



MWH
MONTGOMERY WATSON HARZA

2 July 2003

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Brooks City-Base, Texas 78235-5112

Attention: Ms Teri DuPriest, AFCEE Project Manager

Subject: Final Work Plan Addendum for a SCADA Requirements Assessment
Contract F41624-03-D-8608, Task Order 15
Camp Stanley Storage Activity, Boerne, Texas

Dear Ms DuPriest:

Please find enclosed the Final Work Plan Addendum for the SADA Requirements Assessment at the Camp Stanley Storage Activity (CSSA) in Boerne, Texas.

This report is submitted in accordance with the requirements of Contract Data Requirements List (CDRL) A001B.

MWH is extremely pleased to be of continued service to the Air Force. If you have any questions on the content of these reports, please contact Garrett Smith at 210-340-5252.

Sincerely,

Garrett J. Smith
Delivery Order Manager

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FINAL

Supervisory Control and Data Acquisition

System Requirements Assessments

Work Plan

Prepared For

Department of the Army

Camp Stanley Storage Activity

Boerne, Texas

July 2003

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SECTION 1
WORK PLAN ADDENDUM
FOR SUPERVISORY CONTROL AND DATA ACQUISITION
(SCADA) SYSTEM REQUIREMENTS ASSESSMENT

1.0 STATEMENT OF OBJECTIVE

This addendum to the work plan, prepared under AFCEE Contract F41624-03-D-8608 Task Order 0015, describes activities in support of the implementation of a Supervisory Control and Data Acquisition (SCADA) system that will assist the Camp Stanley Storage Activity (CSSA) to successfully and efficiently operate, monitor, and maintain the existing infrastructure and facilities. Systems designated for SCADA programming and/or automation includes water, wastewater, natural gas, electricity, and environmental monitoring wells. Ancillary tasks also addressed with this addendum are a kickoff meeting and site reconnaissance visit, coordination meetings, and a Requirements Assessment report submittal. This delivery order will eventually deliver a plan for the implementation of a SCADA system at CSSA.

1.1 GENERAL REQUIREMENTS

The following paragraphs describe the planned activities and procedures.

1.1.1 Kickoff Meeting and Site Reconnaissance Visit

A kick-off meeting shall be held at CSSA to:

- Review services provided under this TO with the US Air Force (USAF) and CSSA;
- Identify key project-related interests/concerns of the USAF and CSSA;
- Discuss schedule/logistics; and
- Conduct a site reconnaissance visit to assess the systems to be incorporated in the Requirements Assessment report.

CSSA will provide necessary government furnished information and records (site maps, design drawings, as-built drawings, plans, and other documents) for review at the kickoff meeting. An agenda shall be prepared to facilitate meeting discussions. Meeting minutes shall also be prepared to document key meeting resolutions. (CDRLs B008, B009, and B010)

1.1.2 Coordination Meetings

Two coordination meetings shall be held at CSSA. The purpose of the first meeting is to review project schedule, progress, and technical direction. The purpose of the second meeting is to brief the Installation Manager on the project schedule, progress, and technical direction. An agenda shall be prepared to facilitate meeting discussions. Meeting minutes shall also be prepared to document key meeting resolutions. Briefing or presentation materials shall be prepared as necessary. (CDRLs B008, B009, and B010)

1.1.3 On-Board Review Meeting

A draft document review meeting shall be held at CSSA to provide for a face-to-face forum to comment on the Draft Requirements Assessment document and identify whether the document satisfies USAF and CSSA requirements. An agenda shall be prepared to facilitate meeting discussions. Meeting minutes shall also be prepared to document key meeting resolutions. (CDRLs B008, B009, and B010)

1.2 REPORTING PROCEDURES

A Requirements Assessment report shall be prepared to provide a concept for the implementation of a SCADA system that will successfully and efficiently operate, monitor, and maintain the facilities designated for programming and automation. (CDRL A001B)

1.2.1 Requirements Assessment Report

The deliverable package shall consist of draft and final versions of a report containing sufficient information to provide a description of the costs, equipment, and labor required to implement the programming and automation to the extent that is deemed necessary and practical. As such, the document shall also identify the most suitable hardware needed to implement the system, and shall also identify whether the existing facilities are suitable for hardware installation or require upgrading or retrofitting.

Selection for providing descriptions of SCADA equipment shall be based upon several factors:

- Commercially off the shelf (COTS) hardware and software;
- Suitability for application;
- Vendor's market presence; and
- Vendor's cost.

System expansion needs shall be evaluated in order to provide for a scalable system for future growth.

The Draft Requirements Assessment report will be reviewed by CSSA personnel for completeness prior to finalization. The final document shall be delivered upon approval of the draft.

1.2.2 Report Distribution

From the efforts covered in this work plan, one report shall be submitted in draft and final versions. The report will be submitted in accordance with CDRL A001B.

Table 1.2. Project Deliverable and Distribution List for the Requirements Assessment Report

DISTRIBUTION					
Item	Number of Pages	Post POC	AFCEE/ ERD	AFCEE/ MSCD	HSW/P KVBC
Draft Technical Report – Requirements Assessment (CDRL A001B)	50	2	2	Letter	0
Final Technical Report – Requirements Assessment (CDRL A001B)	50	1, 1	1, 1	Letter	Letter

Note: All hard copy deliverables shall be submitted on recycled content paper and printed double sided unless otherwise specified by the Air Force.

1.3 SCHEDULE

The schedule for this work is based on an award date of 8 June 2003. As proposed, a draft Requirements Assessment report will be provided to the USAF and CSSA on or about 8 September 2003. This schedule allows for a 30-day Department of Defense (DOD) review of the draft document and 15 days for the incorporation of any revisions. No government agency or public review of the draft document was assumed or accounted for in this TO. (CDRL B002)

<u>Deliverable</u>	<u>Deliverable Date</u>
Kick-off Meeting/Site Visit	9 August 2003
Draft Requirements Assessment	8 September 2003
On-Board Review Meeting	18 September 2003
Final Requirements Assessment	23 October 2003

The schedule is subject to change in response to USAF and CSSA direction and comment.