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Header 1

List View

General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1449711

Procurement Type: Central Purchase Order

Vendor ID: VS0000017874 

Legal Name: clampett industries, llc dba EMG

Alias/DBA: EMG

Total Bid: \$0.00

Response Date: 06/28/2024 

Response Time: 15:02

Responded By User ID: BVTProposals 

First Name: Natalie

Last Name: Talbott

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Solicitation Description: EOI- BUILDER Site Assessments & Facility Inspections 2024

Total of Header Attachments: 1

Total of All Attachments: 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	EOI- BUILDER Site Assessments & Facility Inspections 2024				0.00

Comm Code	Manufacturer	Specification	Model #
81101508			

Commodity Line Comments: Pricing was not to be included

Extended Description:

Provide professional engineering services for the BUILDER Sustainment Management System Implementation, including Site Assessments & Facility Inspections, for facilities throughout WV, per the attached documentation.



**BUREAU
VERITAS**

WV DEPARTMENT OF ADMINISTRATION

FACILITIES STRUCTURE AND SYSTEMS ASSESSMENT
BUILDER SMS
RFP FMO249008¹

024

July 1, 2024

BUREAU VERITAS | MICHAEL HARDY
6021 UNIVERSITY BOULEVARD, SUITE 200 | ELLICOTT CITY, MD 21043
P 800.733.0660 | MICHAEL.HARDY@BUREAUVERITAS.COM

COVER LETTER

July 1, 2024

WV Department of Administration
Adjunct General's Office
Attn: David H Pauline
1707 Coonskin Drive
Charleston, WV 25311



RE: EOI- BUILDER Site Assessments & Facility Inspections 2024

To Mr. Pauline,

Thank you for taking the time to review Bureau Veritas Technical Assessments, LLC's (Bureau Veritas or BV) proposal in response to the West Virginia Department of Administration's RFQ for Site Assessment and Facility Inspections. The following proposal details our expertise and capability to execute this project.

Proven Experience | Bureau Veritas has extensive experience providing Facility Condition Assessments, Equipment Inventory, Preventive Maintenance Studies, Capital Planning, and other engineering assessments using a variety of client-specified tools and protocols, including USACE BUILDER SMS. Our employees complete thousands of assessments, studies and inspection projects every year for federal military and civilian clients, state governments, large educational institutions, and more.

Highly Qualified Team | Bureau Veritas is an architecture and engineering firm focused solely on assessment and planning studies, with 800 professionals nationwide. We provide a national broad based Project Team of Architects, Engineers, and Facility experts with backgrounds in Architecture, Civil Engineering, Landscape Architecture, and Construction.

FCA/BCI Experience | Our assessment teams have performed large-scale condition assessments for government and institutional clients, such as:

- Connecticut Military Department, CT
- Department of Defense OUSD (A&S)/OASD (EI&E)
- Department of the Army HQDA DCS G-9
- State of Rhode Island, RI
- State of Pennsylvania, Department of Military, PA
- State of Delaware, DE
- State of Vermont, Department of General Services, VT
- State of Wyoming, School Facilities Division, WY
- State of Utah, UT
- State of New Mexico, NM
- US Department of Treasury
- University of Rhode Island, RI
- National Park Service, U.S.
- Judicial Courts of California, CA
- California Department of Corrections and Rehabilitation
- Boston Public Schools, MA

Builder SMS Experience | Bureau Veritas' team has several years of experience working with Builder SMS for government and military projects, and we can guarantee on-time completion of the project - including upload of the BRED database - on your shortened Year 1 schedule.

We appreciate the opportunity to present our qualifications for these services and look forward to working with the WV Department of Administration. I am authorized to bind Bureau Veritas to all terms, conditions, and commitments made in this proposal. Please contact me at (410) 999-4217, or at michael.hardy@bureauveritas.com to further discuss our qualifications.

Sincerely,

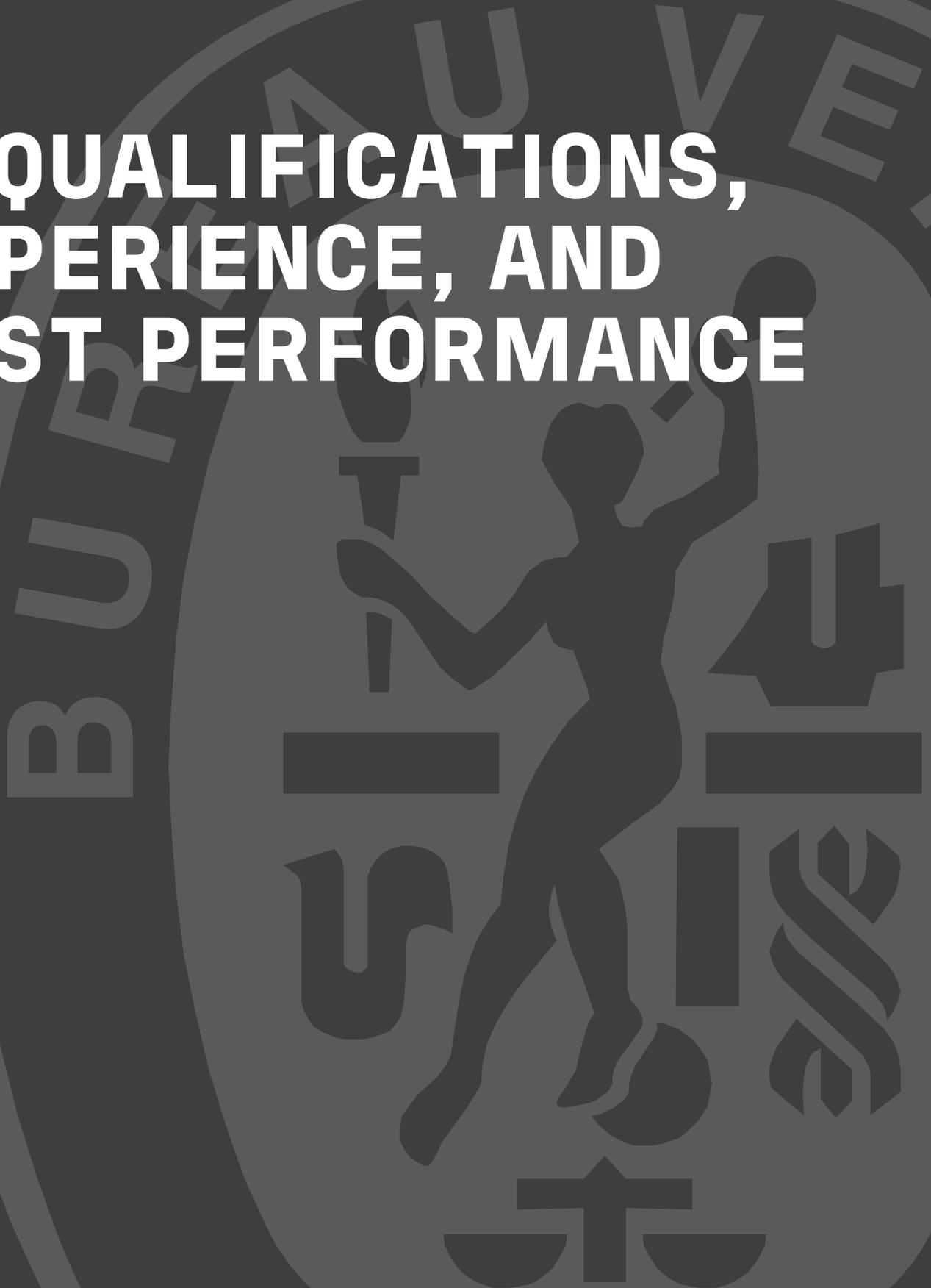
Michael Hardy, Vice President

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A. QUALIFICATIONS, EXPERIENCE, AND PAST PERFORMANCE



FIRM QUALIFICATIONS

Profile

Bureau Veritas Technical Assessments LLC (“Bureau Veritas” or “BVTA”) is a professional services consulting firm providing comprehensive architectural, engineering, energy, and environmental solutions. Our team includes over 800 building professionals nationwide, including Registered Architects, Professional Engineers, Certified Energy Managers, Project Managers, Environmental Professionals, Building Systems Consultants, and Code Compliance Experts.

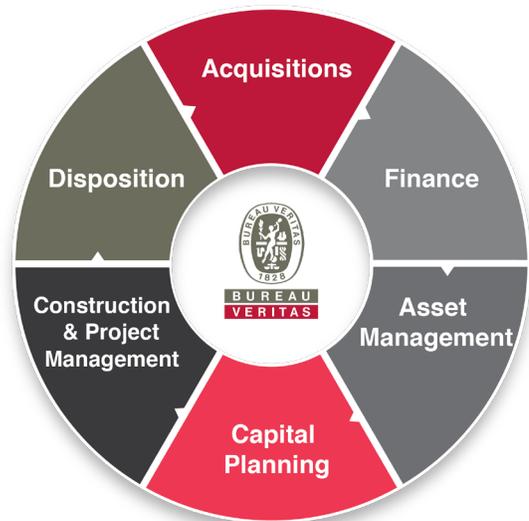
Annually, Bureau Veritas conducts thousands of assessments for Multifamily, Commercial, Industrial, Government, and Educational clients. Having successfully completed billions of square feet of building assessments, we have developed a proven and efficient methodology for the performance of field assessments and data collection.

Bureau Veritas’ recommendations are based on knowledge of property conditions, life-cycle analysis, regulations, and client objectives. Bureau Veritas’ subject matter expertise and understanding of buildings, parks, and property sites forms the foundation on which we team with clients to create and implement facility and portfolio management solutions.

ASSET MANAGEMENT SERVICES

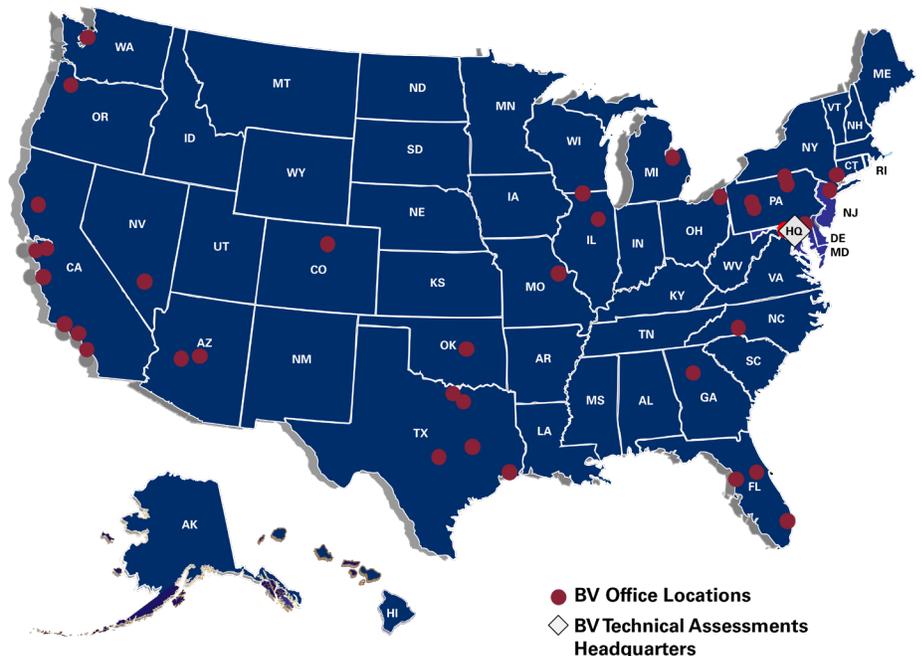
- Facility Condition Assessments
- Capital Planning Reports
- Accessibility Compliance
- Equipment and Asset Inventory
- Barcoding, QR Coding, and Tagging
- CMMS Consulting
- Preventive Maintenance Plans
- Space Analysis Studies
- Energy Audits and Modeling
- Commissioning (Cx and Rx)
- Construction Monitoring
- Project Management
- Plan and Document Review

What We Do



Company Information

Name of Company:	Bureau Veritas Technical Assessments LLC
Year Founded:	1986
Headquarters Address:	6021 University Blvd., Suite 200 Ellicott City, MD 21043
Primary Contact:	Michael Hardy Vice President
Telephone:	(800) 733-0660, ext. 7292718
Email:	michael.hardy@bureauveritas.com
Website:	bvna.com

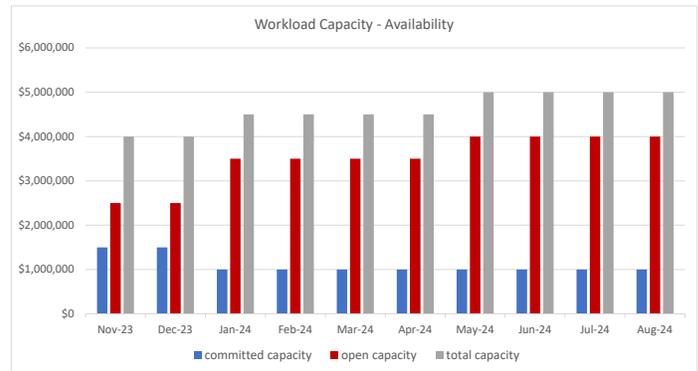


**BUREAU
VERITAS**

Availability and Capacity

Bureau Veritas has maintained itself as a viable, professional assessment services corporation. BV is fully staffed to manage any size project load, including simultaneous multiple site projects. Our field staff can provide a commitment of time suitable to the needs of the proposed West Virginia Department of Administration program. The proposed project would be a significant one for BV, and we have the in-house resources to fully staff this project without program disruption or cost impact.

Bureau Veritas has 700 staff and a dedicated Asset Management team. The regional team usually has approximately three to five concurrent assessment projects engaged that range from 400,000 SF to 1,000,000 SF. For example, currently we have three School Districts, one University, and three Municipal projects concurrently in progress. BV has a very scalable staff and can provide resources from one team to over ten teams on a project.



Availability of all key personnel is included in the chart below.

Project Personnel

Key Personnel	Project Role	Years of Experience	Certification /Registration	Availability to Project	FCA Experience
Michael Hardy	Project Executive	25	A55K, BUILDER SMS	20%	
Michael Chaney	Program Manager	25	BUILDER™ Level III Assessor	80%	
Thomas Bart	QA / QC	21		30%	
Jose Rolon	Assessment Team	30+		100%	
Lia Knower	Assessment Team	11	RA, LEED AP	100%	
David Harrell	Assessment Team	30+	SE, PE	100%	

EXPERIENCE - PROPOSED STAFF

Michael Hardy | Project Executive

Mr. Hardy will oversee all contractual aspects of the project and will be available to meet with West Virginia Department of Administration for the duration of the project on an as-needed basis. He will be responsible for defining the scope of engagement, and will meet regularly with BV's Project Manager and Assessment Team to assure the Department's needs are met, and that the project is adequately staffed, running smoothly, and on schedule. Mr. Hardy will serve as the lead person who can respond to the the Department's questions.

Michael Chaney | BUILDER Program Manager

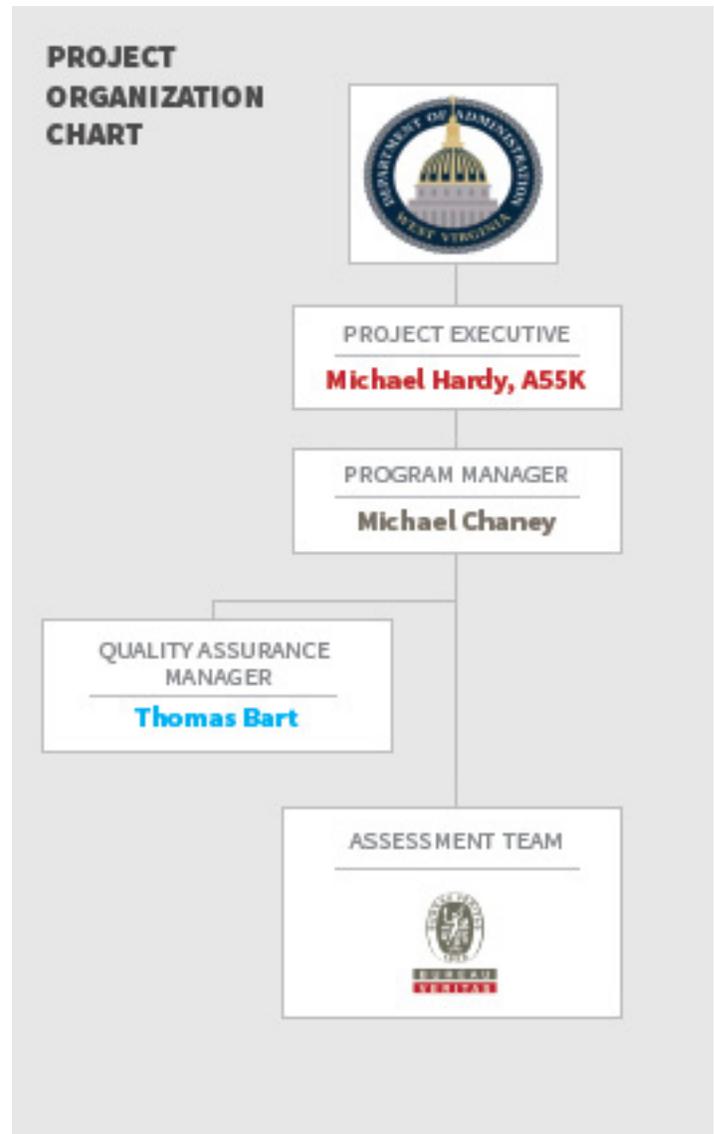
Mr. Chaney will be the primary point of contact for the Department throughout the duration of the project. Mr. Chaney will be responsible for the assessment team's overall performance, delivery of the project, and will work with West Virginia Department of Administration to develop the implementation plan based on the results.

Thomas Bart | Quality Assurance Manager

Mr. Bart will provide general oversight of this project, assuring technical, process, and content quality; and provide quick and effective implementation of quality assurance measures both at inception and throughout the duration of the project. The Quality Assurance Manager conducts spot checks and random report reviews by selecting a sample of assets in each phase of the process, including the assessment / fieldwork stages, report preparations stages, review stages, and data validation (software) stages. Mr. Bart is responsible for technical review of deliverables.

Assessment Team

The Assessment Team will observe, measure, record, and describe the deficiencies observed through the process, interview staff, and formulate recommendations to remedy the deficiencies. They will coordinate the logistics and document collection for each assessment, as well as develop the assessment report.



MICHAEL HARDY, A55K

PROJECT EXECUTIVE

Mr. Hardy has 25 years of experience with client advocacy, thought leadership, and customer success in enterprise technology, asset management, and capital planning. He has been involved with projects of similar scope to the proposed project. As Project Executive, Mr. Hardy is responsible for overseeing all contractual aspects of the project and will be available to meet with the client as needed throughout the period of performance. He will have primary responsibility for defining the scope of engagement, and will meet regularly with BV's project team and operations executives to assure that the client's needs are being met, and that the project is adequately staffed, running smoothly, and on schedule.

PROJECT EXPERIENCE:

Connecticut Military Dept. (CTANG), CT
Facility Condition Assessment / BCI

Dept. of Defense OUSD (A&S)/OASD (EI&E)
Military Housing Assessments

Dept. of the Army DCS G9
Military Housing Assessments / BCI

City of Cambridge, MA
Facility Condition Assessment, Inventory

District of Columbia
Facility Condition Assess., Capital Planning

**Massachusetts Department of Capital
Asset Maintenance Management**
Facility Condition Assessment

Bureau of Indian Affairs
Space Analysis

State of Pennsylvania
Commissioning (Cx) Services

OTHER EXPERIENCE:

USACE BUILDER SMS WORKSHOP
National Academies of Science, Washington, DC

Asset Leadership Network
Senior Fellow, State & Local Government
ISO 55000 Asset Management Standard, Certified Professional (A55K)

Author

A Roadmap to High Performance: ISO 55000 and a Management Systems Approach to Asset Management (2018)

YEARS OF EXPERIENCE: 25



MICHAEL CHANEY

BUILDER PROGRAM MANAGER

Mr. Chaney brings more than 20 years of facility assessment experience to this role, and almost 10 years using the BUILDER Sustainment Management System. Mr. Chaney is a highly capable leader and will be responsible for the assessment team’s overall performance, delivery of the project, and will work with West Virginia Department of Administration to develop the implementation plan based on the results.

PROJECT EXPERIENCE:

Connecticut Military Dept. (CTANG), CT
 BUILDER SMS Connecticut Statewide.
 Primary roles: Assessment Team Leader and Architectural Assessor

US Army - BUILDER SMS for Joint-Base Myer Henderson Hall
 Primary role was Assessment Team Leader and Quality Control Manager

FEMA
 BUILDER SMS assessments (ADA, BCI, PAVER) at five FEMA sites including Anniston, AL; Emmitsburg, MD; Maynard, MA; Denton, TX; and Bothell, WA. Primary role was Architecture Assessor responsible for building envelope, foundations, superstructure, conveyance, fire protection and site pavements.

USDA
 BUILDER SMS assessments for 200 facilities at multiple sites. Tucson, AZ; Ames, IA; Beltsville, MD; Starkville, MS; College Station, TX; Morris, MN; Woodward, OK;. Performed multiple roles:

- Plumbing Assessor - role included plumbing, conveyance, and fire protection.
- Architectural Assessor - role included building envelope, foundations, superstructure, and interior construction.

DoDEA
 BUILDER SMS assessments for multiple DoDEA school facilities at USAG Hohenfels, GE;, USAG Grafenwoehr, GE; and Netzaberg Housing, GE

YEARS OF EXPERIENCE: 30+



Education

BS, Architectural Engineering, University of Texas - Austin

THOMAS BART

QUALITY ASSURANCE MANAGER

Mr. Bart is a Quality Assurance Manager with experience in Facility Condition Assessments for government entities, as well as public and private clients. He routinely supervises teams of architects and engineers conducting facility condition assessments. As Quality Assurance Manager, he will assist the Program Manager by providing QA/QC review on the data collection and reports.

PROJECT EXPERIENCE:

Connecticut Military Dept. (CTANG), CT
Facility Condition Assessment / BCI

State of Vermont, VT
Facility Condition Assessment

State of Rhode Island, RI
Facility Condition Assessment

Boston Public Schools, MA
Facility Condition Assessment

Delaware Dept. of Education, DE
Facility Condition Assessment

Eversource - CT, MA, NH
Facility Condition Assessment

State of Maryland Schools, MD
Facility Condition Assessment

Office of the Attorney General, MD
Facility Condition Assessment

PSEG, CT, NY, NJ
Facility Condition Assessment & Energy Audits

National Grid, NY
Facility Condition Assessment & Energy Audits

City of Cambridge, MA
Facility Condition Assessment

George Washington University, D.C.
Facility Condition Assessment

YEARS OF EXPERIENCE: 25



Education

Bachelor of Science, Mechanical Engineering, University of Buffalo



**BUREAU
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JOSE ROLON ASSESSMENT TEAM

PROJECT EXPERIENCE:

Connecticut Military Dept. (CTANG), CT
Facility Condition Assessment / BCI

Dept. of Defense OUSD (A&S)/OASD (EI&E)
Military Housing Assessments

Dept. of the Army DCS G9
Military Housing Assessments / BCI

Boston Public Schools, MA
Facility Condition Assessment

State of Vermont, VT
Facility Condition Assessment

YEARS OF EXPERIENCE: 21



Education

BS, Construction Management, Everglades University



**BUREAU
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LIA KNOWER ASSESSMENT TEAM

PROJECT EXPERIENCE:

Connecticut Military Dept. (CTANG), CT
Facility Condition Assessment / BCI

Tennessee Department of General Services
Facility Condition Assessment

Daniel Boone Library Systems, MO
Facility Condition Assessment

Chesterfield County Schools, VA
Facility Condition Assessment

State of Vermont, VT
Facility Condition Assessment

YEARS OF EXPERIENCE: 21



Education

BS, Communications, Southern Oregon University



**BUREAU
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DAVID HARRELL, PE, CEM ASSESSMENT TEAM

PROJECT EXPERIENCE:

Genesee County, MI

Facility Condition Assessment

City of Columbus, OH

Facility Condition Assessment

City of Dayton, OH

Facility Condition Assessment

City of Danbury, CT

Facility Condition Assessment

Chesterfield County, PA

Facility Condition Assessment

YEARS OF EXPERIENCE: 22



Education

Master of Engineering, University of Maryland
Bachelor of Science, Engineering, University of
South Carolina

Registration

Professional Engineer | MD | [REDACTED]
Certified Energy Manager | [REDACTED]



BUREAU
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PROJECT PROFILE

**PENNSYLVANIA DEPARTMENT OF
MILITARY, ARMY NATIONAL GUARD**

FACILITY CONDITION ASSESSMENTS

The Pennsylvania Army National Guard is one of the largest Guard organizations in the nation. PA-ARNG units and personnel are stationed throughout the Commonwealth in Readiness Centers, Field Maintenance Shops, Combined Surface Maintenance Shops, an Army Aviation Support Facility, and other facilities. These facilities are used for Federal (overseas war) readiness training, maintenance, and State Homeland Security operations centers. A systematic analysis of these facilities was needed to prioritize SRM projects over an immediate (1 year), as well as to a longer-term timeline to prioritize projects associated with MILCON funding.

Bureau Veritas Technical Assessments LLC* (Bureau Veritas or BV) was selected to perform a Facility Condition Assessment (FCA) in order to generate a 1 to 5 and a 6 to 25 year Sustainment, Restoration, and Modernization (SRM) capital investment plan. The assessments included a detailed review of all structures and resulted in a prioritized plan for each facility in the portfolio.

Bureau Veritas' reports, condition data collected using **Builder SMS** and location information, provided the PA-ARNG with a comprehensive Sustainment, Restoration, and Modernization Plan (SRMP) with GIS coordinates and mapping, outlining necessary immediate repairs as well as long term, life cycle forecasts for their facilities and equipment.

Bureau Veritas' reports enabled the PA ARNG to prepare a short term plan that would focus on immediate repairs and deferred maintenance, and to create a long range plan that resulted in re-investment only in buildings in the go-forward plan.

LOCATION

Pennsylvania

SERVICE

Facility Condition Assessment
Builder SMS
Database Development
Sustainable Restoration and Modernization Plan (SRMP)
Capital Investment Strategy

SIZE

1.24 MM SF

FACILITY TYPE

Readiness Centers
Field Maintenance Shops
Combined Surface Maintenance Shops
Army Aviation Support Facility

*Bureau Veritas Technical Assessments LLC was formerly known as EMG.



**BUREAU
VERITAS**

PROJECT PROFILE

CONNECTICUT MILITARY DEPARTMENT

BUILDER SMS CONDITION ASSESSMENTS OF NATIONAL GUARD FACILITIES

The Connecticut Military Department (CMD) is required by Executive Order 13327, DoD regulation, and the State of Connecticut to manage building asset lifecycle and investment decision analysis for all Connecticut Army National Guard (“CTARNG”) facilities. This required the support of an experienced consultant who understands the State of Connecticut’s asset management requirements, as well as the USACE **BUILDER SMS** tools and methodology for condition inventory and condition assessment.

CMD asked Bureau Veritas Technical Assessments LLC (Bureau Veritas or BVTA) to complete the first year of this 5-year contract in just 2 months to meet fiscal year deadlines, and the team was able to rise to the challenge and deliver on-time as promised.

The BVTA Team performed the inventory validation, FCAs and prioritization activities for CMD properties using the BUILDER™ Remote Entry Database (BRED) and following BUILDER methodology and the Direct Rating Assessment method found in the U.S. Army BUILDER SMS Condition Assessment Manual. After 100% accuracy and QA checks, the data was uploaded to the BUILDER SMS location provided by CMD. Additionally, BVTA populated a template with CMD’s assessment data for future transition into the State’s property asset management system. BVTA’s experienced, qualified professionals performed the assessments following our proven approach and process, and guidance provided by the U.S. Army Engineer Research and Development Center, CERL, in the following guidance documents:

- Army BUILDER™ SMS Inventory and Assessment Guide
- BUILDER Component Catalog
- BUILDER Condition Assessment Guide
- BUILDER Inventory Guide
- BUILDER Reference Data Guide
- BUILDER Quality Control/Quality Assurance Plan for Facility Inventory and Condition Assessment Program
- BUILDER Work Configuration Guide
- BUILDER Work Planning and Scenarios Guide

LOCATION

Statewide

SERVICE

Condition Assessments

BUILDER SMS BCI

BRED Database

SIZE

132 Facilities

1.8MM GSF

BUILDING TYPE

Multi-Use Buildings

Armory

Training Centers



**BUREAU
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PROJECT PROFILE

US AIR FORCE BASE HOUSING

PRIVATIZED MILITARY HOUSING INSPECTIONS

The United States Air Force (USAF) had all privatized housing inspected in response to requirements first articulated by Congress in the FY 2019 National Defense Authorization Act (SEC. 3051. UNIFORM CODE OF BASIC STANDARDS FOR PRIVATIZED MILITARY HOUSING AND PLAN TO CONDUCT INSPECTIONS AND ASSESSMENTS). The purpose was to ensure that military personnel and their families who live in privatized military housing receive safe and decent housing. Section 3051 requires the Secretary of Defense to set standards for privatized military housing that includes requirements for the design, construction, and maintenance of the housing, and implement a plan to conduct inspections and assessments of privatized military housing to ensure that it meets those standards.

BVTA conducted a Building Condition Assessment on selected properties to provide the government with additional data on the long-term capital needs of those properties and benchmark condition across the housing stock using Building Condition Index (BCI) as the key metric.

The goal of the program was to inspect 100% of the privatized, single-family, and multi-family residences on each base using the standard inspection protocol. Achieving fully 100% access in practice is not possible on most bases, but getting close to that goal required a coordinated, multi-channel notification and scheduling effort. Communications tools typically include digital notifications, neighborhood signage, door hangars, and online scheduling. JLL and BVTA worked together with local Military Housing Offices (MHOs) and other military housing stakeholders well in advance of the inspections to confirm schedule and access requirements, review eMH data, discuss notification plans, and address any local concerns. Once on base, the team leader provides an in-briefing for the base commander, MHO, and other staff to make sure both the inspection team and cognizant base personnel share a common understanding of the operational details, commitments, and expectations.

LOCATION

Nationwide

SERVICE

Housing Inspections

BUILDER BCI Calculations

Building Condition Assessments

SIZE

92 Developments

43,400 Units

CONUS/OCONUS

BUILDING TYPE

Multi-Family Housing



**BUREAU
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PROJECT PROFILE

RHODE ISLAND DEPARTMENT OF ADMINISTRATION

CMMS IMPLEMENTATION / FACILITY CONDITION ASSESSMENT

Bureau Veritas Technical Assessments LLC (BVTA) was contracted to provide professional architectural and engineering services for all state-owned facilities and land throughout the State of Rhode Island. The portfolio consists of over 18 million GSF of state-owned facilities; 5 million of which included Rhode Island's Higher Education and Community College Facilities. The goal of the study for the State included:

The goal of the study for the State included:

- Survey all state-owned properties and collect data on all maintainable asset for the implementation of a state-wide CMMS. The intended capabilities of the CMMS included asset inventory, preventive maintenance and capital planning
- Facilitate the development of CMMS/CAFM business rules including asset naming conventions, asset classification and sub-classification hierarchy, location and sub-location hierarchy
- Develop preventive maintenance standards for each classification / sub-classification of asset to meet manufacturer requirements and compliance with health, safety and environmental regulations
- Compile an inventory of state-owned properties, including all buildings
- Deliver a database capable of managing all data related to long range facilities planning;
- Complete a space inventory and analysis of use by agency;
- Make recommendations for long term funding on demolition or disposition of properties

Our services included CMMS implementation, immediate and long-term facility needs planning; infrastructure and facility analysis; development of project priority and sequencing plans; existing condition review; systems life cycle analysis; infrastructure cost modeling; inventory of state-owned land; and development recommendations for improvement/replacement of building systems.

LOCATION

Rhode Island

SERVICE

CMMS Implementation
 Facility Condition Assessment
 Deferred Maintenance and Long-Range Capital Plan
 Space Inventory
 Inventory of State-Owned Land
 Database Solution

SIZE

1,739 Locations
 18 MM SF

FACILITY TYPE

National Guard
 University/College Campuses
 Office Buildings • Research Labs
 Police • Courthouses • Corrections
 Hospitals & Health Clinics
 Group Homes • Treatment Facilities
 Fire Academy • Parks • Golf Courses
 • Campgrounds • Historic Sites
 Theaters • Museums
 Piers • Beaches • Rec. Facilities
 Water/Sewer • Power Plants
 Highway & Transit Facilities

REFERENCE

Marco Schiappa
 Rhode Island Dept. of Administration
 One Capitol Hill
 Providence, RI 02908
 (401) 222-6200
 Marco.Schiappa@DOA.RI.Gov



**BUREAU
VERITAS**

PROJECT PROFILE

NEW MEXICO FACILITIES MANAGEMENT DIVISION

FACILITY CONDITION ASSESSMENT

The State of New Mexico’s Facilities Management Division (FMD) owns and regulates the use or occupancy of over 600 real property assets with over 6 million gross square feet throughout the state. At the time Bureau Veritas Technical Assessments LLC* (Bureau Veritas or BV) was engaged, some of these facilities were deteriorating and had building systems nearing the end of their useful life.

Bureau Veritas was contracted by the FMD to provide Facility Condition Assessments and Inventory throughout the state. The Facility Condition Assessments assisted the FMD in gaining a thorough understanding of existing property conditions in order to determine need, extent, probable cost, and priority of future improvement projects.

Facilities assessed included multi-story office buildings, visitor centers, workforce development centers, medical facilities, correctional compounds, police facilities, academic and administrative structures, support facilities, and the governor's residence. Properties ranged in age from 2 to more than 100 years old.

LOCATION

Albuquerque, NM

SERVICE

Facility Condition Assessment
Lifecycle Costing
Evaluation of Long-term Viability

SIZE

6.35 MM SF
600+ Buildings

FACILITY TYPE

Office & Administrative
Healthcare & Hospitals
Police & Corrections
Higher Education
Museums
Visitor Centers
Governor's Residence

REFERENCE

George D. Morgan, Director
Facilities Management Division
(FMD)
General Services Dept. (GSD)
T-187 Building
2542 Cerrillos Rd.
Santa Fe, New Mexico 87502
(505) 216-8837
george.morgan@state.nm.us

*Bureau Veritas Technical Assessments LLC was formerly known as EMG.



**BUREAU
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PROJECT PROFILE

UTAH DIVISION OF FACILITIES, CONSTRUCTION AND MANAGEMENT

FACILITY CONDITION ASSESSMENT, ASSET INVENTORY

Bureau Veritas Technical Assessments LLC (Bureau Veritas or BV) is currently completing a 5-year statewide project for the State of Utah, performing Facility Condition Assessments on State-owned properties including: administrative offices and service centers, the State Capitol and Governor's Mansion, courthouses, police and national guard facilities, detention facilities, healthcare centers and nursing homes, group homes, parks and recreation/athletic centers, youth and arts centers, State Fair facilities, libraries, State-owned liquor stores, airport/rail/highway facilities, fish hatcheries, and the campuses of 12 State colleges and universities (educational spaces, stadiums, theaters, research facilities, etc.).

Phase I of the project (2020-2021) assessed 167 facilities: Dept. of Transportation (UDOT) facilities, the Snow College and Southern Utah University campuses, corrections, and administrative buildings. UDOT facilities included traffic operations centers, maintenance stations, vehicle/equipment/salt storage buildings, highway rest stops and visitor centers, picnic shelters, and administrative and port of entry offices.

Bureau Veritas organized assessment schedules and coordinated with facility contacts to perform assessments efficiently without disrupting facility activities. The assessments included complete visual inspections of facility components (exterior systems, interior finishes, fire/life systems, accessibility issues, MEP systems). We described facility deficiencies, provided corrective action for each deficiency, and established prioritization standards to characterize deficiencies. Bureau Veritas is also collecting inventory data during the facility assessments, for migration to the State's CMMS system.

LOCATION

Utah

SERVICE

Facility Condition Assessment
Asset Inventory

SIZE

24 MM SF
1,033 Buildings

FACILITY TYPE

Governor's Mansion
State Capitol Building
Administrative Offices, Maintenance
Courts, Corrections, Police Facilities
State Fair Facilities
Public Colleges & Universities
Medical Facilities & Nursing Homes
Group Homes
Museums, Arts Centers, Libraries
Parks & Recreation, Youth Centers
State-owned Liquor Stores
Parks & Recreation
Airport/Transportation
Fish Hatcheries

REFERENCE

George Sutherland
Project Manager, Facility
Assessments
Division of Facilities, Construction
& Management
4315 South 2700 West, Floor 3
Taylorsville, UT 84129
(385) 630-8977
gsutherland@utah.gov



**BUREAU
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PROJECT PROFILE

VERMONT DEPARTMENT OF BUILDINGS AND GENERAL SERVICES

FACILITY CONDITION ASSESSMENT, ENERGY AUDIT

Bureau Veritas Technical Assessments LLC (BVTA) was selected in 2013 on this 5-year contract to perform Facility Condition Assessments for the State of Vermont. The work included facility condition assessments and Level II Energy Audits on all State-owned buildings (excluding Waterbury State Office Complex); a total of 285 buildings with 3,590,000 gross square feet, and a replacement value of \$785,000,000; all correctional facilities, a total of 690,000 gross square feet, and an update to the Vermont Veterans' Home Report of 2006 in phases over 4 years.

Our team organized the property assessment schedule and coordinated with the State regional team to perform assessments efficiently without disrupting facility activities. The assessments included complete visual inspections of facility components (exterior systems, interior finishes, fire/life safety systems, accessibility issues, MEP Systems, and security systems). We described facility deficiencies, provided corrective action for each deficiency, and established prioritization standards to characterize deficiencies. We also performed a Level II energy audit for each facility, and made recommendations for Energy Conservation Measures (ECMs).

BVTA's database included immediate/short term repairs, a 20-year capital plan with cost estimates, digital full color photographs of each property, and the Facility Condition Index (FCI) for each facility. An active database was provided to the State with property descriptions, breakdown of building components utilizing the Unifomat classification, and the capital plan presented as potential future projects.

BVTA was again awarded a statewide contract to perform energy audits on 351 facilities, a total of 3.4 million square feet, in 2021.

In 2022, BVTA was awarded a multi-year contract to complete rolling facility condition re-assessments of all state facilities, as well as new assessments of all Public Schools throughout the State.

LOCATION

Vermont

SERVICE

Facility Condition Assessment
Energy Audit
Software Database Solution
Capital Planning
Preventative Maintenance

SIZE

3.6 MM SF
285 Facilities

FACILITY TYPE

Tranist, Highway, & Port
Authorities
Fire Stations & Police Stations
Courthouses
Correctional Facilities
Agricultural Facilities
Administrative Offices
Warehouses & Garages
Hospitals

REFERENCE

Joe Aja, Director
Buildings & General Services
State of Vermont
2 Governor Aiken Avenue
Montpelier, VT 05633-5801
(802) 272-4949
joe.aja@vermont.gov



**BUREAU
VERITAS**

PROJECT PROFILE

WYOMING STATE CONSTRUCTION DEPARTMENT

ENERGY AUDIT

BVTA conducted energy audits across the State of Wyoming for the Department of Corrections and State Construction Department.

The purpose of the project was to:

1. Serve as the first step in a pilot study to introduce members of state government to the concepts and benefits of energy audits including, energy use analysis, identification of conservation measures (ECMs), methods of implementation of ECMs, and financing options.
2. Provide an example and evaluate the utility usage and billing, observe how the energy using systems are operated and maintained, develop low cost and no cost ECMs, and measures for additional assessment and additional ECMs to improve efficiency and reduce utility consumption at State agencies and School Districts throughout Wyoming.
3. Serve as a catalyst for discussion by state government to consider if, how, or when a larger statewide program might be implemented.

Based on the data from the Energy Audit, the State and BV have been framing a program that can be rolled out that will:

- Identify resource saving opportunities
- Electrification Plan - Fossil fuel conversion
- Utility fuel mix and their greenhouse gas impact
- Greenhouse Gas Emission Strategies for Scopes 1, 2, 3
- Identify facilities for possible Retro-Commissioning
- Evaluate Solar PV Option to offset energy use from the grid
- Energy procurement from renewable resources
- Minimal impact on the environment through operations
- Net Zero road map
- Instigate the support of ISO 50001 Energy Management Systems
- Strategy for sustainability and climate resiliency related to the climate disturbances

LOCATION

Wyoming

SERVICE

Energy Audit

SIZE

7 Sites
1 MM SF

FACILITY TYPE

Correctional
Schools
Administrative
Transportation
Historic

REFERENCE

Ryan Scranton
Project Manager
Wyoming State Construction
Department
700 West 21st Street
Cheyenne, WY 82002
ryan.scranton@wyo.gov



**BUREAU
VERITAS**

PROJECT PROFILE

STATE OF NEW HAMPSHIRE DEPARTMENT OF ADMINISTRATIVE SERVICES

FACILITY CONDITION ASSESSMENT

As of 2024, Bureau Veritas has just been awarded a contract to assess all State-owned facilities in New Hampshire. This service is intended to assess current value, replacement costs or deferred costs of facility contents and sites that are overseen by the State's Central Facilities Bureau. The results of this study will assist the Central Facilities Bureau in developing an all-inclusive capital plan to address current and future maintenance issues.

The assessments will include an examination and lifecycle assessment of the buildings, property, and major systems including plumbing, mechanical, electrical, roofing, seismic risk, general code compliance, and ADA compliance. BV will complete a comprehensive reserve schedule to help in the budgeting and replacement of assets as needed over the next 20 years. The project prioritized capital improvement projects, repairs, replacements, and maintenance.

Preventive Maintenance Schedules will be generated from the equipment inventory collected by Bureau Veritas during the FCA. The intent of the PM Schedules is to identify needed procedures and inspections required to maintain facilities systems in safe, reliable, and efficient condition. By leveraging BV's PM Schedule creation service, the Central Facilities Bureau will be able to incorporate regular preventive maintenance best practices for their equipment. By performing regular or routine maintenance best practices, the Central Facilities Bureau can ensure that their equipment is operating under safe and optimal conditions, thus preventing the potential for downtime and shorter life expectancy.

All data and information gathered during the assessment will be uploaded into the State's Computer Maintenance Management Software. Bureau Veritas will also be delivering all FCA data in an Asset Management & Capital Planning software called AssetCALC.

At the conclusion of the assessments BV will conduct presentation of findings to the stakeholders where we will walk through results of the assessment.

LOCATION

New Hampshire, State-Wide

SERVICE

Facility Condition Assessment

SIZE

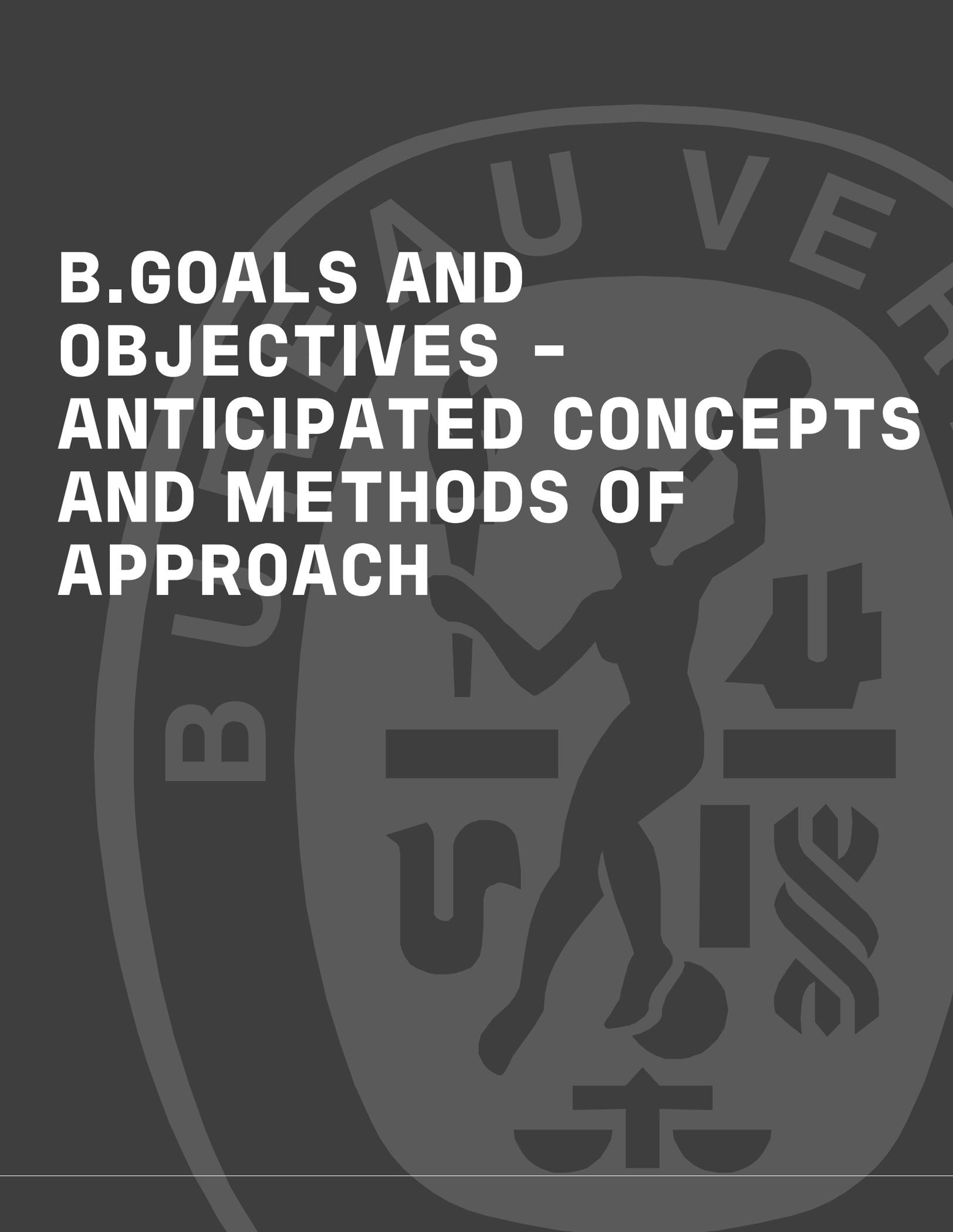
40 Buildings
2.2 MM SF

FACILITY TYPE

All State-owned facilities
State House
Offices
Maintenance
Warehouses
Research / Labs
Libraries
DMV
Archives
Public Safety
Dept of Transportation
Garages
Historic Facilities

REFERENCE

Andrea Olsson
New Hampshire Department of
Administrative Services
25 Capitol Street
Concord, NH 03301
(603) 271-7272
Andrea.I.Olsson@das.nh.gov



**B.GOALS AND
OBJECTIVES -
ANTICIPATED CONCEPTS
AND METHODS OF
APPROACH**

B. GOALS AND OBJECTIVES - ANTICIPATED CONCEPTS AND METHODS OF APPROACH

Project Understanding

The West Virginia Department of Administration is required by Executive Order 13327, DoD regulation, and the State of West Virginia to manage building asset lifecycle and investment decision analysis for all facilities. This requires the support of an experienced consultant who understands the State of West Virginia's asset management requirements as well as the BUILDER SMS tools and methodology for condition inventory and condition assessment. Bureau Veritas will partner with the State to produce two sets of deliverables that meet the dual requirements of State's facility condition assessment program.

Technical Approach

The Bureau Veritas Team will perform the inventory validation, FCAs and prioritization activities for the West Virginia Department of Administration properties using the BUILDER™ Remote Entry Database (BRED) and following BUILDER methodology and the Direct Rating Assessment method found in the U.S. Army BUILDER SMS Condition Assessment Manual. After 100% accuracy and QA checks, the data will be uploaded to the BUILDER SMS location provided by the Department. Additionally, Bureau Veritas will populate a template with the Department's assessment data for future transition into the State's property asset management system. All data will be collected by experienced, qualified professionals following the BV Team's approach and process, which follows guidance provided by the U.S. Army Engineer Research and Development Center, CERL, in the following guidance documents:

- Army BUILDER™ SMS Inventory and Assessment Guide
- BUILDER Component Catalog
- BUILDER Condition Assessment Guide
- BUILDER Inventory Guide
- BUILDER Reference Data Guide
- BUILDER Quality Control/Quality Assurance Plan for Facility Inventory and Condition Assessment Program
- BUILDER Work Configuration Guide
- BUILDER Work Planning and Scenarios Guide

Our approach and process follows three phases, a Pre-Assessment Phase, an Assessment Phase, and a Post-Assessment Phase, as follows:

PRE-ASSESSMENT PHASE

Following contract award, our team develops a detailed, project-specific Program Management Plan that includes a comprehensive schedule, list of team members, critical assumptions and constraints, and risk analysis. This report

is updated, as necessary, throughout the life of the project. Sub-Plans within this Program Management Plan are:

Execution Strategy Plan (ESP) that includes the processes and procedures for coordinating and conducting inventory collection and assessments. With BUILDER™ as the SMS of choice, this ESP will follow the latest version of the BUILDER™ Condition Assessment Guide. Specific elements of the ESP include: site mobilization, installation/site information/data requests, access requests, coordination with facilities managers and other installation/site personnel, facilities assessment procedures, data management and upload procedures (additional detail to be provided in the Data Management Plan), training, out-briefs, and facility demobilization/out processing. A comprehensive Execution Schedule will be developed as part of the ESP.

Risk Management Plan that identifies specific risks, their likelihood of severity, and our recommended, cost-effective mitigation techniques. The purpose of this Plan is to communicate all risks (both contractor- and Government-controlled) to the team who have the ability to influence problems that may jeopardize the success of the project before the problem occurs.

Communication Plan that addresses how our team will interact with stakeholders. It will address what information is needed, when, from whom, and to whom the information should be provided. The Plan will cover how lessons learned are gathered and incorporated into individual assessments and will include the process to provide communications regarding risks.

Quality Management Plan (QMP) addressing QA and QC, including monitoring and maintaining quality of all work performed, and an outline of experience, certifications, and training of personnel based on system assessment responsibilities. The QMP will include reconciliation of information found in the field to available source documents and the process for making changes.

Data Management Plan that addresses processes and plans for management of site data, including the protection of any sensitive data. This plan includes information such as version control, naming conventions, and information on data exporting and importing, and associated approval processes. The plan for exporting and importing BRED files will also be detailed.

Safety Plan that addresses requirements for, and use of personnel protective equipment, inspection procedures, confined space entry, proper climbing techniques, and Life Safety concerns applicable to OSHA and Engineering Manual

(EM) 385-1-1. This plan includes emergency notification numbers for personnel, emergency numbers for medical emergencies, and nearest hospital location. At a frequency (e.g., weekly) as identified by the client, we will conduct safety briefings with field assessment personnel and discuss lessons learned from inspections.
Initial Coordination Call.

We will host a pre-assessment coordination call among our team and the appropriate installation and site POCs (e.g., Site/Installation Manager, Facility Managers, project management team, installation security personnel) where we review initial planning and schedule, request drawings, facility records (including maintenance records) and other relevant information for use during our assessment. Bureau Veritas will identify any specific data fields or property data required or desired by the State of West Virginia asset system that may not be included in the BRED tool, and instruct our field assessors to collect those data in addition to the base BUILDER FCA. These data will be incorporated into the State of West Virginia template prior to delivery.

SITE VISIT PREPARATION

Our Data Manager, Inspectors, and QC Reviewers review all data received, and manually enter and/or import existing facility data into the BUILDER™ Remote Entry Database (BRED) on tablets for Inspector use in the field.

KICK-OFF MEETING

Our team then holds a Kick-off Meeting where we discuss specific contract/task order issues with the client prior to FCA execution to ensure a mutual understanding of the work to be provided. Minutes of these meetings will be provided to the client. Coordination meetings will be held at a frequency (e.g., monthly) as identified by the client. Ongoing meetings will be conducted in a manner that meets the client needs and can be face-to-face, via teleconference, or video conference.

Inventory and Assessment Phase

Individual Coordination/Kick-off Meetings will be held the first morning of assessment visits for a given facility or set of facilities, as determined by the client, to discuss and coordinate the execution plan for that day. A Site Visit Coordination memo, provided several days prior to this date, will provide a list of information required from the client at the site visit and the recommended personnel to have in attendance. Topics for discussion at this Individual Coordination/Kick-off Meeting will include validation of facilities to be assessed, schedule of their execution, site access protocols/procedures, safety and security procedures, and any advice and coordination required by local procedures. Minutes of these meetings will be provided to the client. Coordination meetings will be held at a frequency as identified by the client.

Our inspection team has the requisite facility management and/or construction experience and expertise related to all aspects of the facilities to be assessed (e.g., architectural, structural/roofing, HVAC, electrical, plumbing), including conducting FCAs specifically related to military installations. We have extensive experience with military operations security and physical security associated with military installations. Our team has demonstrated experience with facility inventory, assessment, and associated data collection and data entry into **BRED and BUILDER™ SMS**. Our team has successfully completed nearly 100M SF of FCAs using BUILDER tools and methods, as well as 1B SF of FCAs using other tools such as 4tell, ACgo, and client-provided custom assessment tools, for Federal, State, and local government facilities as well as commercial properties.

We typically deploy teams of two Inspectors to cover each discipline's system inventory (depending on facility size and complexity), as follows: Architectural, Building Envelope (structural and roofing), HVAC (mechanical), Electrical, Plumbing, as well as Fire Protection and Life Safety. FCAs are conducted in accordance with the BUILDER™ Condition Assessment Guide and appropriate contract and regulatory drivers.

Bureau Veritas will provide all material, equipment, and internet access for completion of this work scope. Mobile electronic devices (tablets) loaded with the BUILDER™ Remote Entry Database (BRED) program will be used to verify and enter data collected during the assessment. Data will be imported to, and exported from, these tablets into BUILDER™ by our Data Manager. Where appropriate for access to Government BUILDER™ program, at least one member of each assessment team will hold a Common Access Card during the duration of the contract. BV will ensure that 100% of the required inventory is captured and assessed prior to departure from a facility or site.

Inspectors conduct inventory validation and FCAs and enter their findings into BRED while in the field using the provided tablet. The ASTM Uniformat system disciplines related to a BUILDER™ inventory (e.g., A10 Foundations, B10 Superstructure, B20 Exterior Closure, B30 Roofing, C10 Interior Construction, C20 Staircases, C30 Interior Finishes, D10 Conveying Systems, D20 Plumbing, D30 HVAC, D40 Fire Protection, D50 Electrical, G20 Site Improvements) will be used.

We conduct FCAs by examining and reporting the general condition of real property following our FCA inventory collection protocol, and Uniformat II Level 3 (and 4 where appropriate), and the Uniformat II WBS Data Dictionary. FCA inventory of all appropriate building systems will be conducted in accordance with the 9-pt scale method, utilizing established standards (Green+, Green, Green-, Amber+, Amber, Amber-, Red+, Red, Red-) to identify component

condition. All inventory and assessment information is entered into BRED.

Our team will note and identify any obvious defects, failures, or items in need of repair and also include notations in the BUILDER™ report for that facility. During the conduct of inventory and FCAs, our team will immediately notify the client if any life safety issues are detected or observed.

Our approach to conducting FCAs is outlined below.

STEP 1 – Inspectors complete their verification of inventory data and FCAs (using BRED), prepare a facility narrative, prepare an Executive Summary of the site (on large sites with multiple Inspectors, this Executive Summary is prepared in conjunction with other Inspectors) and identify and assemble their photographs for each building or facility. Digital photographs taken of exterior elevations, representative samples of areas/rooms, representative samples of major components, Immediate Personal Hazards, or Legislatively Mandated Deficiencies, and are included as part of the FCA.

STEP 2 – The Inspector works with the Data Manager to ensure that each photograph taken during the assessment is labelled in accordance with naming standards and properly logged for that facility or structure. The documents assembled in Step 1 (including the BRED file) and the photographs and photograph log become part of a Document Package.

STEP 3 – Inspectors, working with Cost Estimators, develop facility costs for each component identified using RS Means®. Appropriate reference information supporting each cost estimate is included.

STEP 4 – Inspectors perform quality reviews of their completed BRED data, photographs, cost estimates, site narratives, and Executive Summaries against contract requirements, original drawings and plans, notes, and facility data to ensure that all data is complete and consistent across documents. This Document Package is then provided for QC Review.

STEP 5 – Inspectors forward the Document Package to the QC Reviewer for quality review. The QC Reviewer will prepare and use an Assessment Checklist to conduct their quality review. The QC Reviewer ensures all items have been reported and recorded correctly and are prepared in accordance with the contract. For complex buildings, buildings with specific issues or immediate concerns, and buildings assessed by multiple teams, the QC Review Team may include the Project Manager (PM), Inspection Supervisor, and other Inspection Team Members, as appropriate.

STEP 6 – The QC Reviewer completes the Assessment Checklist indicating their findings. This Assessment

Checklist is used to identify any missing information or inconsistencies. If any information is found to be missing or corrections required, in Step 5, the QC Reviewer notifies the Inspector, returns the Document Package to the Inspector, and Steps 4 and 5 are repeated.

STEP 7 – Once the Document Package has passed QC Review, it is forwarded to the Inspection Supervisor for final review. Once 100% accuracy is determined, the deliverable data is consolidated for the entire site by the Data Manager and forwarded to the PM.

STEP 8 – The PM provides the completed deliverables to the State in accordance with contract delivery instructions. The PM then provides the entire Document Package, now including a record of delivery to the State, to the Data Manager for archival in the Project Repository.

STEP 9 – The State conducts their review of the deliverables. Should additional information, corrections, or clarifications be required, State advises the PM. If the package, as submitted, is accepted, skip Step 10.

STEP 10 – The PM, working with the Data Manager, Inspector, and Inspection Supervisor review any information returned from the State, and depending on State findings, repeat Steps 4-9.

Post Assessment Phase

Bureau Veritas deploys a Data Manager who assists with front-end data gathering and assembly, who imports or enters facility information into BRED on the Inspector tablets, and later works with the Inspectors to ensure that all necessary areas of the facilities have been inspected, that the BRED files include all data, and that data is backed up each day. We also deploy a QC Reviewer who performs quality reviews following the Inspector and Data Manager reviews. Our Inspection Supervisor conducts a final review to ensure that all installation or site facilities and structures identified within the contract were inventoried, assessed, and accurately reported. The Data Manager then imports BRED file data into BUILDER™ using the web interface. BV troubleshoots any issues and mitigates any BRED import issues. Our Data Manager and Inspection Supervisor verify that all data was successfully uploaded into BUILDER™, and that the State of West Virginia template is complete and accurate.

Should the Supplemental Services be required, BV will perform quality control and reconciliation of existing West Virginia Department of Administration assessment-related asset management records located in The Department's Builder database and in the State's asset management system. Depending upon the timing of the request and maturity of the State's 4tell replacement, BV can assist West Virginia Department of Administration and DAS with

harmonizing the legacy 4tell data and BUILDER FCA data to better support these dual requirements. We will follow the steps identified above to ensure 100% accountability and data integrity post-upload.

Bureau Veritas to provide WBS in accordance with 2.1.1.2(iv) and Project Schedule in accordance with 2.1.1.2(v).

Bureau Veritas will conduct site/installation out-briefs at the conclusion of the site/installation visit.

Bureau Veritas delivers a Data Upload Letter that includes information about the BUILDER™ upload, executive summaries and narratives of each facility, and the final site/installation reports. It may also include a list of risks and their mitigation, Quality Control Reports, a Lessons Learned Report, and any other typical project close-out materials you provide.

The background features a large, semi-transparent watermark of the BUU VESTER logo. The logo is circular and contains a central figure of a woman in a dynamic pose, holding a torch aloft in her right hand and a book in her left. The text 'BUU VESTER' is arranged around the perimeter of the circle, with 'BUU' on the left and 'VESTER' on the right. The figure is positioned in the center, with the text 'BUU' and 'VESTER' appearing to be part of the overall design.

**C. PROJECT
MANAGEMENT,
QUALITY & COST
CONTROL PLANS**

MANAGEMENT PLAN

The following section outlines our project management approach.

- 1. Program Manager.** BVTA will have a dedicated Program Manager as the single point of contact for coordination of work throughout the contract term. The Program Manager will be assisted by a logistics team who will be responsible for confirming each day's site visits. The Program Manager will conduct regular progress meetings to review each week's upcoming schedule and to review any issues identified in the prior week's work.
- 2. Kickoff and Pilot.** The Program Manager and the Project Executive will ensure the work meets all requirements of the RFP. At the kickoff meeting—the first meeting after award—BVTA will walk through the entire scope of work with the Client's project team. Where scope of work items are unclear or ambiguous, the team will consult with the Client and a clarifying memo will become part of the project record. During the kickoff, sample deliverables will be reviewed and tentatively agreed upon. In order to ensure clarity on the scope, a pilot project will be scheduled in the first week after the kickoff. The pilot is an opportunity for us to prepare our team and calibrate our field process. More importantly, it gives us an opportunity to deliver a report for review that meets the full scope of work. The Client will be given an opportunity to review and comment on this deliverable, and once all parties are in agreement the field assessments will begin. We will deliver reports for review as they are completed.
- 3. Schedule.** BVTA will ensure the work is finished on schedule by preparing a complete project schedule. We will update the schedule weekly. One issue that can impact the schedule is having access to the buildings to be assessed. We will schedule 2 weeks out with any required notifications to building staff—and 48 hours in advance of each assessment we will confirm with building staff and escorts.
- 4. Quality.** We will apply our 5-point quality plan—explained on the next page—to ensure quality during all phases of the project.
 - a. Overall project technical review: Includes scope review—review of field instructions consistent with the scope—review of existing reports and information prior to field work commencing.
 - b. Initial Report reviews: Review by senior staff of each report prior to submission of draft. BVTA will have dedicated review staff working solely on report reviews in order to ensure consistence in results.
 - c. Quality Assurance of Field work: The program manager will ensure a sample of sites are reviewed and compared to submitted results.
 - d. Database Validation: Aggregated results of the field work will be reviewed, and anomalies identified will be flagged for additional review. This insures consistency across the entire portfolio and can often identify incorrect cost estimates, or areas where field observations are not correctly identified in the reports.
 - e. Final Quality Review: Before final reports are delivered, a final review of each report will be done by a senior manager dedicated to the project.
- 5. Team Resources.** BVTA will have a dedicated Program Manager responsible for managing all day-to-day activities of the team. If it is necessary to replace a team member during the project, the Program Manager will submit resumes to the Client for approval prior to any field activities for additional field staff.
- 6. Communication.** BVTA understands communication is one of the keys to a successful project. We will establish a weekly meeting time at the project kickoff. Notes will be taken and submitted the same day as the weekly meeting. If issues are encountered in the field, they will be communicated on the same day and summarized in the weekly report.
- 7. Risk Identification & Management.** Our field staff are trained to communicate if they feel there is any situation on site that puts them at risk and will communicate those to the Program Manager. These typically involve identifying confined space requiring personal protective equipment, ladder safety, and safe procedures for roof inspections.

Bureau Veritas' Quality Control Plan was prepared to provide a secondary review of all documents, assessments, and cost estimates before they are issued to the client. The plan is intended to guide our activities and to help ensure we meet client expectations and requirements. Our plan is flexible and can be administered as it is presented or, if desired, we can tailor it further to accommodate specific needs and expectations. The Quality Control Plan includes a series of independent reviews at specific checkpoints within our assessment services program.

Bureau Veritas' Quality Assurance Manager, provides general oversight to the Project from the perspective of assuring technical, process, and content quality. He has direct management responsibility for all technical personnel, allowing for quick and effective implementation of quality assurance measures, both at project inception and throughout the project.

The Quality Assurance Manager conducts spot checks and random report reviews by selecting a sample of barriers in each phase of the process including the assessment/fieldwork stages, report preparations stages, review stages, and data validation (software) stages. The Quality Assurance Manager may assign various personnel to the assist in the review at each of these phases. These team members are cross-functional and multi-disciplined and have not contributed to the project being reviewed. Team members that have contributed to the project will be assigned peer review for a subset of the assets.

The Quality Assurance Manager has the authority to issue the "Stop Work" order at any time in the process, specifically if he feels the protocol, standards, or requirements are not being met.

BVTA'S 5-POINT QUALITY CONTROL PLAN

1. Overall Technical Condition Assessment Review

- Review the Assessment Schedule for accuracy and timing;
- Ensure adequate time at the properties is provided to each Field Observer;
- Review the proposed scope of the assessments and the timing for client meetings during the assessments;
- Develop a quality assurance checklist detailing significant items to be reviewed and tracked;
- Select a sampling of sites to be reviewed by the Quality Assurance Manager; and
- Develop a quality control schedule, including milestones, in conjunction with the overall project schedule.

2. Report Reviews

Each draft report will be reviewed by the Program Manager for completeness, accuracy, and readability. An ADA subject matter expert or CASp will review technical conclusions before the draft reports are submitted to the client. The Quality Assurance Manager will assign additional cross-functional personnel to the review team.

3. Quality Assurance of Fieldwork

The Program Manager or Quality Assurance Manager will review a sampling of identified sites against our draft report by performing the following:

- Site review;
- Review quality of deficiency identification through visual observation and/or any provided documentation;
- Review the completeness and accuracy of the Assessment report; and
- Complete a quality control report per site visited detailing any material discrepancies between the reported information and the observed conditions.

4. Database Population and Validation Review

This step includes the review of the Database Application for any discrepancies between the reported information and the information residing in the database. The Quality Assurance Manager will review randomly selected items in the cost estimate documentation. The cost estimate documentation for barrier remediation will be reviewed to determine their accuracy and completeness.

5. Final Quality Assurance Review

This final step includes a review of the Assessment reports by property for completeness and accuracy, using the checklist developed in the first step. Before the final reports are submitted to the client, the documentation will be reviewed against any comments made by the client to ensure that all client comments are addressed in the final reports.

COST CONTROL PLAN

Bureau Veritas generally quotes Lump Sum for contracts which ensures meeting budgets. Our firm only generates change orders when additional services are required that are beyond the original scope.

BV has a track record of making deadlines for environmental services. Much of our environmental work is for due diligence purposes and we generally are working on very tight deadlines of less than 10 business days. Our track record of on-time report delivery exceeds 99% each year.

APPENDIX: COI





CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
06/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. Aon Risk Services Northeast, Inc. NY NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	CONTACT NAME: PHONE (A/C. No. Ext): 866-283-7122 FAX (A/C. No.): (800) 363-0105 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED Bureau Veritas North America, Inc. 16800 Greenspoint Park Drive Suite 300S Houston TX 77060 USA	INSURER A:	Hartford Fire Insurance Co. 19682
	INSURER B:	Allianz Global Risks US Insurance Co. 35300
	INSURER C:	Trumbull Insurance Company 27120
	INSURER D:	
	INSURER E:	
	INSURER F:	

Holder Identifier :

COVERAGES **CERTIFICATE NUMBER:** 570106701746 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, LIMITS shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			USL00159324 SIR applies per policy terms & conditions	01/01/2024	01/01/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			10 AB S41202 AOS	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$250,000			USL00163324	01/01/2024	01/01/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N N/A	10WNS41200 See State Policy Addendum	01/01/2024	01/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
B	Architects & Engineers Professional			USF00248024 Claims Made SIR applies per policy terms & conditions	01/01/2024	01/01/2025	Each Claim \$2,000,000 Aggregate \$2,000,000

Certificate No : 570106701746

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER WV Army National Guard 1707 Coonskin Drive Charleston WV 25311 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

