

Department of Energy
Office of Science

Project Management Plan

American Recovery and Reinvestment Act General Plant Projects

Ames Laboratory

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1.0 PROJECT DESCRIPTION

This single GPP project is entitled **Infrastructure Upgrades** and incorporates two subprojects that will upgrade the infrastructure of Ames Lab to improve safety, meet code requirements, provide adequate protection of vital records, and upgrade the access control system to current technology.

The **Records Storage** subproject will reduce risk posed by loss of information contained in vital records due to inadequate storage facilities. Upgrades will be made to approximately 2,600 square feet for use as a secure, fire resistant records holding facility to house records in compliance with Vital Records Protection requirements. Fire rated partition walls will be added in an existing warehouse facility to provide a dedicated area for records storage. No demolition work will be required.

The second subproject, **Access Control Upgrade, Phase 1**, will provide better security for researchers and better control of access to sensitive research areas and equipment. The new system will utilize current proximity access control technology and provide a more flexible, secure, and modern system. Phase One will replace a 15-year old system which is operating on a DOS PC that operates select exterior doors and TASF interior doors. The system will also be extended to replace standard key cylinder installations in Wilhelm Hall and a portion of Spedding Hall.

Additionally, under the Access Control Upgrade subproject, the doors to Wilhelm Hall will be upgraded. This portion of the project will address safety, which will be enhanced by upgrading the stair tower doors in Wilhelm Hall to meet all current code requirements. Doors, frames, hardware, and access panels will be replaced as necessary to meet all of the current requirements of NFC and UBC.

Because both pieces of the Access Control Upgrade subproject involve work on doors and their associated hardware, to be as efficient as possible with our allocated funds, a single contract will be used to address all aspects of the work done on doors.

Both elements of this subproject combine to reduce risk and provide better safety and security in the work place to support and enhance the research mission.

2.0 MANAGEMENT ORGANIZATION AND RESPONSIBILITIES

2.1 Department of Energy /Ames Site Office (AMSO)

2.1.1 Federal Project Director

The Federal Project Director (FPD) is responsible for the successful implementation of projects and provides management oversight, direction, and guidance to the M&O.

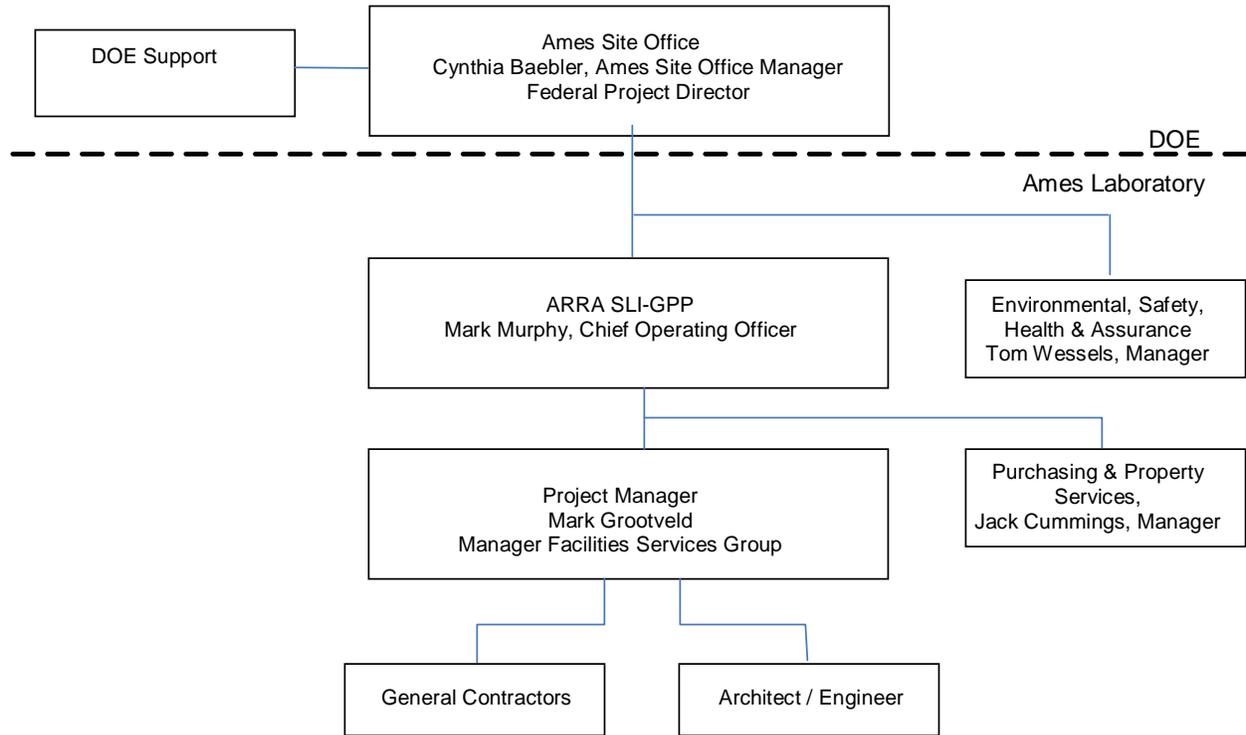
2.2 Ames Laboratory (Ames Lab)

2.2.1 Project Manager

The Ames Lab Project Manager has overall responsibility and authority for successful execution of projects. The Project Manager is responsible for the implementation of all “Contractor Requirements” as provided in DOE Order 413.3A; development of management plans, project controls, and adherence to approved technical, cost, and

schedule baselines. The Project Manager directs and manages the projects and ensures that the projects are in compliance with appropriate codes, standards, and with the Integrated Safety Management Systems, throughout the life of the project.

2.3 Project Organization



3.0 COST AND SCHEDULE

3.1 Cost and Schedule Baselines

INFRASTRUCTURE UPGRADE	Begin Design	Out For Bid	Award Contract	Begin Constr	Finish Constr		\$(K)
Records Storage	5/4/09	7/17/09	8/14/09	9/14/09	2/26/10	Design	26
						Construction	167
						Contingency	17
						TPC	210
Access Control Upgrade	6/1/09	9/4/09	10/2/09	11/2/09	9/30/10	Design	99
						Construction	1,273
						Contingency	128
						TPC	1,500
TOTAL DESIGN							125
TOTAL CONSTRUCTION							1,440
TOTAL CONTINGENCY							145
TOTAL PROJECT COST							1,710

3.2 Project Acquisition Process

The design of these projects will be performed either by in-house personnel or by in-house personnel augmented by design services under separate contracts. The direct hands-on project/construction management and safety enforcement will be performed by the M&O. The construction phase will be implemented via multiple construction contracts. All construction contracts will be competitively procured on a fixed price basis.

3.3 Reporting

Project status reports will be provided by the M&O to AMSO on a monthly basis. Additional reporting, if required, will be provided by the M&O, as directed by the FPD.

4.0 CHANGE CONTROL PROCESS

Changes to the project scope, schedule, and cost, will be managed per the table below. All changes will be properly documented, filed and reported to AMSO.

4.1 Change Thresholds

ITEM	DOE-AMSO (Level 1)	Chief Operating Officer (Level 2)	Project Manager (Level 3)
Technical Baseline	Changes to the approved baseline or mission	Changes to project performance criteria	Systems, equipment and materials changes that do not alter the performance criteria of the project
Schedule Baseline	Extension of the project completion date	Intermediate milestone completion delays equal to or greater than 2 months	Changes to individual milestones that do not adversely impact the overall project schedule
Cost Baseline	Increase in the TPC	Individual changes greater than \$20K and cumulative changes above \$100K	Changes within the TPC of the project. Use of contingency up to \$20K (each action) and up to a cumulative max. of \$100K

5.0 CONTINGENCY MANAGEMENT

Contingency funds will be closely monitored and controlled, and any changes will be identified and reviewed monthly by the M&O and AMSO.

6.0 NEPA PROCESS & SUSTAINABILITY

NEPA review and environmental issues will be accomplished by the Facilities Services Group and the ESH&A group. The Project Manager and NEPA coordinator will have the lead responsibilities in this process. These two individuals will ensure that the project complies with all applicable ESH&A regulations and requirements. NEPA Determination will be approved by AMSO.

The project planning and design will ensure that all relevant aspects comply with the “Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings”, Executive Order 13423. The task description for Architect/Engineering

services will include the project requirements for compliance with “Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings”, Executive Order 13423 and ARRA requirements. Bid documents will also include clauses specifying the requirements. All work on this project will take place in existing buildings. There will be very minimal demolition associated with this project. The existing recycling streams of the Ames Laboratory will be utilized to recycle waste from the project to the maximum extent possible. Energy Star requirements will be utilized for All standard computer hardware will be Energy Star rated. Components such as lighting, air conditioning systems and insulation will be specified for compliance with energy conservation requirements.

7.0 RISK MANAGEMENT

The ARRA GPP projects do not present any significant risks requiring formal analysis. However, risk management discussions will be held at the MPO monthly project review and any upcoming risks, mitigation activities, and retirement of risks will documented in the monthly reports.

8.0 HAZARD MANAGEMENT

The Ames Lab Project Manager is responsible for the safe execution of this project. The PM ensures that all work performed at the Ames Lab site adheres to the Integrated Safety Management (ISM) System.

Before commencement of work, contractors must obtain approval of their corporate safety plans and job specific safety analyses. In addition, contractors are required to demonstrate possession of the appropriate level of OSHA training, as well as obtain site orientation and special training as required by Ames Lab. EH&S requirements are addressed in the acquisition solicitation documents and compliance is rigorously enforced.

All tools, equipment, materials, compounds, and methods of performing the work will be reviewed, inspected and approved by Ames Lab for compliance with all governing EH&S requirements. Hazard assessment will include the possibility of legacy contamination and construction materials such as asbestos. The projects have been reviewed for potential hazards and it was concluded that the hazards are very low and are limited to standard construction activities associated with the specific work of the projects.

9.0 QUALITY ASSURANCE MANAGEMENT

The project will follow the quality assurance processes and procedures as contained in the Ames Laboratory Quality Assurance Program Plan and the Oversight and Assurance Program.

Project management personnel will review the design and bid documents for compliance with “Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings”, Executive Order 13423 and specific ARRA requirements.

Contractor safety programs will be reviewed for completeness and adequacy by Environmental Safety and Health and Assurance (ESH&A). Job sites will be inspected regularly by ESH&A personnel as well as project management personnel from the Facilities Services Group.

Deferred maintenance is expected to be reduced by approximately \$11,400 by the project. The correction of deficiencies will be verified as through the Condition Assessment Survey process.