

**DELIVERY ORDER** **FINAL**

1. CONTRACT NO. N00178-06-D-4745	2. DELIVERY ORDER NO. JU01	3. EFFECTIVE DATE 06/01/2007	4. PURCHASE REQUEST NO. N40080-07-NR-55053
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5. ISSUED BY NAVFAC Washington 1315 Harwood St SE Washington Navy Yard DC 20375 jonathan.bents@navy.mil 202-685-0162	CODE N40080	6. ADMINISTERED BY Blount Island Command 5880 Channel View Blvd Jacksonville FL 32226-3404	CODE M67004
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7. CONTRACTOR Engineering Management Concepts, Inc. 295 Willis Avenue, Suite B Camarillo CA 93010	CODE 11DB04	FACILITY	8. DELIVERY DATE See Section F
			9. CLOSING DATE/TIME  (hours local time - Block 5 issuing office) SET ASIDE TYPE
			10. MAIL INVOICES TO See Section G

11. SHIP TO See Section D	12. PAYMENT WILL BE MADE BY DFAS Charleston Vendor Pay Code FP P.O. Box 118054 Charleston SC 29423-8054
CODE N68892	

13. TYPE OF ORDER	D	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.
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ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

Engineering Management Concepts, Inc.

NAME OF CONTRACTOR      SIGNATURE      TYPED NAME AND TITLE      DATE SIGNED

14. ACCOUNTING AND APPROPRIATION DATA  
See Section G

15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
See the Following Pages					

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	21. UNITED STATES OF AMERICA  By: Dean E Koepf  06/01/2007 CONTRACTING/ORDERING OFFICER	22. TOTAL 
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SECTION	DESCRIPTION	SECTION	DESCRIPTION
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS
E	INSPECTION AND ACCEPTANCE		
F	DELIVERIES OR PERFORMANCE		
G	CONTRACT ADMINISTRATION DATA		

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### GENERAL INFORMATION

The purpose of this modification is to incorporate LOA information. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for information purposes only.

The total value of the task order remains unchanged. The total amount of funds obligated to the task is hereby increased by \$ [REDACTED] from \$ [REDACTED] to \$ [REDACTED]

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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

2000 Resource [REDACTED] LH [REDACTED] [REDACTED]  
Efficiency  
Management  
Services.  
(O&MN,N)

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### RESOURCE EFFICIENCY MANAGEMENT SERVICES

#### NAVAL DISTRICT WASHINGTON

##### BACKGROUND:

The Naval District Washington is the Naval Shore installation management headquarters for the Washington DC metropolitan region consisting of Washington DC, Maryland and Virginia. The Naval District Washington provides coordination of base operating support functions for operating forces throughout the region while the Naval Facilities Engineering Command (NAVFAC) Washington Public Works Utilities and Energy Business Line provide energy management support to shore installations throughout the Washington metropolitan region.

NAVFAC Washington supports six sites based on its site orientation listed below. Installations within this footprint include, but are not limited to the following sites and activities:

NSA Washington includes Washington Navy Yard, Naval Station Anacostia, and National Maritime Intelligence Center (NMIC)

NSA North Potomac includes National Naval Medical Center (NNMC) Bethesda, US Naval Observatory (NOBSY), Naval Surface Warfare Center (NSWC) Carderock, and Arlington Service Center (DISA)

NSA South Potomac includes Naval Surface Warfare Center (NSWC) Indian Head, Naval Surface Warfare Center (NSWC) Dahlgren, and Naval Air Facility Andrews

NSA Annapolis includes Naval Station Annex Annapolis and US Naval Academy

NAS Patuxent River includes Naval Air Station Patuxent River, NAS Webster Field, and NRC Solomons

Naval Research Laboratory includes Naval Research Laboratory Washington DC and Naval Research Laboratory Chesapeake Beach Detachment

##### SCOPE:

The Contractor shall perform resource efficiency management services at NAVFAC Washington located at 1314 Harwood Street, SE, Washington Navy Yard, DC 20374-5018.

The resultant task order shall include on-site Resource-Efficiency Management services to the herein organization, activities, and installations for the performance period of the task order. The purpose is to evaluate and enable site-specific solutions that will improve energy efficiency and savings. The Contractor shall be responsible for complying with all applicable Federal Acquisition Regulation (FAR), and Department of Defense FAR Supplement (DFARS). Services entail the identification of energy and cost savings opportunities, preparing estimates of cost, savings and environmental benefits and performing on-site analysis of current operations, equipment, and energy purchasing patterns. Resource efficiency management services may be for individual or aggregated buildings in order to maximize resource efficiency. The Contractor will work with the Regional Energy Manager and NAVFAC Washington Public Works, Utilities and Energy Business Line to prioritize resources and to ensure that the REM services meet the activity's requirements.

Contractor will perform REM services to focus and coordinate efforts to address demand reduction and energy, water and other resource conservation programs through the following measures:

- (1) Identification and implementation of easily attained cost savings initiatives in energy, water, and resource conservation

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(2) Development of energy, water, and resource conservation projects to reduce costs

(3) Implementation of energy and resource conservation awareness programs. The REM will conduct awareness and training, continual energy awareness activities (including Energy Awareness Week)

(4) Energy management activities and associated energy and cost savings will be documented and summarized in a brief energy management report.

"Energy Projects" when used in this SOW and task order shall encompass projects with the intent of reducing energy consumption, reducing consumption of water and other resources, reducing wastewater flow, lowering the flow, lowering the cost of utilities, maximizing efficiency of utility systems, or furthering the use of renewable or alternative forms of energy. Energy projects include but are not limited to the following: Energy Savings Performance Contracts (ESPC), Demand Side Management (DSM) projects, Utility Energy Service Contracts (UESC), Operations and Maintenance (O&M) Projects and improvements, Energy Conservation Investment Program (ECIP) projects, RDT&E demonstration projects, activity-funded projects, and low-and no-cost energy conservation initiatives.

Specific tasks required under the contract include:

1. Support the Navy' Energy Awareness Programs. Contractor will develop and conduct the activity's energy awareness program. Contractor will help plan and carry out continual energy awareness activities (including Energy Awareness Week); provide awareness briefings to the Public Works Offices (PWOs), Building Energy Managers (BEMs), and others by the contracting officer; and develop and propose meaningful awards and other incentive programs.
2. Build, train and maintain an effective network of BEMs in NDW and NAVFAC Washington facilities. Working through NDW and NAVFAC Washington Public Works Officers (PWOs) and other officials, Contractor will develop an effective network of BEMs.
3. Optimize facility operations to minimize utility consumption and cost. Contractor will use quantitative methods to identify the facilities with greatest potential for energy cost savings. Contractor will work with facility operators, maintenance personnel, and management to determine how those buildings are operated and recommend ways to operate more efficiently. Recommendations may include controls on building systems, operation and maintenance measures such as turning off equipment and lights in vacant areas, replacing inefficient equipment, etc. For optimization of new and existing buildings, support services will also include commissioning, retro-commissioning, continuous commissioning, operations and maintenance, and Leadership in Energy and Environmental Design (LEED) review and certification. Contractor will develop, implement, and execute training plan for designers and review design specifications and drawings to insure projects optimize the use of energy efficient designs for facility construction.
4. Identify and develop potential energy projects, programs, and initiatives. Contractor shall conduct audits, field investigations, preliminary assessments, detailed assessments, technology assessments, life cycle cost analysis, and feasibility studies to identify and develop energy conservation opportunities.
5. Apply for rebates, incentives, and grants. Contractor shall apply for all appropriate rebates and grants for energy projects and programs. Contractor shall prepare reports, databases, computer analyses and other documentation; perform cost analyses; perform measurement and verification; submit reports; and otherwise satisfy rebate and grant requirements.
6. Provide energy program management support. Contractor shall provide energy program support to augment and enhance existing agency resources. The Contractor shall make available technical and management resources to support preparation of energy instructions, policy documents, data calls, regional utility budgets, award submissions and briefs including an installation energy management plan, development and coordination of energy programs and initiatives, coordination of energy program activities, the report of energy and facility related data such as DUERS, project analysis and programming, and other support to effectively facilitate and implement the NDW energy program.
7. The contractor will be required to submit monthly progress reports for each installation to the contracting officer (or their representative) containing the information as described in Items 1 – 6 mentioned above. The government will

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use these monthly progress reports to determine the progress of the REM service program and direct the contractor's efforts in the future.

8. As part of the monthly progress report, the contractor will document in a table format the savings achieved under the contract (referred to as a scorecard). Prior to the contractor submitting the first scorecard, the contractor will meet with the Contracting Officer's Representative to go over what savings can be included in the scorecard and how to account for them within the scorecard, pursuant to accepted industry standards. The scorecard will include implemented projects/initiatives, projects/initiatives under development, avoided costs, as well as non-quantified "value added" initiatives. A separate scorecard will be provided for each installation, as well as a summary roll up of all of the Naval District Washington Scorecards. Where applicable, the scorecard will estimate for each project/initiative: date initiated payback life in years, project cost, annual cost savings, one-time cost savings, and annual energy savings.

#### SKILL REQUIREMENTS:

The following sections outline the specific requirements of the contract, performance indicators to be submitted to the government, associated standards, and government quality assurance methods. The REM support services will be provided on a full time basis. Support services that are required are outlined in the tasks presented below. The contractor will work with NDW and NAVFAC Washington to prioritize resources and to ensure that the REM support services meet the base's requirements. When meeting the requirements all actions shall be in accordance applicable Federal / Department of Defense (DoD) / Department of the Navy (DoN) Energy Management guidance and requirements including the Energy Policy Acts of 2005 and 1992, DoD directives, Secretary of the Navy (OPNAV) and Commander Navy Installations (CNI) instructions, NAVFAC Washington Energy Vision and Master Plan.

The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required to efficiently provide resource efficiency management (REM) services. The REM will focus and coordinate efforts to address demand reduction and energy, water, and other resource conservation programs. The REM will conduct awareness and training, analyze systems and methods of operation, identify and develop new opportunities to reduce demand and resource consumption, and implement energy and other facility initiatives, projects, and programs to reduce demand and resource consumption. The REM will focus efforts on end user behavior, operation and maintenance practices / technologies, and efficiency upgrades to reduce energy use, help the environment, and save money. The REM will also support the development and implementation of distributed generation projects, and the design, review, and construction of energy efficient structures (new construction and retrofits). The REM will evaluate technical and economic feasibility of energy and resource conservation projects using Navy standard practices, and support of energy and resource conservation awareness programs. Energy management activities and associated energy and cost savings will be documented in the required monthly reports described below. Periodic events where frequency is not specified will be determined through partnering with the contractor and the contracting officer or designated representative.

Contractor will be evaluated based on their success in meeting the following goals of providing REM services to NDW and NAVFAC Washington installations: (1) to generate annual cost savings of greater than 350% of the REM Program costs in the form of utility cost savings, energy project grants, cost avoidances, and other incentive payments; (2) to reduce energy, solid waste, water, and sewer costs; (3) to establish highly visible energy and resource conservation programs through awareness campaigns; (4) to establish strong energy policies within the organization integrating their function into the applicable PW organizations including utilities and facilities operation and maintenance; (5) to establish the REM as a base resource for occupants/tenants, building energy monitors, operations and maintenance staff, and other trade groups; (6) to provide strong educational and motivation components to all occupants at a facility; (7) to develop and review the economic and technical feasibility of energy conservation projects, (8) to support facility operations, compliance programs, and other resource conservation and compliance programs, (9) to help increase recognition of the base energy program through good management practices and preparation of reports, case studies, award submissions and other program documentation and (10) to facilitate the collection and proper recording of data in the appropriate energy information management systems and for the documentation and verification of their work.

#### LEVEL OF EDUCATION/EXPERIENCE:

A senior level manager is a highly skilled individual who has an acknowledged specialized expertise working as a Project Manager (PM) or in the energy field responsible for multiple tasks. This position requires a minimum of ten years of progressively more responsible experience in energy management. Must have a minimum of a Bachelors degree from an accredited university or college in engineering, mathematics, business, or other applicable field, and

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hold Professional engineering license or CEM (Certified Energy Manager) registration.

**Functional Responsibilities:**

Serves as the executive level adviser and senior functional leader applying process improvement and re-engineering methodologies and principles to conduct energy savings /conservation measures (ECMs) projects. Must possess senior management ability to exercise strong initiative and ability to work independently under broad conceptual guidelines. Duties include activity and data modeling, developing ECMs, identifying best practices, creating and assessing energy performance measurements, analysis, and employing state of the art decision systems. Applies detailed functional understanding of concepts, analysis, processes, and analytical techniques to the study of systems, subsystems and equipment. Provides group facilitation, site energy surveys, energy training and additional forms of knowledge transfer. Integrates the vision of the organization into a coherent, progressively structured program that is capable of uninterrupted effective and efficient support throughout the energy conservation initiatives.

**PERIOD OF PERFORMANCE:**

The period of performance covered by this task order shall be from date of award for a period of one year. The Government reserves the right to extend the performance period of the task order for up to four additional 12-month periods.

**PLACE OF PERFORMANCE:**

On-site performance shall be performed at the address indicated below and field work at the NDW installations:

Naval Facilities Engineering Command Washington

1314 Harwood Street, SE, Washington Navy Yard, DC 20374-5018

**TRAVEL:**

Travel for on-site Contractor personnel and other direct reimbursements will be in accordance with the Joint Travel Regulations (JTR). The contractor shall be required to travel locally to support the requirements outline above. Travel between bases and other local travel will be contractor provided and will be reimbursed at current JTR rate. All out-of-region trips, greater than 100 miles from place of performance, for which reimbursement from the government will be sought must be approved by Contracting Officer's Representative or designee in writing via either memorandum or e-mail prior to travel. Travel receipts must be provided with the invoice.

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**SECTION D PACKAGING AND MARKING**

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## SECTION E INSPECTION AND ACCEPTANCE

Not Applicable

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## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following firm items are from date of task order award through 12 months thereafter, estimated at:

[REDACTED]

[REDACTED]

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**SECTION G CONTRACT ADMINISTRATION DATA**

Task Order Manager  
 Dean E Koepp, AQ3  
 1314 Harwood St. SE, Bldg 212  
 Washington Navy Yard, Washington, DC 20374-5018  
 dean.koepp@navy.mil  
 202-685-3218

**SUBMISSION OF INVOICES**

Invoices shall be submitted electronically to the following email addresses:

robin.brower@navy.mil

jonathan.bents@navy.mil

Invoices will be paid through the Navy's electronic invoice database. Therefore, a signed Form 7300 shall be provided electronically with each invoice in order to accomplish electronic payment. Invoices may be submitted monthly based on performance. For each invoice submitted, the contractor shall detail the hours worked, a brief summary of the work accomplished, and bi-weekly time sheets signed by a government official.

Accounting Data

SLINID	PR Number	Amount
MOD 1	N4008007RCPW040	[REDACTED]
LLA :		
AA 97	XXXX4930 NE1L 0000 7777 0 040080 2F 000620	
Standard Number: N0017806D4745		

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**SECTION H SPECIAL CONTRACT REQUIREMENTS**

n/a

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## SECTION I CONTRACT CLAUSES

Standard clauses apply

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**SECTION J LIST OF ATTACHMENTS**