

ATTACHMENT JA3

# Fort Buchanan Potable Water Utility System

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# JA3 Fort Buchanan Potable Water Utility System

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## JA3.1 Fort Buchanan Overview

Fort Buchanan is a U.S. Army installation which covers approximately 746 acres located southwest of San Juan, Puerto Rico. As the Army's only active installation in Puerto Rico and the Antilles, Fort Buchanan provides mobilization to all active-duty and reserve elements on the island of Puerto Rico.

The Installation's primary mission is to provide base support services to all U.S. Army Reserve (USAR) units in Puerto Rico and the U.S. Virgin Islands. In addition to its primary mission, Fort Buchanan also is a Power Support Platform (PSP) that plans, prepares, develops and executes contingency plans; supports U.S. Forces operating in the Caribbean, Central and South America; executes oversight for the Army's Anti-Terrorism / Force Protection (AT/FP) program; and when ordered, serves as a Base Support Installation (BSI) for the conduct of Military Support to Civil Authorities (MSCA) operations.

Fort Buchanan has more than 1,300 Army Reserve duty soldiers and civilian workers, and supports over 11,000 National Guard / USAR soldiers, 25,000 retirees and more than 15,000 family members living both on and off Post. The Installation's day-time population is estimated to include between 8,000 and 10,000 active duty military personnel, civilians, family members and retirees. Fort Buchanan has approximately 119 sets of family quarters, ranging from two- to four-bedroom multiple apartments to single family houses.

### JA3.1.1 Family Housing

Existing family housing on Fort Buchanan consists of three government housing areas. Neighborhoods such as Coconut Grove, Las Colinas, and Coquí Gardens support full time service personnel and their families with on-post living quarters. The Las Colinas housing area is for senior officer housing. The Coconut Grove family housing provides quarters for junior officer and senior enlisted personnel with many of the units close together. Coquí Gardens supports lower enlisted personnel. The unaccompanied personnel housing barracks are located in the 1300 series area of Fort Buchanan.

## JA3.2 Potable Water Utility System Description

### JA3.2.1 Fixed Equipment Inventory

The Fort Buchanan potable water utility system consists of all appurtenances physically connected to the potable water system as defined by the points of demarcation beginning separating Government ownership from end-users.

The actual inventory of items sold will be in the Bill of Sale (sample shown at Attachment JR1) at the time the system is transferred. The following description and inventory is included to provide the Contractor with a general understanding of the size and configuration of the distribution system. The Government makes no representation that the inventory is accurate. The Contractor

shall base its proposal on the inventory listed in **Tables 6 and 7**. The Contractor should use the site inspections as well as information included in the Technical Library as reference points for developing other aspects of its proposal. As described in the Request for Proposal (RFP) Section C, *Operational Transition Plan*, if during the joint inventory that takes place during the Transition Period between contract award and contract start, the Contractor identifies additional inventory not listed in Paragraph JA3.2.4, the Contractor may submit a request for an equitable adjustment to the Contracting Officer. If the Contractor determines the inventory listed in Paragraph JA3.2.4 is overstated, the Contractor shall report the extent of the overstatement to the Contracting Officer, who will determine an equitable adjustment as appropriate.

All water rights (pumping or purchased) will remain with the Government.

Specifically excluded from the potable water utility system privatization package:

- Golf course / landscaping irrigation system
- Swimming pool facilities
- Vehicle wash-rack facilities

The Government uses the following useful lives to determine the value of the water utility system to be privatized. The design lives are not mandated to be used in the Offeror’s proposal. However, the Offeror’s proposal must clearly explain the use of any system component design life that significantly differs from the Government’s assumed design life noted in the following table.

Component	Useful Life
Non-plastic pipe and services	50 years
Plastic pipe and services	75 years
Meters	25 years
Valves	35 years
Fire hydrants	35 years
Water storage tanks	75 years
Pump Station – Structure	75 years
Pump Station – Pumps / Control Systems	25 years
Well – Structure	75 years
Well – Pumps / Controls	25 years
Well – Chlorination System	25 years
Emergency Generators	30 years
SCADA and Cathodic Protection	25 years

### **JA3.2.2 System Description**

Fort Buchanan purchases its potable water requirements from the Puerto Rico Aqueduct and Sewer Authority (PRASA) and takes delivery of the potable water from three separately metered service connections. The Installation’s primary service connection is a 10-inch diameter cast iron pipe connected to PRASA’s 30-inch diameter main supply line and a 4-inch PRASA meter. This main

service connection is at Building 31, near the Vega Gate (adjacent to the golf course) on the east side of the Installation. The other two service connections are normally closed and could be used as secondary supply points if needed. One of these secondary service points is a 6-inch connection with a 4-inch PRASA meter near the South Gate. The other secondary service point is a 10-inch connection with a 6-inch PRASA meter, also known as the Banco Popular intake connection, located near Howard Drive and Depot Road. The Banco Popular intake is supplied by PRASA’s 66-inch main aqueduct that traverses the Installation in a west-to-east direction under an US Army Corp of Engineers Easement Agreement. This aqueduct is owned and maintained by PRASA and is not part of this solicitation.

Downstream of the 10-inch diameter primary service connection near the Vega Gate is the PRASA valve. Downstream of the valve is the beginning of the Fort Buchanan distribution system, starting with a booster pump station in Building 31. There are two pumps which boost the pressure of the water when the water storage tanks level set-points are low. Additionally, there is a 50 kilowatt (kW) emergency diesel generator to ensure operation of the pumps in the event of loss of electric power. The subject pumps are controlled by a wired level sensor signal coming from the one million gallon (MG) water storage tank at Building 254 (liquid level sensors location) and Building 253 (valves and chlorination station) where the electrical control system is installed.

**TABLE 1**  
 Booster Pump Station  
*Potable Water Utility System, Fort Buchanan, Puerto Rico*

Building No.	Pumps	Capacity GPM	Total Head (feet)	Motor hp	Installed	Comments
31	2	800 total	150	50 each	1994	Pump operation is controlled by the water storage tank level at Building 254

Fort Buchanan provides post-chlorination to PRASA water in Building 16 which is located in front of Building 31. Water quality monitoring is also performed randomly at designed sampling points (with smooth hose bib) throughout the Installation. Bacterial testing is performed weekly and full chemicals analysis are collected/tested quarterly. Based on test results, additional chlorine is added into the system as needed. Under Army operations, the aforementioned service is currently provided under an Option Years Contract with a State Certified Chemical Laboratory for U.S. EPA Drinking Water Standards. The Contractor shall be responsible for all testing if the system is awarded.

The 4-inch PRASA meter is located between the Building 31 and the chlorinator injection system (Building 16). This meter is read by PRASA and Fort Buchanan’s Department of Public Works (DPW) Operation & Maintenance (O&M) personnel for monthly billing and validation.

There is a single potable ground water well at the Installation. The well is located on the north side of the Installation boundary within the golf course driving range. The well water is pre-treated with a chlorine solution and processed through three gravel-type media filter tanks (two in service and one in standby) for mineral deposit (manganese and iron) caption, then post-chlorinated for microorganisms and bacteria control. On a weekly basis the filters are backwashed (126 gallons per minute (gpm) and 35 feet head output) for sludge and mineral deposit removal. The chlorination system building includes an analyzer, chart recorder, 400 gallon sodium hypochlorite tank and

duplex metering pumps. The well is 300 feet deep with 6-inch stainless steel piping and a submersible nine-stage pump with a 15 horsepower (hp) submersible electric motor and controlled by a variable frequency drive (VFD) system. The flow from the well is measured by an ONICON F-1200 Series turbine flow meter (mechanical type). There is a 40 kW emergency diesel generator to ensure operation of the pumps in the event of loss of electric power.

**TABLE 2**  
 Well  
*Potable Water Utility System, Fort Buchanan, Puerto Rico*

Well No.	Capacity GPM	Installed/ Upgraded	Notes
GW-1	75	2014	Contains disinfection and water treatment system, supplies the 500,000 gallon tank (Building 385) through a 4-inch pipe.

Two ground-level concrete water storage tanks supply the Installation’s maximum day and peak hour demands. A 500,000 gallon tank is located on the north side of the Installation and the 1 MG tank located near the southern-most boundary. The 1 MG tank was dive-inspected in 2013 and determined to be in good condition; therefore, presume a useful life of this tank of 100 years. This tank can be filled by water trucks during emergency. The 500,000 gallon tank was cleaned in 2008 and is in need of replacement. On the roof of the 500,000 tank, Fort Buchanan has installed and operates radio equipment unrelated to the potable water system. The Contractor shall coordinate with the Contracting Officer’s Representative (COR) for removal of the radio equipment prior to demolition of the tank.

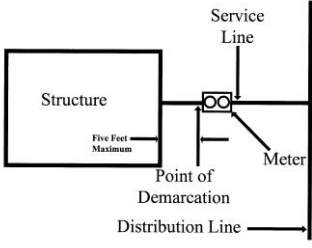
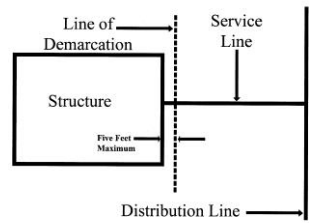
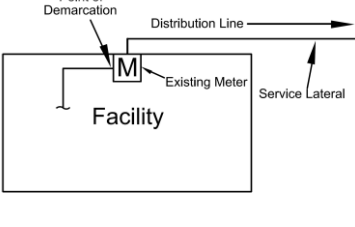
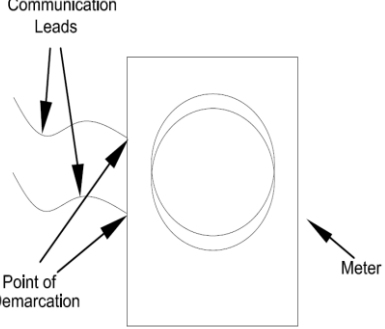
**TABLE 3**  
 Water Storage Tanks  
*Potable Water Utility System, Fort Buchanan, Puerto Rico*

Tank No.	Capacity (gallons)	Installed	Type, location
254	1,000,000	1942	Concrete ground storage tank with two cells. Located near the Las Colinas housing area. (Useful life is 100 years.)
385	500,000	1948	Concrete ground storage tank. Located on the north side of the Installation boundary near the 1300 buildings area.

### JA3.2.3 Points of Demarcation

The point of demarcation for each end user is defined as the point on the distribution system where ownership changes from the utility owner to the building owner. **Table 4** identifies the type of service and location of the point of demarcation with respect to each building served by the water utility system.

**TABLE 4**  
 Points of Demarcation  
*Potable Water Utility System, Fort Buchanan, Puerto Rico*

Point of Demarcation	Applicable Scenario	Sketch
<p>The point of demarcation is on the downstream side of the water meter, backflow device, or valve (closest apparatus to the exterior of the structure) within five feet of the face of the structure. If greater than five feet from the face of the structure, the demarcation point is five feet from the face of the structure.</p>	<p>Water meter, backflow device, or cutoff valve is located on the service line entering the structure within five feet of the exterior of the structure.</p>	
<p>The point of demarcation is five feet from the face of the structure where the service line enters the structure for either potable water or fire protection service.</p>	<p>No water meter, backflow device, or cutoff valve is located in the mechanical room nor exists on the service line entering the structure.</p>	
<p>The point of demarcation is on the downstream side of the water meter, backflow device, or valve.</p>	<p>Water meter, backflow device or cutoff valve is located in the mechanical room.</p> <p><i>Note: The Contractor will require 24-hour access to the mechanical room.</i></p>	
<p>The point of demarcation is the connection point to the meter for the communication leads.</p>	<p>Service with a meter. Smart meter with communication capabilities.</p>	
<p>The inlet side of the backflow prevention device or isolation valve closest to the irrigation system.</p>	<p>Irrigation system fed directly from the distribution system.</p>	<p>None.</p>

Point of Demarcation	Applicable Scenario	Sketch
The inlet side of the hose bib or water fountain assembly’s connection to the service lateral. <i>Note: A service valve may be installed within 25 feet of the hose bib or water fountain at any time. The inlet side of the service valve will become the new point of demarcation.</i>	Drinking Fountains and hose bibs connected to the distribution system (typically found at ball fields and outdoor recreation areas). <u>No valve is located on the lateral</u> providing water service to the drinking fountain or hose bib with 25 feet of those connections.	None.
The inlet side of the service valve.	Drinking Fountains and Hose Bibs connected to the water distribution system (typically found at ball fields and outdoor recreation areas.) <u>Service valve is located on the lateral</u> providing water service to the drinking fountain or hose bib within 25 feet of these water use devices.	None.

Unique points of demarcation are identified in **Table 5**.

**TABLE 5**  
 Unique Points of Demarcation  
 Potable Water Utility System, Fort Buchanan, Puerto Rico

Point of Demarcation	Applicable Scenario	Sketch
Point of demarcation is the downstream side of the PRASA service valve and PRASA-owned water meter.	Primary service connection near Vega Gate (10-inch service line); Secondary service connection near South Gate (6-inch service line); Secondary service connection near Cataño intake (10-inch service line).	

### JA3.2.4 Inventory

**Table 6** identifies the inventory of the Government-owned potable water utility system serving Fort Buchanan. When the year of construction was not identified, it was estimated based on the age of the surrounding piping or the age of the facility served. Ancillary equipment attached to, and necessary for, operating the system, though not specifically mentioned herein, is considered part of the purchased utility.

The system will be sold in an “as is, where is” condition without any warranties, representations, or obligations on the part of the Government to make any alterations, repairs, or improvements. Any proposal that offers an alternative description of the property being sold may be deemed technically unacceptable.



**TABLE 6**  
 Fixed Inventory – Main Cantonment  
 Potable Water Utility System, Fort Buchanan, Puerto Rico

Item	Size	Quantity	Unit	Approximate Year of Construction
<i>Pipe</i>				
Asbestos Cement	2-inch	756	Linear Feet	1973
	4-inch	597	Linear Feet	1947
		772	Linear Feet	1957
		7,868	Linear Feet	1973
	6-inch	269	Linear Feet	1955
		773	Linear Feet	1957
		31	Linear Feet	1958
		4,222	Linear Feet	1961
		111	Linear Feet	1962
		12,381	Linear Feet	1973
	8-inch	341	Linear Feet	1941
		793	Linear Feet	1947
		508	Linear Feet	1954
		1,791	Linear Feet	1955
		390	Linear Feet	1957
		1,677	Linear Feet	1965
		19,370	Linear Feet	1973
	10-inch	1,072	Linear Feet	1973
Cast Iron	2-inch	225	Linear Feet	1944
	4-inch	13	Linear Feet	1941
	6-inch	978	Linear Feet	1941
		2,266	Linear Feet	1942
		510	Linear Feet	1973
	8-inch	842	Linear Feet	1941
		9,362	Linear Feet	1942
	10-inch	3,600	Linear Feet	1942
		288	Linear Feet	1973
	16-inch	4,512	Linear Feet	1942
Copper	1½-inch	1,206	Linear Feet	1973
	2-inch	242	Linear Feet	1961
		518	Linear Feet	1983
Ductile Iron	2-inch	969	Linear Feet	1992
	8-inch	2,873	Linear Feet	1992
	10-inch	2,812	Linear Feet	1973

<b>Item</b>	<b>Size</b>	<b>Quantity</b>	<b>Unit</b>	<b>Approximate Year of Construction</b>
		662	Linear Feet	1985
Galvanized Iron	2-inch	31	Linear Feet	1952
		256	Linear Feet	1985
	3-inch	31	Linear Feet	1952
	6-inch	1,423	Linear Feet	1952
	8-inch	962	Linear Feet	1973
		1,054	Linear Feet	1992
Polyvinyl Chloride	4-inch	2,486	Linear Feet	2014
	6-inch	625	Linear Feet	1980
		303	Linear Feet	1987
		348	Linear Feet	1993
		247	Linear Feet	2009
		3,636	Linear Feet	2010
	8-inch	81	Linear Feet	1983
		542	Linear Feet	1984
		1,699	Linear Feet	1987
<i>Valves</i>	2-inch	1	Each	1944
		1	Each	1985
		1	Each	1992
	2½-inch	1	Each	1973
	4-inch	1	Each	1947
		2	Each	1957
		14	Each	1973
	6-inch	6	Each	1942
		5	Each	1952
		1	Each	1957
		3	Each	1961
		1	Each	1962
		16	Each	1973
		2	Each	1980
		2	Each	1987
		5	Each	2010
		1	Each	2012
	8-inch	2	Each	1941
		19	Each	1942
		1	Each	1954
		1	Each	1955

Item	Size	Quantity	Unit	Approximate Year of Construction
		1	Each	1957
		4	Each	1965
		34	Each	1973
		1	Each	1980
		1	Each	1984
		2	Each	1987
		2	Each	1992
	10-inch	7	Each	1942
		4	Each	1973
	16-inch	3	Each	1942
<i>Fire Hydrants</i>		2	Each	1941
		16	Each	1942
		3	Each	1947
		1	Each	1952
		3	Each	1955
		3	Each	1957
		3	Each	1961
		2	Each	1965
		52	Each	1973
		1	Each	1982
		1	Each	1984
		1	Each	1985
		7	Each	1987
		1	Each	1990
		4	Each	1992
		1	Each	2009
		5	Each	2010
		1	Each	2013
<i>Building Services</i>		4	Each	1941
		8	Each	1942
		3	Each	1944
		3	Each	1947
		1	Each	1952
		6	Each	1954
		1	Each	1955
		2	Each	1957
		1	Each	1958

Item	Size	Quantity	Unit	Approximate Year of Construction
		14	Each	1961
		7	Each	1962
		3	Each	1965
		92	Each	1973
		2	Each	1975
		1	Each	1980
		3	Each	1982
		9	Each	1983
		1	Each	1984
		3	Each	1985
		13	Each	1987
		7	Each	1988
		8	Each	1990
		3	Each	1991
		12	Each	1992
		3	Each	1993
		1	Each	1994
		1	Each	1997
		1	Each	2000
		3	Each	2009
		27	Each	2010
		3	Each	2012
		2	Each	2013
<b>Water Storage Tanks</b>	500,000 gallon	1	Each	1948
	1,000,000 gallon	1	Each	1942
<b>Well</b>	1 pump – 15 hp, 9-stage	1	Each	2014
Building – Concrete	650 square feet	1	Each	2014
Emergency Generator	40 kW - diesel	1	Each	2014
Flow Meter (Mechanical)	4-inch	1	Each	2014
<b>Chlorination System</b>		1	Each	2014
<b>Booster Pump Station (Table 1)</b>	2 pumps – 50 hp each	1	Each	1994
Building – Concrete	284 square feet	1	Each	1994
Emergency Generator	50 kW - diesel	1	Each	1994
<b>Meters - Advanced</b>	4-inch	77	Each	2015
<i>Note: Building Services include 100 linear feet of 4-inch pipe and 4-inch gate valve with boxes.</i>				

**Table 7** identifies the inventory of the potable water utility system located in the family housing area. The inventory quantities, sizes, and year of construction are extracted from the GIS database.

**TABLE 7**  
 Fixed Inventory – Housing  
*Potable Water Utility System, Fort Buchanan, Puerto Rico*

Item	Size	Quantity	Unit	Approximate Year of Construction
<b>Pipe</b>				
Asbestos Cement	6-inch	7,420	Linear Feet	1973
	8-inch	343	Linear Feet	1954
		555	Linear Feet	1955
		2,527	Linear Feet	1973
Ductile Iron	10-inch	677	Linear Feet	1973
Polyvinyl Chloride	6-inch	734	Linear Feet	2012
<b>Valves</b>				
	6-inch	11	Each	1973
		1	Each	2010
	8-inch	3	Each	1955
<b>Fire Hydrants</b>				
		1	Each	1955
		18	Each	1973
<b>Building Services</b>				
		4	Each	1955
		87	Each	1973
		1	Each	2012
<i>Note: Building Services include 75 linear feet of 1-inch pipe and 1-inch valve and curb box.</i>				

Existing fences and bollards around water system assets and facilities (such as storage tanks, wells, and pump stations) are included in this privatization package. The Contractor shall maintain these fences and bollards so as to ensure proper physical security of these facilities and to prevent unauthorized entry into these facilities. Additionally, the Contractor shall be responsible for proper maintenance of the grounds within the fenced area and within 5-feet outside of the fenced area. Ground maintenance includes, but is not limited to, mowing/trimming/weed control and tree trimming. The Contractor shall ensure that employees who have access to these areas are in compliance with the provisions of RFP Section C, *Controlled Access Areas*.

### JA3.2.5 Non-Fixed Equipment and Specialized Tools

**Table 8** lists other ancillary equipment (spare parts), and **Table 9** lists specialized vehicles and tools included in the purchase. Contractors shall field verify all equipment and tools prior to submitting a proposal. Contractors shall make their own determination of the adequacy of all equipment and tools.

**TABLE 8**  
 Spare Parts  
*Potable Water Utility System, Fort Buchanan, Puerto Rico*

Quantity	Item	Make/Model	Description	Remarks
Spare parts may be available at the time of system transfer. For any spare parts available, the Government and the Contractor will negotiate the value, if any, and include in the bill of sale at the time of system transfer.				

**TABLE 9**  
 Specialized Vehicles and Tools  
*Potable Water Utility System, Fort Buchanan, Puerto Rico*

Quantity	Item	Make/Model	Description	Remarks
No specialized vehicles or tools are included with the potable water utility system.				

### **JA3.2.6 System Manuals, Drawings, and Records**

Available manuals, drawings, records, and reports included in the Technical Library will be transferred with the utility system.

## **JA3.3 Specific Service Requirements**

The service requirements for Fort Buchanan’s water utility system are as defined in Section C, *Description/Specifications/Work Statement*. The following requirements are specific to Fort Buchanan’s utility system and are additive to those found in Section C. If there is a conflict between requirements described below and those described in Section C, the requirements listed below take precedence over those found in Section C.

### **JA3.3.1 On-Site Contractor Facility**

To facilitate response times, Fort Buchanan will provide approximately 2.5 acres on-site to be used for Contractor offices, shops, and storage. The exact location of this area will be determined by Fort Buchanan at a later date. Should the Contractor opt to use this area, the Contractor should include a Transition Project showing the size of the area required and the proposed layout of all facilities within the area. Should the Contractor opt to construct a structure or structures on this area, the Contractor is advised that temporary structures may be used; however, they must be replaced by permanent, Installation Design Guide (IDG) compatible facilities within 24 months.

The Contractor shall be responsible for maintaining the grounds around the facility and around all areas throughout Fort Buchanan that are fenced in for Contractor use only, to include, but not limited to, mowing/trimming/weed control and tree trimming. The Contractor shall be responsible for all repair and maintenance of any structure within their assigned footprint, whether temporary or permanent.

### **JA3.3.2 Temporary Contractor Facilities**

Temporary facilities may be placed on post for construction projects. Approval from the Contracting Officer's Representative (COR) is required prior to the Contractor locating a temporary facility on the Installation. The approval will be for a term commensurate with the construction period and will provide for termination of the approval upon completion of the work. Construction, use, duration of use, removal, and clean-up associated with these temporary facilities will be negotiated with the Government on a project-specific basis.

### **JA3.3.3 Restricted Access Areas**

Contractor access will be restricted in secure areas and during times when the Installation is secured due to threat or alert. The Government may limit or restrict the right to access granted for any reason considered to be necessary (e.g., national security, public safety).

### **JA3.3.4 Limited Access**

Fort Buchanan is an open installation, however, access may be limited at times with controlled gate openings and closures. Gate operating times and procedures are published by the Provost Marshal's Office. Unscheduled gate closures by the Military Police may occur at any time, and personnel entering or exiting the Installation may experience a delay due to vehicle inspection, registrations, wearing of seat belts, etc. If an unforeseen closure of the Installation prohibits Contractor access to a work site, the Contractor shall reschedule the work. The exact date and time shall be coordinated with the COR. If the Contractor cannot gain access to Fort Buchanan, the Contractor shall notify the COR within one hour via telephone, text message, or e-mail.

### **JA3.3.5 Vehicles**

The Contractor and its employees shall register all vehicles (Contractor-owned and employee-owned) with Fort Buchanan's Vehicle Registration Office within 5 working days from date of employment and renew registrations annually thereafter. Personnel operating vehicles on Government property shall possess a valid Puerto Rico or other state driver's license. This registration procedure is established to facilitate access to the Installation. The Contractor shall not conduct re-fueling and/or maintenance operation (i.e., changing oil) on personal or Contractor-owned vehicles on the Installation.

#### ***RAPIDGate***<sup>®</sup>

Fort Buchanan utilizes an installation entry program known as RAPIDGate<sup>®</sup> (an outsourced program administered by Eid Passport, Inc. (Eid) for fast entry for non-military personnel who regularly require access to the Installations. Before issuance of a RAPIDGate<sup>®</sup> pass, Eid performs background checks to include a 10-year felony background check, a check against terrorist and sexual offender watch lists, and a social security cross reference to validate a person's identity. Qualified applicants are issued a pass that enables them to bypass inspection pits and use any of the facilities gates for access. Businesses whose employees would benefit by this are required to contact the program provider and have point of contact persons who can validate an applicant's employment. The pass for employees expires after a year, when a new background check is required by the program. Additional information and the costs associated with the RAPIDGate<sup>®</sup> program is available at <http://eidpassport.com/government-products/rapid-gate>. The Contractor shall coordinate with the RAPIDGate<sup>®</sup> point-of-contact to acquire access.

### ***Contractor Vehicle/Equipment Markings***

The Contractor shall maintain legible (easily readable from 20 feet by a person with 20/20 vision) markings (logo) conspicuously located on both sides of Contractor-furnished vehicles and/or equipment. Exceptions to this requirement may be granted by the COR for vehicles that are readily identifiable (e.g., refuse disposal trucks, tractors, etc.) as special use vehicles as opposed to general transportation vehicles. Exceptions may also be granted to subcontractors and Contractor-owned vehicles brought on base to perform emergency activities or to restore utility service during times of major utility outage.

### **JA3.3.6 Coordination Requirements Prior to Performing Work**

The COR and the Contractor shall coordinate in writing with the appropriate Installation staff personnel regarding vehicle parking areas, work staging areas, vegetative disturbance, landscaping disturbance and customer notification prior to the installation of new infrastructure or major renewals/replacements.

### **JA3.3.7 Planning and Programming**

In order to function as a partner with Fort Buchanan's Directorate of Public Works (DPW), the Contractor must be fully engaged in planning and programming activities for projects possibly impacting the utility system(s). Costs associated with planning / programming shall be included in the Contractor's operations and maintenance (O&M) costs as part of normal operations. The following listing generally describes activities in which the UP contractor may be asked to assist the DPW:

- The Contractor shall assist in the development of Requests for Action (RFA) (See Section JA3.3.8). This may include providing detailed information to support scopes of work, budget estimates, etc. for any necessary changes to the utility system(s) and/or services provided.
- The Contractor shall be invited to and participate in meetings for projects impacting the utility system(s) such as, but not limited to, DD1391s development of Statement of Work (SOW) for Military Construction (MILCON) projects, Planning Charrette for MILCON projects, Real Property Master Planning Boards, Fort Buchanan and SOW Line Item Reviews. As required by the Government Project Manager, the Contractor shall attend the pre-design meeting, design charrettes, pre-construction meetings, site visits, partnering meetings, etc. The Contractor shall plan to attend an average of four (4) of these types of meetings per month.
- The Installation anticipates that it will experience growth and expansion during the contract period necessitating new and/or upgraded facilities. Therefore, as part of its regular utility services under the monthly utility service charge, the Contractor must maintain capability to prepare and provide in a timely manner complete designs for connecting such facilities to the Contractor's infrastructure including site maps, sketches, and / or drawings.
- The Contractor shall respond to requests from the Government for new/upgraded facilities and/or demolition of existing facilities. The Contractor shall coordinate the design and construction of such connections/disconnections with the Government, Architect/Engineer, and construction contractors.



- The Contractor shall identify future project requirements as well as system deficiencies. The Contractor shall identify the specific utility requirements for each project and prepare designs and project cost proposals.
- The Contractor shall participate in strategic planning and propose long-term initiatives.
- The Contractor shall provide supporting information to assist the Government in developing budget estimates for unfunded projects.
- The Contractor shall maintain open dialog with the DPW and respond to questions within a timely manner.

### **JA3.3.8 Request for Action Process**

The following language GENERALLY describes the process for an RFA and may not be all inclusive. It is provided for informational purposes only, and the Government is not binding itself to follow these steps. Nonetheless, the current process is as follows: (*Abbreviations: PM – DPW Project Manager; KO – Contracting Officer; COR - Contracting Officer’s Representative; UP – Utility Privatization Contractor.*)

**STEP 1:** The PM prepares a SOW and provides to the COR. The COR then forwards to the KO and the KO contacts the UP Contractor regarding the potential project.

**STEP 2:** The PM develops an Independent Government Estimate (IGE) and provides to the COR and KO.

**STEP 3:** The UP Contractor identifies specific utility system requirements for the project, develops a scope of work, detailed cost estimate, sketch, period of performance, and project schedule. The UP Contractor should also identify any applicable increase/decrease to the O&M / Renewals & Replacements (R&R).

**STEP 4:** The KO, COR, and PM review the UP Contractor’s proposal.

**STEP 5:** The UP Contractor, KO, COR, and PM will review the proposal, negotiate, and determine if an agreement can be reached.

**STEP 6:** If an agreement is reached, the PM provides the COR with funds and work order.

**STEP 7:** Funds are provided to the KO.

**STEP 8:** The KO issues a modification.

**STEP 9:** The PM and/or general contractor coordinates with the UP Contractor regarding the schedule.

**STEP 10:** The UP Contractor completes the Quality Control (QC) and Inspections.

**STEP 11:** The UP Contractor invoices for the project.

**STEP 12:** Modify the UP contract to include O&M and R&R for the added assets.

### **JA3.3.9 Mapping Requirements**

Maps shall be prepared according to the following specifications:

- a. All maps and associated data must comply with the latest version of Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE) available at <http://www.sdsfieonline.org/>.
- b. Due north on the maps shall be as viewed from the bottom of the maps. Rotation and translation of coordinate systems will not be allowed nor will orientation to Magnetic North. The Magnetic North orientation view may be rotated for plotting purposes but the orientation of the maps must be geographically correct when selecting 'top view'.
- c. The maps shall contain a labeled coordinate grid with spacing appropriate to the map extents. For instance, a map scale of 1"=30' will have coordinates labeled at 100' intervals north/south and east/west.
- d. All water utility system components shall be clearly labeled as to size and material on the maps. The component data must be attributed in the Geographic Information System (GIS) data.

### **JA3.3.10 Updated Utility Maps**

The Contractor is required to provide electronically (GIS format) an updated set of utility maps (complete) annually. Additionally, the Contractor shall update his utility maps within 30 days for any major system changes to include new construction or demolition of system components and provide those updates in GIS format to the COR. (See also RFP Section C, *Record Drawings & Utility System Maps*). The Contractor shall coordinate with the COR to notify the DPW Real Estate Office of the number of components (including linear feet of pipe) removed from or added to service, as well as the capacity changes concurrent with the annual map update submittal.

### **JA3.3.11 Disposition of Removed or Salvaged Materials**

Disposition of facilities and material removed from a system shall be the responsibility of the Contractor. If the cost structure of this contract is dependent upon in-place value, the salvage value of equipment removed from service prior to the end of its useful life shall be deducted from the in-place value of the system.

### **JA3.3.12 Component Replacement**

Infrastructure not used after construction can be abandoned in place, provided the abandoned infrastructure poses no immediate or future health, safety, operational, or environmental risks in compliance with industry standards. However, unsightly abandoned infrastructure may be required to be removed and disposed of properly as may be practical or common practice. Generally, aboveground infrastructure will require demolition and removal. Abandoned infrastructure must be clearly marked on the utility maps.

### **JA3.3.13 Excavation Marking Process**

#### **JA3.3.13.1 Contractor-Provided Markings**

The Contractor shall adhere to the Installation's "Dig Safe" policy. The Contractor shall endeavor to mark all utilities in the time windows defined by this process. In some cases, where non-metallic lines do not have tracer wires, it may take longer to locate the lines. In these instances, the Contractor shall make necessary notifications about a possible delay in the marking process. The Contractor shall be responsible for all repairs, costs, and damages due to excavations by others for which he did not properly mark his utilities as part of the utility marking process. The Dig Safe policy may be periodically revised by the Fort Buchanan DPW. Compliance is required. There are an average of 240 line locates per year.

#### **JA3.3.13.2 Contractor Excavation Requirements**

The Contractor shall obtain digging permits from Fort Buchanan's DPW before any drilling, digging, or excavation is undertaken. The Contractor shall provide a completed request for permit to the Fort Buchanan DPW, including Engineering, Environmental and NEC approvals, for each permit not earlier than 21 days and not later than 10 days prior to the requested digging date. (Expedited permit procedures will be employed for legitimate emergencies, e.g. large water main breaks.) Permits shall identify all underground utilities within 5 feet of the designated area. Since utility marking is an inherently imprecise process, excavation within 2.5 feet on either side of the marked utilities shall be done by hand. The Contractor shall be responsible for all repairs, costs, and damages due to his excavations that fail to comply with the DPW digging permit process and the requirements listed herein; this includes excavations extending beyond areas that have been cleared for excavation.

The Contractor shall be responsible for re-establishing vegetative turf at all disturbed locations within 30 days of work completion. If the project work is performed during a non-growing season, the Contractor shall provide erosion control measures until permanent vegetation growth can be established. Permanent vegetative growth shall be considered growth that matches or exceeds the quality and density of the immediate surrounding grounds. The Contractor shall inform the COR within 14 calendar days of the completion of work.

### **JA3.3.14 System Survey and Assessment / Utility Record Drawings**

The Contractor shall initiate a comprehensive survey of the system to identify components not shown on record drawings and identify errors on existing record drawings. Production and maintenance of record drawings shall be in accordance with RFP *Section C, Record Drawings & Utility System Maps*, and all work shall conform to the latest release of the software the Government is using compatible with the latest versions of SDSFIE (see JA3.3.9). The Contractor shall provide geo-referenced data in a format that can be readily used in GIS (widely used by DoD and external agencies). The project to survey and update record drawings must be completed no later than one year after the contract start date. This effort shall include a comprehensive record search, physical survey work, and may include some excavation to ascertain line location, type, and condition. The project to survey and update record drawings must be completed no later than one year after the contract start date.

### **JA3.3.15 Computerized Model**

The Contractor shall develop and maintain an accurate computerized model of the utility system that is compatible with the current Government model. The model shall reflect major system components and attributes. This model shall be of sufficient accuracy and detail to be used for engineering assessment and planning activities, contingency applications, long-range plans, analyzing system faults, fire flow analysis, and addition or deletion of new flow. The Contractor shall provide both a computerized copy and hardcopy of the model with the annual Capital Plan. The project to develop the model shall be completed no later than two years after the contract start date.

### **JA3.3.16 Installation Design Guide**

The purpose of the Army Installation Design Guide (IDG) is to provide Army standards and serve as a tool for implementing those standards. The design standards for site planning, buildings, vehicular and pedestrian circulation, landscaping, site elements (e.g. signage, utilities), force protection, and sustainable design are provided for incorporation at each Army installation. Force protection and security measures are required for every critical facility/infrastructure regardless of ownership in support of the Army mission in accordance with the memo from Army Deputy Assistant Chief of Staff for Installation Management (DACSIM); Subject: *Designation of Utilities as Mission Essential and Vulnerable Assets*, dated 1 March 2012, as included in the Technical Library and as may be updated throughout the life of the contract.

The Government's intention is for the Contractor to set its system design standards, consistent with industry standards. However, the Contractor shall follow the IDG for all work, where appropriate for consistency in architectural appearance and functionality. The Contractor shall provide any suggested updates, to include a summary of its unique specifications, to the COR for inclusion in the IDG with its applicable construction standards and specifications before the end of the contract transition period.

### **JA3.3.17 Supervisory Control and Data Acquisition System**

Fort Buchanan does not have a Supervisory Control and Data Acquisition (SCADA) system for its water system.

### **JA3.3.18 Water Storage Tanks**

The Contractor shall allow the Government access to operate and maintain any communication equipment, obstruction lights, emergency warning equipment, public address equipment, and other Government equipment on water storage tanks being privatized. The Contractor shall develop a procedure for granting the Government access. This procedure shall be submitted to the COR for approval.

The Contractor shall adhere to Fort Buchanan's IDG for all painting and markings on water storage tanks.

### **JA3.3.19 Cathodic Protection System Maintenance**

No cathodic protection is in place at Fort Buchanan.

### **JA3.3.20 Fire Control and Safety**

In all cases, the Contractor shall abide by Fort Buchanan’s fire protection requirements. Should the Contractor choose to construct an on-site facility to locate office space, warehouse, etc., the Contractor shall permit Fire Department personnel access to its facilities to perform fire inspections and emergency response. Where required by federal, state or local regulation, the Contractor shall maintain the fire alarm system for all facilities owned and operated by the Contractor. The Contractor shall comply with all local, state, National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA) safety requirements and regulations.

Changes in O&M processes and procedures affecting fire protection shall be coordinated through the DPW and the Fire Department prior to initiation.

### **JA3.3.21 Fire Flow**

The Contractor shall perform flow testing and marking of fire hydrants in accordance with NFPA standards/recommended practices. The Contractor shall perform the flow testing and marking of fire hydrants during the late spring each year and coordinate these activities with Fire/Emergency Services of Fort Buchanan. The annual inspection shall be documented on a written report and a copy sent to Fire Prevention Section. The Contractor shall update numbers and locations of hydrants on the Installation’s water distribution maps.

*Exception on marking the fire hydrants* – the numbers shall be ½-inch in height, placed on the back side of the bonnet, black in color. The rim of the bonnet shall have reflective paint indicating the capacity of the fire hydrants using the color code in NFPA 291.

The Contractor shall coordinate any changes to the water system that may affect fire flow capabilities with the DPW and Fire Department.

### **JA3.3.22 Environmental Issues**

The Contractor shall follow all environmental rules and regulations in accordance with RFP Section C, *Environmental Compliance*.

#### **JA3.3.22.1 Endangered Species**

U.S. Department of the Army Regulation (AR) 200-1, “Environmental Protection and Enhancement” implements federal, state, and local environmental laws and DOD policies for preserving, protecting, conserving, and restoring the quality of the environment. All Army organizations and activities comply with applicable federal, state, and local environmental laws, regulations, and executive orders (EOs) pertaining to environmental aspects. All Contractor personnel and activities shall comply with the applicable federal, state, and local environmental laws, regulations, and EOs pertaining to environmental aspects. Environmental aspects are elements of products, activities, or services that interact with the environment. Important environmental aspects are those that result in mission or environmental impacts including natural resource alteration, i.e. consumption or conservation, and ecological resource alteration, including wetland and endangered species protection or destruction.

Protection and recovery of imperiled species and the ecosystems upon which they depend is the purpose of the Endangered Species Act (ESA) (16 USC 35). The term ‘species’ refers to animals and/or plants. The ESA is concerned with whether the species will be harmed, whether the habitat

will be harmed and/or if the action / activity / project will aid or hinder the recovery of the listed species. The Fort Buchanan Environmental Division has developed Endangered Species Management Plans (ESMP) as part of the Installation’s Integrated Natural Resources Management Plan to address the ESA species and species of concern found within the Installation. Inventories have documented the presence of federally-listed endangered species the *Puerto Rican boa* and a small tree called *Palo de Rosa*. These species are managed according to the ESMP. Section JA3.3.22.1 applies to current identified species as well as those species which may be identified in the future.

Should the Contractor encounter (or suspect an encounter with) any of the listed species identified (or any species identified in the future) in the ESMP, the Contractor shall immediately stop work and notify the Fort Buchanan Public Works Environmental Division.

### **JA3.3.23 Required Regulatory Reports**

The Contractor shall be responsible for any reporting required by local, state and federal regulatory bodies. The Contractor shall provide the COR with timely information as requested to support reports required by the Department of the Army and other appropriate agencies.

The Contractor shall own, operate, maintain, and test Fort Buchanan’s potable water utility system in accordance with the standards established by the Safe Drinking Water Act, the U.S. EPA Drinking Water Program, the Department of Health of Puerto Rico, and the Department of Natural and Environmental Resources of Puerto Rico. The Contractor shall provide the KO, COR, and DPW with copies of any and all testing information and reports submitted to the Department of Health of Puerto Rico and/or the Department of Natural and Environmental Resources of Puerto Rico.

### **JA3.3.24 Official Inspections**

When the U.S. Environmental Protection Agency (EPA), Department of Natural and Environmental Resources of Puerto Rico, Environmental Quality Board (EQB), Department of Health of Puerto Rico, or OSHA notifies the Contractor of any scheduled or unscheduled inspector visits to the Installation, the Contractor shall within one hour of notification inform the COR via e-mail or phone with subsequent e-mail confirmation.

### **JA3.3.25 First Response Investigation**

Restoration of utility service is extremely important to DoD installations and expectations are generally covered well throughout this RFP. However, occasions do arise where it may not be immediately apparent who the responsible repair agency is. This frequently occurs where an apparent fault (e.g., main break, leak, etc.) is located near a point of demarcation. In these situations, someone may have to excavate to the actual fault to determine the precise location of the fault and who the appropriate repair agency is. The Contractor must plan to perform this type of “first response investigation” which may involve pumping water and excavation. In these situations, the Contractor should proceed toward fixing the problem until it is determined repair responsibility lies with another entity. The Contractor shall within one business day inform the COR of the status of the investigation via e-mail or phone with subsequent e-mail confirmation.

### **JA3.3.26 Response to Demand Maintenance Orders**

The Contractor shall respond only to demand maintenance orders, also known as service requests or service calls, issued by the DPW or designated representative. The Contractor shall have a telephone manned 24 hours/day, 365 days/year where the Government may call to report utility system problems. There shall be only one active phone number during duty hours and non-duty hours for the Government to call to report system problems. For all response times, the Contractor shall respond within the allotted time, take necessary corrective actions, order necessary materials, and schedule additional repairs. The Contractor's proposal shall include procedures for notifications of utility outages to the COR and the person(s) responsible for any buildings/facilities whose operations may be affected.

Additionally, the Contractor shall turn on and turn off water services on the Contractor's side of the POD as requested by the Government at no additional cost to support new construction or maintenance activities. There will be a number of this type of request for turn on / turn offs over the life of the contract associated with new construction activity. Currently, there are an estimated four (4) turn on / turn offs each month.

### **JA3.3.27 Utility Outage**

Because of the critical nature of many Fort Buchanan's mission requirements, response to utility emergencies in and around the Installation area must be immediate. The Contractor shall respond with a knowledgeable individual to Priority 1 – Emergency – Not Life or Death utility problems within 30 minutes of notification during duty hours (7:00 am – 4:00 pm, Monday – Friday) and within 1 hour during non-duty hours. Additionally, repair crews must be on scene within 1½ hours during duty and 2 hours during non-duty hours. Work shall be continued until the problem is corrected or downgraded. The above response times do not apply to conditions where inclement weather (hurricanes, tornadoes, major lightning storms, floods, etc.) prevents normal operation. It is recognized that extraordinary conditions will cause the response times to vary proportionally to the number and expanse of system outages, and the priority of service restoration. Extraordinary conditions that warrant a variation from established response timelines shall be coordinated with the COR.

The type of service request, priority and minimum response time for various service requests are furnished below.

#### **EMERGENCY:**

##### **Emergency – Life or Death**

“Life or Death” emergencies will typically be handled by Fort Buchanan Emergency Response agencies, like the Military Police or Fire Department. These agencies or the DPW will contact the Contractor. The Contractor shall respond immediately upon notification. Work shall be continued until the problem is corrected or downgraded.

##### **Priority 1 – Emergency – Not Life or Death**

Priority 1 requests arise due to situations that, if left uncorrected, will cause significant damage to a facility, or compromise security or safety, or negatively affect productivity. The Contractor shall respond to Priority 1 requests within 30 minutes of notification during duty hours and within 1 hour

of notification during non-duty hours. Work shall be continued until the problem is corrected or downgraded.

**URGENT:**

**Priority 2 – Health & Welfare**

Priority 2 requests arise due to situations that, if left uncorrected will measurably reduce productivity, cause discomfort or inconvenience to the customer, waste resources, or create the need for additional minor repairs. The Contractor shall respond to Priority 2 requests within 24 hours. The Contractor shall complete the service orders within 5 calendar days unless there is a delay from the Government or the Contractor cannot procure the material.

**ROUTINE:**

**Priority 3 – Productivity Inhibitor**

Priority 3 requests arise due to situations that, if left uncorrected, will cause measurable discomfort or inconvenience to the customer, waste resources or create the need for additional minor repairs, is esthetically unpleasant or inconvenient. The Contractor shall respond to Priority 3 requests within 5 calendar days. The Contractor shall complete the service orders within 30 calendar days unless there is a delay from the Government or the Contractor cannot procure the material.

**JA3.3.28 Emergency Operations**

The Contractor's proposal shall include its restoration priority listing for response to widespread disaster/contingency operations for all of its customers (including Fort Buchanan and non-Fort Buchanan customers). Restoration priorities for Fort Buchanan customers shall be in accordance with Fort Buchanan's emergency restoration plan. In no case will equipment and/or personnel normally dedicated to Fort Buchanan's utility system be pulled to serve the Contractor's external customers if utility service to Fort Buchanan is experiencing an outage or outages that require their service. Some personnel dedicated to Fort Buchanan may be pulled to assist in the restoration of service to customers external to Fort Buchanan if Fort Buchanan's systems are not experiencing outages. A minimal staff shall remain in service at Fort Buchanan at all times.

**JA3.3.29 Planned Outages**

The Contractor must coordinate in writing any planned outages for construction or maintenance with the DPW and affected customers a minimum of 14 calendar days prior to any outage. For outages requiring four or more hours of interruption to service, work should be planned during off hours, such as, in the evening, weekends or holidays depending on the customers affected.

**JA3.3.30 Crisis Situations / Exercise Situations**

Fort Buchanan is subject to unannounced inspections and exercises that require practice evacuations of certain and/or all areas. Evacuation practices will be temporary in nature. The Contractor shall be required to participate in these practice evacuation exercises as necessary. Participation in such exercises will be at no additional cost to the Government. The Contractor shall respond to these events as emergency service calls and respond to the emergency situation with qualified personnel and equipment as soon as possible after notification during normal duty hours. In no case will response be longer than those requirements listed in Paragraph JA3.3.27. The Contractor shall advise and assist the on-scene commander until the event is terminated. The



Contractor will receive advance notice of scheduled exercises. The Contractor shall expect to be involved in an estimated of two (2) exercises per year.

### **JA3.3.31 Cost of Supporting Utilities**

The Contractor may consume reasonable quantities of supporting utilities at no charge to include the Contractor's privatized infrastructure and administrative facilities. However, the Contractor shall fully support the Government with respect to energy / water conservation measures as described in RFP Section C, *Energy and/or Water Efficiencies and Conservation and Renewable Energy Generation*. The Contractor's usage may be separately metered by the Government to provide the Army with the capability to monitor the Contractor's use of these services and to ensure the Contractor is practicing energy conservation measures as prescribed by the Army through the U.S. Army Energy and Water Campaign Plan (AEWCP) (located at <http://army-energy.hqda.pentagon.mil/programs/plan.asp>).

### **JA3.3.32 Cultural Resources**

Transfer of ownership of certain historic properties necessitates Government compliance with federal laws and regulations to meet historic preservation requirements. The final transfer documents will include an easement or covenant that includes adequate and legally enforceable restrictions or conditions to ensure long-term preservation of historic properties to meet these preservation requirements. As a result of this easement or covenant, the Contractor will likely be required to preserve and maintain transferred historic properties in accordance with Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR 68).

Activities involving ground disturbance, construction, demolition, landscape modification, or alteration of the exterior or interior of a historic building have the potential to adversely affect cultural resources. Historic districts, buildings, landscape features, or archaeological sites considered eligible for the National Register of Historic Places that may be identified in the future shall be subject to the terms of this section.

The COR shall coordinate with Fort Buchanan's Cultural Resources Program to determine if consultation with the State Historical Preservation Office (SHPO) is required per 36 CFR 800. Fort Buchanan has entered into a Programmatic Agreement with the SHPO. For non-emergency work, the COR will respond to the Contractor within 10 working days. Initial SHPO review requires 30 days and additional consultation may be required to avoid, minimize or mitigate any adverse effect. The Contractor shall not start work until notified by the COR.

In emergency situations, the Contractor is not required to consult with the COR in advance of actions to repair the utility distribution system. The Contractor shall notify the COR, who will notify SHPO, following execution of all emergency measures affecting historic properties. For emergency work, the Contractor may take steps to safeguard life and property, and restore service, but shall minimize impact to the site.

In the event archaeological materials are inadvertently encountered during construction or excavation activities, the activity must stop and the Contractor shall immediately notify the COR who will notify Fort Buchanan's Cultural Resources Program.

Costs for mitigation of damage to cultural resources (restoration, repair, or replacement) due to the Contractor's failure to comply with historical and cultural preservation laws, regulations, or

programs that relate or may arise under performance of this contract may be deducted or offset by the Government from any monies due to the Contractor, and with respect to the nature and severity of the damage. The Contractor shall take any corrective or remedial actions as directed by the Contracting Officer.

### **JA3.3.33 Standards and Regulations**

The Contractor shall provide Fort Buchanan with one electronic copy of the Contractor's standards and regulations within 45 days after contract start date. Any updates to the standards and regulations shall be provided to Fort Buchanan in electronic format within 45 days of the update.

### **JA3.3.34 Network Access Requirements**

- Information Assurance (IA): Contractor personnel requiring access to U.S. Government Information Systems to fulfill their duties shall possess the required favorable security investigation, security clearance, formal access approval, and need-to-know prior to being granted access to any Government computer or computer network.
- Information Technology (IT)-I Level of Security Access is required for contractor personnel in IA positions working with infrastructure devices, IDSs, routers, System Administration or Network Administration, with privileged-level access to control, manage, or configure IA tools or devices, individual information systems, networks, and enclaves. At a minimum, such Contractor personnel shall require a favorably completed National Agency Check (NAC), initiation of Single Scope Background Investigation (SSBI), completion of Standard Forms SF85P, SF86, and Supplemental Questionnaire.
- IT-II Level of Security Access is required for contractor personnel in IA positions required to work with operating systems administration of common applications or enclaves, or back-up operators with limited privileged level access to control, manage, or configure information systems or devices. At a minimum, such Contractor personnel shall require a favorable review of local personnel, installation / military, medical, and other security records as appropriate, initiation of a National Agency Check with Local Agency and Credit Check (NACLCLC), and completion of Standard Forms SF85P or SF86 and Supplemental Questionnaire.
- IT-III Level of Security Access is required for Contractor personnel in positions as normal users, power user on individual systems for configuration with non-privileged level of access to information systems and devices. At a minimum, such contractor personnel shall require a favorable review of local personnel, installation / military, medical, and other security records as appropriate, initiation of a NAC, and completion of Standard Form SF85P and the Supplemental Questionnaire.
- Contractor personnel shall not be granted access to any Government computer systems or networks until proof of compliance to the IA clearance requirements.
- Once Contractor personnel have complied with the IA requirements as reflected above, they will be granted the appropriate IT level of security access.
- Contractor personnel shall personally pick-up and sign for Government network user identification and password at the Information Assurance Office.

- Contractor employee(s) shall be solely responsible for the safeguarding of user passwords and shall immediately report any suspected compromise or loss of the password to the Information Assurance Office.
- The Contractor is responsible for notifying the COR and also the Information Assurance Office of any changes to their status or the status of their personnel.

### **JA3.3.35 Commercial Use**

The Contractor shall obtain approval from the Government before using any utility system component and / or structure for commercial use.

## **JA3.4 Secondary Metering**

Between the supply point of delivery of potable water and the end-user points of demarcation, the Contractor shall own, operate and maintain the existing meters at locations throughout the Installation, as directed by the Contracting Officer in keeping with the guidance in RFP Section C, *Sub-Metering*. The Contractor shall provide the Army with monthly meter readings of non-advance-type meters and advanced meters not connected to the Meter Data Management System (MDMS). The Contractor shall manually read all meters each month that fail to be read by the MDMS. Fort Buchanan will submit to the Contractor routine service requests to read those meters not read by the MDMS.

In accordance with Energy Policy Act of 2005 (EPA 2005), Executive Order 13423, and Energy Independence and Security Act of 2007 (EISA 2007), the Army has implemented the AMP (Army Metering Program). The Contractor shall work closely with the ongoing AMP and its contractors to facilitate the installation of advanced metering equipment on existing meters with connectivity to the Installation's Meter Data Control Center (MDCC) via existing fiber and wireless network. Any meters not completed by the AMP (by award time) will subsequently be transferred upon work completion. The Contractor shall be responsible for installing new meters (per the Contracting Officer's request). The Contractor shall own, maintain, and replace all meters (existing and new installs). Subject to the change provisions of the contract, an equitable adjustment will be negotiated between the Government and the Contractor for the ownership, maintenance and replacement of the new meters (installed by Contractor or other methods of installation). After award, any installation of new meters by other than the Contractor shall be coordinated with the Contractor and the Government.

Currently Fort Buchanan reads the PRASA meter daily. The meter is located inside the Installation boundary. The Contractor shall be responsible for the three PRASA meters daily meter reading and reporting to the Installation Point of Contact (POC) as stated below in JA3.5, *Monthly and Daily Submittals*.

### **JA3.4.1 Meter Removal**

Prior to the removal of an existing metering component, coordination shall be made with the DPW Engineering Division to ensure proper disconnection (and reconnection) of the communication equipment connected to the metering components. Only under emergency condition shall any disconnection action occur without this coordination; notification shall be made to the COR within 5 calendar days in advance of disconnection.

### JA3.4.2 Existing Meters

**Table 6** lists the existing (at the time of contract award) meters to be transferred to the Contractor. The Contractor shall provide operation, maintenance, and replacement for all meters (advanced and non-advanced) listed and all newly installed advanced meters. Operation and maintenance of advanced meters shall allow communication and data collection by the MDMS. In addition, the Contractor shall provide monthly meter readings for all non-advanced-type secondary meters and all advanced meters that fail to be read by the MDMS in accordance with RFP Section C, *Sub-Metering*, and Paragraph JA3.5, *Monthly Submittals*. If the Government suspects that any meter readings are erroneous, the Contractor shall assist the Government in determining the cause and take corrective action to resolve the problem where appropriate.

### JA3.4.3 Required New Secondary Meters

At the present time, Fort Buchanan does not require the installation of any new meters. All new secondary meters required in the future shall be compatible with the existing communication system for automatic meter reading and shall be installed in accordance with RFP Section C, *Future Meters*, and Fort Buchanan's IDG. After installation, the Contractor shall maintain and read these meters in accordance with RFP Section C, *Sub-Metering*, and Paragraph JA3.5 below.

For new installation, the Contractor shall adhere to the Government's specifications and installation instructions. For communication connection, coordinate with the Energy Management Branch. The Government is responsible for the equipment upstream and for the land connectivity of the system to the network.

## JA3.5 Monthly and Daily Submittals

The Contractor shall provide the Government monthly submittals for the following:

1. **Invoice:** Monthly invoices shall be submitted in accordance with the instructions in Section G.2 of the contract.
2. **Outage Report:** The Contractor's monthly outage report shall be prepared in the format proposed by the Contractor and accepted by the Contracting Officer. Outage reports shall be submitted by the 15<sup>th</sup> of each month for the previous month. Outage reports shall be submitted to the COR, as identified in Section G.1 of the contract.
3. **Meter Reading Report.** The monthly meter reading report shall show the current and previous month's readings for all secondary meters not read automatically. The Contractor's monthly meter reading report shall be prepared in the format proposed by the Contractor and accepted by the Contracting Officer. Meter reading reports shall be submitted by the 5<sup>th</sup> workday of each month for the previous month. Meter reading reports shall be submitted to the Installation POC listed below:

*Name:* Mr. Anibal Negron, Installation Energy Manager  
*Address:* DPW Environmental Division  
Fort Buchanan, Puerto Rico  
*Phone:* 787.707.3575 / 787.354.1861  
*E-mail:* [anibal.negron1.civ@mail.mil](mailto:anibal.negron1.civ@mail.mil)

4. **PRASA Daily Meter Reading Report.** The daily meter reading report shall show the current and previous day's readings for the three PRASA meters. The Contractor's meter reading report shall be prepared in the format proposed by the Contractor and accepted by the Contracting Officer. Meter reading reports shall be submitted each day. Meter reading reports shall be submitted to the Installation POC listed below:

*Name:* Mr. Anibal Negron, Installation Energy Manager  
*Address:* DPW Environmental Division  
Fort Buchanan, Puerto Rico  
*Phone:* 787.707.3575 / 787.354.1861  
*E-mail:* [anibal.negron1.civ@mail.mil](mailto:anibal.negron1.civ@mail.mil)

### **JA3.6 Energy Saving Projects**

There are currently no energy/water conservation projects underway affecting this utility privatization initiative in accordance with RFP Section C, *Energy and/or Water Efficiencies and Conservation and Renewable Energy Generation*.

### **JA3.7 Service Area**

In accordance with RFP Section C, *Service Area*, the service area is defined as all areas within the Fort Buchanan boundary.

### **JA3.8 Off-Installation Sites**

There are no off-site installations / facilities included in this privatization action.

### **JA3.9 Specific Transition Requirements**

There are no known new connection/disconnection requirements at this time.

### **JA3.10 Government Recognized System Deficiencies**

**Table 10** provides a list of Government recognized deficiencies, the Government's approach to remedy the deficiency, and the time frame in which the deficiency should be remedied. The deficiencies listed may be physical, functional, or operational in nature. If the utility system is sold, the Government will not accomplish a remedy for the recognized deficiencies listed. In some cases, these requirements have not been quantified, nor are there project numbers assigned. They are provided to generally acquaint the Contractor with system needs, from the Government's perspective, that should be addressed over the next few years. The Contractor should propose his approach to correct the recognized deficiencies, which may or may not be similar to the Government's approach.

**TABLE 10**  
 Recognized System Deficiencies  
*Potable Water Utility System, Fort Buchanan, Puerto Rico*

Deficiency No.	System Component	Recognized Deficiencies and the Government's Approach to Remedy	Year to be Completed
1	System Survey and Assessment / Utility Record Drawings (JA3.3.14)	Conduct a comprehensive survey of the system to identify components not shown on record drawings and identify errors on existing record drawings. Provide a report of any additional system deficiencies and recommended projects as a result of the survey. The project shall include updating of one-line diagrams.	Within one year after contract start date
2	Computerized Model (JA3.3.15)	Develop and maintain an accurate computerized model of the system to implement contingency studies, reliability, and load analysis. The model shall be compatible with the model that is used by the Government.	Within two years after contract start date
3	SCADA System	Install a comprehensive SCADA system to monitor/control wells, pumps, and storage tanks. A monitoring station shall be provided to be located in the DPW offices for monitoring purposes only.	Within two years after contract start date
4	500,000-gallon Storage Tank	The new tank shall be a 500,000-gallon, elevated, metal tank to be located by the Golf Course driving range area. The project shall include connection to the PRASA system and to the new water well (see No. 6 below), LED security lights and the demolition of the existing 500,000 gallon tank.	Within two years after contract start date
5	Pipe and Valves	Replace 1965 vintage and older pipe and valves.	Within five years after contract start date

Deficiency No.	System Component	Recognized Deficiencies and the Government's Approach to Remedy	Year to be Completed
6	Water Well Study and Design	Study and design one, or possibly two, new water well(s) providing approximately 150 gpm total. The well depths are estimated to be 250-feet to 450-feet below ground surface. The well(s) shall be 8- to 10-inches diameter, constructed of carbon steel casing and stainless steel screens. Two test wells are recommended prior to the design and installation of permanent well(s). If successful, the test wells could be converted to permanent wells. See the Technical Library for details in the document titled <i>WWTP Master Project Definition_Rev4.pdf</i> .	Within two years after contract start date