

## **EXHIBIT F2 COMPONENT RENEWAL RESERVE PROJECT PROCEDURES**

### **SEC. 1. INTRODUCTION**

This Exhibit presents procedures for the administration of Concessioner Component Renewal Reserve projects within the Area. All Component Renewal Projects undertaken by the Concessioner require a coordinated effort between the Concessioner and the Director. Component Renewal Reserve projects are subject to these procedures. In the event of any inconsistency between this Exhibit and the main body of the Contract, the main body of the Contract will prevail.

The National Environmental Policy Act (NEPA) of 1969, as amended, may require the review of projects. The National Historic Preservation Act of 1966, as amended, may require that projects within historic and culturally significant areas use certain building management methods. All Component Renewal Reserve projects must comply with all applicable federal, state, and local statutes, codes, and regulations, and with all appropriate industry standards.

The Concessioner is responsible for all aspects of project development and implementation. The Director's role is to provide direction, authorization and oversight. The Concessioner and the Area staff must work closely together to successfully complete Component Renewal Reserve projects in a manner that achieves the goals and objectives of the Area and the Director.

### **SEC. 2. DEFINITIONS**

"Asset" means Real Property that the National Park Service desires to track and manage as a distinct identifiable entity. An Asset may be a physical structure or grouping of structures, land features, or other tangible property that has a specific service or function such as an office building, lodge, motel, cabin, residence, campground, marina, etc.

"Component" means a portion of an Asset.

"Component Renewal," also referred to herein as "CR," is the planned Replacement of a Component at the end of its Useful Life. Component Renewal examples include the replacement of foundations, building frames, window frames, windows, doors, sheathing, subfloors, drainage and roofs; the replacement of building systems such as electrical distribution systems, built-in heating and cooling systems, and plumbing systems; and the rehabilitation of Components of historic Concession Facilities. Component Renewal includes the deconstruction of the existing Component and the Replacement of that Component with a new Component of equal or superior capability and performance.

"Component Renewal Reserve," also referred to as "CRR," is a Concessioner reserve account that is established in the main body of this Contract. Component Renewal Reserve funds may only be used to carry out Component Renewal on a project basis that is authorized in writing by the Director and that is non-recurring within a seven (7) year time frame. Component Renewal Reserve funds may not be expended to construct or install Capital Improvements.

"Concessioner Project Plan and Report," also referred to herein as "CPPR," is an annual plan and report that presents new construction, Major Rehabilitation, and Component Renewal Reserve projects to be undertaken by the Concessioner during the following calendar year.

"Construction Supervisor" means a Concessioner employee designated to administer and coordinate day-to-day projects, while representing the interests of the Concessioner and the Director and ensuring quality work is performed that meets the design and specifications of the project. This person must have the authority to direct the Contractor, as that term is defined herein, in any way that may change the contractual agreement between the Concessioner and the Contractor.

“Contractor” means an entity certified or licensed by the State in which the project is located that is party to a written contract with the Concessioner to perform construction services.

“Project Statement,” also referred to herein as “PS,” means an agreement between the Director and the Concessioner approved by the Director that authorizes the development and implementation of individual projects identified in a CPPR.

“Total Project Cost” means the total of all actual project expenditures (invoiced and paid) for completion of a project.

### **SEC. 3. PROJECT PLANNING AND DESIGN**

#### **(a) Submit a Concessioner Project Plan and Report**

The Concessioner must identify each Component Renewal Reserve project in the Concessioner Project Plan and Report (CPPR) at least one (1) complete year prior to commencement of the individual project. The Concessioner must identify each project that requires planning and design before construction in the CPPR at least one (1) complete year before planning and design begins. The purpose of the CPPR is to identify the need for, and tentative scope of, projects a complete year in advance of actual work to allow adequate time to prepare for project commencement. Projects shown in the CPPR must include, at minimum, the National Park Service asset number, work order number, work order open date, project title, concept description, justification, anticipated NEPA and Section 106 planning and compliance established in collaboration with the Director.

#### **(b) Establish a Project File**

The Concessioner must compile a project file for each project. Each project must be identified with a unique project number. Every document entered into the project file must have the project number clearly displayed on it. A typical Component Renewal Reserve project file must include the following information:

Section A. Project Statement. This section should contain the approved PS and notice-to-proceed letter.

(1) The Concessioner must prepare a proposed PS to submit to the Director for review.

(2) Project Statement Content. The PS must include, at minimum, the following: project description; justification; scope of work, including NEPA and Section 106 planning and compliance; Total Estimated Project Price; proposed schedule; design review milestones; and third party project inspection and certification. The elements of the PS will function as accountability check points, and will vary in frequency and scope depending on the nature, complexity, and scope of the proposed project.

(3) Professional Services and Construction. In its PS the Concessioner must represent and warrant to the Director that for any project requiring professional services, such services will be acquired from and provided by appropriate Registered Technical Professionals. Licensed Contractors must perform all project work unless otherwise approved in writing by the Director. The Concessioner must ensure that Registered Technical Professionals perform project inspection and facility certification, or any other service the Director deems necessary for project implementation and requests the Concessioner to perform.

(4) National Park Service Operations. In the PS, the Concessioner must clearly identify any aspect of its proposed project it expects to interact with National Park Service operations, such as utility service connections or road maintenance.

Section B. Planning. This section should contain documents pertaining to any project planning. Typical documents include those produced for NEPA and Section 106 compliance. This section should also contain any concept design, preliminary design, or schematic design correspondence and documents.

Section C. Assessment. This section should contain a record of all assessments, site or facility investigative reports, and quality assurance documents.

Section D. Financial. This section should contain a copy of all contracts, contract modifications, and invoices.

Section E. Photo Documentation. This section should contain before-and-after photos.

Section F. As-Built Drawings. This section should contain as-built drawings, if applicable.

**(c) Submit Project Documents for Review and Approval**

The Concessioner must submit project documents for the Director's review and approval. The scope and detail of the project documents will vary depending on the nature and complexity of the project. The Concessioner is responsible for the technical accuracy and completeness of project documents, and must provide technical review as needed to ensure compliance with all applicable federal, state and local statutes, codes, and regulations, and with all appropriate industry standards.

**SEC. 4. PROJECT SUPERVISION**

**(a) Identify a Construction Supervisor**

The Concessioner must identify a Construction Supervisor, and vest the Construction Supervisor with the authority to direct the Contractor on behalf of the Concessioner.

**(b) Project Inspections**

The Concessioner must provide project inspections. The Concessioner is responsible for ensuring safe, accountable project activity, and providing its Contractor with direction to fulfill the scope of work.

**(c) Submit Project Completion Report**

Upon completion of any project, the Concessioner must submit a project completion report to the Director. The project completion report must include the Total Project Cost, before-and-after photo documentation, warranties, operation and maintenance manuals, all inspection and certification reports, and as-built drawings. As-built drawings must be of full-size archival quality, and must be prepared in accordance with National Park Service management policies. The Concessioner must also provide at least two (2) half-size sets of drawings.

**(d) Request Project Acceptance and Close-Out by the Director**

The Concessioner must submit a request for project acceptance and close-out to the Director. Project acceptance and close-out will be contingent upon the Concessioner's fulfillment of all requested project completion work tasks, and its submittal of all project documentation in accordance with these procedures and as requested by the Director. The Concessioner retains full responsibility for all Component Renewal Reserve project activity, and full liability for both completed and uncompleted work, until it receives formal written project acceptance and close-out from the Director.