

## **ATTACHMENT J.6 – Real Property Asset Management Requirements**

*DOE Order 430.1C establishes data-driven, risk-informed, performance-based outcomes to life-cycle management of real property. The Requirements of DOE O 430.1C, specifically those set forth in Section 4, shall be complied with regarding real property asset management consistent with the performance-based and tailored approach.*

### **1. FACILITIES INFORMATION MANAGEMENT SYSTEM (FIMS)**

- 1.1. The Contractor shall maintain FIMS data and records, which are DOE’s corporate real property inventory database for all lands, buildings, trailers, other structures and facilities, and real property in which DOE holds a legal interest in, or right to use, consisting of approximately 165 data elements to ensure the following:
  - 1.1.1. Keep FIMS data elements current, adhering to and in compliance with the most current DOE “FIMS User’s Guide”, and annual FIMS “Reporting Deadlines and Validation Guidance” requirements;
  - 1.1.2. Keep FIMS data fields current throughout the real property asset lifecycle and align with the FIMS Data Dictionary;
  - 1.1.3. Keep FIMS data consistent across DOE to enable comparable reporting and trend analyses;
  - 1.1.4. Use FIMS data to meet FRPP requirements and the Department’s DM and other real property reporting requirements including, but not limited to, the Agency’s yearly financial statement;
  - 1.1.5. Keep Real property records supporting FIMS data (source documentation) maintained;
  - 1.1.6. Record annually the results of Asset Condition Assessment Survey (ACAS), Functional Assessments, and real property utilization assessments in FIMS.
  - 1.1.7. Coordinate Records management changes resulting in revisions to the FIMS User’s Guide through appropriate governance;
  - 1.1.8. Archive FIMS information regarding real property assets that have been disposed of, including all related institutional controls; and
  - 1.1.9. Develop a completion report or equivalent document for each disposition project and include in FIMS ensuring the completion report/document describes, at a minimum, project activities, final facility status, cost information, and verification and validation that specific end-point criteria have been met.

- 1.2. The Contractor shall annually confirm a 90% or better confidence level of FIMS data accuracy, in accordance with the FIMS User Guide, and annually provided FIMS Reporting Deadlines and Validation Guidance requirements and take all actions necessary to correct identified discrepancies using an DOE approved corrective action plan for FIMS Validation score of “Red”.
- 1.3. The Contractor shall maintain, in a complete and current condition, all real estate records for the Site.

## **2. Environmental Sustainability**

- 2.1. The Contractor shall ensure sustainability activities are consistent with requirements dictated by statutory, regulatory, and other DOE and EM policies. The Contractor shall align real property planning with DOE strategic plans, the Asset Management Plan and program guidance to include:
  - 2.1.1. Applicable requirements related and not limited to sustainability; environment, health, safety and security; earthquake risks; cultural and natural resource preservation; historic preservation; and climate change resilience, adaptation, and sustainability are addressed;
  - 2.1.2. General purpose infrastructure and programmatic requirements;
  - 2.1.3. Real property needs of site tenants;
  - 2.1.4. Surveillance and maintenance and long-term stewardship (LTS) resource requirements;
  - 2.1.5. The identification of the mission and core capability associated with all real property; and
  - 2.1.6. The determination of the optimum set of facilities and infrastructure needed to maintain each applicable core capability.

## **3. Sustainment of Real Property Assets**

- 3.1. Contractor shall establish a cost-effective sustainment program to keep existing operational, excess, and those facilities transitioning from operational to shutdown in an acceptable safe and stable condition, functional, or sustainable in support of its current operational status or mission. Contractor sustainment program must include:
  - 3.1.1. A systematic management process for planning and budgeting for known future cyclical maintenance, repair, and renovation requirements for major building components or infrastructure systems.

- 3.1.2. A mechanism to track direct and indirect funded expenditures for maintenance and repair and renovation at the asset level.
- 3.1.3. The Contractor shall support DOE, as requested, in any of the following activities:
  - 3.1.3.1. Maintain real property assets, including the mechanical and electrical systems that are installed as part of basic building construction and are essential to the normal functioning of the facility, in a condition suitable for its intended use;
  - 3.1.3.2. Establish a Maintenance Management Program that promotes operational and worker safety, public health, environmental compliance, and cost effectiveness while meeting the program missions. See Section 5, Maintenance, below for additional requirements of a compliant Maintenance Management Program;
  - 3.1.3.3. Report asset level annual required maintenance in FIMS for the upcoming fiscal year, including the estimated fully burdened costs of predictive and preventive maintenance and repair activities;
  - 3.1.3.4. Conduct tailored Asset Condition Assessment Survey (ACAS) for each real property asset assigned, to determine the need for preventive or remedial action, using industry standard graded approaches tailored to the inspection type and frequency that aligns with asset ownership, use, and mission dependency as follows:
    - 3.1.3.4.1. Perform physical Asset Condition Assessment Survey (ACAS) on each real property asset (including operational and excess facilities) at least once every five-year period or other risk-based interval as approved by EM;
    - 3.1.3.4.2. Perform more frequent assessments for real property assets (including operational and excess facilities) identified as mission unique or critical, or assets that pose an increased risk to life safety or the environment, or as mandated by federal, state or local codes;
    - 3.1.3.4.3. Determine the current physical condition of each real property asset, its estimated time to failure, and the optimum period for repairs and replacement based on engineering and maintenance analyses;
    - 3.1.3.4.4. Estimate the costs to correct deficiencies identified during the ACAS using the DOE Condition Assessment Information System (CAIS) or another nationally recognized cost estimating system that is formatted in UNIFORMAT II and based on annually updated unit cost data (e.g. RS Means; Building News; Craftsman Book Company; Richardson

General Construction Estimating Standards). Cost estimates must be updated annually and include contractor indirect costs;

- 3.1.3.4.5. Categorize deficiencies as either Deferred Maintenance (DM) or Repair Needs (RN). Document and report DM and RN cost estimates consistent with Federal Accounting Standards Advisory Board requirements and Federal Real Property Council reporting guidance, respectively; and
- 3.1.3.4.6. Regardless of the extent of tailoring (in schedule, scope and comprehensiveness) the contractor must maintain a high degree of confidence in their real-time understanding of facility conditions and risks and ensure that EM Field Office Managers are in concurrence with their risk acceptance perspectives.
- 3.1.3.5. Perform a Functional Assessment of each operating real property asset to determine an asset's current physical condition and its capability to meet mission requirements at least once during any five-year period or other risk-based interval as approved by the cognizant PSO based on industry leading practices, voluntary consensus standards, and customary commercial practices;
- 3.1.3.6. Recommission covered facilities at least once during any four-year period, tailored to the size and complexity of the building and its systems and components, to optimize and verify performance of existing systems; and
- 3.1.3.7. Record annually the results of ACAS, Functional Assessments, and real property utilization assessments in FIMS.

#### **4. Maintenance of Real Property Assets**

- 4.1. The Contractor shall develop and implement a compliant Maintenance Management Program to ensure real property assets are maintained in a manner that promotes operational and worker safety, public health, environmental compliance, and cost-effectiveness while meeting the program missions using a balanced approach that not only sustains the assets, but also provides for their safe upkeep while awaiting ultimate disposition for EM excess facilities.
- 4.2. The Maintenance Management Program that will include the following:
  - 4.2.1. Technical and management processes to align the performance, functional, and physical attributes of real property facilities, structures, systems, and components in the maintenance program with associated requirements, design, and operational information,

- 4.2.2. Processes established for all hazard category 1, 2, and 3 nuclear facilities must comply with applicable DOE standards; and
- 4.2.3. For other facilities, voluntary consensus standards, including ANSI/EIA – 649, National Consensus Standard for Configuration Management or DOE standards must be applied as determined by the responsible DOE element comply with applicable DOE maintenance management directives, such as DOE O 433.1B for nuclear facilities in addition to the maintenance requirements of this Order;
- 4.2.4. Ensures real property asset availability for planned use or disposition using preventive and predictive maintenance and repairs;
- 4.2.5. Includes Asset Condition Assessment Surveys (ACAS) of the real property assets;
- 4.2.6. A work control system, management of DM, a method to prioritize, and systems to budget and track all maintenance expenditures (including DM, RN, etc.);
- 4.2.7. Identification of 5-year maintenance and repair requirements (sustainment) and funding for DM reduction;
- 4.2.8. DM estimates, similar to deficiency estimates and RN, will be based on nationally recognized cost estimating systems such as the DOE CAIS, or other nationally recognized cost estimating systems that are formatted in UNIFORMAT II and based on annually updated unit cost data (e.g. RS Means; Building News; Craftsman Book Company; Richardson General Construction Estimating Standards). DM Cost estimates must be updated annually and include contractor indirect costs.
- 4.2.9. A computerized maintenance management system (CMMS) that includes:
  - Preventative/Scheduled/Warranty Work;
  - a master equipment list;
  - maintenance service levels;
  - A method to determine for each asset the minimum acceptable level of condition; methods for categorizing deficiencies as either DM or RN;
  - Management of the DM backlog;
  - A method to prioritize maintenance work.

Contractor Deliverable Matrix:

Deliverable Number	Deliverable Name	Frequency	DOE Approval	Number of Days Required for DOE REVIEW AND APPROVAL (Calendar Days)	CLAUSE(S)/REMARKS
D-1	Sustainment program	30 days of NTP	Required	30 Days After Submittal	

<b>Deliverable Number</b>	<b>Deliverable Name</b>	<b>Frequency</b>	<b>DOE Approval</b>	<b>Number of Days Required for DOE REVIEW AND APPROVAL (Calendar Days)</b>	<b>CLAUSE(S)/REMARKS</b>
D-2	Maintenance management program	Annually	Required	30 Days After Submittal	
D-3	Facilities Information Management System (FIMS) <i>and</i> Real Property Sustainment Validation	Annually			
D-4	FIMS Corrective Action Plan	As Required		7 Calendar Days	