

# AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

05624

1 2

2. AMENDMENT/MODIFICATION NO. Twenty-Two (22)	3. EFFECTIVE DATE 5/6/96	4. REQUISITION/PURCHASE REQ. NO. ADM-94-141 dated 5/28/96	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. Nuclear Regulatory Commission Division Of Contracts M/S T-7-I-2 Rockville, Maryland 20814		7. ADMINISTERED BY (If other than item 6) CODE	

8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)

TECOM Incorporated  
ATTN: Mr. R. Lynn Laycock  
5608 Parkcrest Drive - Suite 200  
Austin, Texas 78731

(g) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

X NRC-10-94-141

10B. DATED (SEE ITEM 13)

3/7/94

Principal Investigator/Technical  
Contact: Mr. R. Lynn Laycock  
Telephone No. (512) 454-7966

CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended ☐ 1 day ☐ 2 days ☐ 3 days ☐ 4 days ☐ 5 days ☐ 6 days ☐ 7 days ☐ 8 days ☐ 9 days ☐ 10 days ☐ 11 days ☐ 12 days ☐ 13 days ☐ 14 days ☐ 15 days ☐ 16 days ☐ 17 days ☐ 18 days ☐ 19 days ☐ 20 days ☐ 21 days ☐ 22 days ☐ 23 days ☐ 24 days ☐ 25 days ☐ 26 days ☐ 27 days ☐ 28 days ☐ 29 days ☐ 30 days ☐ 31 days ☐ 32 days ☐ 33 days ☐ 34 days ☐ 35 days ☐ 36 days ☐ 37 days ☐ 38 days ☐ 39 days ☐ 40 days ☐ 41 days ☐ 42 days ☐ 43 days ☐ 44 days ☐ 45 days ☐ 46 days ☐ 47 days ☐ 48 days ☐ 49 days ☐ 50 days ☐ 51 days ☐ 52 days ☐ 53 days ☐ 54 days ☐ 55 days ☐ 56 days ☐ 57 days ☐ 58 days ☐ 59 days ☐ 60 days ☐ 61 days ☐ 62 days ☐ 63 days ☐ 64 days ☐ 65 days ☐ 66 days ☐ 67 days ☐ 68 days ☐ 69 days ☐ 70 days ☐ 71 days ☐ 72 days ☐ 73 days ☐ 74 days ☐ 75 days ☐ 76 days ☐ 77 days ☐ 78 days ☐ 79 days ☐ 80 days ☐ 81 days ☐ 82 days ☐ 83 days ☐ 84 days ☐ 85 days ☐ 86 days ☐ 87 days ☐ 88 days ☐ 89 days ☐ 90 days ☐ 91 days ☐ 92 days ☐ 93 days ☐ 94 days ☐ 95 days ☐ 96 days ☐ 97 days ☐ 98 days ☐ 99 days ☐ 100 days

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment. (b) By acknowledging receipt of this amendment on each copy of the offer submitted, or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required):

N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

☒ A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority): THE CHANGES SET FORTH IN ITEM 14 ARE MADE BY THE CONTRACT ORDER NO. IN ITEM 10A

B. THE ABOVE NUMBERED CONTRACT ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority):

X Bilateral - Mutual Agreement of the Parties.

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office


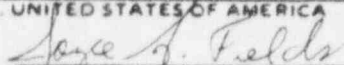
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF action headings, including solicitation/contract subject matter where feasible)

(Please see the following page.)

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PDR CONTR  
NRC-10-94-141 PDR

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Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) John R. Gilchrist, Senior Vice President	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Joyce A. Fields
15B. CONTRACTOR/OFFEROR 	15C. DATE SIGNED 6/3/96
16B. UNITED STATES OF AMERICA BY 	16C. DATE SIGNED 6/3/96

NRC-10-94-141  
Modification No. 22  
Page 2 of 2

This Modification No. 22 is issued to rescind Modification No. 20 issued under NRC letter dated April 30, 1996, incorrectly numbered 20 and inclusive of an incomplete copy of "Attachment No. 11 White Flint North Parking Procedures Revised Date: 4/30/96".

Therefore, Section J.1 ATTACHMENTS (MAR 1987) of the contract is modified (effective 5/6/96) by replacing "Attachment 11 White Flint North Parking Procedures Revised Date: 12/15/95" with the attached "Attachment 11 White Flint North Parking Procedures Revised Date: 4/30/96".

All other terms and conditions of the contract remain unchanged.

WHITE FLINT NORTH  
PARKING PROCEDURES

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## White Flint North Parking Procedures

### I. GENERAL

#### Hours of Operation

The daily operating hours of the parking garage are 6:00 a.m. to 6:00 p.m., Monday through Friday, excluding Federal holidays. The Contractor does not perform the parking garage management service beyond the daily operating hours. Any NRC employee wishing to gain entrance to the garage after the daily operation hours will be able to do so by means of the key card system located at the garage entrance.

### II. RESPONSIBILITIES

- A. The NRC Administrative Service Center (ASC) is responsible for parking management, including receiving and approving applications, assigning spaces, and reviewing reports furnished by the Contractor for accuracy and verifying that correct monthly payment has been made to the NRC. ASC staff are designated as project officers to administer and provide technical direction to the Contractor for parking management services only.
- B. Office Directors are responsible for certifying unusual work hours for NRC employees within their organization.
- C. The Office of Personnel is responsible for reviewing and validating parking space applications based upon unusual work hours. Periodically (twice a year) the Division of Security will provide card reader system information to the Office of Personnel to ensure that employees are in compliance with the provisions for unusual work hours parking (see III. C.).
- D. Employees assigned permits under the unusual work hours category are required to insert their security badge into a card reader on their floor upon arriving and leaving work at the beginning and end of every workday.
- E. The NRC Health Center is responsible for reviewing applications by employees with disabilities and certifying that these employees are in compliance with disability accommodation requirements (see III. B.)
- F. The NRC employee issued a parking permit is responsible for ensuring that all information contained in the parking application is accurate and current.
- G. The Contractor is responsible for collecting parking fees; issuing parking permits; and implementing Contract requirements and designated procedures contained herein.
- H. The Quality Assurance Staff is responsible for conducting inspections to assess Contractor performance in managing parking, and making performance reports in accordance with Facility Management Branch procedures and Contract requirements.

### III. MONTHLY PERMIT APPLICATION

#### A. General

Parking applications are available from the ASC. Parking permit applications shall be completed and returned to the Administrative Service Center (ASC) by the 15th day of the month to be considered for parking for the succeeding month. When the 15th of the month falls on a weekend or holiday, the application shall be submitted the preceding workday. Employees who have valid permits, who have paid their fees, and whose eligibility criteria have not changed, need not reapply.

#### B. Employees with Disabilities

An application by employees with disabilities must be accompanied by a certification from the employee's physician and shall be reviewed by the NRC Health Center.

#### C. Unusual Hours

An application for priority parking privileges because of unusual work hours must be accompanied by a memorandum from the employee's Office Director to the Director, Office of Personnel, that justifies the employee's unusual work hours. The application and justification shall be reviewed and validated by the Director, Office of Personnel.

#### D. Operations Officers

The Director, AEOD, shall provide the ASC with updated listings of operations officers whenever personnel changes occur. Operations officers shall indicate on the permit applications that they are applying for parking as operations officers.

#### E. Change in Parking Status

Permit holders shall submit a revised application to the ASC immediately if there are any changes in their parking applications. These include changes in number or name(s) of carpool participants and type of permit required. Failure to notify the ASC may result in suspension of parking privileges. Permit holders who decide not to renew their permits should notify the ASC no later than the 15th day of the month preceding cancellation.

#### F. Parking Space Allocation Priority

Parking spaces not required for official needs will be allocated each month using the following priority. Current permit holders have no priority over new applicants.

1. Employees with disabilities;
2. Executive personnel and employees with unusual work hours (not to exceed eighty-five spaces);
3. Rideshare (carpool/vanpool) (Priority will be determined by the number of regular members, with the greatest number having the highest priority);
4. Incident Response Center Operations Officers working 12-hour shifts;

5. Child Care Center, Cafeteria, New Reg Cafe, Energy Federal Credit Union, MD Vending Program for the Blind Convenience Store, Health Care Center, and Fitness Center (one space each);

6. Other privately owned vehicles of employees (Priority will be determined by an employee's service time with the NRC including Atomic Energy Commission (AEC), with employees having the greatest service time appearing at the top of the list. As parking spaces become available in this category, they will be filled from the waiting list in sequential order of NRC time); and,

7. NRC contractors or service providers who work in the White Flint Buildings with approved permanent security badges (When number of applications for this category exceeds availability, the number of spaces available for each organization will be determined by random draw conducted by the ASC. Each contractor/service provider communicates to the ASC which of its employees should be granted permits based upon this availability).

#### G. Notification

The ASC will forward to the Contractor by the beginning of the permit sales period (20th of the month prior to the permit month) a listing of individuals authorized to purchase monthly parking permits. This listing will indicate those individuals authorized to purchase permits at other than the \$60 monthly rate. The ASC will furnish additions and deletions to this listing as necessary to the Contractor during the permit sales period.

The ASC will notify via E-mail the individuals authorized to purchase monthly permits on or before the beginning of the monthly permit sale period. The notice shall include the hours and dates when permits may be picked up from the Contractor (contractor's normal business hours).

Individuals are requested to purchase permits by the last day of the calendar month preceding the permit month. When a waiting list of permit applicants exists, the ASC will cancel approvals for individuals who have not purchased their permits by the 5th day of the permit month, and approve waiting list applications. The ASC will notify the Contractor and affected individuals of these changes in status. Cancelled approvals may be reinstated on a case-by-case basis by the ASC, space permitting.

#### IV. PARKING FEES

##### A. Monthly Fees

Parking fees are established in accordance with Paragraph B.2. of the Traffic Mitigation Agreement signed by the EDO on October 1, 1991<sup>1</sup> and the procedures described herein.

The regular fee is \$60, \$35 for operations officers. Fees are charged to all motorized vehicles including motorcycles (bicycles will park free

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<sup>1</sup>The Agreement, signed by GSA, NRC, White Flint North Limited Partnership, The Montgomery County Planning Board, and Montgomery County through the Director, Montgomery County Department of Transportation, stipulates specific mitigation efforts to be made by the TWFM owner and the NRC to limit vehicle trips to and from the site. One such stipulation is that all vehicles intending to park within the on-site parking facilities [garages] shall be charged hourly, daily and monthly parking fees amounting to at least the prevailing commercial rates for off-street parking in the area.



of charge in designated area). Proration of fees will not be given to individuals who submit tardy applications; however, the ASC may make exceptions to include new Headquarters employees or when an administrative error or delay deprives the applicant a full month parking benefit. The ASC will calculate prorations by reducing the fee by \$3.00 for each working day, \$1.75 each working day for operations officers.

B. Daily/Hourly Fees

\$1.00 Per Hour/\$6.00 Per Day Maximum

There shall be a 15-minute grace period before an additional hourly charge will be assessed. No fee will be assessed after 5:00 p.m. to allow individuals with permanent security badges not parking in the garage who are working late to relocate their vehicles for personal safety.

V. PERMIT ISSUANCE AND COLLECTION OF FEES

A. MONTHLY

The Contractor shall offer permits for sale throughout the monthly permit sale period (beginning on the 20th of the succeeding month through the 19th of the permit month). The Contractor shall issue parking permits to the approved monthly parking permit applicants and collect payments during the Contractor's regular working hours at the Contractor's office on the OWFN P-3 level.

The Contractor shall issue parking permits to the individuals who have been approved by the ASC. Multiple permits may not be issued to carpool/vanpool members. If a permit holder is absent for any reason, e.g., travel, it is his/her responsibility to ensure that payment is made promptly and the permits are picked-up in the Contractor's office. Parking permits are not transferable; however, permits may be passed to other carpool members by the permittee when the permittee is absent from the office.

New permits may be issued at no cost to permit holders who have lost their paid monthly permit during the Monthly Permit Sales Period (on or before the 19th of the month). The Monthly Parking Log shall be annotated appropriately to document this no cost issuance by referencing the original permit number. Daily parking permits will be issued to Monthly Permit Holders who lose their permits after the Monthly Permit Sales Period. A single daily permit may be issued to cover the remainder of the calendar month.

The Contractor shall furnish a different set of colored, sequentially-numbered monthly permits each month.

The Contractor shall issue permits in sequential-numbering order. Parking fees may be paid by cash, check or money order. The fee for processing returned checks shall be \$25.00 for each check. This fee may not be changed without the written concurrence of the Contracting Officer. The Contractor shall post the returned check policy in a prominent place in the Contractor's office where permits are sold.

B. DAILY/HOURLY

1. Permits

The Contractor shall provide sequentially-numbered parking permits which shall contain three sections - one section for display in the vehicle; one section for the ASC; and the other section for the Contractor. The following information shall be legibly recorded on each permit:

- a. first and last name of permit holder
- b. vehicle license state and number
- c. vehicle make and model
- d. if NRC employee, telephone number
- e. if non-employee, first and last name of NRC person being visited and telephone number, if known
- f. surname of Contractor employee issuing permit

The Contractor shall ask the permit holder to display the permit where it can be seen so that the permit holder can be contacted in case of emergency.

*When an individual decides not to pay to park in the garage and a permit must be voided, the contractor shall record at a minimum the following information:*

- a. vehicle license state and number
- b. vehicle make and model
- c. first and last name of individual (if obtainable)

*The Contractor shall not allow any vehicle to enter the garage without first issuing a permit except for those with current monthly permits or official headquarters vehicles. An exception may be made to these procedures on the first working day of each month when traffic congests entering the garage. On this day, parking attendants may choose to not stop vehicles without a current monthly permit if they are displaying the previous month's permit. As traffic permits, these vehicles should be stopped and told to purchase monthly permit that day. The above applies only to the first day of the new permit month and only to vehicles displaying the previous month's permit.*

2. Visitor Parking

a. General

Visitors are guests or non-Headquarters employees (not including NRC contractors or service providers) who have short-term (less than one month) official business with the NRC. Visitors are not charged for parking.

visitors include the following<sup>2</sup>

- 1) Commission, EDO and Office Director visitors
- 2) Other Federal government employees with agency badge (except when primary duty station is White Flint Building complex)
- 3) Guests invited to special NRC functions or support

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<sup>2</sup>The decision to admit visitors to the garage will be made by the ASC and Division of Security. Except for Category 1 visitors, parking in the garage is based upon availability at the time of arrival. When garage parking must be denied due to lack of space, every effort shall be made to allow visitors to park on the perimeter road.

activities, e.g. speakers at meetings or conferences, Noontime Concert performers, EWRA vendors, Red Cross (blood drive) personnel, employee family members and caterers for retirement luncheons

- 4) Non-Headquarters NRC employees on official travel
- 5) Contract drivers who will be using NRC vehicles for escort service and park in spaces reserved for NRC vehicles

Visitors do not include the following:

- 1) NRC Headquarters employees; and,
- 2) NRC contractors or service providers (e.g. Energy Federal Credit Union employees).

b. Approval, Notification and Assistance

1) Non-Headquarters employees

Non-Headquarters employees on official travel do not require pre-approval by the ASC. The Contractor shall examine the non-Headquarters employee visitor status by verifying the NRC employee badge reads as follows:

- a) Region I, Region II, Region III, Region IV printed along the border next to the employee's picture; or,
- b) Employee (not contractor) badge with any of the following numbers:
  - A-9000 through A-9250
  - B-9000 through B-9250
  - C-9000 through C-9250

(Note: Employees with these numbers are assigned to the Technical Training Center.)

2) Other visitors

Visitor parking for other than non-Headquarters employees in the garage requires pre-approval by the ASC. When granting this approval, the ASC shall notify the Division of Security.

The ASC will notify the Contractor in writing of individuals authorized visitor parking. When necessary, this information will be provided verbally followed-by written/electronic communication.

The ASC will indicate when visitors will be meeting with Commissioners or EDO. The Contractor shall assist Commission and EDO visitors in parking in reserved visitor spaces on the OWFN level of P-1 and direct them to the OWFN building lobby receptionist. All other visitors must park in general-use spaces.

3. Badged Headquarters Employees, Contractors or Service Providers

a. General

NRC Headquarters Employees, contractors and service providers (who do not hold monthly parking permits) must pay the daily/hourly fee to park in the garage.

b. Approval

NRC Headquarters Employees, contractors and service providers with permanent security badges may park in the garage when space is available without prior approval by the ASC.

Contractors or service providers without permanent security badges may only park in the garage when space is available with prior ASC approval. In providing this approval, the ASC shall obtain the prior concurrence of the Division of Security.

4. Fee Collection and Refunds

The maximum fee that may be owed, based on garage-entry time, shall be collected by the Contractor upon issuance of the permit. The following guidance is provided to clarify this collection:

<u>TIME OF ENTRY</u>	<u>COLLECT</u>
12:45 p.m. and before	\$6.00
12:46 p.m. to 1:45 p.m.	\$5.00
1:46 p.m. to 2:45 p.m.	\$4.00
2:46 p.m. to 3:45 p.m.	\$3.00
3:46 p.m. to 4:45 p.m.	\$2.00
4:46 p.m. to 5:00 p.m.	\$1.00
5:00 p.m. to 6:00 p.m.	No charge

If the permit holder returns to the parking attendant's booth and indicates intent to leave and requests a refund in accordance with the above rate structure, the Contractor shall provide the refund after date/time stamping all copies of the permit. There shall be a 15 minute grace period before the next additional hour fee is charged.

The Contractor shall issue permits for the current day only except when employees state they will be on official travel. The Contractor shall reflect pre-payment for official travel by writing "T" followed by the dates, e.g. "T 11/28-30." The parking permit issued shall also indicate the dates paid. The ASC may approve exceptions for other pre-payment of Hourly/Daily parking on a case-by-case basis.

The Contractor may issue Hourly/Daily permits at no charge to Monthly Permit holders who temporarily do not have monthly permits after verifying current permit status. *Refunds of daily parking fees may be made for the day a current monthly parking permit is purchased. Refunds of previous days daily parking fees may not be made.*

Because replacement Monthly permits are unavailable after the 20th day of the permit month, the Contractor may issue a single Hourly/Daily permit effective through the end of the permit month to permit holders who have lost their permits. These Daily/Hourly permits should be completed with a red marker and reference the missing permit number.

The Contractor may issue Hourly/Daily permits at no charge to carpool/vanpool members (other than the Monthly Permit holder) who temporarily do not have monthly permits after verifying the current



carpool member listing provided by the ASC and when the carpool member states that no other carpool member is parking a vehicle in the garage that day.

5. Official NRC Headquarters Vehicle Parking

The ASC will furnish the Contractor with a listing of official NRC Headquarters vehicles. The Contractor is not required to issue permits for these vehicles. These vehicles park in designated spaces in the OWFN and TWFN buildings.

6. Perimeter Road

Parking is available at no charge on the perimeter road outside the TWFN building for visitors, and contractors and service providers who do not work here on a regular basis, either full or part-time. Individuals parking on the perimeter road must register immediately on-site at the TWFN loading dock security guard booth.

VI. ACCOUNTING AND REPORTING REQUIREMENTS

A. CONTRACTOR INTERNAL CONTROLS

The Contractor shall establish internal management controls to ensure that all permits and funds are accounted for and that the procedures contained herein are followed. These controls shall include the following:

1. Ensure all parking staff are fully trained in accounting requirements and procedures.
2. Compare permit sales report totals to actual cash receipts at the end of each day.
3. Review parking permit logs each day to ensure no breaks in sequential-numbering order occur including continuance of sequence from prior day.
4. Require staff to immediately report to management any fiduciary discrepancies.
5. Institute daily management quality control procedures to assure control and accounting of funds. This shall include management review of all fiduciary reports.
6. Ensure that Contractor management immediately reports any fiduciary deficiencies to the ASC in writing.

B. MONTHLY

The Contractor shall use the NRC's Monthly Parking Log (see Exhibit No. 1) to document issuance of all monthly parking permits and monies collected during the monthly permit sales period (20th of each month that collection began through the 19th of the permit month). The Contractor shall record the names approved for parking by the ASC on this log; the Contractor may annotate log information if payment was made using a name other than approved by the ASC. The amount collected from each individual shall be recorded. At the bottom of the report the Contractor shall record a summary of the total number of permits issued with a breakdown of the number of permits issued for each separate parking fee, e.g. 1000 permits @ \$60. *This summary shall account for all permits issued including those issued at no cost, e.g. replacement*



**permits.** The Contractor shall submit a copy of this Log to the PO by 9:00 a.m. on the second working day following the monthly permit sales period. The Contractor shall provide three separate reports of log information: one report sequenced by last name, one report by date of permit purchase, and one report by permit number. The PO will furnish a copy of these reports to the ASC. In addition, whenever the designated parking staff requests a copy of the parking log at any time during the reporting month, the Contractor shall provide such copy.

Within two working days following each monthly permit sale period, the Contractor shall provide to the ASC a memorandum accompanied by all permits not issued for that month. The ASC will sign a receipt accepting the unissued permits. The ASC will then destroy the permits. The Contractor shall provide a written statement signed Contractor's management explaining any voided or missing permits from the sequential order.

C. DAILY/HOURLY

The Contractor shall account for all permits including any missing from the sequential-numbering set. The Contractor shall carry over from day-to-day the permits in sequential-numbering order. The Contractor shall not possess or acquire more than one set of identically-numbered permits nor shall the Contractor fabricate replacement of permits.

The Contractor shall use the NRC's daily parking log (see Exhibit 2) to document issuance of all Daily/Hourly parking permits and monies collected during the day. *All information recorded shall be legible and accurate including the correct spelling of names.* The Contractor shall document free parking provided to Non-Headquarters employees by writing "Reg" in the NRC block of the log under ORGANIZATION NAME. The Contractor shall document Daily/Hourly parking permits issued to Monthly Permit Holders or Carpool Members who temporarily do not have their permit by annotating the Other block of the log with "MP" (monthly permit) or "CP" (carpool), respectively. The Contractor shall provide a written statement signed by Contractor's management explaining any voided or permits missing from the sequential order. A copy of this log shall be submitted by the Contractor to the PO by 9:00 a.m. the following work day. The PO will provide copies of the report to the QA Section and ASC.

D. REIMBURSEMENT OF FUNDS COLLECTED TO THE NRC

Within five working days after the monthly permit collection period, (20th of each month that collection began through the 19th of following month), monies collected by the Contractor in excess of the Contractor's monthly rate of payment shall be reimbursed to the NRC cashier in the form of a certified check or cashier's check payment to the U.S. Nuclear Regulatory Commission. The number of this contract shall be cited on the check. The Contractor shall submit a schedule of parking collections, (see Exhibit No. 3) to document the date, monthly permit collections, gross, refunds and net daily collections, total collections, less adjustments, the Contractor's monthly payment, and the amount due to NRC. *All revenues reported on this schedule must equal the collections reported by the Daily Garage Log and the Monthly Parking Log.* Any adjustments shall be supported by a separate statement signed by the Contractor management and attached to the monthly statement. One copy each of the monthly parking collection statement shall concurrently be submitted to the PO, CO and ASC.

E. GARAGE MANAGEMENT AND COLLECTION OF DELINQUENT PAYMENTS

1. Permit Inspections

Parking attendant staff shall monitor vehicles entering the garage to ensure only vehicles with valid permits are permitted to park. The Contractor shall conduct visual inspections of the parking garage at least twice daily to identify those vehicles parked without a valid parking permit, including those entered into the garage before the garage operation hours.

*The Contractor shall to the greatest extent possible, separate duties between individuals issuing permits and conducting inspections to identify violations. For example, the parking attendant responsible for opening the garage at 6:00 a.m. should perform the inspection of the garage in the afternoon. The later reporting parking attendant should perform the morning inspection.*

When feasible, the Contractor shall contact the vehicle owner to request immediate payment for an applicable parking permit. In the event that the collection of delinquent payments is not made before the end of the garage operation hours, the Contractor shall proceed with the collection on the next day or until such payment is made. Should the Contractor be unable to identify the driver of the vehicle to seek restitution, the Contractor shall notify the PO and ASC and issue a warning violation stating that parking in the garage in the future without a valid permit could result in towing of vehicle. The surname of the Contractor employee issuing the violation shall be placed on the notice.

2. Other Violations

The Contractor shall ensure that NRC Parking Garage Permit Holder Procedures, as contained in Exhibit 4, are implemented at all times. The Contractor shall conduct visual inspections at least twice daily to identify those vehicles parked in violation of the NRC Parking Garage Permit Holder Procedures. For such vehicles, the Contractor shall contact the permit holder and/or vehicle owner to request immediate correction of the violation. After two contacts (telephone calls or E-mail notices) to the permit holder and/or vehicle owner within two hours, the Contractor shall place a parking violation notice on the windshield of the vehicle and place a call to the ASC to report such violation. The surname of the Contractor employee issuing the violation shall be placed on the notice.

3. Daily Parking Violation Log

The Contractor shall use the NRC's Daily parking Violation Log (see Exhibit 5) to document all parking violations, including any unpaid parking, committed during the day. A copy of the Daily Parking Violation Log, accompanied by copies of all violation notices, shall be submitted to the PO by 9:00 a.m. the following work day. The PO will furnish copies to the QA Section and ASC. For those days where no parking violations were committed, the Contractor shall so state such information on the Parking Violations Log.

## VII. REVIEW OF PARKING REPORTS

### A. General

The ASC will review all reports furnished by the Contractor for accuracy. Each report should be annotated to show the person completing the review and the date.

The ASC will maintain a daily file of all direction given to the Contractor regarding parking.

### B. Daily/Hourly Parking Garage Log

Generally, the ASC staff will perform the following reviews on a daily basis:.

1. Perform a visual check of permit numbers for any breaks in sequence and review any written statement explaining voided permits or permits missing from the sequential order. Verify that statement has been signed by the Facility Supervisor or Technical Supervisor.
2. Run a total of amounts collected from the permits and match this with the total net amount reported collected on the log. Add the net collected column to verify correctness of total collected.
3. Review at least 10 entries at random to identify discrepancies in the amount collected including refunds and verify that all individuals who should have been charged for parking paid. If any discrepancies are found in sampled entries, all entries for that day shall be reviewed.

### C. Monthly Parking Log

The ASC will perform the following reviews within 3 working days of receipt:

1. Verify there are no breaks in sequential-numbering permit assignments.
2. Verify the accuracy of fee collected for each permit holder.
3. Verify the total amount of funds reported is correct based upon the individual entries.
4. Match the total number of permits issued against the total number of permits authorized for purchase. Send E-mail to non-purchasers (according to Monthly Parking Log) asking them to notify ASC immediately if permit was purchased.

### D. Schedule of Parking Collections

The ASC will perform the following reviews within 3 working days of receipt:

1. For each date:
  - Add the Daily Collected column, less Refunded column, and verify Net column amount.
  - Add Daily Net column and Monthly Permits column and verify it equals Total Collections column.

2. Verify that the total Monthly Permits collections equal the amount reported on the Monthly Parking Log.
3. Verify the accuracy of the Total Collections by adding total Net daily collection column and the total Monthly Permits collection columns. Also, add daily Total Collections columns and verify Total Collections for the report.
4. Verify the total amount of Contractor fee by checking the contract.
5. Verify the accuracy of amount due the NRC.

E. Receipt of Funds

1. Compare amount due from Schedule of Parking Collections to the copy of check provided by the Contractor for accuracy.
2. Verify through E-mail that the cashier has received the check in the correct amount. Provide copy to Director, Management Support Staff, Office of Administration.

F. Reporting Discrepancies

All discrepancies found in conduct of the above reviews and any other deficiencies or issues found regarding accounting for permits or fiduciary transactions by the Contractor will be reported as soon as they are discovered by the ASC to the Contracting Officer (CO) with copies to the Project Officer (PO). The report should clearly and specifically state the discrepancies found.

The CO shall review the report of discrepancies, resolve any differences or questions discovered in this review, and notify the Contractor in writing of the discrepancies. The CO shall ensure that the Contractor responds in an appropriate time-frame and the CO shall take remedial and contractual actions as necessary.

The PO shall use the information from the reviews in preparing recommendations to the CO for monetary deductions in accordance with contract provisions for failure to perform required parking management services.

The Performance Evaluation Review Board shall consider the Contractor's performance in management of the parking garage and meeting the contract requirements for these services when determining the amount of award fee to be provided the Contractor.

VIII. QUALITY ASSURANCE REVIEWS OF GARAGE

Quality assurance reviews of garage parking are scheduled by the Chief, Quality Assurance Section. These reviews will include random checks to ensure the following:

- all vehicles have valid permits except for official NRC vehicles;
- daily/Hourly permits are within the sequential number block for the day of the review;
- vehicle matches permit information recorded by the Contractor; and,
- contractor is enforcing provisions of the NRC Parking Garage Permit Holder Procedures.

These inspection reports also are used for applying Contractual deductions and considering award fee.

#### **IX. CONTRACTOR AND GUARD PARKING**

The Contractor and guard contractor are allocated a limited number of permits in the garage at no cost, six permits and two permits respectively. The Contractor and guard contractor shall use non-revenue parking spaces when available and designated by the ASC. Non-revenue parking spaces are defined as irregular spaces not suitable for routine customer parking. Non-revenue spaces may include areas next to or under fans and mechanical equipment.

The Contractor will furnish the ASC with the name, tag number, make of vehicle, and monthly permit number assigned to the employees who will be parking in the garage each month at no cost. This information shall be furnished to the ASC and QA Section by the first working day of each month. The ASC will furnish guard contractor permit holder information to the Contractor. These individual permit assignments shall be recorded in the Monthly Permit Parking Report.

Should the Contractor require any additional parking spaces, the Contractor is responsible for applying for its own parking permits in accordance with the procedures set forth in Section III herein.

#### **X. RETENTION OF RECORDS**

The Contractor shall retain all parking records until Contract is closed and appropriate audits completed (a minimum of three years after end of period of performance). The NRC will retain parking records in accordance with NRC and Federal retention schedules.



## EXHIBIT 1

MONTHLY PARKING LOG  
SUMMARY OF PARKING \_\_\_\_\_, 199\_\_

PERMIT HOLDER	TYPE OF REQUEST*	PERMIT NUMBER	PURCHASE DATE	ORGAN.	AMOUNT COLLECTED
------------------	---------------------	------------------	------------------	--------	---------------------

	Amount of Permit (Subtotal)		Number of Permits		Amount Collected
	_____	X	_____	=	_____
	_____	X	_____	=	_____
	_____	X	_____	=	_____
	_____	X	_____	=	_____
TECOM	_____	X	_____	=	_____
SECURITY	_____	X	_____	=	_____
REPLACEMENT PERMITS	_____	X	_____	=	_____
Grand Total			_____		_____

\*S=Single U=Unusual Hours  
E=Executive P=Prorated  
H=Disability R=Rideshare  
O=Operations Officer

(LOG INFORMATION MUST BE PRINTED)

[illegible]

	DAILY PAGE TOTAL
ADMINISTRATIVE SERVICE CENTER USE ONLY:	

REVIEWED

DATE: \_\_\_\_\_ GRAND TOTAL OF ALL PAGES \_\_\_\_\_

### SCHEDULE OF PARKING COLLECTIONS

[illegible]

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EXHIBIT 4

NRC PARKING GARAGE PERMIT HOLDER PROCEDURES

**DEFINITIONS**

- a. "Administrative Service Center" is a facility located in the One White Flint North building, which provides a number of centralized administrative services to employees. Services are offered in the areas of building maintenance, conference room scheduling, transportation management, commuter assistance and parking management.
- b. "Carpool" means a group of two or more persons, the principal member of which is an employee of NRC whose work place is in either the One or Two White Flint North buildings, and who regularly uses a motor vehicle for transportation to and from work on a continuing basis. Each carpool member must live beyond a one mile radius of and work within a one mile radius of the White Flint Metro station. The relationship of carpool members to each other is irrelevant.
- c. "Vanpool" means a group of at least 8 persons using a passenger van or a commuter bus designed to carry 10 or more passengers. The principal member of a vanpool must be an employee of NRC whose work place is in either the One or Two White Flint North building, and who regularly uses the vanpool for transportation to and from work on a continuing basis.
- d. "Unusual Hours" means work hours that are frequently required to be varied and do not coincide with any regular work schedule. This category includes individuals who regularly or frequently work significantly more (25%) than eight hours per day. In general, this category does not include shift workers, those on alternate work schedules, and those granted exceptions to the normal work schedule (e.g., flexi-time, compressed work). However, employees who work in excess of 25% of their alternative work schedule on a regular or frequent basis, are eligible to qualify in this category.
- e. "Regular Members" are classified as those employees who ride to and from work each day. This does not include part-time or casual riders.

**APPLICATION PROCEDURES**

**General**

Parking permit applications shall be completed and returned to the Administrative Service Center by the 15th day of the month before the next monthly review period for review. When the 15th of the month falls on a weekend or holiday, the application shall be submitted the preceding workday. An application received by the Administrative Service Center will be considered for issuance of parking permits. Employees who have valid permits, who have paid their fees, and whose eligibility criteria have not changed, need not reapply.

**Changes in Parking Status**

Permit holders shall submit a revised application to the Administrative Service Center immediately if there are any changes in their parking application. These include: changes in number or name(s) of carpool participants; type of permit required; or no further requirement for a parking permit. Failure to notify the Administrative Service Center may result in suspension of parking privileges.

### Assignment of Spaces

Parking spaces not required for official needs will be allocated for employee parking using the following order of priority. Current permit holders have no priority over new applicants.

- (a) Employees with disabilities
- (b) Executive personnel and employees with unusual work hours (not to exceed eighty-five spaces)
- (c) Rideshare (carpool/vanpool) (Priority will be determined by the number of regular members, with the greatest number having the highest priority)
- (d) Operations Officers
- (e) Child Care Center, Cafeteria, New Reg Cafe, Energy Federal Credit Union, MD Blind Industries Sundry Store, Health Care Center, Fitness Center (one space each)
- (f) Other privately owned vehicles of employees. (Priority will be determined by an employee's service time with the NRC (including AEC) with employees having the greatest service time appearing at the top of the list. As parking spaces become available in this category, they will be filled from the waiting list in sequential order of NRC time)
- (g) NRC contractors or service providers who work in the White Flint Buildings with approved permanent security badges. (When number of applications for this category exceeds availability, the number of spaces available for each organization will be determined by random draw conducted by the ASC. Each organization communicates to the ASC which of its employees should be granted permits based upon this availability)

### Permit pick-up

1. Employees shall pick up parking permit applications from the Administrative Service Center, and completed applications shall be returned there within the time frame established.
2. Existing parking permits and new permit applications will be reviewed monthly by the Administrative Service Center to reallocate space in accordance with the priorities established.
3. Electronic notices will be sent to all approved applicants each month. Permits may be picked up at the Commercial Facility Management Contractor's office on Level P3 of the OWFN garage, on first work day after the 20th day of the preceding month.
4. Multiple permits will not be issued to vanpool/carpool members. If a permit holder is on official travel, leave, or absent for any reason, it is his/her responsibility to ensure that payment is made promptly and that permits are picked up within the time frames designated. Parking permits are not transferable.

### Parking Garage Rules

1. A one-way traffic pattern will be used to enter and exit the garage. All vehicles must enter the garage from One White Flint North and exit via Two White Flint North.
2. Vehicles must be parked in accordance with the procedures established in this paragraph and instructions by the parking facility attendant. Drivers must comply with all posted directional signs and operate vehicles in a safe manner. Moreover, it is expected that a courteous attitude will prevail with regard to other drivers, pedestrians, and parking garage attendants.



3. Drivers will be required to display their parking when entering the parking garage. If parking permit has been misplaced, stop at the parking attendant's booth to obtain a temporary permit for the day. Vehicles that do not display a valid monthly parking permit may be subject to a parking ticket issued by the Federal Protective Service or NRC security personnel, a notice of violation issued by the Parking Management Contract, or be towed at the driver's expense.
4. Carpool members must complete the inbound trip to the NRC garage facility to be considered members of the carpool. Holders of carpool parking permits may be questioned about the whereabouts of other member of the carpool if the driver arrives without passengers. Confirmation of membership may be required from other members of the carpool.
5. Motorcycles must park in designated areas.
6. Bicycles must park in designated areas and may not be transported on elevators or in stairwells, nor shall they be parked in offices.
7. The speed limit in the garage is 5 m.p.h., 15 m.p.h. on the perimeter road.
8. Headlights must be on when entering the garage.
9. Drivers must yield right-of-way to vehicles that are parking and to pedestrians.
10. Parked vehicles must be locked. Keys and personal items should not be left in vehicles.
11. Permit holders must, when parking, observe the dividing lines and not infringe on the adjoining space.
12. Permit holders may not park in spaces designated for visitors or people with disabilities (handicapped), or in other reserved spaces.
13. When feasible, vehicles should park front end in.
14. The ceiling height at the garage entrance and throughout the garage is 6'6", unless otherwise posted.
15. After Hours Parking: The operating hours of the garage for NRC employees are 6 a.m. to 6 p.m. Individuals with permanent security badges who are working late may enter the garage after 5 p.m. at no charge for personal safety reasons. Any NRC employees wishing to gain entrance to the garage after it is closed for the evening or on a weekend or holiday may do so by entering their badge in the card reader located to the left of driveway. The guard is alerted by a signal to raise the garage door for access into the garage. When leaving, sound horn, and guard will open door.
16. Visitors' Parking: There are eight official parking spaces in the One White Flint garage limited for visitors of the Executive Director for Operations and Commissioners. The ASC registers these visitors with the parking attendant.

There is no cost NRC visitor parking along the perimeter road at Two White Flint North. Visitors must register with the security guard at the TWFN loading dock kiosk. Parking is available on a first come first serve basis. Employees, contractors and service providers who work in the building may not park in visitor parking spaces. These spaces are monitored and violators will be towed.

17. Liability: The government is not responsible for any loss or damage to vehicles or its contents.
18. Reporting Damages: If a driver strikes another vehicle in the parking garage, the driver must stop and check for any damage to either vehicle.
  1. If the other vehicle is damaged, the driver must notify the parking attendant on duty, provide pertinent written information about the accident, and contact the driver of the damaged vehicle.
19. Penalties:
  - a. Failure to comply with the policies and procedures set forth in these guidelines may result in suspension of parking privileges.
  - b. Falsification of applications for parking permits will result in an automatic suspension of parking privileges for at least one year.
  - c. Any vehicle parked in an improper space or area e.g., official and disability, is subject to a fine or being towed at the owner's risk and expense.
  - d. Any vehicle not displaying a permit will be subject to parking ticket issued by the Federal Protective Service or NRC security personnel, a notice of violation issued by the Parking Management Contractor, or subject to being towed.

EXHIBIT 5

PARKING VIOLATIONS LOG  
(LOG INFORMATION MUST BE PRINTED)

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