

## SECTION 1-3: DEFINITIONS

1-3-00	Policy
10	(Reserved)
20	(Reserved)
30	(Reserved)

### 1-3-00 POLICY

This section establishes definitions of terms used in this manual and HHS facilities programs. This chapter will assist users of the manual in understanding and properly applying certain terminology to the facilities development process. These definitions and all other definitions in this Manual must be read consistently with all other similar, relevant definitions set forth in any other potentially relevant and applicable laws, regulations, and similar government-wide requirements.

The following terms are defined as they relate to the HHS facilities management program.

Acquisition Planning (as defined by FAR) - The process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition.

Acquisition Strategy - A business and technical management approach designed to achieve program objectives within the resource constraints imposed. It is the framework for planning, directing, contracting for, and managing a program. It provides a master schedule for all activities essential for program success. The acquisition strategy is the basis for formulating functional plans and strategies including the Acquisition Plan (AP).

Act - Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

Active (as a facility status) - Assigned a current federal mission or function.

Agency - In very general terms, an administrative unit of government. A Department Operating Division (OPDIV) is any of the agencies under the Department of Health and Human Services which is responsible for the conception, planning, programming, budgeting, and/or execution of a program(s) and any associated operating functions.

Agency Facilities Manager - The person in each HHS agency, responsible for managing the agency's facilities program.

Alterations - Improvements that consist of any betterment or change to an existing property to allow its use for a different purpose or function. (See also the definition of "Improvements".)

Annual Facility Operating Cost - Facility operating cost will include all utilities (electric, gas, water, sewage, cleaning or janitorial costs and roads/grounds expenses etc.), recurring maintenance, and repair cost.

As-Built Drawings - Construction drawings revised to show changes made during the construction process, based on record drawings (marked-up prints, drawings and other data) furnished by the Contractor to the Government.

Balanced Scorecard - A tool that translates an organization's strategy into a comprehensive set of performance measures.

Beneficial Occupancy - Beneficial occupancy takes place on the date when part or all of the work involved in a construction project is substantially complete and the Government takes possession of the designated space or spaces to use for the purpose intended. Beneficial occupancy also initiates the warranty period and any additional environmental mitigation measures identified in the environmental documents to be taken after construction. (The use of a project or portion thereof for the purpose intended.)

Best Value - The expected outcome of an acquisition in the Government's estimation that provides the greatest overall benefit in response to the requirement. Best Value procurement is a method of acquisition in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative consideration can be further subdivided into technical design and/or management plan.

Building and Structures - Any betterment or improvement, *i.e.*, a facility, which may be added to real property. Buildings and structures will be classified as:

- a. Permanent facility - A building or structure which is:
  - (1) Intended for long-time occupancy or use, or
  - (2) Designated as the long-term location of an office or activity, or
  - (3) Built on a tract of ground and of materials intended for a long life (more than 25 year estimated useful life).
- b. Semi-permanent facility - Intended for long-time occupancy but built on a tract of ground and of materials which limit the life expectancy of the structure to less than 25 years.

Capital Asset - Capital assets are land, structures, equipment, and intellectual property, including software used by the Federal Government with an estimated useful life of two years or more.

Carpool - A group of two or more people regularly using a motor vehicle for transportation to and from work on a continuing basis.

Change Order (as defined by FAR) - A written order, signed by the Contracting Officer, directing the contractor to make a change that the Changes clause authorizes the Contracting Officer to order without the contractor's consent.

Commercial Activities - Within the meaning of subpart D, Part 102-74 of FMR, are activities undertaken for the primary purpose of producing a profit for the benefit of an individual or organization organized for profit. (Activities where commercial aspects are incidental to the primary purpose of expression of ideas or advocacy of causes are not "commercial activities" for purposes of the FMR.)

Common Financial Framework - Includes closely coordinated planning and budgeting processes; the circulatory system of the network enterprise.

Condition Index (as defined by the FRPC) - The ratio of repair needs to plant replacement value (PRV), calculated as  $[(1 - \text{\$/repair needs} / \text{\$/PRV}) \times 100]$ .

Constructed Asset - A constructed asset is received as equipment, materials, services, and supplies and built to its final, functioning form that is not available "off the shelf," but is built or constructed to unique specifications. The acquisition cost of a constructed asset is the total of all costs (equipment, materials, services, supplies, freight, salaries, benefits, overhead, etc.) incurred in the process of designing and building the asset.

Construction - The erection of a building, structure, or facility, including the installation of equipment, site preparation, landscaping, associated roads, parking, environmental mitigation, and utilities, which provides space not previously available. It includes freestanding structures, additional wings or floors, enclosed courtyards or entryways, and any other means to provide usable program space that did not previously exist (excluding temporary facilities). Construction projects are capitalized in accordance with the accounting principles of the Federal Accounting Standards Advisory Board (FASAB).

Construction Codes - Any set of standards set forth in regulations, ordinances, or statutory requirements of a local, state, or Federal governmental unit relating to building construction and occupancy, adopted and enforced for the protection of the public health, safety and welfare, and the environment.

Contract (as defined by FAR) - A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized (by the FAR), are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications.

Contract Award - The official instrument and notification from the Contracting Officer that the Government has accepted a contractor's bid or offer.

Contract Modification (as defined by FAR) - Any written change in the terms of a contract (see FAR [43.103](#)).

Contracting Officer - The individual with authority to execute contracts on behalf of the Government. This individual is the sole authorized agent in dealing with the contractor. The Contracting Officer has authority to negotiate and execute contracts on behalf of the Government and to make changes, amendments, approve payments, terminate contracts, and close out contracts upon satisfactory completion.

Contracting Officer's Technical Representative (COTR) - The Project Officer or other authorized representative that is designated by the Contracting Officer.

Contractor - The person, firm, or corporation, with whom the Government has executed a contract, that is responsible for performing the work.

Corporate Real Estate - The work environment or network of places where work occurs.

Cost-Benefit/Cost Effectiveness Analysis - A mechanism to determine the best solution to satisfy facility requirements by exploring and comparing the economics of alternatives such as leasing, constructing a new facility, renovating an existing structure, or an addition/alteration option.

Decontamination (41 C.F.R. § 102-71.20) - The complete removal or destruction by flashing or explosive powders; the neutralizing and cleaning-out of acid and corrosive materials; the removal, destruction, or neutralizing of toxic, hazardous, or infectious substances; and the complete removal and destruction by burning or detonation of live ammunition from contaminated areas and buildings.

Defective Work - Work not in conformance with the contract documents. Materials and equipment, furnished under the contract, that are not of specified quality and new unless otherwise required or permitted by the contract documents.

Deficiency (as defined by FAR) - A material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.

Delegation of Authority - The specific, formal deputation, assignment, or commitment of a legal power or right to take certain actions and to make certain decisions having legal significance. Such delegations must be stated in writing by the official authorized to delegate the authority.

Disposal Agency - An executive agency designated by the Administrator of General Services to dispose of surplus real or personal property.

Easement - An interest in land granted for a specified purpose, such as a highway, utility line, etc.

Excess Real Property - Any real property under the control of a Federal agency that is not required for the needs and discharge of its responsibilities.

Executive Agency (as defined by FMR) - Any executive department or independent establishment in the executive branch of the Government, including any wholly-owned Government corporation.

Facility - A building or group of buildings, a structure, utility system, the site, and/or environs associated with the above.

Facility Condition Index (FCI) - The FCI is a general measure of facility condition at a specific point in time calculated as the ratio:

$$1 - \left( \frac{\$ \text{ Cost of repair needs}}{\$ \text{ Plant Replacement Value}} \right)$$

Facility Utilization Index (FUI) - The FUI is a general measure of the usage and thus the vacancy of the asset.

Family Housing - Buildings used primarily as dwellings for families/dependents. Includes apartment houses, single houses, row houses, public housing, military personnel housing, federal employee housing, and institutional housing.

Feasibility Study - A detailed investigation and analysis conducted to determine the financial, economic, technical, environmental, and other advisability of a proposed project.

Federal Acquisition Regulation (FAR) - The basic policy governing Federal agency acquisitions. The FAR contains legal requirements, regulations, and policies that bear on contracting. The FAR is available electronically via the internet at <http://www.arnet.gov/far/>. There are many other useful websites available for FAR research that also include agency specific supplements to the FAR.

Federal Agency (as defined by FMR) - Any executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under that person's direction).

Federal Agency Buildings Manager - Building manager employed by GSA or a Federal agency that has been delegated real property management and operation authority from GSA.

Federal Government Real Property Services Provider - Any Federal Government entity operating under, or subject to, the authorities of the Administrator of General Services, that provides real property services to Federal agencies. This definition also includes private sector firms under contract with Federal agencies that deliver real property services to Federal agencies. This definition excludes any entity operating under, or subject to, authorities other than those of the Administrator of General Services.

Federal Restricted Title - The title is held by an organization or person other than the Federal Government, but the item of real property can only be alienated (mortgaged or encumbered) by the owner with the approval of a Federal Government entity.

Fee Simple - Ownership of real estate in which the owner has the right to control, use, and transfer the property at will. It is the most complete ownership interest one can have in real property.

Final Inspection - Final review of the project by the Government to verify satisfactory completion of all contract elements, prior to issuance of the final payment.

General Contractor - The prime contractor who is responsible for all of the work at the construction site defined within the contract, including that performed by all subcontractors.

General Provisions - The standard clauses that are used by Government agencies in various types of contracts. Most of these clauses are set forth in FAR 52, and guidance for their use is set forth in the Provision and Clause Matrix in FAR Part 52.301. The term also includes clauses specified in FAR Supplement for agency wide use. FAR 52.102-1 provides that general provisions will be incorporated by reference to the regulations "to the maximum practical extent" rather than by placing the full text of clauses in the contract document.

General Services Administration (GSA) - Acting by or through the Administrator of General Services, or a designated official to whom functions under this part have been delegated by the Administrator of General Services.

GIS - A Global Information System (GIS) is a computer system capable of capturing, storing, analyzing, and displaying geographically referenced information; that is, data identified according to location. Practitioners also define a GIS as including the procedures, operating personnel, and spatial data that go into the system.

Gross Area - The total square footage/square meters in a building for all floors to the outer surface of exterior walls. Gross area includes all research and administrative space, retail space, and other

areas such as vending machine space and storage. Gross area also includes major vertical penetrations greater than two square feet, such as shafts, elevators, stairs, or atrium space. This figure is used in defining construction costs for facilities.

Highest and Best Use - The most likely use to which a property can be put, which will produce the highest monetary return from the property, promote its maximum value, or serve a public or institutional purpose. The highest and best use determination must be based on the property's economic potential, qualitative values (social and environmental) inherent in the property itself, and other utilization factors controlling or directly affecting land use (*e.g.* zoning, physical characteristics, private and public uses in the vicinity, neighboring improvements, utility services, access, roads, location, and environmental and historical considerations). Projected highest and best use should not be remote, speculative, or conjectural.

Historic Properties - Properties listed on the National Register of Historic Places or determined by the Federal Preservation Officer (in coordination with the cognizant SHPO or THPO) to be eligible for listing on the National Register of Historic Places based on National Register Criteria.

Hospital - Buildings used primarily for furnishing in-patient diagnosis and treatment under physician supervision and having 24-hour-a-day registered graduate nursing services. This category also includes medical laboratories used for routine testing. This category excludes buildings used directly in basic or applied medical research. (Note that IHS is the only HHS OPDIV with hospitals that fit this definition.)

Human Resources - Labor, workforce support, and related policies and programs.

Improvements (Renovations/Alterations) - Any betterment or change to an existing property to allow its continued or more efficient use within its designated purpose (Renovation), or for use for a different purpose or function (Alteration). Building improvements also include improvements to or upgrading of primary mechanical, electrical, or other building systems, and site improvements not associated with construction projects. Improvements typically increase the useful life of a facility and are capitalized against the existing property in accordance with the accounting principles of the FASAB.

Inactive - Not currently being used, but may have a future need. Includes real property in a caretaker status (closed pending disposal) and closed installations with no assigned current federal mission or function.

Installation - A separately located and defined area of real property in which HHS exercises a real property interest. The term also applies to portions of installations, facilities, or buildings not owned by HHS but which have been acquired for exclusive use through lease, permit, or other written agreement.

Laboratory - Buildings used directly in basic or applied research in the sciences (including medicine) and in engineering, such as medical laboratories, meteorological research laboratories; and buildings used in designing, developing, and testing prototypes and processes for chemistry and physics. This category excludes medical and industrial laboratories used for routine testing.

Landholding Agency - The Federal agency that has accountability for the property involved. For the purposes of this definition, accountability means that the Federal agency reports the real property on its financial statements and inventory records

Lease - Specific rights to real property that have been assigned to the Federal Government for a defined period of time. A federal lease is both a conveyance and contract to possess and use real property for a pre-determined period of time.

License - The right to use federal property for non-federal purposes, revocable at the will of the grantor. It does not convey an interest in the property.

Life Cycle Cost - The total cost of owning, operating, and maintaining a building over its useful life, including its fuel and energy costs, determined on the basis of a systematic evaluation and comparison of alternative building systems; except that in the case of leased buildings, the life cycle cost shall be calculated over the effective remaining term of the lease.

Load Factor - In a lease, the load factor is the multiplier to a tenant's useable space that accounts for the tenant's proportionate share of common areas (restrooms, elevator lobby, mechanical rooms, etc.). The load factor is usually expressed as a percentage and ranges from a low of 5% for a full tenant to as high as 15% for a multi-tenant floor. Subtracting one (1) from the quotient of the rentable area divided by the useable area yields the Load Factor.

Maintenance - Work to keep a property, facility, and/or building system or component in a continuously usable state or condition. Maintenance may include inspection, cleaning, calibration and adjustment, lubrication and replacement of constituent parts, materials and/or sub-assemblies worn, broken, damaged or otherwise comprised. Maintenance includes routine recurring work, which is incidental to everyday operations, as well as preventive work, which is programmed at scheduled intervals, and predictive work, which is indicated by analysis.

Management - The safeguarding of the Government's interest in property in an efficient and economical manner consistent with the best business practices.

Metrics - Standard performance measurements.

Mission Dependency - The value an asset brings to the performance of the mission as determined by the governing agency's mission and strategic plan.

Mission Dependency Index - A risk management metric mandated by the FRPC to be used to communicate the relative importance of a facility in terms of mission criticality.

Nationally Recognized Standards - Encompasses any standard or modification thereof which:

- has been adopted and promulgated by a nationally recognized standards-producing organization under procedures whereby those interested and affected by it have reached substantial agreement on its adoption, or
- was formulated through consultation by appropriate Federal agencies in a manner which afforded an opportunity for diverse views to be considered.

Net Area/Net Assignable Square Footage - The area of a floor or office suite that is suitable for occupancy, including secondary corridors. It excludes shared space that cannot be reasonably assigned for program purposes such as main egress corridors, hazardous waste marshaling areas on the loading dock, and other non-programmable space. In calculating net area, no deduction is made for columns and projections that are necessary to the building. Net Area refers to those portions of the facility available to use for program operations and for supply storage, building maintenance/operation, and other necessary support functions. Net Area is measured from the inside of the permanent exterior wall to the near side of permanent walls separating the area from

stairwells, elevators, mechanical rooms, permanent corridors, or other portions of the building (since these are not categorized as Net Area in the program of requirements document).

Normally Furnished Commercially - Consistent with the level of services provided by a commercial building operator for space of comparable quality and housing tenants with comparable requirements. Service levels are based on the effort required to service space for a five-day week, one eight-hour shift schedule.

Occupant Agency - An organization that is assigned space in a facility under GSA's custody and control through the formal procedures outlined in 41 CFR 102-71.

Occupancy Emergency Organization - The emergency response organization comprised of employees of Federal agencies designated to perform the requirements established by the Occupant Emergency Plan.

Occupant Emergency Plan - Procedures developed to protect life and property in a specific federally occupied space under stipulated emergency conditions.

Occupant Emergency Program - A short-term emergency response program. It establishes procedures for safeguarding lives and property during emergencies in particular facilities.

Offer (as defined by FAR) - A response to a solicitation that, if accepted, would bind the offering party to perform the resultant contract. Responses to invitations for bids (sealed bidding) are offers called "bids" or "sealed bids"; responses to requests for proposals (negotiation) are offers called "proposals"; however, responses to requests for quotations (simplified acquisition) are "quotations," not offers.

Office - Buildings primarily used for office space.

OPDIV Facilities Manager - The person in each HHS Operating Division, responsible for managing the OPDIV's facilities program.

Owned - The Federal Government has fee simple interest in the real property.

Partial Occupancy - Occupancy by the owner of a portion of a project prior to final completion.

Performance Management - Process of assessing progress towards achieving strategic goals.

Performance Specifications - A specification expressed in terms of an expected outcome or acceptable performance standard.

Plant replacement value (PRV) (or functional replacement value) - The cost of replacing an existing asset at today's standards.

Portfolio Flexibility - The degree to which physical assets are aligned with and responsive to business needs.

Portfolio Optimization - Matches the resources of the enterprise to the core business strategy.

Post-Occupancy Evaluation (POE) Survey - The process of inspecting and analyzing recently completed and occupied facilities with a primary objective of determining both positive and negative lessons learned. The lessons learned are to be disseminated and used to promote long-term program improvements.

Prescriptive Specification - The traditional method of specifying materials or techniques found in design-bid-build projects. The range of acceptable product, manufacturers, and techniques, etc, is stipulated in detail to be followed by the builder.

Project Officer - The government representative legally designated by the Contracting Officer as the authorized technical representative for administering A/E, construction and/or service contracts on behalf of the Contracting Officer, exclusive of contractual matters. The Project Officer is not authorized to issue any instructions or directions which affect any increases or decreases in the scope of work or which would result in the increase or decrease of the cost of the contract or a change in performance period of the contract.

Public Area - Any area of a building which is ordinarily open to members of the public, including lobbies, courtyards, auditoriums, meeting rooms, and other such areas not assigned to a lessee or occupant agency.

Public Body - Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, or any political subdivision, agency, or instrumentality of the foregoing.

Public Building -

(1) Any building which is suitable for office and/or storage space for the use of one or more Federal agencies or mixed ownership corporations, such as Federal office buildings, post offices, customhouses, courthouses, border inspection facilities, warehouses, and any such building designated by the President. It also includes buildings of this sort that are acquired by the Federal Government under the GSA Administrator's installment-purchase, lease-purchase, and purchase-contract authorities.

(2) "Public building" does not include buildings:

- (a) On the public domain.
- (b) In foreign countries.
- (c) On American Indian and native Eskimo properties held in trust by the United States.
- (d) On lands used in connection with Federal programs for agricultural, recreational, and conservation purposes.
- (e) On or used in connection with river, harbor, flood control, reclamation or power projects, or for chemical manufacturing or development projects, or for nuclear production, research, or development projects.
- (f) On or used in connection with housing and residential projects.
- (g) On military installations.
- (h) On Department of Veterans Affairs installations used for hospital or domiciliary purposes.
- (i) Excluded by the President.

Punch List - A list of unsatisfactory or incomplete work items that are identified by government representatives during an inspection of the work after the contractor has notified the Contracting Officer that work is substantially complete. The contractor must complete all punch list work items satisfactorily before the final acceptance of contract work.

Quality Assurance (QA) - An integrated system of management activities involving planning, implementation, assessment, reporting, and quality improvement to ensure that a process, item, or service is of the type and quality needed to meet project requirements.

Quality Control (QC) - The overall system of technical activities that measures the attributes and performance of a process, item, or service against defined standards to verify that they meet the stated requirements; operational techniques and activities that are used to fulfill requirements for quality.

Quality Management - Processes required to ensure the project will satisfy the needs and objectives for which it was undertaken, consisting of quality planning, quality assurance, quality control, and quality improvement.

Quality System - A structured and documented management system describing the policies, objectives, principles, organizational authority, responsibilities, accountability, and implementation plan of an organization for ensuring quality in its work processes, products (items), and services. The quality system provides the framework for planning, implementing, and assessing work performed by the organization and for carrying out required QA and QC.

Real Property - Any interest in land (together with the improvements, structures, and fixtures located thereon) under control of any Federal agency, except the public domain, or lands reserved or dedicated for national forest or national park purposes.

Renovation - Improvements that consist of any betterments or changes to an existing property to allow its continued or more efficient use within its designated purpose. (See the definition of 'Improvements'.)

Rentable Area - The square footage for which rent can be charged. Generally it is the gross area of the full floor less the area of all vertical penetrations (elevator shafts, stairwells, mechanical shafts etc.) Rentable area can be measured in many ways, but the most common measurement for office buildings is according to BOMA standards.

Repair - The restoration of a failed or failing primary building system or real property facility component to a condition that restores its effective use for its designated purpose. A repair does not increase the underlying value of an existing facility and is typically not capitalized. An example of a primary building system would be the structural foundation and frame, domestic waste system, or building HVAC; a real property component would be a piece of the primary building system such as a roofing system, central chiller/boiler, generator, or elevators. A failed or failing primary building system or real property component may be the result of action of the elements, fire, explosion, storm and/or other disasters, and by use near to or beyond its expected useful life or technical obsolescence.

Repair needs - The estimated dollar amount necessary to restore a constructed asset to a condition substantially equivalent to the originally intended and designed capacity, efficiency or capability.

Reporting Agency - Agency reporting the property to the General Services Administration.

Request for Proposals (RFP) - The document that completely describes the procurement process, forms the basis for proposals, and ultimately becomes a potential element in the contract.

Section Eight (a) - Section 8(a) of the Small Business Act is a program for minority disadvantaged contractors, where contractors are certified and contracted with the Small Business Administration (SBA). HHS in turn contracts with SBA for services.

Stakeholders - Individuals and organizations that are involved in or may be affected by the undertaking.

Standards - Something considered by an authority or by general consent as a basis of comparison; an approved model. Standards tell the user how something is commonly done and are usually regarded only as recommendations that do not have the force of law. Nationally recognized standards are frequently collected as reference information when codes are being prepared. In many instances, entire sections of the standards are adopted into the regulated codes by reference, and then become legally enforceable.

State Government-Owned - A US state government holds title to the real property, but specific rights for use have been granted to a Federal Government entity.

Statement of Work - The Statement of Work is a document in the acquisition process that describes the work to be performed or the services to be rendered, defines the respective responsibilities of the Government and the contractor, and provides an objective measure so that both government and the contractor will know when the work is complete and payment is justified. Common elements of the Statement of Work are Background, Project Objectives, Scope of Work, Detailed Technical Requirements, Deliverables, Reporting, Schedule, Special Considerations, and References.

Subcontractor - A person or entity that has a direct contract with the Contractor to perform any of the work at the site.

Surplus Real Property - Any related real property and related personal property reported as excess that has been screened by GSA for needs of the Federal agencies or waived from such screening by GSA and has not been designated by GSA for utilization by another Federal agency.

Termination - The unilateral cancellation of a contract by the Government for either: (a) convenience (in the best interest of the Government) or (b) default (failure of a contractor to perform as required).

Turnkey - A variation of design-build project delivery in which one entity is responsible to the owner for design and construction, plus designated real estate services that may include project financing and site selection/purchase.

Usable Square footage - The secured area (square footage) occupied exclusively by the tenant within a tenant's leased space. The useable area times the load factor for common area results in rentable area on which rent is charged. Useable area can be measured in many ways, but the most common measurement for office buildings is according to BOMA standards. It does not include restrooms, elevator shafts, fire escapes, stairwells, electrical and mechanical rooms, janitorial rooms, elevator lobbies, or public corridors (for example, a corridor leading from the elevator lobby to the entrance of a tenant's office).

Use Permit - The right of one Government agency to use the property of another agency on a temporary basis. It does not transfer control of the property, but only its temporary use.

Using Organization - Agency occupying the property.

Value (as defined for facilities by FRPC) - The functional/plant replacement value; the cost of replacing existing facilities.

Vanpool - A group of at least 8 persons using a passenger van or a commuter bus designed to carry 10 or more passengers. Such a vehicle must be used for transportation to and from work in a single daily round trip.

Warehouse - Buildings used for storage, such as ammunition storage, covered sheds, and buildings used primarily for storage of vehicles or materials. Also included are underground or earth-covered ammunition storage bunkers and magazines. This category excludes water reservoirs and POL storage tanks, which are storage structures. (Note that HHS warehouses are not used for storing some of the materials described in the FRPC definition. Some typical uses for HHS warehouses include storage of personal property; furniture fixtures and equipment; vehicles and mail distribution. All of the HHS warehouses are included within the broader FRPC definition.)

Weakness (as defined by FAR) - A flaw in the proposal that increases the risk of unsuccessful contract performance. A "significant weakness" in the proposal is a flaw that considerably increases the risk of unsuccessful contract performance.

Workplace Resources - The integrated support assets that serve to enable the work of the enterprise, including capital, real estate, labor, technology, and raw materials.

Zonal Allocations - The allocation of parking spaces on the basis of zones established by GSA in conjunction with occupant agencies. In metropolitan areas where this method is used, all agencies located in a designated zone will compete for available parking in accordance with instructions issued by GSA. In establishing this procedure, GSA will consult with all affected agencies.

