SCOPE OF WORK
For
Safety, Environment Management survey (SEM)

The contractor shall provide all necessary qualified personnel, materials and services to conduct/perform approved support requirements in accordance with this Statement of Work (SOW). The contractor shall provide support service to the Safety, Environmental and Fire Protection Branch.

A. COMBINED SEM SURVEYS: The contractor shall:

1) Perform a Safety, Environment and Fire Protection Branch Survey, hereafter referred to as a "SEM Survey," of GSA-controlled buildings/facilities and provide a written report and complete the consolidated survey checklist documenting the survey.

2) Perform a thorough survey and assessment of the entire building (including support space) to determine how the building's features function together as a system. The building, its occupancies, and operations shall be considered a part of the "total system" relative to overall safety. All positive and negative features shall be taken into consideration.

3) Identify and analyze all of the building's systems. Identify risk conditions within the building, which must be corrected or reduced to provide the building with an acceptable level of risk.

4) Identification of risk conditions incorporates the identification and evaluation of the condition, their potential consequences, and the associated risk to the occupants, property, and the tenant's mission. Findings and recommendations shall be listed in descending order of priority.

5) Direct Read of indoor air quality (IAQ) Monitoring for temp., RH, CO, CO2, and TVOC in accordance with applicable regulatory and industrial standards.

a) The contractor shall furnish direct reading instrumentation for temperature, relative humidity, air flow, CO2, CO, and TVOC's; as well as sampling/monitoring protocols and perform on-site direct reading air measurements as previously specified. The contractor shall also furnish smoke tubes to subjectively evaluate air flow (one per building per day).

b) Contractor shall evaluate results of on-site air measurements and provide recommendations in the final report.

c) The contractor shall provide documentation that all instrumentation used for measurements was calibrated as required by the manufacturer's specifications.

6) Provide recommendations which reflect a variety of alternatives for correcting the identified risk condition or reducing the identified risk condition to an acceptable level. Recommendations are to be based on the exposure to risk of loss. Code references, utilizing the most recent editions of the building code and NFPA codes and standards should be used as benchmarks but should not represent the sole justification for a recommendation. The potential impact shall be reported for all recommendations and alternatives.

a) All findings and recommendations shall be assigned a Risk Assessment Code (RAC) following the methodology outlined in the safety user manual on page 20 in IRIS (See sample table below and attachment E). The contractor shall enter all items assigned a RAC of 1 - 4 into the Regional Tracking System (IRIS System). All items assigned a RAC of 5 (except as noted below) shall be recorded on the "Minor Survey Findings Report" form contained in attachment E. Note: Instructions for its use are included in the appendix. RAC 1-4 items are considered to be those which are generally non-recurring, require an engineering design effort to abate, and/or cost over $10,000 to correct. RAC 5 items are considered to be those which are generally recurring maintenance or routine operational and do not require engineering effort to abate.

Severity	Probability	RAC
Major	Imminent	1
Major	Probable	1
Major	Possible	2
Major	Remote	4
Substantial	Imminent	1
Substantial	Probable	2
Substantial	Possible	3
Substantial	Remote	4
Minor	Imminent	2
Minor	Probable	3
Minor	Remote	5
Negligible	Imminent	4
Negligible	Probable	4
Negligible	Possible	5
Negligible	Remote	5

b) RAC 5 items that are indicative of systematic problems or effect the Fire Safety Evaluation System (FSES) score shall be entered into the Regional Tracking System (IRIS).

c) The contractor shall update all building information in GSA's web-based Inventory Reporting Information System (IRIS) - Safety Module; i.e. whether the building is fully sprinklered, the FSES scores, building height and number of floors above ground. The contractor must close out any previously identified open items that are no longer open in IRIS.

d) As well as documenting the required information into the IRIS system, the contractor shall also document the National Consolidated Risk Management Survey for each facility surveyed using a provided google site worksheet.

e) The National Consolidated Risk Management Survey consists of survey templates for each of the three survey program areas, Environment, Health and Safety and Fire Protection. Each area is

broken down into Risk assessment code RAC summary, Building Information, Program Area Elements, Work Item Summary and RAC guidance. Note: On the Consolidated risk management survey there is a sixth risk assessment code. This code is entered for items that have no risk impact. This RAC is used for data gathering and will be used only on the consolidated risk management survey.

f) The contractor shall download, fill out the appropriate area for all worksheets located in the Master Survey Templates for each program areas.

7) Provide an analysis of the building conditions affecting life safety in accordance with the procedures outlined in the most current edition of the NFPA 101, Guide on Alternative Approaches to Life Safety. Results shall be reported as indicated in NFPA 101A. Reasons for the parameters entered in the NFPA 101A shall be explained.

8) Provide the specific location(s) in the building/facility (where applicable) for ALL findings listed in the report, including the findings identified on the "Minor Survey Findings Report". The contractor shall provide a digital photo for each "localized" hazard, or a digital photo that is deemed "representative" of a system-wide deficiency.

9) Identify on the front cover of the SEM report if the building is an historical building. Note simply "Historic Building".

10) If the building is a leased building, determine if it meets the Federal Fire Safety Act of 1992 and state this in the report. In addition to this, prepare an Executive Summary with recommendations specifically concerning those issues effecting the re-lease of the space.

11) If the building is a leased building, determine if it meets the Federal Fire Safety Act of 1992 and state this in the report. In addition to this, prepare an Executive Summary with recommendations specifically concerning those issues effecting the decision to release the space.

12) Provide the status of previously submitted findings (open items) particular to the building/facility. If, during the survey an open item could not be found, and due diligence was made to locate the condition or someone knowledgeable of the open item, then the item should also be closed-out. Indicate why the item is being closed out.

13) Provide a building profile.

a) Lead in water – Collect samples prior to the majority of staff arrival, or prior to use of the water sources (preferably between 6:00 a.m. and 7:00a.m., Tuesday – Friday).

1. Coordinate with the designated point of contact to have each water source (point source) flushed for 15 – minutes on the afternoon prior to the test and signs posted.

2. Each sample shall consist of 250 milliliters of water collected in containers appropriate for lead in water tests.

3. Take both a first draw (taken before any use) and second draw (midstream or after a 30 second flush sample for each designated water fountain or sources.

4. Take both a first draw sample and a second draw sample of water at each food-prep, or kitchenette sink. A minimum of 2 locations per floor shall be collected.

5. The final report shall indicate (as a minimum):

a. A review of the water delivery system for the CDC.

b. Sample date and time.

c. A floor plan or sketch marked to clearly identify sample locations by sample#.

d. The name of the person collecting sample.

e. A detailed description of sample location.

f. For water fountains: the manufacturer's name, model number, and serial number.

g. The sample result.

h. Recommendations for corrective actions if necessary.

B. SURVEY REPORTS:

1) General: Deliver all reports electronically and provide the following contents/format, as a minimum:

a) Title Page: The title page shall include the building name, building number, address, GSA region identifier, date of survey conduct, date of report delivery, DRAFT versus FINAL status, and name, representative, title, address and phone number of the organization who performed the work.

b) Table of Contents: The table of contents shall accurately indicate the contents and page numbers of all items in the report.

c) Executive Summary: The summary shall describe the general condition of the building, and /or workplace, and its systems, work activities reviewed, any concerns and/or risks that could require immediate action shall be highlighted in the summary.

d) Introduction: The introduction shall contain the building name, address, building number, date survey was performed, person(s) who conducted the survey, title of person(s) who conducted the survey, lease expiration date (if applicable), the date of the last survey conducted in the building, and the name of the person contacted on site and for the closing conference. The introduction should also identify areas or rooms in the building which could not be surveyed and why.

e) References: All benchmark criteria shall be cited in the report.

f) Appendices: All results of specific, on-site direct reading measurements, specific temperature and humidity readings, and detailed technical analysis and information shall be included in the appendix of the report. In addition, the summary shall include specifically what on-site direct

reading measurements were utilized, and the specific location in the building where measurements were taken. Floor diagrams and photos shall be utilized to document sample locations.

g) Status of Previous Findings and Recommendations: Provide the status of all findings and recommendations from previous reports, which have not been completed and remain as open IRIS items. The contractor will enter into the IRIS Tracking System those items that are determined to be closed. If the contractor could not find an open item, following sufficient due diligence, then that item will also be closed out. A remark will be made in the comments section indicating the item was closed as a result of the survey. The contractor's/ surveyor's name must also be noted.

2) SEM Survey Reports: All items specified under "(1) General," and the following:

a) Title Page: In addition to the items listed in the General Section (H.1) above, provide the following: Identify whether the building is an historic building (federally owned only); identify whether the building is within a year of lease expiration (leased building only); identify the FSES Analysis Results with end results for what is provided as an existing building, what is required and what the equivalency is; identify the new findings/recommendations by RAC level for each RAC. Indicate the # of minor findings. Please see Section II. 2 Scope of Work for more direction and Section V, attachments, for examples.

b) Building Profile. The building profile shall be a detailed narrative description of the building. See attachment F for information that must be included in the building profile.

c) Record Review of System Testing: Provide a complete summary of equipment/system test records and preventive maintenance records. Describe specifically the quality of the records, scheduling of maintenance and testing and provide a brief summary of the results of the tests performed.

d) Preliminary Analysis of Systemic Building Conditions: The analysis shall describe systemic building conditions with explanations, which may have a significant impact, both positive and negative, on the occupant safety in the building.

e) Building Safety Analysis: The report shall analyze and evaluate the conditions identified during the survey of the building and determine how they affect the total safety of the occupants, the property, or the Federal tenant mission in the event of fire, accidents, and/or environmental incidents. The contractor shall use all tools available for evaluating risk conditions, severity and probability.

f) The contractor shall describe potential hazard scenario(s) in terms of the likelihood of occurrence. (Note: The most probable incident is not always the most severe.) The contractor shall also provide a description of the conditions(s) affected and evaluate the consequences. Appropriate corrective actions for risk control shall be recommended to reduce the probability, severity or a combination of both. The contractor shall develop corrective actions with estimated costs for each risk condition noted.

g) Results of NFPA 101 Analysis: As indicated in the document.

h) Itemized findings and recommendations recorded on GSA Form 3559 (required for final report). Draft report can include findings and recommendations.

h) Narrative evaluation of risks within the building/facility which address conditions such as high fuel loads, ignition sources, reasonable fire scenarios, etc.

j) Minor Survey Findings Report: Provide a copy of the signed draft which was provided to the GSA Buildings Manager, Agency Facility Manager, or Lessor (or their representative) at the time of the survey. Also provide 4 final typed copies of the Report with the final version of the SEM Survey. This version shall include all references for each item. (Note: The typed, final copy is not required to be signed by the building representative.)

3) Consolidated Survey worksheets:

a) The National Consolidated Risk Management Survey is a quantitative method to collect consistent and comparable facility data across the program areas of environment, health and safety, and fire protection. The survey templates contain drop down menus and formulas to facilitate ease of use, standardization and enhanced functionality.

b) Users should fill out each worksheet entirely. Drop down menus are provided in some response cells. When available, users should answer utilizing the drop down menu. Provide any additional, pertinent information in the Findings/Observations column.

c) The templates contain a number of tabs, each structured the same way, that represents the specific elements within each program area.

d) RAC Section: To complete the RAC section for each question:

1. Select a Probability from the provided drop down menu. Utilize the RAC Guidance tab when making this determination.

2. Select a Severity from the provided drop down menu. Utilize the RAC Guidance tab when making this determination.

3. A RAC score will be automatically populated in the RAC column, based off of the Probability and Severity selections.

4. On the Consolidated risk management survey there is a sixth risk assessment code. This code is entered for items that have no risk impact. This RAC is used for data gathering and will be used only on the Consolidated risk management survey.

5. After reviewing the findings and the overall RAC score provided, the user can manually adjust the RAC if they believe that the RAC does not accurately represent the risk associated with the findings as a whole. To do so:

a. Provide an updated RAC score in the this box. Do not overwrite the automatically calculated score.
b. Provide a brief explanation of why a RAC adjustment was necessary.

e) Save the templates according to the following naming structure:

1. Building Number_Type of Survey_Completion Date

For example: MA0011ZZ_Safety and Health Survey_1.1.16.xlsm.
MA0011ZZ_Environment Survey_1.1.16.xlsm.
MA0011ZZ_Fire Protection Survey_1.1.16.xlsm.

4) Timeframes, Draft & Final Reports: The contractor shall provide reports as follows:

a) Combined SEM Surveys: Draft reports and consolidated worksheets of all surveys conducted for a given month shall be submitted to the Branches mailbox, safetyenvironment.fireprotection@gsa.gov, within 15 calendar days of the end of the month. The government will then require 15 calendar days for review of the survey. Upon return of the reviewed draft, the contractor shall submit a final SEM report and consolidated worksheet and enter all applicable findings into the regional tracking system within 15 calendar days.