

**SECTION 01 10 00.[not supplied]**

REV 2.11 - 30 SEPTEMBER 2008

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## 1.0 PROJECT OBJECTIVES

The project objective is to design and construct facilities for the military that are consistent with the design and construction practices used for civilian sector projects that perform similar functions to the military projects. For example, a Company Operations Facility has the similar function as an office/warehouse in the civilian sector; therefore the design and construction practices for a company operations facility should be consistent with the design and construction of an office/warehouse building.

### Comparison of Military Facilities to Civilian Facilities

Military Facility	Civilian Facility
Army Community Service Center (ASCE)	Community Service/Human Resources Center

It is the Army's objective that these buildings will have a 25-year useful design life before a possible re-use/re-purpose or renovation requirement, to include normal sustainment, restoration, modernization activities and a 50-year building replacement life. Therefore, the design and construction should provide an appropriate level of quality to ensure the continued use of the facility over that time period with the application of reasonable preventive maintenance and repairs that would be industry-acceptable to a major civilian sector project OWNER. The site infrastructure will have at least a 50-year life expectancy with industry-accepted maintenance and repair cycles.

The project site should be developed for efficiency and to convey a sense of unity or connectivity with the adjacent buildings and with the Installation as a whole.

Requirements stated in this contract are minimums. Innovative, creative, and life cycle cost effective solutions, which meet or exceed these requirements are encouraged. Further, the OFFEROR is encouraged to seek solutions that will expedite construction (panelization, pre-engineered, etc.) and shorten the schedule. **The intent of the Government is to emphasize the placement of funds into functional/operational requirements. Materials and methods should reflect this by choosing the lowest Type of Construction allowed by code for this occupancy/project allowing the funding to be reflected in the quality of interior/exterior finishes and systems selected.**

## 2.0 SCOPE (REV 3.5 - 15 JUL 2008)

### 2.1. ARMY COMMUNITY SERVICE CENTER (ASCS)

Provide a [\_\_\_\_], [\_\_\_\_] member Army Community Service Center (ACSC). This facility provides a comprehensive social readiness program designed to assist the Commander by identifying emerging readiness issues and provide comprehensive, coordinated and responsive services which promote self reliance, resiliency and stability of soldiers, retirees, civilian employees and their families.

~~The ACSC needs the same furniture provisions as the CDCs and YC; that is, neither the design or provision is included in the project.~~

### 2.2. SITE:

Provide all site improvements necessary to support the new building facilities. Refer to Paragraph 6.

Approximate area available [not supplied] acres

### 2.3. GOVERNMENT-FURNISHED GOVERNMENT-INSTALLED EQUIPMENT (GFGI)

The following are also GFGI items: [not supplied]

### 2.4. FURNITURE REQUIREMENTS:

Furniture selection and procurement are not included in this contract. The contractor is not responsible for furniture design for this project.

Provide the following furniture and equipment as part of this contract: [not supplied]

## **3.0 ARMY COMMUNITY SERVICE CENTER (REV 1.2 - 15 MAR 2008)**

### 3.1. GENERAL INFORMATION

The Army Community Service Center (ACSC) is a comprehensive social readiness program designed to assist the Commander by identifying emerging readiness issues and provide comprehensive, coordinated and responsive services which promote self reliance, resiliency and stability of soldiers, retirees, civilian employees and their families. The project site should be developed for efficiency and to convey a sense of unity or connectivity with the adjacent buildings and with the Installation as a whole. The configuration and functional relationships are mandatory and shall be retained.

#### 3.1.1. MANDATORY REQUIREMENTS

Floor plans will be provided by the ACSC Center of Standardization (COS). The floor plans are mandatory. Additional mandatory items such as finishes will be identified for each project.

### 3.2. FUNCTIONAL AND OPERATIONAL REQUIREMENTS

Room types, sizes and configurations, ceiling heights, and finishes are mandatory as denoted in Attachment A ACSC Room Descriptions and Attachment B Floor Plan. Any construction details, wall sections, and building elevations are purely illustrative.

#### 3.2.1. FACILITY ELEMENT PERFORMANCE REQUIREMENT

The information provided below provides performance and functional requirements of specific rooms all Army Community Service Centers.

##### 3.2.1.1. Classroom

Locate near an entrance and provide easy access from the lobby. Classrooms sizes must have the ability to support a max of 70 students; the classrooms maximum capacities are attainable by using movable partitions. The classrooms provide very basic teaching requirements and are equipped for wiring of student computers.

##### 3.2.1.2. Administrative/Program/Support/Offices

Group all program office(s) of similar function in the same general area. The Victim Advocacy Program and Family Advocacy Program(s) must be grouped together near the rear of the facility and have access to an entrance to allow for privacy and discretion during and after counseling. Relocation Readiness Program must be located adjacent to the lending locker to allow benefit of making recommendations and ease of access to household items. The New Parent Support Program must allow the flexibility for providing classroom demonstration. In general terms Army Community Service staff members may be dual-tasked with oversight of as many as two or more programs offices. As a minimum the following offices must be identified and included in every size facility - each program office must function as a separate office with the exception of Family Advocacy Program (FAP)/ Victim Advocacy Program (VAP) which has the option of maintaining one shared program office or option to function as two distinct program offices. All others require separate offices: Relocation Readiness Program (RRP), Deployment or Mobilization & Stability and Support Operations (SSO's), Copy /Graphics, Staff Office, Exceptional Family Member Program (EFMP), Financial Readiness Program (FRP), Administrative Assistant, Director's Office, Employment Readiness Program (ERP), Army Family Action Plan (AFAP), Army Family Team Building (AFTB), New Parent Support Program (NPS), Volunteer Office, Army Volunteer Coordinator (AVC), Army Emergency Relief (AER), and Information & Referral (I&R) Specialist.

#### 3.2.1.3 Decompression Waiting Room

Locate near the Family Advocacy Program/Victim Advocacy Program office(s). The decompression waiting room must offer seating and provide patrons an environment to regain and retain composure both prior to and after counseling.

#### 3.2.1.4 Vending

Provide vending machines in all the facilities. Locate vending machines adjacent to the lobby positioned off a highly used path of the facility. For effective learning students need an opportunity for a break area separate from the classroom.

#### 3.2.1.5 Kitchen/Teaching Kitchen/Break Area

Provide residential size appliance(s) such as electric free-standing range and oven, and refrigerator positioned in a side-by-side arrangement. The teaching kitchen area must allow the flexibility of preparing and reheating small meals with use of commercial sized microwave. The kitchen/teaching kitchen must offer seating ability in the form of tables and chairs for the purposes of training and demonstrations.

#### 3.2.1.6 File Room

Provide a centralized client file area where files can be accessed by staff and ultimately filed at the receptionist area.

#### 3.2.1.7 Public Toilet(s)

Provide restrooms accessible to individuals with disabilities near the entry/lobby of the facility for use by patrons, and visitors. Toilets must be accessible from the classroom areas. Separate male and female toilet areas are required.

#### 3.2.1.8 Janitor's Closet

Provide space to store basic common household cleaning supplies and small items such as brooms and or mops etc. The closet should be sized large enough to accommodate a mop sink.

### 3.2.1.9 Storage Area/Secure Storage Area

Provide space to store office equipment, classroom furnishings, household goods and electronic equipment etc. At minimum area approximately 1- 3% of overall building square footage must be dedicated for storage/secure storage.

### 3.2.1.10 Conference Rooms

Locate next to a classroom to allow flexibility of expanding the space using movable partitions. The maximum allowable number of conference rooms is four.

### 3.2.1.11 IT/Video Conference

Provide audio visual system with multimedia projection capability for communication purposes with CONUS and OCONUS military installations.

### 3.2.1.12 Staff Restroom(s)

Provide restrooms accessible to staff with disabilities. A maximum of two unisex toilets is required.

### 3.2.1.13 Lobby/Front Desk/Security Desk

Provide a center counter allowing the clerk to view/observe visitors. The configuration and functional relationship between the main entry and reception desk must be maintained.

### 3.2.1.14 Computer Resource and Display Area

Strategically locate the computer lab adjacent to the entry area. Minimum requirements per facility size: small facility must accommodate 4 computer workstations; medium facility must accommodate 6 computer workstations; both large and extra large facility space must accommodate 8 computer workstations. Also, provide capabilities for telecommunication plug-in.

### 3.2.1.15 Interview Room

Locate near the lobby, the area will allow place to perform private screening prior to being referred to various program offices.

### 3.2.1.16 Lending Closet

Provide space to house basic housekeeping items for temporary loan. Locate near an entrance that would facilitate loading and handling large items.

## 3.2.2 SITE PLANNING AND DESIGN

The Army Community Service Center (ACSC) must be easily accessible both by military personnel and military personnel family members and reservists.

### 3.2.2.3 Site Orientation and Facility Relationships

Site the Army Community Service Center a minimum of 148 feet from the installation perimeter and 82 feet from trash containers, roadways and parking lots. If these standoff distances are not provided, the Army Community Service Center

will be hardened as described in UFC 4-010-01. The facilities shall be oriented in a manner, which takes advantage of desirable views. To protect the facility and its occupants, consider a natural approach without degrading the visual surroundings as a method of protection. The preference is for visibility of views from within the building to the exterior.

#### 3.2.2.4 Site Structures and Amenities

Provide dumpsters as required for facility size. The dumpster enclosure shall be located as specified in UFC 4-010-01. Dumpster screening should be compatible with the building they serve.

#### 3.2.2.5 Parking

Parking for patrons and staff is required based on the size of the facility. Where possible provide sidewalks that lead from the car directly to the front entry without crossing traffic lanes.

#### 3.2.2.6 Exterior Signage

Signage for the Army Community Service Center must comply with requirements of UFC 4-730-01, (2006) Family Service Centers; reference section 3-3.3 Exterior Signage.

### 3.2.3 SECURITY

The element of UFC 4-010-01 that has the most significant impact on project planning is providing protection against explosives effects. That protection can either be achieved using conventional construction (including specific window requirements) in conjunction with establishing relatively large standoff distances to parking, roadways, and installation perimeters or through building hardening, which will allow lesser standoff distances. Even with the latter, the minimum standoff distances cannot be encroached upon. These setbacks will establish the maximum buildable area. All standards in Appendix B of UFC 4-010-01 must be followed and as many of the recommendations in Appendix C that can reasonably be accommodated should be included. In addition to the UFC cited in this paragraph UFC 4-020-02FA, (2005) Security Engineering: Concept Design; UFC 4-020-03FA, (2005) Security Engineering: Final Design; UFC 4-020-04FA, (2005) Electronic Security Systems: Security Engineering; and UFC 4-021-01, (2002) Mass Notification Systems also apply to the Army Community Service Center facilities.

### 3.2.4 ARCHITECTURE AND INTERIOR DESIGN

#### 3.2.4.3 Building Interior

##### 3.2.4.3.1 Space Configuration

Provide space conducive to an office environment where staff members meet with customers in dedicated offices.

##### 3.2.4.3.2 Window Treatment

Coordinate window treatment with the facility user.

##### 3.2.4.4 Comprehensive Interior Design (CID)

Coordinate all furnishings with the user to define requirements for furniture systems, movable furniture, equipment, existing items to be re-used, storage systems, chalkboards/ marker boards etc. Early coordination of furniture schedule is required so

the facility is complete and usable at turnover. All furnishing and equipment shall be coordinated with user prior to selection and installation. Chalkboards/marker boards are required in all classrooms selection of either chalkboard or marker board shall be at user discretion.

### 3.2.5 HEATING, VENTILATING AND AIR CONDITIONING (HVAC)

Use the building operation and occupancy as a factor in the design of the HVAC. Classroom and administrative areas will have different occupancy schedules such that one area may be in an unoccupied mode while the other is in an occupied mode for long periods of time each 24 hour period.

### 3.2.6 ELECTRICAL SYSTEMS

Materials, equipment, and devices shall, as a minimum, meet the requirements of Underwriters Laboratories (UL) where UL standards are established for those items.

#### 3.2.6.3 Interior Electrical Power

##### 3.2.6.3.1 Receptacle Placement

Provide a minimum of one general purpose 120 volt, 20 ampere duplex receptacle outlet per wall in each room. The general purpose receptacles are in addition to the special purpose and dedicated outlets for special equipment.

##### 3.2.6.3.2 Mounting Height

Receptacles shall be mounted at a minimum of 18 inches above the finished floor.

##### 3.2.6.3.3 Computer Outlets

Computer outlets shall be duplex, 20 amp, 125 volt, 2-pole, 3-wire grounding type receptacles. Connect a maximum of three duplex computer outlets to a branch circuit. Provide conduit and wiring for power to screen projector, screen motor and laptop computer in each of the conference room(s). Provide a duplex 125 volt, 20, 2-pole, 3-wire grounding type receptacle next to each CATV outlet. Provide 7 four-plex outlets for 7 computer workstations in the Computer Lab. Include at least one receptacle per office for a laser printer with a load of 1000VA.

#### 3.2.6.4 Interior Lighting

Light fixtures in the computer lab shall have parabolic lenses.

### 3.2.7 TELECOMMUNICATION

Telecommunications design must be performed and stamped by a Registered Communications Distribution Designer (RCDD) with 2 yrs related experience or person with 5 yrs related experience. The information systems designer must prepare the test plan, and witness and certify the testing of telecommunications cabling. Telecommunications must be designed in accordance with the I3A Technical Guide.

3.2.7.3 An acceptable building telecommunications cabling system encompasses, but is not limited to, copper and fiber optic (FO) entrance cable, termination equipment, copper and fiber backbone cable, copper and/or fiber horizontal distribution cable, workstation outlets, racks, cable management, patch panels, cable tray, cable ladder, grounding, and labeling.

Telecommunications outlets will be provided per the I3A technical guide based on functional purpose of the various spaces within the facility as modified by user special operational requirements. Telecommunications infrastructure will meet the Installation Information Infrastructure Architecture (I3A) Guide and ANSI/TIA/EIA requirements.

3.2.7.4 Voice/data outlets shall be two 8-pin modular (RJ45 type) outlet/connector in a double gang outlet faceplate, one connector labeled voice use and one labeled data use. Copper outlet/connector must be TIA/EIA Category 6 for all projects. All connectors must be 8-pin/8-position insulation displacement terminations wired per T568A (default configuration). One Cat 6 UTP cable must be installed to each standard 8-pin modular connector provisioned at the faceplate. Copper distribution cable must be terminated at the TR on Cat 6 cabinet or rack mounted patch panels with 110-type compliant connectors on the back and 8-pin modular connectors on the front.

3.2.7.5 Outside Plant Telecommunications Systems. The project's facilities must connect to the Installation telecommunications (voice and data) system through the outside plant (OSP) underground infrastructure per I3A guidance. Connections to the OSP cabling system shall be from each facility main cross connect located in the main telecommunications room or telecommunications equipment room to the closest OSP access point. Components include the physical cable plant and the supporting structures. Items included under OSP infrastructure encompass, but are not limited to, maintenance hole and duct infrastructure, copper cable, fiber optic cable, cross connects, terminations, splices, cable vaults, and copper and FO entrance facilities.

3.2.7.6 Telecommunications Rooms (TR). Telecommunications rooms and telecommunications entrance facilities must be provided for unclassified network and voice equipment and cabling infrastructure throughout the facilities. There shall be a minimum of one telecommunications room on each floor, located near the center of the building, and stacked between floors. The telecommunications rooms will be designed and provisioned in accordance with the I3A Guide and ANSI/EIA/TIA-569-B. One telecommunications entrance capability shall be provided for each facility. The telecommunications entrance may be collocated with the main TR for the facility.

3.2.7.7 Provide a completely operational CATV cabling system including, but not limited to, all necessary raceways, cabling, terminations, jacks and faceplates will be provided. The horizontal cable for the CATV system will be RG-6 with "F" type connectors on the terminal end. The CATV cabling will be terminated on splitters in the telecommunications room, or in a location indicated by the DOIM. CATV riser cable will be RG-11 type. Splitters will be located on the CATV backboard in the telecommunications room, or in a location indicated by the DOIM. All CATV horizontal cabling will be homerun between CATV jacks and the CATV backboard. Service requirements to the building will be coordinated with the local CATV service provider. At a minimum provide one 4' empty conduit stubbed out of the building to facilitate the CATV service entrance.

3.2.7.8 Each utility space, such as mechanical, electrical and telecommunications rooms will be provided with at least one wall mounted telecommunications outlet, with a wall mounting lug face plate near the entrance door.

### 3.2.8 ATTACHMENT A and B

The Attachment represents the Army Standards at the time of award. The Standards may be updated through the course of the contract. Information provided with the project task orders will take precedence.

Attachment A – ACSC Room Descriptions

Attachment B – Floor Plan – Small ACSC