and for compliance with applicable regulatory and legal requirements. The contractor shall evaluate whether technical deliverables satisfy specifications and schedules. The contractor shall provide a complete analysis and evaluation to include written recommendations regarding acceptance or rejection of deliverables to the Government representative.
  - i. The contractor shall provide technical assistance to complete environmental planning and compliance processes necessary to conduct construction, testing, training, and operations for the Army. This will include assisting in the development and processing of compliance documents and agreements. The contractor shall support Army activities with federal, state, and local authorities responsible for issuing permits and/or executing compliance agreements. The contractor shall assist in documenting program and project information and requirements, organizing data to include project files, and providing administrative support, such as for regulatory and partnering sessions at Army installation locations.
  - ii. In addition the contractor shall be able to create/develop project documentation, to include reports, plans, guidance documents, and informational documentation. The contractor shall possess writing and editing skills to enable communication to technical and public audiences (e.g., general public, installation environmental professionals, range managers, etc.) through appropriate media such as brochures, documents, and web sites.
- c. **Conference/Meeting Support.** The contractor shall provide conference and meeting support assistance such as facilitators, graphic support, study materials, facilities, invitations, stakeholder involvement, community relations, and risk communication.
- d. **Legislative and Regulatory Analysis and Evaluation.** The contractor shall provide impact analyses of proposed legislative and regulatory requirements. The contractor shall advise on the interpretation, application, and potential impact of proposed and new legal requirements, including the evaluation of shortfall requirements and advice on agency guidance to installations and

activities for Army implementation. The contractor shall be knowledgeable in current and upcoming statutes regulations.

- e. **Technologies.** The contractor shall evaluate commercially available and emerging technologies in support of IMCOM environmental efforts. The contractor may be required to analyze experimental designs and provide recommendations concerning adoption of these designs and assist the government in evaluating the performance of new technologies. The contractor shall evaluate cost, performance, applicability of methods, development of initial methodologies and life cycle cost analysis. The contractor may be required to perform demonstration projects for the Government, and support regulatory agencies, if appropriate. The contractor shall provide technical management and operation of demonstration projects performed under non-M&PS contracts/TOs. The contractor shall evaluate cost, performance, applicability of methods, development of initial methodologies and life cycle cost analysis.
- f. **Cost and Schedule Support.** The contractor shall provide cost and schedule development and analyses to include status of cost and schedule performance of projects. This support includes evaluations of non-M&PS contractors, project status reporting, development of Estimates at Completion and providing cost performance improvement recommendations and alternative corrective measures to recover from schedule lapses and cost overruns. Requirements may also include providing cost and schedule training and performing peer reviews of other analysts' evaluations.
- g. **Training Support.** The contractor shall provide administrative and technical support for training workshops and other training-related activities supporting the IMCOM mission (e.g., subject area technical input, training materials, training medium [classroom, WebX, etc], coordination activities, etc).

The Army will only provide training to the contractor that is specific to the operation of the Army and pertains to knowledge not generally available to the business community. All other training, including the cost of travel, registration and time to attend will be at the expense of the contractor.

### **3) ENGINEERING AND TECHNICAL SERVICES**

- a. **Technical and Scientific Studies and Analysis.** The contractor shall conduct technical and scientific (to include engineering)

studies. The contractor shall be able to develop scientific approach and work to include study and analysis techniques, as well as provide analysis of environmental assessments.

- b. **QA/QC Support.** The contractor shall perform QA/QC support related to necessary project monitoring and reporting. The contractor shall also support the government in inspecting field activities and deliverables to ensure they are being conducted according to Army, regulatory, and project-specific procedures and that the resulting data are defensible. Quality measures shall include documentation, photographs, daily field observation log and reports of immediate health and safety hazards observed. The contractor shall assist the Government in performing Government-scheduled site visits/audits/assessments and advise on corrective actions needed.
  
- c. **Data and Analysis Support.** The contractor shall help the government to ensure that accurate data is being generated and analyzed to support the IMCOM mission. The contractor shall develop QA/QC elements for emerging technologies when not available to meet program needs. The contractor shall perform technical analysis of site data and reports and analyze technical comments submitted by regulatory agencies to IMCOM in accordance with appropriate laws and regulations. The contractor shall provide properly qualified representatives with the technical expertise to support IMCOM involvement in data and reporting systems (e.g., quality control review of installation-submitted data, development of change requests to enhance quality assurance and to respond to changing requirements).