

**PROJECT MANAGEMENT SERVICES
STATEMENT OF WORK**

1.0 INTRODUCTION

UT-Battelle's (UT-B) Facilities and Operations Directorate (F&O) is responsible for small Lab planning and personnel moves, design, project and construction management of new facilities and facility modifications as well as planning, design, project management, and technical support for facility clean out, deactivation, and demolition/disposition at Oak Ridge National Laboratory (ORNL). These projects include a wide range of expense, general plant, and line item, and private development projects. The F&O provides these services using both UT-B engineering resources and subcontracted services provided from outside firms. This statement of work provides a description of the required services and capabilities to augment F&O's staff and services.

2.0 SCOPE OF WORK

Description of Task

The scope of work includes the project services (personnel, support resources, and tools) necessary to support F&O in project planning and programming, personnel moves, coordinating design development, construction inspection, project management and project controls activities, and performing other miscellaneous studies and technical activities necessary to successfully accomplish projects.

a. Project Planning and Development

The objectives of this work element are to define projects needed to support program requirements, and study project alternatives.

The major products will be project planning documents, and feasibility study reports. The key activities involved in accomplishing the objective of this work element include, but are not limited to, the following:

- Perform master planning.
- Develop project functional/operational requirements.
- Assist ORNL project managers in developing project plans (execution and acquisition plans) and supporting documentation.
- Perform appropriate reviews/analysis including economic analysis.

- Support and track personnel moves.

b. Conceptual Design/Study and Estimate

The objective of this work element is to refine the scope and definition (including cost and schedule) of projects selected for consideration.

The key activities from this effort include, but are not limited to:

- Update project functional/operational requirements.
- Prepare environmental documentation.
- Perform appropriate assessments (hazard analysis, risk assessment) and prepare plans, as required.
- Prepare Quality Assurance (QA) documentation.
- Generate or update cost estimates, contingency analysis, and economic analysis.
- Perform appropriate project reviews/analysis.
- Assist in external independent project reviews.
- Prepare Design Change Memoranda, work packages, request for modifications, and similar documentation.

c. Specialized Design Support

The objective to be accomplished is to provide support for development of design related documents, drawings, and specifications.

The key activities in accomplishing the objectives to this work element are:

- Review project functional/operational requirements.
- Perform constructability review.
- Prepare documents for project reviews and reports.
- Integrate Certified for Construction package for procurement and for construction.
- Perform Value Engineering studies and life cycle cost analysis.
- Perform Configuration Management walk downs and reviews.

d. Project Management & Controls Support

The objective of this work element is to develop and implement cost and schedule documentation and provide general project controls support in concert with ORNL project managers and project controls representative.

Key activities involved in accomplishing the objectives of this work element include, but are not limited to:

- Management of projects.
- Schedule development/review.
- Budget/Estimate development/review.
- Work Breakdown Structures development.
- Earned Value support and analysis.
- Cost account plans.
- Administrative support.
- Status reports preparation and/or review.
- Risk assessment preparation.
- QA Plan preparation.
- Software development to support project management tasks.
- Metrics development and reporting.

e. Miscellaneous Support Services

Key activities include, but are not limited to, the following:

- Field Construction Manager.
- Technical advisory assistance relative to project and construction management.
- Evaluation or consultation on implementation of project management processes.
- Software systems acquisitions, implementation, and training.
- Prepare documentation for permits (Storm Water Pollution Prevention Plan, etc.).
- Web reporting tool development.
- Miscellaneous support services as required.