

CSSA Kick-off Meeting

October 9, 2014

**Task Order 8
CLINs 2, 5, and 8**

**Camp Stanley Storage Activity
Boerne, TX**

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Agenda

- Project Overview
- Task Overviews
 - Task 2: EHS Support / Configuration Mgmt / BIM / SCADA
 - Task 5: Fire Protection Inspection, Testing, Maintenance (ITM)
 - Task 8: Fire Detection ITM
- General Discussion Items per Task:
 - Scope
 - Assumptions
 - Project Team and Communications
 - Milestones and Schedule

Task Order 08 CLINs

CLIN	Task Name	FFP Component	CPFF Component
	Project Management	Entire task	None
2	EHS Program Support	Task 2a: Entire task with exception noted under CPFF.	Task 2b: Equipment repair and replacement is provided on a cost reimbursable basis as noted in last sentence of 3 rd paragraph in SOW §3.2.4.
3	O&M, Compliance, and Monitoring	Entire task	None
4	Groundwater Monitoring	Entire task	None
5	Fire Protection Systems ITM	Task 5a	Task 5b: Equipment repair and replacement.
6	Site Investigations and Closure	None	None at this time. SOW §3.6 indicates that project will be modified to include new sites if necessary.
7	Environmental Studies	None	Entire task. The studies necessary are not well defined in SOW. Cost reimbursable proposal is consistent with past TO awards under this contract.
8	Fire Detection and Mass Notification Systems ITM	None	The quantity of fire detection and mass notification systems at CSSA requiring ITM is not known, nor is the quantity and type of equipment repair and replacement necessary.

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Task Order 08 CLINs

CLIN	Task Name	Budget
1	Project Management (FFP)	\$ 209,631
2A	EHS Program Support (FFP)	\$ 1,128,926
2B	EHS Program Support (CPFF)	\$ 243,424
3	O&M, Compliance, and Monitoring (FFP)	\$ 596,395
4	Groundwater Monitoring (FFP)	\$ 1,314,294
5A	Fire Protection Systems Inspection, Testing, and Maintenance (ITM) (FFP)	\$ 37,593
5B	Fire Protection Systems ITM (CPFF)	\$ 22,898
6	Site Investigations and Closure (CPFF)	\$ -
7	Environmental Studies (CPFF)	\$ 408,018
8	Fire Detection and Mass Notification Systems ITM (CPFF)	\$ 78,712
	Total Task Order #8	\$ 4,039,889

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CLIN 2: EHS Program Support Task Overview

WBS 02200 EHS Engineering Services
WBS 02300 Configuration Management
WBS 02400 Building Information Management Systems (BIM) FFP
WBS 02400 Building Information Management Systems (BIM) CPFF
WBS 02600 Data Information Management Support

- CPFF Component: Equipment repair and replacement is provided on a cost reimbursable basis for BIMS/SCADA only
- Task Managers: Scott Pearson / Howard Shotz / Mike Stimets
- Subcontractors: Johnson Controls, Inc.

CLIN 2: EHS Program Support WBS Breakout

WBS 02200 EHS Engineering Services

- Conceptual Design, Design Requirements, Charettes
- Detailed Design, Document Review, Regulatory Compliance, Permit Support
- Coordination of Specifications and Drawings, Submittal Review
- Title 2 Services, Site Inspections

WBS 02300 Configuration Management

- Phase I: Technology Audit, Requirements Prioritization, Gap Analysis
- Phase II: CM Plan, Proof of Concept Environment, Standards and Controls
- *Phase III: Deployment ****to be implemented on future task order*

WBS 02400 Building Information Management Systems (BIM)

- Firm Fixed Price
 - Design, Deployment and Maintenance of BIM Systems, Training and Implementation
 - Planned Service Agreement for HVAC and MetaSys at Bldgs. W90, W92, W95, and 606
- Cost Plus Fixed Fee
 - Non-routine repairs and configuration changes

WBS 02600 Data Information Management Support

- Administrative Order Recording
- LAN Support
- DMS Support
- GIS Support

WBS 02200 EHS Support

- **Scope**
 - Ensure code and regulatory compliance with 3rd party designs and construction documents
 - Formulate design requirements
 - Assist with/participate in charettes
 - Document review
 - Code and regulatory compliance review
 - Assist with permit applications
 - Design and construction document submittal review
 - Project site inspections
 - Title 2 services
 - Capture and maintain EHS data for new and refurbished facilities/infrastructure in Configuration Management System of Record

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WBS 02200 EHS Support

- **Parsons' Assumptions**
 - Provide conceptual design services to CSSA-selected GCs for:
 - Fire protection and detection
 - HVAC (MetaSys)
 - Energy and water consumption (SCADA)
 - Complete coordination phase, producing 100% conformed design documents for all relevant BIMS
 - Services assumed necessary based on following table.
 - Bldg 210
 - Bldg 292 – Ammo Shipping & Receiving
 - Bldg 936 – Public Works
 - East Pasture Septic
 - East Pasture Water Works & CS-13 integration
 - Bldg 90
 - Bldg 91
 - Bldg 92
 - Bldg 94
 - Bldg 95
 - Bldg 608

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EHS Support Assumptions

Building	Building Systems	Design	Installation	Commissioning	O&M	Notes	
210	BIM & HVAC	No Services in FY2015					
292 – Ammo Shipping & Receiving	SCADA		Provide Title II engineering services support during construction				
	Fire Detection (FD)				FD ITM	Pricing included in CLIN 8	
	HVAC controls	No Services in FY2015					
Bldg 936 – Public Works	SCADA	Provide Engineering Design	Provide Title II engineering services support during construction				
	Fire Detection		Provide Title II engineering services support during construction		FD ITM	Pricing included in CLIN 8	
	HVAC controls		Provide Title II engineering services support during construction				
East Pasture Septic	SCADA - Lift station monitoring		Provide Title II engineering services support during construction				
East Pasture Water Works & CS-13 integration	Water treatment and infrastructure status (power & water volume)		Provide Title II engineering services support during construction				
Bldg 90	SCADA/ MetaSys®				On-Site Services Provided		
	HVAC equipment				Planned Service Agreement		
Bldg 91	SCADA/ MetaSys®	Provide Engineering Design					
	HVAC equipment	No Services in FY2015					
	Fire Protection (FP)				FP ITM	Pricing included in CLIN 5 for existing system before re-design	
	Fire Detection				FD ITM	Pricing included in CLIN 8 for existing system before re-design	

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EHS Support Assumptions

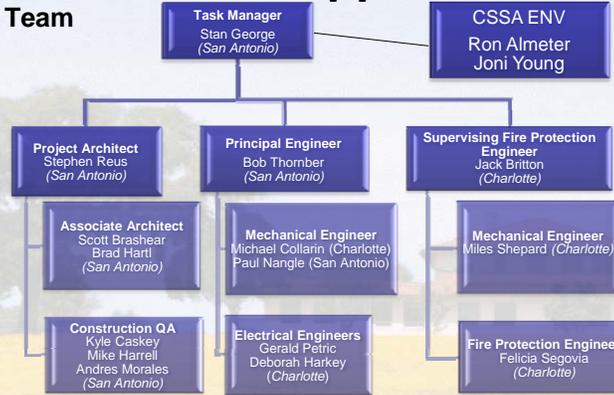
Building	Building Systems	Design	Installation	Commissioning	O&M	Notes
Bldg 92	SCADA/ MetaSys®				On-Site Services Provided	
	HVAC equipment				Planned Service Agreement	
Bldg 94	SCADA/ MetaSys®	Provide Engineering Design				
	HVAC controls	Provide Engineering Design				
	Fire Protection	Provide Engineering Design			FP ITM	Pricing included in CLIN 5 for existing system before re-design
	Fire Detection	Provide Engineering Design			FD ITM	Pricing included in CLIN 8 for existing system before re-design
Bldg 95	SCADA/ MetaSys®				On-Site Services Provided	
	HVAC equipment				Planned Service Agreement	
	Fire Protection				FP ITM	Pricing included in CLIN 5
	Fire Detection				FD ITM	Pricing included in CLIN 8
Bldg 606	SCADA/ MetaSys®				On-Site Services Provided	
	HVAC equipment				Planned Service Agreement	
	Fire Protection				FP ITM	Pricing included in CLIN 5
	Fire Detection				FD ITM	Pricing included in CLIN 8

- Schedule for these projects?

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WBS 02200 EHS Support

- **Project Team**

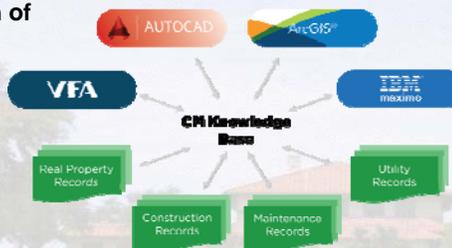


- **Communications**

- San Antonio personnel available for meetings as projects are scheduled; coordinate through PM or Task Manager

WBS 02300 Configuration Management

- Slides to follow discussion of other CLIN 02000 items



WBS 02400 BIMS and SCADA

BIMS Component

- Includes systems associated with SCADA, MetaSys, HVAC, Fire, Security, and Water Production,
- Design for SCADA and MetaSys systems only
- Installation/Commissioning (Title II Support during construction activities)
- Operation & Maintenance (SCADA, MetaSys)
- Planned Service Agreements (PSA) at 4 Buildings with Johnson Controls (HVAC, MetaSys, Fire, Security variations by location)
 - PSA is FFP with JCI
 - ~\$33K has been allocated for JCI repairs (parts/labor) under the CPFF WBS
- Fire Protection and Fire Detection are also BIMS systems, but are completed under CLINs 5 and 8, respectively

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WBS 02400 BIMS and SCADA

SCADA Component

- Labor support will be provided on a FFP basis
- Continuation of existing on-site services for SCADA and MetaSys (Richard Fincke)
- On-site Jr. SCADA Engineer for BIMS support (in progress)
- Parts, repairs, and upgrades will be conducted on a CPFF basis, with a current budget of ~\$190K.

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WBS 02400 BIMS and SCADA

SCADA Component (Continued)

- Implementation of July SCADA Recommendations:
 1. Replace wireless radios with encrypted wireless radios
 2. Update Network Interconnect Diagram with new installations and deletions
 3. Provide instructions for troubleshooting network communications and resetting SCADA/MetaSys
 4. Develop automation software for bioreactor
 5. And others to follow
- Major system updates will include:
 - Transition of VHF wireless systems to an encrypted 900 MHz FHSS wireless system. This includes a radio path survey and erection of repeater tower, as necessary
 - Upgrade of legacy PLC components (GE VersaMax) to current hardware (GE RX3i)
 - GE Configuration and Change Management Software
 - Replenish shelf spare components for SCADA system (meters, RTU components, pressure transducers, UPS, batteries for solar RTUs)

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WBS 02600 LAN, DMS, GIS Support

LAN Support

- Planning, design, installation of GFE
- O&M of MMA LAN

DMS Support

- Incorporate documents into DMS
- Provide access to analytical and GIS data
- Customize DMS capabilities and provide network system integration

GIS Support

- Maintain and update layers including:
 - Environmental
 - Imagery
 - Assets
 - Energy management
 - Infrastructure, etc.
- Spatial analysis, custom mapping, scanning, database design and integration
- On-site support to locate, verify, update infrastructure information

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CLIN 5A, 5B: Fire Protection Systems Inspection, Testing, and Maintenance (ITM) Task Overview

- Proposed Budget: 5A (FFP) \$ 37,593 – Routine ITM
5B (CPFF) \$ 22,898 – Equipment Repair/Replacement
- Subcontractors: Western States Fire Protection (WSFP)

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CLIN 5A, 5B: Fire Protection Systems ITM WBS Breakout

Fire Protection System ITM (FFP)

- Monthly and Annual ITM in 12 Buildings
- 5-year flow tests on 12 Hydrants
- Monthly ITM on 3 Booster Pumps
- Reporting and Recommendations
- Monthly inspections to begin in November 2014
- Annual inspections to be conducted in March 2015

Fire Protection System ITM (CPFF)

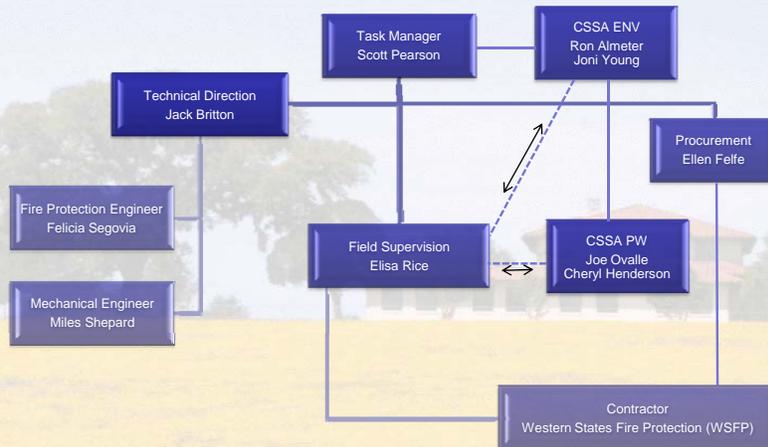
- Non-routine Repairs and Maintenance
- CPFF budget of \$15,000 for WSFP parts/labor
- Recommended repairs and costs will be presented to CSSA for approval prior to initiating

Building Number	Type of Inspections and Frequency			
	Wet Pipe Sprinkler Inspections	Booster Pump Inspections	Backflow Prevention Inspections	Fire Hydrant Inspections
	<i>Monthly and Annual</i>	<i>Monthly and Annual</i>	<i>No Monthly or Annual Requirements for TOS</i>	<i>5-Year</i>
W90	1			
W91	1			
W92	1			
W93	1			
W94	1			
W95	1			
W96	1			
209	1	1	0	
210	1		0	
601	1		0	
602	1		0	
1 and 9 (addition)	1	1		
Residential Fire Pump		1	0	
Fire Hydrants				12
TOTAL:	12	3	0	12

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CLIN 5: Fire Protection Systems ITM Project Team



↔ Weekly status reports and deficiency reports (within 8 hours) will be communicated from the Field Supervisor to CSSA ENG and CSSA PW

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CLIN 5A, 5B: Fire Protection Systems ITM Implementation, Communication, and Milestones

Implementation

- Submit schedule of activities and work locations 2 weeks prior to start of work
- Project Kick-off Meeting held prior to start of work with CSSA, Parsons, and WSFP
- Complete annual inspection within 1 week
- Submit report within 30 days of completion
- Submit list of recommended repairs and costs for CSSA approval
- (Option to make critical repairs in real-time with approval of CSSA)

Communications

- Direct line of communication between CSSA, Task Manager, and Field Supervisor
- Schedule and verify building entrance and outages with ENV, PW, and Building Manager
- Submit weekly progress report to CSSA
- Notify CSSA ENG and PW of critical deficiencies within 8 hours

Milestones

- Schedule: October 2014
- Fieldwork: November 2014 (begin Monthly Inspections); March 2015 (Annual Inspection)
- Report: December 2014

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CLIN 8: Fire Detection and Mass Notification Systems ITM Task Overview

- Proposed Budget: \$ 78,712
 - CPFF Component: Entire Task
- Subcontractors: Western States Fire Protection

CLIN 8: Fire Detection and Mass Notification Systems ITM WBS Breakout

Fire Detection & Mass Notification Systems

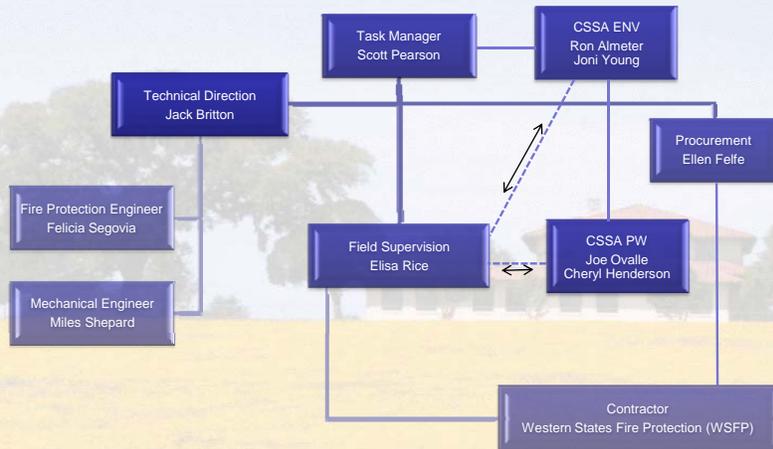
ITM Activities (CPFF)

- Baseline and Annual Fire Detection Systems ITM at 44 buildings
- Annual Emergency Lighting Systems ITM at 44 buildings
- Annual Egress Marking Systems ITM at 44 buildings
- Annual Mass Notification Systems ITM at 44 buildings
- Semi-annual and Annual Dry Chemical Systems ITM at 3 buildings
- Associated documentation, reporting, and recommendations for maintenance and corrective actions.
- Annual inspections planned to begin in November 2014
- CPFF budget of \$15,000 for WSFP parts/labor

Annual Fire Detection, Emergency Lighting, Egress Marking, Mass Notification Systems	
Building No. (44)	
1	210
2	300
4	600
9	601
10	602
38	603
44	604
44B	606
45	611
79	700
90	706
91	709
92	711
93	A100
94	A101
95	A102
96	A103
98	I287
129	I288
200	I289
201	I290
204	I291

Semi-Annual and Annual Dry Chemical Systems
Building No. (3)
86
206
625

CLIN 8: Fire Detection Systems ITM Project Team



↔ Weekly status reports and deficiency reports (within 8 hours) will be communicated from the Field Supervisor to CSSA ENG and CSSA PW

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CLIN 8: Fire Detection Systems ITM Implementation, Communication, and Milestones

Implementation

- Submit schedule of activities and work locations 2 weeks prior to start of work
- Project Kick-off Meeting held prior to start of work with CSSA, Parsons, and WSFP
- Complete annual inspection within 2 weeks
- Submit report within 30 days of completion
- Submit list of recommended repairs and costs for CSSA approval
- (Option to make critical repairs in real-time with approval of CSSA)

Communications

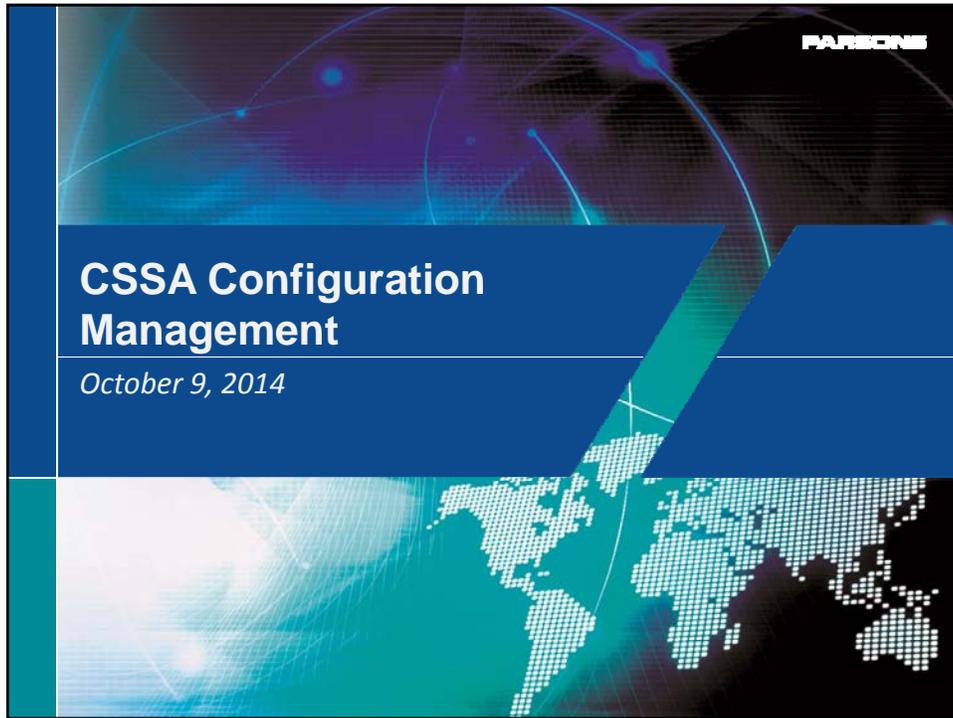
- Direct line of communication between CSSA, Task Manager, and Field Supervisor
- Schedule and verify building entrance and outages with ENV, Security, and Building Manager
- Submit weekly progress report to CSSA
- Notify CSSA ENG of critical deficiencies within 8 hours

Milestones

- Schedule: October 2014
- Fieldwork: November 2014 (Annual Inspection); May 2015 (Semi-Annual Inspection)
- Report: December 2014 (Annual) and June 2015 (Semi-Annual)

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PARSONS

CSSA Configuration Management

October 9, 2014

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Agenda
CSSA CM Project

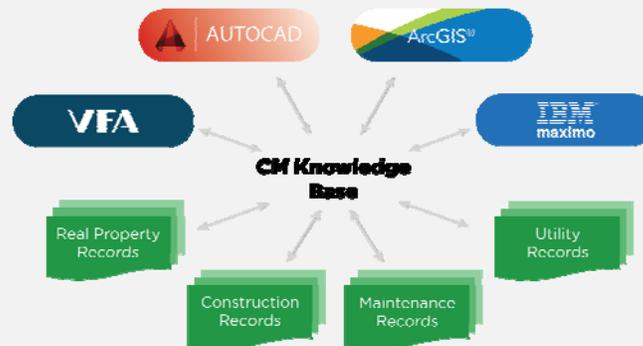
- Background
- Objectives
- Solution Overview

PARSONS

The slide features a dark blue background with a glowing globe and network lines. The title and date are in white text on a dark blue rectangular area. The Parsons logo is in the bottom right corner.

Background

Camp Stanley Storage Activity (CSSA) maintains a Configuration Management (CM) program that comprises a distributed knowledgebase across several software applications and internal networks



PARSONS 3

Baseline Objectives

- Define interfaces and relationships between facilities and operations
- Provide technical data for operations, maintenance and repair activities
- Characterize how services (water, sewer, power, gas, IT bandwidth) are delivered and consumed
- Establish existing conditions in and around construction work sites

PARSONS 4

Baseline Objectives

- Understand the condition of real property assets and their suitability for their intended mission
- Investigate the capacities, constraints and current status of all facilities and infrastructure assets
- Develop accurate reporting of real property asset value, condition and utilization
- Support planning for renovations, repairs, expansions, new construction and decommissioning of real property assets

PARSONS 5

Future State Objectives

- Efficiently plan and approve CM changes
- Ingest and process CM changes to the facilities baseline
- Accurately and fully identify the configuration, condition and capabilities of CSSA facilities and infrastructure
- Provide outputs that synthesize and aggregate data to meet the needs of an expansive user base within CSSA and among CSSA's private sector and Department of Defense (DoD) constituencies

PARSONS 6

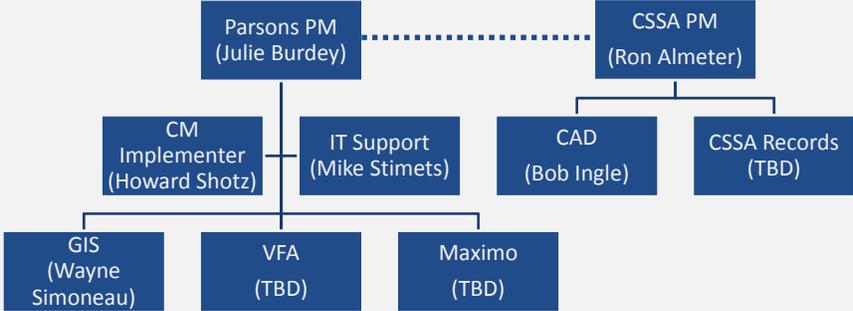
Solution Overview

- ❏
Phase I
 - Technology Audit
 - Requirements Prioritization
 - Gap Analysis
- ❏
Phase II
 - Configuration Management Plan
 - Proof-of Concept Environment
 - Standards & Controls
- ❏
Phase III
 - System Engineering & Hosting
 - System Administrator Training
 - End User Training
 - Technical Support
 - Security Management
 - System Maintenance




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Project Team



Communication Plan

- Weekly status updates via email from Parsons PM to CSSA PM
- Monthly Status Report (MSR) from Parsons PM to CSSA PM
- On-going communication between Parsons tech POCs and CSSA tech POCs


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Deliverables and Schedule*

Deliverable	Start	Complete
Technology Audit	Oct 2014	Nov 2014
Requirements Prioritization	Nov 2014	Nov 2014
Gap Analysis	Nov 2014	Dec 2014
Configuration Management Plan	Dec 2014	Jan 2014
Proof-of-Concept Environment	Jan 2015	Mar 2015
Standards & Controls Docs	Feb 2015	Mar 2015

* Detailed project schedule to be developed after kick-off

Questions?

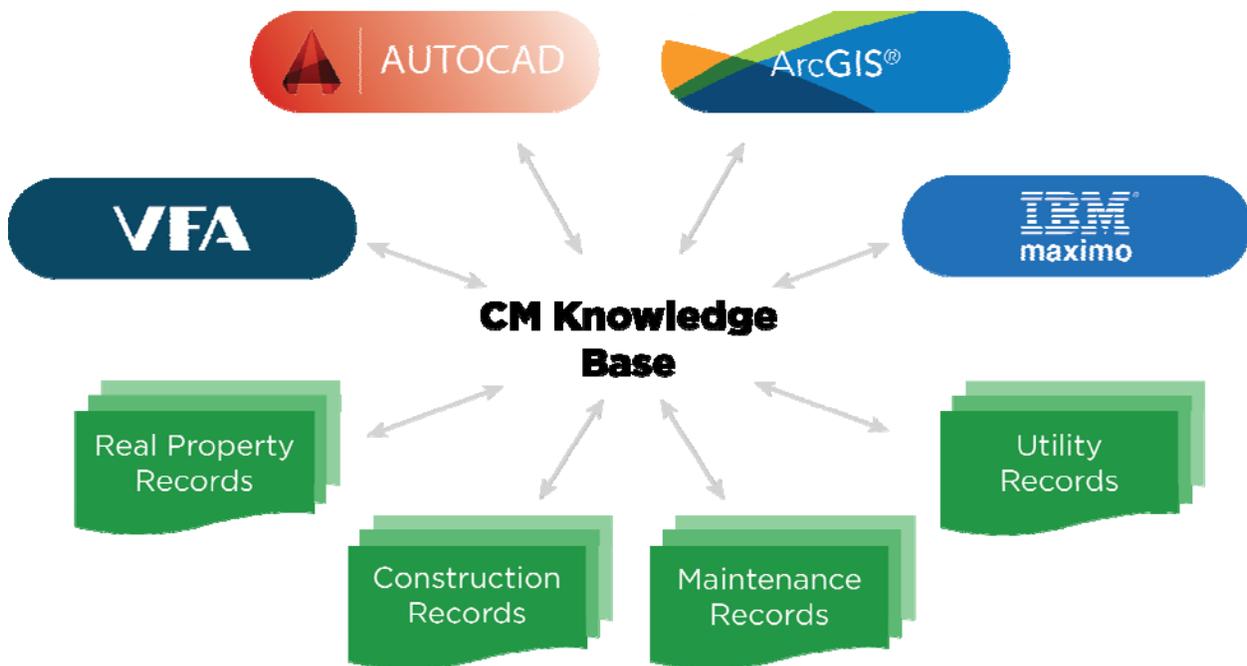
Camp Stanley Storage Activity Configuration Management Statement of Work

I. BACKGROUND

Camp Stanley Storage Activity (CSSA) maintains a Configuration Management (CM) program that comprises a distributed knowledgebase across several software applications and internal networks (Figure 1). The CM knowledgebase consists of both classified and unclassified information and is refreshed with new data as the site's configuration evolves and/or new configuration attributes are added. The community of contributors and consumers of CM data exists in several forums that straddle classified and unclassified domains. The utility of the CM knowledgebase is its capability to define and trace relationships between CSSA facility assets and the mission, operations, and readiness that collectively define CSSA's strategic purpose.

Collectively, the CM applications and data repositories have the capability to capture and characterize all of the assets and attributes that comprise CSSA facilities and IT infrastructure baseline. Singularly, these tools are of limited value and do not adequately support CSSA work processes. The analytical discovery value and credibility of the CM knowledgebase is dependent upon CSSA's ability to draw validated baseline information from multiple sources, supported by a variety of stakeholders, including both cleared and non cleared entities.

Figure 1 – CSSA Distributed Configuration Management Program



Camp Stanley Storage Activity Configuration Management Statement of Work

II. OBJECTIVES

CSSA's objectives are to create and implement Configuration Management (CM) work processes and supporting tools that provide a comprehensive and credible baseline of CSSA facility and infrastructure assets. The desired future state is a CM program based on defined policies and procedures that can be administered by existing staff and supported with COTS software tools and currently available IT assets. The CM baseline must be of sufficient depth and breadth to support a wide range of tasks and business needs including, but not limited to:

- Defining the interfaces and relationships between facilities and CSSA operations;
- Providing accurate technical data for operations, maintenance and repair activities;
- Accurately characterizing how services (water, sewer, power, gas, IT bandwidth) are delivered and consumed;
- Establishing existing conditions in and around construction work sites;
- Understanding the condition of real property assets as well as the readiness and suitability of those facilities for their intended mission;
- Investigating the capacities, constraints and current status of all facilities and infrastructure assets;
- Developing accurate reporting of real property asset value, condition and utilization;
- Supporting planning for renovations, repairs, expansions, new construction and decommissioning of real property assets.

The value of a CM baseline is not simply to capture the extents and details of the asset. The information must be sufficiently accessible and exportable so that new and revised CM data can be ingested, and aggregated information can be extracted and reported to consumers of the information. Because of the highly matrixed nature of CSSA business processes and the myriad uses of CM data by all CSSA constituents, the human interface to the CM program is critically important.

The desired future state of CSSA's facilities configuration baseline is a collection of work processes and data management tools that can:

- Efficiently plan and approve CM changes;
- Ingest and process CM changes to the facilities baseline;
- Accurately and fully identify the configuration, condition and capabilities of CSSA facilities and infrastructure, and;

Camp Stanley Storage Activity Configuration Management Statement of Work

- Provide outputs that synthesize and aggregate data to meet the needs of an expansive user base within CSSA and among CSSA's private sector and Department of Defense (DoD) constituencies.

A constraint and condition of implementing the facilities configuration management program is that no new human resources will be assigned to the CSSA workforce to implement a sustained CM business process. The analysis and development phases of the CM program will be carried out in close collaboration with existing CSSA staff so that when CSSA implements the matured CM procedures and tools in Phase III, their workforce is trained and capable of sustaining the program.

Camp Stanley Storage Activity Configuration Management Statement of Work

III. SOLUTION OVERVIEW

The comprehensive Configuration Management (CM) solution proposed by Parsons will improve CSSA's capabilities to manage facility assets. The CM solution will enable CSSA to:

- Understand the location of virtual and physical assets;
- Document the condition of real property and infrastructure assets;
- Establish the condition and readiness of mission critical infrastructure;
- Validate the quality of asset data for infrastructure, facilities, and IT systems;
- Understand interfaces and relationships between systems;
- Characterize how services such as water, sewer, electricity, natural gas, and communications connectivity are delivered.
- Track capacities, capabilities and constraints of utilities and support capacity planning for utilities.
- Enable accurate reporting of asset condition and utilization.
- Implement processes to identify and document changes to the baseline asset configuration.

An effective CM solution also provides a better understanding of the total cost of occupying and operating facilities and will assist CSSA in compliance with Executive Orders (EOs) mandating improved energy efficiency, reduced emissions, and zero foot print growth.

Parsons proposes a three phase implementation approach of Analysis, Development and Deployment/Sustainment. This phased approach will enable CSSA to 1) estimate the level of effort and cost; 2) gain acceptance from supporting organizations and end users; 3) train system owners and end users as the system grows, and; 4) determine an accurate return on investment to ensure CM resources are used prudently.

Phase I: Analysis

1. Technology Audit
2. Requirements Prioritization
3. Gap Analysis

Phase II: Development

1. Configuration Management Plan
2. Proof-of Concept Environment
3. Standards & Controls

Phase III: Deployment / Sustainment

1. System Engineering & Hosting
2. System Administrator Training

Camp Stanley Storage Activity Configuration Management Statement of Work

3. End User Training
4. Technical Support
5. Security Management
6. System Maintenance

Phase I: Analysis

Technology Audit

Parsons will begin the audit with a review of current CM capabilities on post. This audit will provide CSSA with a solid understanding and index of current assets, conditions, and procedures.

Components of the audit include:

- Information Technology
- Configuration Management
- Facilities Condition Assessment
- Work Order Management
- Supervisory Control and Data Acquisition (SCADA) components
- Energy Management

Information Technology

Review of current IT infrastructure to address the System Engineering, Enterprise Architecture, and Host Environment components. This review will cover:

- Data architecture/Oracle configuration
- Network architecture
 - AMMA (internet)
 - GIS
 - CAD/Microstation
 - MS Project
 - SharePoint
 - VFA (to-be)
 - CSSA
 - Maximo
 - VFA (currently)
 - SCADA
 - Utilities

Camp Stanley Storage Activity Configuration Management Statement of Work

- BIM
 - Secure
 - Reporting

Configuration Management

- Identify integration points between existing IT and functional components of CSSA's current systems.
- Review data standards and data standardization
- Space Management: Allocation and Occupancy
- Building Operations: Asset inventory: Standards, assets, locations, PMs, warranties, history
- On-Demand Work and Preventive Maintenance: Workflows, permissions, approvals
- Records Management
 - What documents and electronic files exist that capture CM data and how is it maintained?
 - Drawings & Specifications
 - O&M Manuals
 - Warranties
 - Network diagrams
 - Records of Decision
 - Asset records- cost histories
 - Maintenance histories
 - Permits & approvals
 - What tools exist for maintaining records?
 - What conventions and standards are used for records management
 - How are records controlled related to the location, configuration, specifications and maintenance history of equipment and assets?

Facilities Condition Assessment

- Review existing VFA data ; analyze VFA upgrade and migration methods
- Assess physical infrastructure
- FCA options/workflows and integration points

Work Order Management

- Review existing Maximo data and workflows
- Identify CM integration points

SCADA

- Review data structure/content

Camp Stanley Storage Activity Configuration Management Statement of Work

- Identify CM integration points

Energy Management

- Review energy usage records, recent energy audits, and energy conservation measures
- Review projects to establish the current energy profile.

Requirements Prioritization

After delivery & acceptance of the audit, Parsons and CSSA will review and prioritize requirements for the CM Program. This task will begin with a review of stated requirements, as noted below by CSSA, and conclude when all key CM elements are analyzed. Key CM requirements provided by CSSA:

- Be able to find things (virtually and physically)
- Have confidence in the records of infrastructure, facilities and IT systems.
- Understand interfaces and relationships between systems
- Clearly demark responsibilities
- Accurately characterize how services are delivered
 - water, sewer, power, gas, communications connectivity
- Establish existing conditions in and around work sites.
- Understand condition of real property and infrastructure
- Enable accurate reporting of
 - Assets
 - Condition
 - Utilization (generators)
- Know condition of readiness of mission critical infrastructure
- Know when changes are being made; identify process steps
- Know capacities, capabilities and constraints
- Enable capacity planning: electricity, water, setbacks, etc.
- Develop change management processes and procedures
- Develop a CM index of all relevant assets
- Define data exchange requirements for systems of records
- Inventory and baseline infrastructure
- Develop maintenance histories
- Capture CM assets and attributes in systems of records
- Develop "Mimic boards" for critical infrastructure
- Stand up change management organizational elements.

Camp Stanley Storage Activity Configuration Management Statement of Work

Gap Analysis

The gap analysis will compare current capabilities with prioritized requirements to identify the focus areas for the CM implementation, in terms of data, processes, and system interfaces. This analysis will highlight current CM practices that are in place and working well, to determine if they can be enhanced, such as:

- IT
- Security
- Utilities
- New construction & renovations
- Remediation

The gap analysis will also identify areas that lack viable CM practices, so that resources can be applied to the most important and highest priority requirements.

Phase II – Development

Configuration Management Plan

After completing the Audit Phase, Parsons will work collaboratively with CSSA to develop a Configuration Management Plan (CMP). The CMP will include:

- Interfaces and relationships between systems
- Demarcation responsibilities
- How services are delivered
 - water, sewer, power, gas, communications connectivity
- Existing conditions in and around work sites.
- The condition of real property and infrastructure
- How to enable accurate reporting of
 - Assets
 - Conditions
 - Utilization
- The condition of readiness of mission critical infrastructure
- How to notify when changes are being made; identify process steps
- Capacity planning: electricity, water, setbacks, etc.
- Change management processes and procedures
- CM index of all relevant assets
- Data exchange requirements for systems of records
- Inventory and baseline infrastructure
- Maintenance histories
- CM assets and attributes in systems of records

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- "Mimic boards" for critical infrastructure
- Change management organizational elements.
- Change management processes and procedures.
- Methods to complete a CM asset inventory and baseline infrastructure
- Methods to develop maintenance histories
- Change management organizational elements
- Definitions for CM deliverables for all new work, and standard contract language for incorporating these in contract deliverables.
- Develop and implement change management processes for:
 - Physical infrastructure
 - IT infrastructure
- Data requirements
 - Identify what needs to be captured
 - Attributes and how data should be organized and stored
 - How to collect and maintain CM data
- Reports and Dashboards

Proof-of Concept Environment

Parsons and CSSA will develop a proof of concept environment. This environment will incorporate primary elements of the CMP and highlight potential issues to be addressed in Phase III. The environment, hosted by Parsons, will focus on one specific facility and provide a limited, working example of the existing tools, reports, data, and CM integration points. Parsons recommends building 95, due to the ongoing SCADA implementation. The pilot study would include a review of:

- Current workflows/tools for FCA, on-demand work and preventive maintenance, and space management.
- Existing required and ad hoc reports.
- Data conversion of existing data: CAD, GIS, VFA, Maximo, SharePoint, utilities consumption and costs.
- Data Quality Validation
- RICE (Reports, Interfaces, Conversions, Enhancements) Object Management

Standards & Controls

Upon completion of the proof-of-concept, Parsons will provide documentation to support Phase III activities and begin the knowledge transfer of CM best practices to CSSA staff. Documentation topics include:

- Records management best practices
- Data validation standards

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- Data change management standard operating procedures (SOPs)
- A data dictionary to define asset attributes, information sources, and the system of record for maintaining asset attribute data.

PHASE III – DEPLOYMENT / SUSTAINMENT (NOT IN SCOPE)

After establishing a CM proof-of-concept, Parsons will work collaboratively with CSSA to deploy the CM Solution in a production environment. Parsons will provide short-term implementation support from our team of CM subject Matter Experts (SMEs) such as, but not limited to, systems engineers, database managers, IT specialists, and asset validation consultants.

Parsons will provide long-term sustainment support of the CM program with a focus on Quality Assurance /Quality Control (QA/QC) activities to ensure that data is complete, current and auditable.

Parsons will provide management consulting support to evaluate the on-going effectiveness of the CM baseline in meeting constituent needs and support evolving CM data requirements.

Parsons will support surge efforts such as periodic facility condition reassessments, software retooling, and/or a major redirection in strategic facilities plans.

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PARSONS QUALIFICATIONS

Parsons is well qualified to support CSSA in implementing a CM solution. Our past experience is extensive, and relevant to CSSA's objectives.

Camp Stanley Storage Activity (CSSA), Boerne, TX

Parsons has over 20 years experience providing environmental engineering and information technology (IT) support to CSSA. This includes oversight of SCADA system implementation for Building 95, designed to monitor and control the building environment, and to minimize unnecessary lighting and cooling costs.

Tinker Air force Base (AFB), Oklahoma City, OK

With almost 5,000 acres and 500 buildings, Tinker AFB in Oklahoma is one of the nation's most important military and industrial installations. Parsons deployed ARCHIBUS at Tinker AFB and is currently in the sustainment phase of support. Based on the success of this project, the Air Force Sustainability Center (AFSC) requested expansion of the Tinker asset management (AM) system to Robins AFB and Hill AFB, representing over 55 million gross SF of space. The expansion is currently in the training phase of deployment for Robins AFB and Hill AFB. The objective of the Tinker AM system (recently recast as the AFSC-AM system) includes:

- Providing effective, efficient, agile installation asset life-cycle management accountability for built and natural infrastructure assets;
- Deploying authoritative facility datasets, enabling a fused picture of all infrastructure assets;
- Creating a standards-based process allowing information transparency from a strategic to tactical view; and
- Instituting a process-driven approach emphasizing continuous data quality improvements.

One of the primary goals of Tinker's AM program is to evaluate which assets to keep, which to divest, and how to optimally invest funds to sustain, restore, and maintain existing assets. ARCHIBUS supports all elements of Tinker AFB's AM program, including space management, real property reporting, natural infrastructure, utilities, equipment and furniture, and maintenance management, through processes that include inventory, assessment, valuation and measurement using key performance indicators (KPIs).

National Aeronautic and Space Administration (NASA) Goddard Space Flight Center (GSFC) , Greenbelt, MD

Parsons provides a comprehensive suite of Integrated Workplace Management System (IWMS) software tools to enable NASA's Facilities Management Division (FMD) to effectively build, plan, maintain and sustain 3.4 million SF of facilities covering over 1,200 acres at the Greenbelt, MD

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campus location. Over 140 permanent structures house office, laboratory, conference, storage, utility, and technology units for nearly 8,000 employees and contractors. Most of the facilities are operational around the clock.

Specific services that Parsons provided to GSFC include:

- Developing planning standards to define facility investment priorities and planning/programming, in conjunction with NASA, to establish facility project priorities, establish facility programs, determine funding allocations, and justify facility needs/programs.
- Master planning, including the new GSFC east campus.
- Programming and space planning, including backfill of GSFC personnel.
- Providing construction management/inspection of all ongoing construction and modifications.
- Supporting information systems of CAD and other NASA facilities management systems.

Parsons formulated methods of ranking projects to ensure the highest priority GSFC requirements are accomplished first. Facility resources for GSFC were evaluated to establish priorities for future investment to ensure continued facility operations.

National Oceanic and Atmospheric Administration (NOAA), Silver Spring, MD

Parsons is providing a secure hosted ARCHIBUS environment for NOAA to support IWMS implementation. As part of this ongoing effort, Parsons performed physical surveys and updated architectural background CAD drawings for over 3 million gross SF of space. The survey work included updating and validating ownership and occupancy, furniture layouts, telecom configurations, and equipment locations. Parsons also implemented preventive maintenance programs for three NOAA regional centers, migrated a legacy on-demand work system to ARCHIBUS, and configured a 3rd party add-on to support telecom systems management for NOAA's regional center in Hawaii.

At project completion, the system will provide users with easy access to information that can be retrieved, sorted, interpreted, and transmitted in a variety of formats and media. ARCHIBUS will provide decision-support capability for accurate, short-term (functional) and long-term (strategic) management planning using a single, integrated system.

Air Force Personnel Center (AFPC), Randolph AFB

Parsons is providing IWMS implementation services to the Air Force Personnel Center at Randolph AFB, focusing in the initial phase on Space Management and Building Operations functionality. A component of this effort included migrating from a SharePoint-based workflow of equipment maintenance to a commercial IWMS solution – ARCHIBUS.

MEETING MINUTES

OVERVIEW			
CLIENT	Camp Stanley Storage Activity		
PROJECT	Contract G012, TO8		
MEETING DESCRIPTION			
SUBJECT	TO8 Kick-off Meeting - Facilities Tasks	LOCATION	CSSA
MEETING DATE	10/09/2014	REPORT AUTHOR	Julie Burdey
MEETING TIME	9:00 am Central	REPORT DATE	10/10/14
ATTENDEES			
CSSA		PARSONS	
Ron Almeter, Base Engineer Joni Young, Deputy Base Engineer Gabriel Moreno-Fergusson, Environ. Officer Jason Shirley, Installation Manager George Carreon, IT Chief Chief Don Wise, Security Chief Teresa Benavides, Safety Bob Ingle, Engineering Office Bob Imbriale, Military Detailee Dave Fagley, IT		Julie Burdey, Project Manager Scott Pearson, Fire Det./Protection ITM Task Mgr Howard Shotz, Configuration Mgmt Task Mgr Stephen Reus, Architect Bob Thornber, Engineer Mike Stimets, LAN Specialist Richard Fincke, SCADA Specialist	
DISCUSSION NOTES / ACTION ITEMS			
<p>Ron Almeter opened the meeting with a brief introduction to Parsons’ planned work on Task Order 8, with focus on the Configuration Management task. CSSA has a number of tools to track information about its assets, their condition, their use, etc. but they don’t all “talk” to each other, and information between the tools is not always consistent. This project includes a task for Parsons to develop a comprehensive system that will be used by CSSA’s stakeholders as a resource for accurate up-to-date facility information. Active participation by CSSA’s stakeholders during the design phase is critical to the system’s success since the information that comes out of the system should be useful to the stakeholders.</p> <p>Two powerpoints were presented, attached. Parsons discussed Tasks 2, 5, and 8 of the new Task Order 8. The other tasks (environmental) were discussed at a separate meeting on September 22, 2014. Discussion notes and action items are presented below.</p> <p><u>EHS Support:</u></p> <ul style="list-style-type: none"> • <i>Action Item: CSSA to send schedule for upcoming projects.</i> • Building 292 –construction is scheduled; Public Works Bldg – GC has proposed schedule but it has not yet been accepted by CSSA; Bldg 606 was just awarded; Buildings 94/95 are 			

coming up.

- Parsons to coordinate with Chief Wise for security, George Carreon for IT.
- Darren Pape at Big State has good understanding of CSSA fiber.
- Parsons' engineers and architects (including Bob Thornber and Stephen Reus) are in San Antonio and available to meet separately to discuss these activities in greater detail at CSSA's convenience.
- *Action Item: Parsons will establish subcontract with Johnson Controls, Inc. to provide preventative maintenance. Warranties on some buildings are ending soon.*

Configuration Management:

- Parsons will be implementing Phase I and II of the Configuration Management task. The phases include:
 - Phase I: Technology Audit, Requirements Prioritization, Gap Analysis
 - Phase II: Configuration Management Plan, Proof of Concept Environment (focusing on Building 95 as a test case), Standards & Controls document
 - Phase III, to be implemented primarily by CSSA stakeholders (including those attending the meeting), with possible input/support from Parsons, will include System Engineering & Hosting, System Administrator Training, End User Training, Technical Support, Security Management, System Maintenance
- Parsons anticipates having on-board review of each milestone document. These can be done in face-to-face meetings or via conference call.
- *Action Item: CSSA will prepare a contact list (zipper list) for their configuration management stakeholders.*
- CSSA's IT office (George Carreon) has existing configuration management / change management control process in place that should serve as baseline to build off of.
- VFA: New standalone application (version 10.5.4.1) is being prepared by VFA, and will hopefully be ready by January. The current VFA software version (version 10.3.3) is currently housed on the CSSA LAN, and the data in the system has not been updated since 2009. Once the new/upgraded application is resident on MMA LAN, IT (George) will decommission the old database. Until the new database is fully installed/validated, CSSA will retain the old database on CSSA LAN.
- *Action Item: Parsons will contact VFA about accessing the data through the backend.*
- Configuration management components reside on the following networks:
 - MMA LAN (administered by Parsons): GIS, AutoCAD (5 licenses), Construction records, in the near future will also include VFA
 - SCADA LAN (administered by Parsons): Utility records (Cimplicity, MetaSys)
 - CSSA LAN (coordinate with George Carreon): Maximo, maintenance records, currently includes VFA (until it has been fully installed and validated on MMA LAN)
 - Headquarters (coordinate with Dave Fagley) : Finance, real property records
 - Various other records (for example, asbestos survey)
- There are many parallel asset classes in VFA and Maximo, but no common numbering system.
- Maximo only captures direct (CSSA) labor costs, no subcontractor or material costs, regarding maintenance of assets. Cost history does not always go through Maximo. CSSA would like to be able to export financial data on maintenance and O&M.
- Space utilization and security postures are not currently captured anywhere. CSSA needs a

mineable database of attributes, but first need to know what attributes matter.

- *Action Item: Parsons will survey CSSA's configuration management stakeholders to determine what their reporting needs are. This information will be compiled and compared to develop the Requirements Prioritization and the Gap Analysis.*
- CSSA recently introduced CAD standards. Past deliverables did not have standards for naming, file structure, layering, etc.

Fire Protection and Fire Detection Inspection, Testing, and Maintenance:

- Fire protection inspection and testing is firm fixed price.
- Maintenance/repairs necessary for both systems can be completed with CFFF budget.
- CLIN 2 of the contract is for the CFFF tasks.
- *Action Item: Parsons will send Ron a list of typical maintenance/repair items/consumables that we anticipate to be necessary (batteries, sprinkler heads, etc) on a CFFF basis. Ron will inquire with Contracting Officer how approval for use of these funds should be handled.*
- CSSA noted that, in some places, intrusion detection communications are shared with fire alarm. CSSA plans to have these separated within a couple years, but for now, they are together at some buildings. CSSA anticipates that, if there is a problem with the communication module (such as low battery), we will fix it, despite the overlap.
- To optimize our coordinated performance of the configuration management task, Parsons will field note/correct/confirm locations of fire detection components on CSSA-provided drawings.
- *Action Item: CSSA will provide list of drawing file locations (preferably in pdf format). This list will also note where intrusion detection and fire detection communication is shared.*
- Parsons may have to stagger the fire detection inspection and testing since escort must be provided by Chief Wise, and he can't be tied up for 2 consecutive weeks on the inspection. Parsons will work with CSSA to determine a workable schedule.
- Parsons will coordinate with Teresa Benavides to confirm that information she needs for fire protection/detection inspections is being collected.
- Parsons will try to determine if communication is by fiber or RF, and note that in survey form.

BIM/SCADA/LAN/DMS/GIS:

- Support to continue: SCADA (Richard Fincke), LAN (Mike Stimets), GIS (Wayne Simoneau)
- Parsons is interviewing candidates for junior SCADA engineer. Will be trying out a Parsons employee interested in transferring from another job site in the coming weeks. This candidate has a PE, electrical engineering background.
- SCADA parts, equipment, software provided on CFFF basis. No LAN or computer equipment were included in the budget.
- Parsons is continuing to work through the recommendations provided and reviewed with CSSA in July.
- GIS tasks will be prioritized, in concert with the configuration management task.

MINUTES DISTRIBUTION

Gabriel Moreno-Fergusson, Ron Almeter, Joni Young, Julie Burdey, Brenda Shirley, Project Electronic File (J:\CSSA Program\Meetings and Presentations\2014\TO8 Kickoff Meetings)

T08 Kickoff Meeting

10/9/14

<u>Name</u>	<u>Organization/Title</u>
Julie Burdey	Parsons Project Mgr
BOB IMBRIALE	MILITARY DETAILEE
Bob Ingle	CSSA Engineering
Scott Pearson	PARSONS / Task Manager
STEPHEN REUS	PARSONS / ARCHITECT
Gabriel Moreno Fergusson	CSSA / Environmental
Bob Thornber	Parsons - Sr Civil Engr
Teresa Benavides	CSSA Safety
Don Wise	CSSA Security
George Carrion	CSSA - IT Branch Chief
RICHARD FINCHES	PARSONS - SR SEATA ENGR.

