

Performance Work Statement

Housing

Hawthorne Army Depot

Revision 3 7 May 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 barracks and 2 housing storage buildings 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 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.

2.5 The contractor shall collect a rental rate established by the Government for the 67 units designated as Army Family Housing. The contractor will set a reasonable daily rate for the 33 barracks (Unaccompanied Personnel Housing). 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.

2.6 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 UPH rent as collected. The contractor shall prepare a spreadsheet for

all Army Family Housing units, apartments, and Unaccompanied Personnel Housing Units showing rents collected each month and costs (maintenance and repair, utilities (metered or prorated) and services) charged against each unit. This spreadsheet will be provided to the Government staff on a monthly basis. Receipts for maintenance and repair projects will be kept on file for viewing by Government staff

2.7 The contractor shall recommend as candidate for rental, military, federal civilians, and other individuals working on Department of Defense contracts.

2.8 The contractor shall provide all utilities, refuse collection and disposal.

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

2.10 The contractor shall perform an annual 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.

2.11 The Government shall sign all civilian leases and reserves the right for final determination on evictions.

2.12 The contractor shall move and store 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 will be operated and maintained to a standard which will provide comfortable 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

3.2.2 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

3.3.1 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.

3.3.2 Contractor action. The contractor will - exercise best commercial practices to:

(1) Apply new techniques and devices in designing, building, modernizing, operating, maintaining, repairing, and furnishing its housing facilities so as to reflect contemporary community standards for similar categories of housing.

(2) Develop an aggressive program to educate residents on energy conservation techniques, energy savings tips, and self help actions.

(3) Determine where excessive energy consumption occurs and develop remediation plans.

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.

(d) Follow-up visits to correct an unsatisfactorily performed SO (call back) will be charged to the same SO.

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 a fee for use of the self-help.

3.6.4 The contractor will-

(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. If a programmatic agreement exists between the contractor, the State Historic Preservation Officer (SHPO), and the Advisory Council on Historic Preservation, work must be reviewed and coordinated in accord with this agreement. However, the underlying philosophy of prudence still applies. The same vigilance regarding cost control and avoidance of unnecessary expenditures must be maintained as for any other housing facility.

3.7.3 The selection of replacement materials in historic structures should be sensitive to significant character-defining features. When facsimile materials are used, the depot commander or designated installation official must determine that they will have no deleterious effect. When in doubt, review AR 200-1 and refer to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

3.7.4 Where a comprehensive plan has been developed for the renovation and long-term maintenance or the replacement of an historic housing facility, that plan should be followed as scrupulously as possible. However, the plan should be reviewed and updated periodically to keep up with new products and materials on the market, and new construction techniques.

3.7.5 Historic facilities must be accurately reflected in the RPI. Reconciliation with the real property officer and notification of changes should be accomplished annually.

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 will 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.)

3.8.4.1 Sources. Lead may be found in the dust, paint, or soil in and around your home, or in AFH drinking water or food. You cannot see, taste, or smell lead. Lead exposure is especially harmful to young children and pregnant women. The dangers of lead are now known. Hence, house paint is now lead-free, leaded gasoline is being phased out, and household plumbing is no longer made with lead materials. Nonetheless, certain residual effects remain.

3.8.4.1.1 Lead-based paint (LBP). Housing units built before 1978 often contain paint with lead in it. Paint containing lead compounds constitute a potential health hazard, particularly for small children who may ingest paint chips from flaking LBPs, may chew on surfaces covered with LBPs, or may ingest lead through paint dust. The contractor will not apply LBP to any facility. Installations will establish a program to identify where LBPs have been used and to manage in-place or remove this potentially hazardous material. HUD has developed guidelines for the evaluation and control of LBP hazards. These guidelines (24 CFR 35) will be followed in assessing, managing, and abating lead hazards. Refer also to existing Army guidance on the detection and abatement of LBP in Family housing.

3.8.4.1.2 Dust. In addition to LBP dust, other lead dust may come into the home from work clothes of persons handling lead products such as is found in batteries and radiators and from hobbies such as casting sinkers and bullets or working with stained glass.

3.8.4.1.2 Lead in drinking water. This too can pose a health risk. The EPA has published standards for regulated contaminants, including lead, in drinking water. The contractor should monitor the levels of lead in drinking water in housing units per the EPA standards (see AR 200-1). If the levels are determined to be above the current standard, residents will be notified and the cause will be determined and remedial action taken.

3.8.4.1.3 Lead in soil. Lead-contaminated bare soil will be managed by interim controls unless economic, operational, or regulatory requirements dictate removal or disposal.

3.8.4.1.4 Lead in food. Lead can be introduced into food from lead crystal glassware or from imported or old pottery. These containers should not be used to serve or store food or drink.

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*. Additionally, for Government-owned and - controlled Family housing, the ACSIM in cooperation with the U.S. Army Center for Health Promotion and Preventive Medicine (CHPPM) has developed a cover for the EPA pamphlet. The cover provides specific information on the Army's LBP efforts. Each installation has been provided a copy of the cover for local reproduction. This cover should be folded around the EPA pamphlet so it is the first section to be read. There is sufficient space for each location to add installation specific information such as points of contact and phone numbers for additional information or questions.

(b) Notice of the presence of LBP and/or LBP hazards. This notice will contain a lead warning statement, owner/lessor disclosure of presence of LBP and LBP hazards, list of records and reports available to the owner/lessor, resident's/lessee's acknowledgement,

owner's/lessor's acknowledgement, and signatures and dates of resident and owner or lessee.

(c) A copy of available records or reports pertaining to the presence of LBP or LBP hazards known or suspected in the assigned housing unit and any associated common areas, based upon actual or statistical sampling of similar units.

3.8.4.2 Notification requirements. In addition to the disclosure requirements in d(2) above, Family housing residents/tenants of Government-owned and -controlled Family housing and of rental housing built prior to 1978 must be notified when work on their housing will disturb known or suspected LBP (see 15 USC 2686).

(a) Whenever maintenance, repair, or renovation is performed in an occupied housing unit or in the common areas of occupied multi-Family housing, both the resident and the depot commander (or designated representative) must be notified. Workers (either in-house or contract) must comply with 24 CFR 35.

(b) Notification will consist of two elements. First, the worker must provide the resident a copy of the EPA's pamphlet Protect Your Family from Lead in Your Home. Second, the worker must attempt to obtain from the resident a written acknowledgement that the resident has received the pamphlet. Retain a copy of the record of notification at the installation level in accordance with AR 25-400-2. Refer to the Army Records Information Management System records retention schedule located at <https://www.arims.army.mil/rrsanew/rrssrch.asp>. Sample language is available at EPA's Web site:<http://www.epa.gov/fedrgstr/EPA-TOX/1998/June/Day-01/t14437.htm>

3.8.4.3 Exemptions from notification requirements. The following are exempt from notification requirements:

(a) Housing units constructed before 1978 that are certified as free of LBP. (Note. LBP-free means that Family housing has been found to be free of paint or other surface coatings that contain lead equal to or in excess of 1.0 milligram per square centimeter or 0.5 percent by weight.)

(b) Pre-1978 housing units that are vacant due to major renovation or between occupancy.

(c) Minor M&R activities (including minor electrical work and plumbing) that disrupt two square feet/0.19 square meters or less of painted surface per component.

3.8.5 Mold. Exposure to mold can cause a variety of health effects and symptoms, including allergic reactions. Molds produce tiny spores in order to reproduce. Although there is no known practical way to eliminate all molds and mold spores in the indoor environment, indoor mold growth is controllable through moisture control.

3.8.5.1 The mold problem is predominantly a preventive medicine issue. However, lack of adequate maintenance and repair may contribute to the moisture and mold problem. The contractor should work closely with the preventive medicine office to provide a healthy environment in facilities where the Army lives and works.