

NSSC Interim Facility Requirements

06 October 2004

Interim Facility Requirements

The Facility Use Agreement shall be between the Lessor and the Offeror (in the case of the MEO, NASA). The Interim Facility is requested to be ready for occupancy by the Inherently Governmental staff (see Table 1) by June 6, 2005. The Interim Facility needs to meet the requirements of the long-term facility with the following exceptions:

- Does not need to be Class A
- Does not need to be LEED certified
- Does not need to comply with NEPA and §110 of the Historic Preservation Act
- Space to be provided in accordance with Table 1 staffing.
- Is not required to be contiguous, but is highly desired
- Is not required to have a spare Category VI drop

Table 1. NSSC Staffing by Quarter for Interim Facility Occupation

YEAR	2005			2006			
QTR	JUN	JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
IG	20	65	90	100	120	130	150
SC	10	10	10	15	20	25	25
SP	TBD	TBD	TBD	TBD	TBD	TBD	TBD

IG – Inherently Governmental Staff

SC – Support Contractor Staff (ODIN, Contract Closeout, etc.)

SP – Service Provider Staff (To be provided by Offeror)

Interim Facility Description

a. Permitted Use: The permitted use of the facility will be “General Office space for high-end computer use (Category V enhanced 100 megabit to the desktop) for use of desktop electronic equipment and additional floor space and power / communications for servers. The tasks the employees will be involved in are related to data review, manipulation and transmission. Permitted use is in support of the overall NSSC support contract of which this agreement is a part. NASA will use premises solely as a professional office, and at all times such use shall conform to applicable law.

b. Area of Premises: The facility area of premises may be the space necessary to house approximately 150 NASA civil servants, 25 support contractors, and a number to be specified by the Offeror of Offeror employees (_____) (total not expected to exceed 500). Phase-in of staffing will be in conjunction with Table 1, above.

d. Description of Interim Facility for NSSC. The interim facility shall fully support the operations of the NSSC. The facility as described in the overall contract for NSSC support shall satisfy the following requirements to the maximum extent possible:

- a) The office space may house approximately 500 civil servants, support contractors, and Offeror employees, including the Office of the Executive Director of the NSSC (based on the schedule of Table 1).
 - i) Office space is to comply with current Government Services Administration (GSA) guidance for employee office area.
 - (1) Current guidance may be found on the GSA website at <http://www.gsa.gov/> and in 41 CFR Sec. 102-79.20 “ What standard must Executive agencies promote when assigning space? Executive agencies must promote the optimum use of space for each assignment at the minimum cost to the Government, provide quality workspace that is delivered and occupied in a timely manner, and assign space based on mission requirements.”
 - (2) Additionally, GSA has found that the U.S. Government average for space use is 200 usable square-feet per person, to include office plus associated storage and special space [reference: “Office Space Use Review”, GSA, Office of Government wide Policy, Office of Real Property, September 30, 1997].
- b) The Management of the NSSC will include:
 - i) The Executive Director/Chief Executive Officer (CEO)
 - ii) The Deputy Director/Chief Operating Officer (COO)
 - iii) 3 Senior Executive Service (SES) Division Directors
 - iv) 10 Professional Staffers supporting the Office of the Executive Director
 - v) 15 Deputy Division Directors, Branch Chiefs, and Leads
- c) All office furnishings are to be supplied by the NASA, if required.
- d) The office space is shall include standard amenities.
- e) To the extent possible, in addition to the general office area for the employees there shall be an executive office area for the Office of the Executive Director. The executive area shall include space for the offices of the Executive Director, Deputy Director, Executive Assistant and two secretaries, and a boardroom that will seat 20 persons at a table. The offices for the Executive Director and the Deputy Director will each include a table for seating 6 people.
- f) To the extent possible, each of the five (3) SES Division Directors is to have a private office. A secretary will be located in the immediate vicinity of each Division Director. Each of these private offices shall include space for a table with chairs for 4 people.
- g) To the extent possible, each of the 10 members of the Professional Staff to the CEO is to have a private office. Each of these private offices shall include space for a table with chairs for 4 people.
- h) To the extent possible, each of the 15 Deputy Division Directors, Branch Chiefs, and Leads is to have a private office.
- i) In addition to the board room the facility shall have two meeting rooms. Each of these meeting rooms will have a conference table for seating 15 to 20 people.
- j) The facility is to include, or provide access to, a mailroom, break rooms, rest rooms, and all other amenities and infrastructure necessary for the support of the NSSC operations. All portions of the facility shall be in compliance with local codes and ordnances and adequate for the number of employees housed.

- k) The facility is to include file storage room(s)
- l) Facility IT infrastructure to include:
 - i) Premise wired facility with 3 Category VI enhanced, 100 megabit drops to every desktop. One drop is used for telephone, one drop for data, and the third drop is a spare;
 - ii) Premise wiring to be installed and tested to ANSI / TIA /EIA 568, 569, and 606 standards;
 - iii) No consolidation points or transition points permitted in the horizontal link;
 - iv) Fully redundant OC3 / OC48 dedicated broadband with diversely routed service,
 - v) Fully redundant T1 / T3 dedicated telephone trunk lines with diversely routed service, and
 - vi) The Telecommunications service entrance and equipment and distribution rooms shall be sized to BICSI requirements.
- m) Facility infrastructure to include:
 - i) Fully redundant primary facility power and emergency generator back up,
 - ii) Advanced Energy management system, and
 - iii) Access controls for all operational areas.
- e. **Parking.** Parking shall be provided for the federal and contract employees of the NSSC in accordance with local codes and ordinances.
 - a) Handicapped parking shall be provided in accordance with local code and regulation.
 - b) Additionally, 10 visitors parking spaces shall be provided and marked "NSSC Visitor."
 - c) Reserved parking spaces shall be provided for the NSSC Executive Director and for each of the five Division Directors. These seven spaces shall be marked "Reserved".
- f. **TERM:** The term of this interim facility shall conclude based on the schedule of the selected long-term facility.
- g. **RENT:** All costs associated with water, sewer, electric, storm water, janitorial and trash removal shall be included in the Offeror proposal. These items shall be included along with property taxes and insurance and any other charges for the use of the facility.
- h. **MAINTENANCE:** The Offeror shall provide for the maintenance of the demised premises, including the building and any and all equipment, fixtures, and appurtenances, provided in this interim facility, in good repair and tenantable condition.
- i. **ENVIRONMENTAL ISSUES:**
The Offeror shall provide certification that the proposed site and building space are, to the best of his or her knowledge, not properties or structures with known or potential environmental contamination including asbestos, radon, or hazardous or toxic materials/substances/waste and such substances have not been used in a manufacturing or industrial process on the said premises without appropriate

environmental remediation.

j. RELOCATION SERVICES:

The Offeror shall provide all the necessary resources to relocate from the Interim Facility to the Long-term for all employees of the NSSC—to include inherently governmental, service provider, and support contractor staff. The Offeror shall provide for the relocation of all government/service provider provided furniture, fixtures, and equipment (FF&E); computers, copiers, and facsimiles.