

Performance Work Statement

Housing

Hawthorne Army Depot

Revision 2 - 8 JUN 2010

1. Objective: Management and Operation & Maintenance of Housing at Hawthorne Army Depot IAW AR 420-1 Facilities Management

2. Housing Management: The contractor shall manage the 67 houses, 33 transient barracks, 2 housing storage buildings and garages at Hawthorne Army Depot (HWAD).

2.1 The contractor shall maintain the dwelling unit in a habitable condition, unless the building or premises is destroyed, or partially destroyed, by fire or the elements, so as to render the premises wholly unfit for occupancy.

2.2 The contractor shall keep all common areas of the premises in a clean and safe condition, and the contractor will require the residents to be responsible for maintaining the grounds within the boundaries established for each dwelling unit.

2.3 The contractor shall maintain dwelling units in accordance with State, Federal laws and AR 420-1.

2.4 The contractor shall collect a rent rate established by the Corp of Engineers (COE) for any Army Family Housing unit that is not occupied by an Active duty Soldier. These rents are adjusted annually and are passed on to the residents with a 30 day notice. The contractor will establish a rate (subject to review and approval by the government) for use of the transient barracks during the time they are being used to cover administration and utilities. In addition, the contractor shall set rental rates sufficient to allow him to maintain Quarters 'A' at no charge to either the Government or the Commander in instances where the Commander either foregoes his/her Basic Allowance for Housing (BAH) in order to maintain their family in a different locale.

2.5 The contractor will receive an annual amount from the government for O&M of the one family unit occupied by Soldier. The contractor shall send all civilian AFH rent and any damage monies to the Government. These collected rents will be transferred to IMCOM who will place them in a DFAS account. The rents will be transferred to the Joint Munitions Command who will place these funds on the operating contract for management and administration of the housing, supplies, maintenance and repair projects, services, equipment replacement (appliances), and utilities (water, sewer, natural gas, and electricity). The contractor shall retain the daily transient

rent as collected. The contractor shall prepare separate spreadsheets for AFH and UPH units, separated as Operations, Maintenance and Utilities (metered and prorated). Operations being Management and Services; Maintenance being service orders and projects. Separate documents shall show monies collected for rent and damages by facility. This information shall be provided to the government staff on a monthly basis. Receipts for maintenance and repair projects shall be kept on file for viewing by government staff.

2.6 The contractor shall recommend as candidate for rental, military, federal civilians, and other individuals working on Department of Defense contracts. The Government shall sign all civilian leases and reserves the right for final determination on evictions.

2.7 The contractor shall provide all utilities, refuse collection and disposal. All housing units should be metered for Electricity, Water and NG, Propane or Heating fuel as applicable. The contractor shall provide and maintain appropriate receptacles and conveniences for the central collection and removal of ashes, garbage, rubbish, and other waste and arrange for their removal.

2.8 The contractor shall provide fire, emergency and security services to the area.

2.9 The contractor shall perform an annual grounds, building, furnace, and fire inspection. Special emphasis will be placed on fire hazards. The contractor shall submit a report of the results of the inspection, no later than 30 days after inspection completion, to the Government Property Administrator. At a minimum, one of these inspections will be to against the standards established, and IAW the procedures described by the Installation Status Report process. The results of the inspection will be entered into ISR-Web in coordination with the government property administrator.

2.10 In collaboration with the Government , the contractor shall develop and execute a restoration and modernization plan. The plan shall include both a long-term section, and short-term (Annual Work Plan). Long-term is defined as the length of the contract including all options. The plan should consider capital investments along the line of those which a prudent landlord would make to keep the property in a marketable condition. Examples of the scope of work falling in this category include, kitchen and bath renovation/modernization, roof replacement, etc.

2.11 The contractor shall move and store in humidity controlled storage facility the Government-owned household equipment/furnishings approximately every two years in the Commander's quarters to the extent that the current Commander does not require those furnishings.

3. Operation and Maintenance of Housing Units: This section sets forth policy, outlines responsibilities, and provides guidance on operating and maintaining housing facilities.

3.1 General policy

3.1.1 Housing facilities shall be operated and maintained to a standard which will provide accommodations in good, weather tight condition.

3.1.2 Every effort must be made to achieve cost savings in all aspects of housing operation and maintenance without compromising the livability of the unit.

3.2 Joint responsibility

Responsibility for the operation and maintenance of housing is shared by the contractor and the housing resident. The contractor must manage and maintain the Army's housing in the best interest of the Government.

3.3 Energy conservation

Goal. The goal of the energy conservation program is to ensure that the essential energy needs of all residents are provided without waste. Equipment and facilities will be operated and maintained in an energy efficient manner. Energy can be conserved through action by the contractor and by the resident.

3.4 Work authorization

3.4.1 Maintenance and repair work may be authorized for accomplishment once it is approved by government staff.

3.4.2 Maintenance and repair work is done when a work order is issued. A work order is categorized as a service order (SO) or as an individual job order (IJO).

3.4.2.1 Service orders. The SOs cover small jobs beyond the scope of self-help

(a) Their nature is such that their accomplishment cannot be delayed until a scheduled maintenance visit.

(b) They are issued for work requested by telephone, in person, or in writing. SO work is limited to a total of 40 man hours of labor. SOs will not be used for housing incidental improvements

unless there is a system in place to accumulate the costs per dwelling unit per FY.

(c) SOs are prioritized as emergency, urgent, or routine. Emergency SOs take priority over all other SOs. Urgent and routine SOs are normally accomplished on a first-come/first-served basis within their own category. The contractor shall have a formal priority system for SO accomplishment. Screen service orders from residents to eliminate self-help tasks.

(d) Follow-up visits to correct an unsatisfactorily performed SO (call back) will be charged to the same SO. Recurring cost for follow up visits will be reviewed to determine cause and possible non-reimbursement by the government.

3.4.2.2 Individual job orders. The IJOs are used for all work which exceeds the scope of the SO and/or requires maximum control of manpower and other resources, for preventive maintenance requirements, and for all housing incidental improvements regardless of cost except as noted in (b), above.

3.5 Work classification

3.5.1 Classifying work as maintenance, repair, or construction is an essential step in developing a project. Once the project has been defined, the approval authority can be identified and statutory and regulatory requirements can be met (see chap 2 of AR 420-1 and DA Pam 420-11 for project definition and classification).

3.5.2 There is not necessarily a direct one-on-one relationship between a project and a contract to execute that project. A single contract may embrace one or more projects in its scope. Conversely, a single project may be split among several contracts. Interdependent projects must be combined into one project for approval purposes. Interrelated projects may be approved individually.

3.5.3 Projects will be developed to show the full scope of work without circumventing the prescribed approval levels. A memorandum for record stating the rationale behind the determination of work classification and project scope is recommended for inclusion in the project file.

3.6 Self-help

3.6.1 The contractor may establish a Self-Help Program. This program will require residents to perform certain basic self-help tasks and provide the opportunity for residents to perform limited

improvements on their housing units and associated grounds. See paragraph 3-67 for suggested self help tasks.

3.6.2 The following guidance should be incorporated into the self-help program:

(1) Ensure that resident self-help tasks are not routinely done by in-house or contract employees except in unusual circumstances.

(2) Screen service calls from residents to eliminate self-help tasks.

(3) Provide appropriate training for participants in this program including self-help coordinators and inspectors.

3.6.3 Self-Help improvement projects initialized by residents in housing should conform to the following conditions:

(1) Work should be on a voluntary basis resulting in an improved quality-of-life for the resident.

(2) High standards must be established for both interior and exterior work in conformance with installation design guidelines.

(3) Work performed will comply with applicable building codes. Electrical work will be done only by a licensed electrician or shop approved electrician.

(4) Work performed will not create fire or other safety hazards.

(5) Both functionality and aesthetics should be considered in project development.

(6) Supplies, equipment, and tools will be made available from existing self-help stores (possible items include the following - buckets, mops, lawn mower, paint, rollers, brushes, light bulbs, hand tools, rakes, cleaning supplies). The contractor may not charge military residents a fee for use of the self-help. Minimal fee may be charged to civilians.

3.6.4 The contractor shall-

(1) Provide appropriate work classification and project approvals.

(2) Provide professional guidance during the planning, design, and execution stages.

(3) Provide training to volunteers before work is started.

(4) Provide technical assistance and project inspection.

3.6.5 Self-help work will not be performed where asbestos or lead-based paint (LBP) shall be disturbed since only trained and certified personnel may work with these substances.

3.7 Historic housing facilities

3.7.1 Some Army housing facilities are listed individually on the National or State Register of Historic Places, are contributing structures within an historic district, have been determined eligible for listing, or are potentially eligible for listing. Stewardship of historically significant properties imparts a special responsibility to the contractor and the residents. Decisions on use and O&M should give appropriate consideration to those facility characteristics which contribute to their historic significance.

3.7.2 Work that may affect historically significant housing must be reviewed and coordinated per part 800, title 36, Code of Federal Regulations (36 CFR 800) and AR 200-1.

3.8 Special considerations

3.8.1 Termite control. Termites are a significant problem affecting wooden structures and components in many parts of the world. Termite control with chemicals will be done only by personnel who have been properly trained and licensed in chemical use and application, using only EPA approved chemicals. In no case will chemical treatment be applied through or under concrete slabs used in slab-on-grade construction of housing where heating, ventilating, or air conditioning ducts are present within or beneath the slab. When chemicals are used, their type, strength, and date of application should be documented and retained in accord with Federal and state regulations.

3.8.2 Asbestos. Asbestos in certain forms (friable asbestos products) has been found to be a health hazard. Where asbestos is known or believed to exist, the site must be inspected and a determination made as to the containment/disposition of the material. The contractor will manage any monitoring, abatement, removal, handling, and disposal of asbestos contaminated materials. The dates of identification, monitoring, and abatement or removal will be documented and retained in housing files.

3.8.3 Radon. Radon is an invisible, odorless, naturally occurring radioactive gas which can accumulate in housing. The EPA has published monitoring guidance, radon relative risk information, and action level guidelines (see AR 200-1). The contractor shall establish a radon assessment and mitigation program per guidance from the Environmental Management Office.

3.8.4 Lead. (See AR 420-1, chap 5, sec III for details on lead hazards.

3.8.4.2 Disclosure requirements. The HUD and EPA regulations (see 24 CFR 35 and 40 CFR 745, respectively) require the disclosure of known LBP and LBP hazards. Disclosure requirements apply to both Army-owned and -controlled Family housing and to privately-leased/-rented housing constructed prior to 1978. The disclosure requirements, which are to be issued when housing is assigned or leased/rented, consist of providing residents with the following:

(a) EPA pamphlet *Protect Your Family from Lead in Your Home*.

(b) Notice of the presence of LBP and/or LBP hazards.