

PART FIVE - PRESCRIPTIVE SPECIFICATIONS

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ELECTRONIC CONSTRUCTION AND FACILITY SUPPORT CONTRACT MANAGEMENT SYSTEM
05/17, CHG 8: 02/23

PART 1 GENERAL

1.1 CONTRACT ADMINISTRATION

Utilize the Naval Facilities Engineering Command's (NAVFAC's) Electronic Construction and Facility Support Contract Management System (eCMS) for the transfer, sharing, and management of electronic technical submittals and documents. The web-based eCMS is the designated means of transferring technical documents between the Contractor and the Government. Paper media or e-mail submission, including originals or copies, of the documents identified in Table 1 are not permitted, except where eCMS is unavailable, non-functional, or specifically requested in addition to electronic submission.

1.1.1 Format Naming Convention for Files Uploaded Into eCMS

Include the identification number of the document, the type of document, the name/subject or title, and for daily reports, the date (day of work) with format YYYY/MM/DD in the filename. For example, for RFI's, 0011_RFI_Roof_Leaking.doc; for submittals, 0032a_Submittals_Light_Fixture.pdf; for Daily Reports, 0132_Daily_Report_20190504.xls. Contact the Contracting Officer's Representative (COR) regarding availability of eCMS training and reference materials.

1.1.2 Uploading Documents Processed Outside of eCMS

When specifically requested to provide documents outside of eCMS, upload all final project documentation (e.g., documents that are signed and/or adjudicated by the Government) mentioned in Table 1 into eCMS by creating a record in the module associated with that document type and uploading the document(s). Subject/title of the record should include the type of record i.e., RFI/Submittal/Other, the identification number(s), and the statement "Processed Outside of eCMS". For example, "RFI 001-012 Processed Outside of eCMS".

1.2 USER PRIVILEGES

The Contractor will be provided access to eCMS. All technical submittals and documents must be transmitted to the Government via the COR. Project roles and system roles will be established to control each user's menu, application, and software privileges, including the ability to create, edit, or delete objects.

1.3 SUBMITTALS

Government approval is required for submittals with a "G" or "S" classification. Submittals not having a "G" or "S" classification are for Contractor Quality Control approval. Submit the following in accordance with Sections 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES and 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES

SD-01 Preconstruction Submittals

List of Contractor's Personnel;

1.4 SYSTEM REQUIREMENTS AND CONNECTIVITY

1.4.1 General

The eCMS requires a web-browser (platform-neutral) and Internet connection. Obtain from an approved vendor an External Certification Authority (ECA), Primary Key Infrastructure (PKI) certificate, or other similar digital identification to support two-factor authentication and access to eCMS. Provide and maintain computer hardware and software for the eCMS access throughout the duration of the contract for all Contractor-designated users. Provide connectivity, speed, bandwidth, and access to the Internet to ensure adequate functionality. 70 mbps download speed recommended, 40 mbps minimum for loading large files. Neither upgrading of the Contractor's computer system nor delays associated from the usage of the eCMS will be justification or grounds for a time extension or cost adjustment to the Contract.

1.4.2 Contractor Personnel List

Within 20 calendar days of contract award, provide to the Contracting Officer a [list of Contractor's personnel](#) who will have the responsibility for the transfer, sharing and management of electronic [design](#), technical submittals and documents and will require access to the eCMS. Project personnel roles to be filled in the eCMS include the Contractor's Project Manager, [Designer of Record](#), Superintendent, Quality Control (QC) Manager, and Site Safety and Health Officer (SSHO). Personnel must be capable of electronic document management. Notify the COR immediately of any personnel changes to the project. The Contracting Officer reserves the right to perform a security check on all potential users. Provide the following information:

First Name
Last Name
E-mail Address
Office Address
Project Role (e.g., Project Manager, QC Manager, Superintendent)

1.5 SECURITY CLASSIFICATION

In accordance with Department of Navy guidance, all military construction contract data are unclassified, unless specified otherwise by a properly designated Original Classification Authority (OCA) and in accordance with an established Security Classification Guide (SCG). Refer to the project's OCA when questions arise about the proper classification of information.

The eCMS and tablet computer must only be used for the transaction of unclassified information associated with construction projects. In conformance with the Freedom of Information Act (FOIA), DoD INSTRUCTION 5200.48 CONTROLLED UNCLASSIFIED INFORMATION (CUI), and DoD requirements, any unclassified project documentation uploaded into the eCMS must be designated either "U - UNCLASSIFIED" (U) or "CUI - CONTROLLED UNCLASSIFIED INFORMATION" (CUI).

1.6 ECMS UTILIZATION

Establish, maintain, and update data and documentation in the eCMS throughout the duration of the contract. Utilize eCMS to transfer all documents required by contract to be forwarded to the government including submittals that require Government Approval or are classified as "For Information Only", unless otherwise directed by the Contracting Officer.

Personally Identifiable Information (PII) transmittal is not permitted in the eCMS.

1.6.1 Information Security Classification/Identification

The eCMS must be used for the transmittal of the following documents. This requirement supersedes conflicting requirements in other sections, however, submittal review times in Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES remain applicable. Table 1 - Project Documentation Types provides the appropriate U and CUI designations for various types of project documents. Construction documents requiring CUI status must be marked accordingly. Apply the appropriate markings before any document is uploaded into eCMS. Markings are not required on U documents.

Table 1 also identifies which eCMS application is to be used in the transmittal of data (these are subject to change based on the latest software configuration). If a designated application is not functional within 4 hours of initial attempt, defer to the Submittal application and submit the required data as an uploaded portable document (e.g., PDF), word processor, spreadsheet, drawing, or other appropriate format. Hard copy or e-mail submission of these items is acceptable only if eCMS is documented to be not available or not functional or specifically requested in addition to electronic submission. After uploading documents to the Submittal application, transmit the submittals and attachments to the COR via the Transmittal application. For Submittals, select the following:

Preparation by = Contractor personnel assigned to prepare the submittal

Approval by = Contracting Officer Representative (COR)

Returned by = Design Lead/Manager

Forwarded to = Contractor project manager

Table 1 - Project Documentation Types

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
As-Built Drawings	U	Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager	Submittals and Transmittals

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
Building Information Modeling (BIM)	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Submittals and Transmittals
Construction Permits	U	Refer to rules of the issuing activity, state or jurisdiction	Submittals and Transmittals
Construction Schedules (Activities and Milestones)	U	After the schedule submittal is approved by the COR, import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Submittals, Transmittals and Scheduling App
Construction Schedules (Cost-Loaded)	CUI	After the schedule submittal is approved by the COR, import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Submittals, Transmittals and Scheduling App
Construction Schedules (3-Week Lookahead)	U	Import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Scheduling App
DD 1354 Transfer of Real Property	U		Submittals and Transmittals
Daily Production Reports	CUI	Provide weather conditions, crew size, man-hours, equipment, and materials information	Daily Report
Daily Quality Control (QC) Reports	CUI	Provide QC Phase, Definable Features of Work Identify visitors	Daily Report
Designs and Specifications	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Submittals and Transmittals

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
Environmental Notice of Violation (NOV), Corrective Action Plan	U	Refer to rules of the issuing activity, state or jurisdiction	Submittals and Transmittals
Environmental Protection Plan (EPP)	CUI		Submittals and Transmittals
Invoice (Supporting Documentation)	CUI	Applies to supporting documentation only. Invoices are submitted in Wide-Area Workflow (WAWF)	Submittals and Transmittals
Jobsite Documentation, Bulletin Board, Labor Laws, SDS	U		Submittals and Transmittals
Meeting Minutes	CUI		Meeting Minutes
Modification Documents	CUI	Provide final modification documents for the project. Upload into "Modifications - RFPs	Document Management
Operations & Maintenance Support Information (OMSI/eOMSI), Facility Data Worksheet	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Submittals and Transmittals
Photographs	U	Subject to base/installation restrictions	Submittals and Transmittals
QCM Initial Phase Checklists	CUI		Checklists (Site Management)
QCM Preparatory Phase Checklists	CUI		Checklists (Site Management)
Quality Control Plans	CUI		Submittals and Transmittals
QC Certifications	U		Submittals and Transmittals

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
QC Punch List	U		Punch Lists (Testing Logs)
Red-Zone Checklist	U		Checklists (Site Management)
Rework Items List	CUI		Punch Lists (Testing Logs)
Request for Information (RFI) Post-Award	CUI		RFIs
Safety Plan	CUI		Daily Report
Safety - Activity Hazard Analyses (AHA)	CUI		Daily Report
Safety - Mishap Reports	CUI		Daily Report
SCIF/SAPF Accreditation Support Documents	CUI	Note: Some Construction Security plans may be classified as Secret. Classified information must not be uploaded into eCMS. Refer to the Site Security Manager, as applicable.	Submittals and Transmittals
Shop Drawings	U	Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager	Submittals and Transmittals
Storm Water Pollution Prevention (Notice of Intent - Notice of Termination)	U	Refer to rules of the issuing activity, state or jurisdiction	Submittals and Transmittals
Submittals and Submittal Log	U		Submittals and Transmittals
Testing Plans, Logs, and Reports	CUI		Submittals and Transmittals
Training/Reference Materials	U		Submittals and Transmittals

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
Training Records (Personnel)	CUI		Submittals and Transmittals
Utility Outage/Tie-In Request/Approval	CUI		Submittals and Transmittals
Warranties/BOD Letter	CUI		Submittals and Transmittals
Quality Assurance Reports	CUI		Checklists (Government initiated)
Non-Compliance Notices	CUI		Non-Compliance Notices (Government initiated)
Other Government-prepared documents	CUI		GOV ONLY
All Othere Documents	CUI	Refer to FOIA guidelines and contact the FOIA official to determine whether exemptions exist	As applicable

1.6.2 Markings on CUI documents

- a. Only CUI documents being electronically uploaded into the eCMS (.docx, .xlsx, .ppt and others as appropriate), and associated paper documents described in the paragraph CONTRACT ADMINISTRATION require CUI markings as indicated in the subparagraphs below.
- b. CUI documents that are originally created within the eCMS application using the web-based forms (RFIs, Daily Reports, and others as appropriate) will be automatically watermarked by the eCMS software, and these do not require additional markings.
- c. CUI documents must be marked "CONTROLLED UNCLASSIFIED INFORMATION" at the bottom of the outside of the front cover (if there is one), the title page, the first page, and the outside of the back cover (if there is one).
- d. CUI documents must be marked on the internal pages of the document as "CONTROLLED UNCLASSIFIED INFORMATION" at top and bottom.
- e. Where Installations require digital photographs to be designated CUI, place the markings on the face of the photograph.
- f. For visual documentation, other than photographs and audio documentation, mark with either visual or audio statements as

appropriate at both the beginning and end of the file.

1.7 QUALITY ASSURANCE

Requested Government response dates on Transmittals and Submittals must be in accordance with the terms and conditions of the Contract. Requesting response dates earlier than the required review and response time, without concurrence by the Government COR, may be cause for rejection.

Incomplete submittals will be rejected without further review and must be resubmitted. Required Government response dates for resubmittals must reflect the date of resubmittal, not the original submittal date.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

-- End of Section --

SECTION 01 32 16.00 20

SMALL PROJECT CONSTRUCTION PROGRESS SCHEDULES
08/18, CHG 1: 08/20

PART 1 GENERAL

1.1 SUBMITTALS

Government approval is required for submittals with a "G" or "S" classification. Submittals not having a "G" or "S" classification are for Contractor Quality Control approval. Submit the following in accordance with Section 01 33 00 05 20 CONSTRUCTION SUBMITTAL PROCEDURES AND 01 33 10 05 20 DESIGN SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Baseline Construction Schedule; G

Baseline Design Schedule; G

SD-07 Certificates

Monthly Updates

1.2 PRE-CONSTRUCTION SCHEDULE REQUIREMENT

Within 30 calendar days after contract award and prior to the start of work, prepare and submit to the Contracting Officer a Baseline Design Schedule and Baseline Construction Schedule in the form of a Bar Chart Schedule in accordance with the terms in Contract Clause FAR 52.236-15 Schedules for Construction Contracts, except as modified in this contract. The approval of a Baseline Construction Schedule is a condition precedent to:

- a. The Contractor starting demolition work or construction stage(s) of the contract.
- b. Processing Contractor's invoice(s) for construction activities/items of work.
- c. Review of any schedule updates.

Submittal of the Baseline Design and Construction Schedule, and subsequent schedule updates, is understood to be the Contractor's certification that the submitted schedule meets the requirements of the Contract Documents, represents the Contractor's plan on how the work will be accomplished, and accurately reflects the work that has been accomplished and how it was sequenced (as-built logic).

1.3 SCHEDULE FORMAT

1.3.1 Bar Chart Schedule

The Bar Chart must, as a minimum, show work activities, submittals, Government review periods, material/equipment delivery, utility outages, on-site construction, inspection, testing, and closeout activities. The Bar Chart must be time scaled and generated using an electronic

spreadsheet program.

1.3.2 Schedule Submittals and Procedures

Submit Schedules and updates in hard copy and on electronic media that is acceptable to the Contracting Officer. Submit an electronic back-up of the project schedule in an import format compatible with the Government's scheduling program.

1.4 SCHEDULE MONTHLY UPDATES

Update the Design and Construction Schedule at monthly intervals or when the schedule has been revised. Keep the updated schedule current, reflecting actual activity progress and plan for completing the remaining work. Submit copies of purchase orders and confirmation of delivery dates as directed by the Contracting Officer.

a. Narrative Report: Identify and justify the following:

- (1) Progress made in each area of the project;
- (2) Longest Path: Include printed copy on 11 by 17 inch paper, landscape setting;
- (3) Date/time constraint(s), other than those required by the contract;
- (4) Listing of changes made between the previous schedule and current updated schedule including: added or removed activities, original and remaining durations for activities that have not started, logic (sequence, constraint, lag/lead), milestones, planned sequence of operations, longest path, calendars or calendar assignments, and cost loading.
- (5) Any decrease in previously reported activity Earned Amount;
- (6) Pending items and status thereof, including permits, changes orders, and time extensions;
- (7) Status of Contract Completion Date and interim milestones;
- (8) Current and anticipated delays (describe cause of delay and corrective actions(s) and mitigation measures to minimize);
- (9) Description of current and future schedule problem areas.

For each entry in the narrative report, cite the respective Activity ID and Activity Name, the date and reason for the change, and description of the change.

1.5 3-WEEK LOOK AHEAD SCHEDULE

Prepare and issue a 3-Week Look Ahead schedule to provide a more detailed day-to-day plan of upcoming work identified on the Construction Schedule. Key the work plans to activity numbers when a NAS is required and update each week to show the planned work for the current and following two-week period. Additionally, include upcoming outages, closures, preparatory meetings, and initial meetings. Identify critical path activities on the Three-Week Look Ahead Schedule. The detail work plans are to be bar chart type schedules, maintained separately from the Construction Schedule on an

electronic spreadsheet program and printed on 8-1/2 by 11 inch sheets as directed by the Contracting Officer. Activities must not exceed 5 working days in duration and have sufficient level of detail to assign crews, tools and equipment required to complete the work. Deliver three hard copies and one electronic file of the 3-Week Look Ahead Schedule to the Contracting Officer no later than 8 a.m. each Monday, and review during the weekly CQC Coordination or Production Meeting.

1.6 CORRESPONDENCE AND TEST REPORTS:

Correspondence (e.g., letters, Requests for Information (RFIs), e-mails, meeting minute items, Production and QC Daily Reports, material delivery tickets, photographs) must reference Schedule Activities that are being addressed. Test reports (e.g., concrete, soil compaction, weld, pressure) must reference Schedule Activities that are being addressed.

1.7 ADDITIONAL SCHEDULING REQUIREMENTS

Any references to additional scheduling requirements, including systems to be inspected, tested and commissioned, that are located throughout the remainder of the Contract Documents, are subject to all requirements of this section.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 33 00.05 20

CONSTRUCTION SUBMITTAL PROCEDURES
05/14, CHG 5: 03/23

PART 1 GENERAL

1.1 RELATED REQUIREMENTS

This section covers construction submittals that are not included in the design submittals. Submit design submittals in accordance with Section 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES. When using Unified Facility Guide Specifications (UFGS) sections that reference Section 01 33 00 SUBMITTAL PROCEDURES, change reference to this section, Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES and 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES.

1.2 SUBMITTAL DESCRIPTIONS (SD)

Submittal requirements are specified in UFGS in Part 2, GENERAL REQUIREMENTS; in references in Part 4 PERFORMANCE TECHNICAL SPECIFICATIONS; and in UFGS in Part 5, PRESCRIPTIVE SPECIFICATIONS. Submittals that are identified by SD numbers use descriptions of items included in submittal packages and titles as follows:

SD-01 Preconstruction Submittals

Certificates of insurance.

Surety bonds.

List of proposed subcontractors.

List of proposed products.

Construction progress schedule.

Network Analysis Schedule (NAS)

Submittal register.

Schedule of prices or earned value report.

Health and safety plan.

Work plan.

Quality control plan.

Environmental protection plan.

SD-02 Shop Drawings

Drawings, diagrams and schedules specifically prepared to illustrate some portion of the work.

Diagrams and instructions from a manufacturer or fabricator for use in producing the product and as aids to the Contractor for

integrating the product or system into the project.

Drawings prepared by or for the Contractor to show how multiple systems and interdisciplinary work will be coordinated.

SD-03 Product Data

Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions and brochures illustrating size, physical appearance and other characteristics of materials or equipment for some portion of the work.

Samples of warranty language when the contract requires extended product warranties.

Manufacturer's data certifying and demonstrating that specific product, process, and/or conditions complies with applicable Guiding Principle GP) criteria.

SD-04 Samples

Physical examples of materials, equipment or workmanship that illustrate functional and aesthetic characteristics of a material or product and establish standards by which the work can be judged.

Color samples from the manufacturer's standard line (or custom color samples if specified) to be used in selecting or approving colors for the project.

Field samples and mock-ups constructed on the project site establish standards by which the ensuing work can be judged. Includes assemblies or portions of assemblies which are to be incorporated into the project and those which will be removed at conclusion of the work.

SD-05 Design Data

Calculations, mix designs, analyses or other data pertaining to a part of work.

SD-06 Test Reports

Report signed by authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been tested in accord with specified requirements. (Testing must have been within three years of date of contract award for the project.)

Report which includes findings of a test required to be performed by the Contractor on an actual portion of the work or prototype prepared for the project before shipment to job site.

Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation.

Investigation reports.

Daily checklists.

Final acceptance test and operational test procedure.

SD-07 Certificates

Statements signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements. Must be dated after award of project contract and clearly name the project.

Document required of Contractor, or of a supplier, installer or subcontractor through Contractor, the purpose of which is to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications.

Confined space entry permits.

Text of posted operating instructions.

SD-08 Manufacturer's Instructions

Preprinted material describing installation of a product, system or material, including special notices and Material Safety Data sheets concerning impedances, hazards and safety precautions.

SD-09 Manufacturer's Field Reports

Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.

Factory test reports.

SD-10 Operation and Maintenance Data

Data that is furnished by the manufacturer, or the system provider, to the equipment operating and maintenance personnel. This data is needed by operating and maintenance personnel for the safe and efficient operation, maintenance and repair of the item.

SD-11 Closeout Submittals

Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.

Special requirements necessary to properly close out a construction contract. For example, Record Drawings, As-built drawings, DD Form 1354, Guiding Principles Validation or Sustainability Third Party Certification (TPC), Sustainability eNotebook (including all of components) and eOMSI submittals. Also, submittal requirements necessary to properly close out a major phase of construction on a multi-phase contract.

1.3 SUBMITTALS

The use of a "G" following a submittal indicates that an approval action is required, either by the Government or by the Contractor's Designer of

Record (DOR) or QC Specialist.

The use of an "S" following a submittal indicates separate but simultaneous submittal is required as part of federally mandated sustainability requirements, which are not needed for this project.

Submit the following in accordance with the requirements of this section.

SD-01 Preconstruction Submittals

Submittal Register Format; G

1.3.1 Submittal Register

The submittal register must be prepared during the initial design stages of the project and indicate each design and construction submittal. Maintain an electronic version of the submittal register as work progresses. The DOR must assist the DQC in preparing the submittal register by determining all project submittals that require DOR approval. The Contractor proposed submittal register format must include all types of information pertinent to the submittal process and be approved by the Contracting Officer prior to the first submission.

1.4 CONSTRUCTION QUALITY CONTROL

1.4.1 Contractor Reviewing, Certifying, Approving Authority

The QC organization is responsible for reviewing and certifying that submittals are in compliance with the contract requirements.

- a. In RFP PART 4 PERFORMANCE TECHNICAL SPECIFICATIONS (PTS), there are UFGS specification sections required to be submitted as part of the design submittal. Unless specified otherwise in this section, the Contractor's DOR is the approving authority for submittals listed in these specifications with a "G" designation, unless the DOR delegates to Contractor Quality Control approval. RFP Part 4 PTS sections also include submittals identified for DOR approval that are not denoted with a "G" designation, these submittals cannot be delegated for Contractor Quality Control approval.
- b. If RFP PART 5 PRESCRIPTIVE SPECIFICATIONS are utilized in this RFP, the Contractor's DOR is the approving authority for submittals listed with a "G" designation, unless the DOR delegates to Contractor Quality Control approval.
- c. DOR must approve construction submittals that are incorporated in the design submittal prior to being submitted to the Government for design submittal approval. Indicate approval of these construction submittals on the accompanying submittal transmittal forms and the submittal register for each design submittal package. In addition, the DOR professional stamp on the final design submittal indicates approval of construction submittals combined with the design submittal.
- d. Submittal items identified in RFP PARTS 2, 4, and 5 that are not identified with a "G" designation or not designated for DOR approval (in RFP Part 4) are for Contractor Quality Control approval.
- e. Construction submittals that are approved by the DOR or certified by

the QC are not required to be submitted to the Government , except when the RFP requires the design and construction submittals to be combined in Section 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES or where specified in the paragraph SUBMITTALS RESERVED FOR GOVERNMENT SURVEILLANCE of this section.

1.4.2 Submittals Reserved for Government Surveillance

Surveillance submittals are approved by the Contractor in accordance with paragraph CONTRACTOR REVIEWING, CERTIFYING, APPROVING AUTHORITY, but provide the Government the opportunity to oversee critical project issues.

If during the Government surveillance of construction submittals, items are brought to the Contractor's attention as non-compliant, the Contractor must correct the submittal and construction to comply with the requirements of the RFP. Stamp surveillance submittals "APPROVED" by the DOR or QC Specialist and "FOR SURVEILLANCE ONLY." Submit the following Government surveillance submittals, prior to starting work for construction submittal items, and after the completion of the work for reports submittals items.

1.4.3 Submittals Reserved for Government Approval

The Government is the approving authority for submittals with a "G" designation in RFP Part 2 GENERAL REQUIREMENTS specification sections.

Comply with additional Government approval requirements for Environmental submittals, as specified in RFP Part 2.

In addition to the Government approvals required by RFP Part 2, GENERAL REQUIREMENTS, the following submittals must be certified by the QC Manager and the DOR, and approved by the Contracting Officer.

a. Air Flow Test and Balance Report

1.4.3.1 Scheduling for Government Approved Submittals

Except as specified otherwise, allow review period, beginning when Government receives submittal from the QC organization, of 20 working days for return of submittal to the Contractor. Period of review for submittals with Contracting Officer approval begins when Government receives submittal from QC organization. Period of review for each resubmittal is the same as for initial submittal.

1.4.3.2 Government Approval Defined

Submittals marked "approved" indicate a quality assurance (QA) review has been performed. Government review or approval of any portion of the submittal does not relieve the Contractor from responsibility for meeting the contract requirements or for any error that may exist, because under the Quality Control (QC) requirements of this contract, the Contractor is responsible for ensuring information contained within each submittal accurately conforms with the requirements of the contract documents. Furthermore, Government review or approval of a submittal is not to be construed as a complete check.

1.4.4 Constraints

- a. Submittals must be complete for each definable feature of work; submit components of definable feature interrelated as a system at the same time.
- b. Approval of a separate material, product, or component does not imply approval of assembly in which item functions.

1.4.5 Design Change and Variation

The Contractor must limit change and variation to items that will be advantageous to the Government. Submit proof that the change or variation is needed and provide the same or better level of quality as the design that the Government originally reviewed or approved. Design change is considered prior to Government approval of the final design and variation is considered after Government approval of final design.

1.4.5.1 Design Changes

Design changes must meet the minimum requirements of the solicitation and the accepted proposal. Any changes to the design from what was previously reviewed by the Government during any phase of the design process prior to

Government approval of the Final Design must be approved by the DOR and Government before the design change may be incorporated into the design documents. Design changes must be requested in accordance with Section 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES.

1.4.5.2 Variations

Variations from contract requirements including the solicitation, the accepted proposal, and the final design, require Government approval. Variations must be approved by the DOR prior to submitting written request to the Government for approval.

a. Considering Variations

Discuss the proposed variation with the Contracting Officer after consulting with the DOR prior to submission to help ensure functional and quality requirements are met and minimize potential rejections and re-submittals. When contemplating a variation which results in lower cost, consider submitting the variation as a Value Engineering Change Proposal (VECP) in accordance with FAR 52.248-3 Value Engineering-Construction. Specifically point out variations from contract requirements. Failure to receive prior Government approval for deviations may result in the Government requiring rejection and removal of such work at no additional cost to the Government.

b. Submitting Variations

When submitting a variation, deliver the written request and submittal clearly marked as a variation on all pages to the Contracting Officer in the form of a Request for Information (RFI) to include documentation illustrating the nature and features of the variation including any necessary technical submittals and why the variation is desirable and beneficial to Government. Request must also include any savings to the government with estimate of savings amount. Provide written documented analysis and approval from the DOR.

The Contracting Officer will indicate an approval or disapproval of the variation request; and if not approved as submitted, will indicate the Government's reasons therefor. Any work done before such approval is received is performed at the Contractor's risk.

c. Warranting Variations Are Compatible

When proposing a variation for approval, the Contractor, including its Designer(s) of Record, warrants that the contract documents have been reviewed to establish that the variation, if incorporated, is compatible with the design intent and operational requirements.

1.4.6 Contractor's Responsibilities

Ensure no work has begun until submittals for that work have been "approved" or "approved as noted."

1.4.7 QC Organization Responsibilities

Stamp each sheet of each submittal with QC certifying statement or approving statement, except that data submitted in bound volume or on one sheet printed on two sides may be stamped on the front of the first sheet only.

- a. When approving authority is Contracting Officer, QC organization will certify submittals, assure proper signatures, and forward to Contracting Officer with the following certifying statement:

"I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated with contract Number (insert contract number here), is in compliance with the contract documents, can be installed in the allocated spaces, and is submitted for Government approval.

RFP Part Two Submittals:

Certified by QC Manager _____, Date _____
(QC Manager)

RFP Part Four and Part Five Submittals:

Certified by DOR _____, Date _____

Certified by QC Manager _____, Date _____"

- (1) Sign certifying statement or approval statement. The person signing certifying statements must be QC organization member designated in the approved QC plan. The signatures must be in original ink. Stamped signatures are not acceptable.
 - (2) Update submittal register database as submittal actions occur and maintain the submittal register at project site until final acceptance of all work by Contracting Officer.
 - (3) Retain a copy of approved submittals at project site, including Contractor's copy of approved samples.
- b. When the Approving Authority is the Designer of Record, the DOR must approve, professionally stamp, sign, and date submittals. DOR stamp on construction submittals or submission of design documents that include construction submittals indicates DOR approval for construction. QC organization must certify submittals, assure proper signatures, and forward to Contracting Officer with the following certifying statement:

"I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated with contract Number (insert contract number here), is in compliance with the contract requirements, can be installed in the allocated spaces, and is submitted for DOR approval.

RFP Part Four and Part Five Submittals:

Approved by DOR _____, Date _____

Certified by QC Manager _____, Date _____"

- (1) Sign certifying statement or approval statement. The person signing certifying statements must be QC organization member designated in the approved QC plan. The signatures must be in original ink. Stamped signatures are not acceptable.

- (2) Update submittal register database as submittal actions occur and maintain the submittal register at project site until final acceptance of all work by Contracting Officer.
- (3) Send copies of final DOR or QC Specialist approved and signed submittals that are identified in this section for Government surveillance to the Contracting Officer. Stamp copies "For Surveillance Only."

1.4.8 Government's Responsibilities

When approving authority is the Contracting Officer, the Government will:

- a. Note date on which submittal was received from QC Manager, on each submittal.
- b. Review submittals for compliance with contract documents.

1.4.8.1 Government Actions

Submittals will be returned with one of the following notations:

- a. Submittals marked "approved" or "approved as submitted" authorize Contractor to proceed with work covered.
- b. A submittal marked "not reviewed" will be returned with an explanation of the reason it was not reviewed.
- c. Submittals marked "approved as noted" or "approval except as noted; resubmission not required" authorize Contractor to proceed with work as noted provided Contractor takes no exception to the notations.
- d. Submittals marked "revise and resubmit" or "disapproved" indicate submittal is incomplete or does not comply with design concept or requirements of the contract documents and must be resubmitted with appropriate changes. No work is allowed to proceed for this item until resubmittal is approved.
- e. Submittals required for surveillance will be returned only if corrective actions are required.

1.5 FORMAT OF SUBMITTALS

1.5.1 Transmittal Form

1.5.1.1 Combined Design and Construction Submittal Notification

Indicate on the **submittal details**, which construction submittals have been combined with the design documents. Coordinate list of combined design and construction submittals with submittal register to indicate DOR approval of all combined submittals.

1.5.2 Identifying Submittals

When submittals are provided by a Subcontractor, the Prime Contractor is to prepare, review and stamp with Contractor's approval all specified submittals prior to submitting for Government approval.

Identify submittals, except sample installations and sample panels, with the following information permanently adhered to or noted on each separate component of each submittal. Mark each copy of each submittal identically, with the following:

- a. Project title and location.
- b. Construction contract number.
- c. Date of the drawings and revisions.
- d. Name, address, and telephone number of subcontractor, supplier, manufacturer and any other subcontractor associated with the submittal.
- e. Section number of the specification section by which submittal is required.
- f. Submittal description (SD) number of each component of submittal.
- g. When a resubmission, add alphabetic suffix on submittal description, for example, submittal 18 would become 18A, to indicate resubmission.
- h. Product identification and location in project.

1.5.3 Format for SD- 02 Shop Drawings

- a. Shop drawings are not to be less than 8 1/2 by 11 inches nor more than 30 by 42 inches, except for full size patterns or templates. Prepare drawings to accurate size, with scale indicated, unless other form is required. Drawings are to be suitable for reproduction and be of a quality to produce clear, distinct lines and letters with dark lines on a white background.
- b. Present 8 1/2 by 11 inches sized shop drawings as part of the submittals required by section. Present larger drawings in sets.
- c. Include on each drawing the drawing title, number, date, and revision numbers and dates, in addition to information required in paragraph IDENTIFYING SUBMITTALS of this section.
- d. Reserve a blank space, no smaller than two inches square inches the right-hand side of each sheet for the Government disposition stamp.
- e. Dimension drawings, except diagrams and schematic drawings; prepare drawings demonstrating interface with other trades to scale. Use the same unit of measure for shop drawings as indicated on the contract drawings. Identify materials and products for work shown.
- f. Include the nameplate data, size and capacity on drawings. Also include applicable federal, military, industry and technical society publication references.

1.5.4 Format of SD - 03 Product Data and SD - 08 Manufacturer's Instructions

- a. Present product data submittals for each section as a complete volume. Include table of contents, listing page and catalog item numbers for product data.
- b. Indicate, by prominent notation, each product which is being submitted; indicate specification section number and paragraph number to which it pertains.
- c. Supplement product data with material prepared for project to satisfy submittal requirements for which product data does not exist. Identify this material as developed specifically for project, with information and format as required for submission of SD-07 Certificates.
- d. Include the manufacturer's name, trade name, place of manufacture, and catalog model or number on product data. Also include applicable federal, military, industry and technical society publication references. Should manufacturer's data require supplemental information for clarification, submit as specified for SD-07 Certificates.
- e. Where equipment or materials are specified to conform to industry and technical society reference standards of the organizations such as American National Standards Institute (ANSI), ASTM International (ASTM), National Electrical Manufacturer's Association (NEMA), Underwriters Laboratories (UL), and Association of Edison Illuminating Companies (AEIC) submit proof of such compliance. The label or listing by the specified organization is acceptable evidence of compliance. In lieu of the label or listing, submit a certificate from an independent testing organization, competent to perform testing, and approved by the Contracting Officer. State on the certificate that the item has been tested in accordance with the specified organization's test methods and that the item complies with the specified organization's reference standard.
- f. Collect required data submittals for each specific material, product, unit of work, or system into a single submittal and marked for choices, options, and portions applicable to the submittal. Mark each copy of the product data identically. Partial submittals will not be accepted for expedition of construction effort.
- g. Submit manufacturer's instructions prior to installation.

1.5.5 Format of SD - 04 Samples

Furnish samples in sizes below, unless otherwise specified or unless the manufacturer has prepackaged samples of approximately same size as specified:

- a. Sample of Equipment or Device: Full size.
- b. Sample of Materials Less than 2 by 3 inches: Built up to 8 1/2 by 11 inches.

- c. Sample of Materials Exceeding 8 1/2 by 11 inches: Cut down to 8 1/2 by 11 inches and adequate to indicate color, texture, and material variations.
- d. Sample of Linear Devices or Materials: 10 inch length or length to be supplied, if less than 10 inches. Examples of linear devices or materials are conduit and handrails.
- e. Sample of Non-Solid Materials: 1.6 pints. Examples of non-solid materials are sand and paint.
- f. Color Selection Samples: 2 by 4 inches. Where samples are specified for selection of color, finish, pattern, or texture, submit the full set of available choices for the material or product specified. Sizes and quantities of samples are to represent their respective standard unit.
- g. Sample Panel: 4 by 4 feet.
- h. Sample Installation: 100 square feet.
- i. Samples Showing Range of Variation: Where variations in color, finish, pattern, or texture are unavoidable due to nature of the materials, submit sets of samples of not less than three units showing extremes and middle of range. Mark each unit to describe its relation to the range of the variation.
- j. Reusable Samples: Incorporate returned samples into work only if so specified or indicated. Incorporated samples are to be in undamaged condition at time of use. Recording of Sample Installation: Note and preserve the notation of area constituting sample installation but remove notation at final clean-up of project.

When color, texture or pattern is specified by naming a particular manufacturer and style, include one sample of that manufacturer and style, for comparison if there is no color board submitted during design.

1.5.6 Format of SD - 05 Design Data and SD - 07 Certificates

Provide design data and certificates on 8 1/2 by 11 inches paper. Provide a single volume for submittals containing numerous pages.

1.5.7 Format of SD-06 Test Reports and SD - 09 Manufacturer's Field Reports

Provide reports on 8 1/2 by 11 inches paper in a complete volume. Indicate by prominent notation, each report in the submittal. Indicate specification number and paragraph number to which it pertains.

1.5.8 Format of SD - 10 Operation and Maintenance Data (O&M)

1.5.9 Format of SD - 01 Preconstruction Submittals and SD - 11 Closeout Submittals

When submittal includes a document, which is to be used in project or become part of project record, other than as a submittal, do not apply Contractor's approval stamp to document, but to a separate sheet accompanying document.

Provide all dimensions in administrative submittals in English .

1.6 QUANTITY OF SUBMITTALS

1.6.1 Quantity of Submittals Reserved for Government Approval

Submit **one electronic copy** of submittals of shop drawings requiring review and approval by Contracting Officer.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 33 10.05 20

DESIGN SUBMITTAL PROCEDURES

05/17, CHG 6: 03/23

PART 1 GENERAL

1.1 SUMMARY

This section includes requirements for Contractor-originated design documents and design submittals.

1.2 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

U.S. DEPARTMENT OF DEFENSE (DOD)

FC 1-300-09N (2014; with Change 6, 2021) Navy and Marine Corps Design

UFC 1-200-01 (2022) DoD Building Code

1.3 UFC 1-200-02

UFC 1-200-01 requires compliance with UFC 1-200-02, "High Performance and Sustainable Building Requirements".

1.4 GENERAL DESIGN REQUIREMENTS

Contractor-originated design documents must provide a project design that complies with the Request For Proposal (RFP), FC 1-300-09N, UFC 1-200-01, the Core UFCs, and other UFC's listed above.

1.5 SUBMITTALS

Submit design submittals, including shop drawings used as design drawings, to the Government for approval. The use of a "G" following a submittal indicates that a Government approval action is required. Submit the following in accordance with this section and Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES.

Submittals with an "S" are for inclusion in the Sustainability eNotebook, which is not used in this project. Submit the following in accordance with this section and Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES.

SD-01 Preconstruction Submittals

Consolidated RFP Documents; G

Submittal Register; G

SD-04 Samples

SD-05 Design Data

Design Drawings; G

Specifications; G

Basis of Design; G

Design Submittals; G

SD-11 Closeout Submittals

Record Documents; G

1.6 DESIGN QUALITY CONTROL

1.6.1 Contractor Reviewing and Certifying Authority

The QC organization is responsible for reviewing and certifying that design submittals are in compliance with the contract requirements.

1.6.2 Government Approving Authority

The Contracting Officer is the approving authority for design submittals.

1.6.3 Designer of Record Certifying Authority

The Designer of Record (DOR), as registered and defined in [FC 1-300-09N](#), is the design certifying authority. The DOR accepts responsibility for design of work in each respective design discipline, by stamping and approving final construction drawings submitted to the Government approval authority.

1.6.4 Contractor Construction Actions

Purchase of material and equipment, fabrication and construction of any elements may proceed upon Government signed approval of the final design submission, except as specified in the following paragraph. Final submission to include sealed, signed and certified documents by the DOR, Design Quality Control (DQC) Manager, and Quality Control (QC) Managers.

1.6.4.1 Exception to Contractor Construction Actions

Contractor may proceed with purchase of material and equipment, fabrication of the following elements prior to final Government approval. Submittals of these items must be approved and signed by DOR, DQC, and QC Managers, and require no design change.

1.6.5 Contractor's Responsibilities

- a. Designate a lead licensed architect or engineer to be in responsible charge to coordinate the design effort of the entire project. This lead architect or engineer must coordinate all design segments of the project to assure consistency of design between design disciplines.
- b. With the Designer of Record, verify site information provided in the RFP. In addition, provide additional field investigations and verification of existing site conditions as may be required to support the development of design and construction of the project.
- c. Indicate on the **submittal details page** which design submittals are being submitted as shop drawings.
- d. Advise Contracting Officer of variations, as required by paragraph DESIGN CHANGE AND VARIATIONS.
- e. Provide an updated, cumulative **submittal register** with each design package that identifies the design and construction submittals required by that design package and previous submittals.

1.6.6 QC Organization Responsibilities

- a. The QC Manager must certify design submittals for compliance with the contract documents. The DOR stamp on drawings indicates approval from the DOR.
- b. QC organization must certify submittals forwarded by the Designer of Record (DOR) to the Contracting Officer with the following certifying statement:

"I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated with Contract Number (insert contract number here), is in compliance with the contract documents, and is submitted for Government approval.

Certified by Design Quality Control (DQC) Manager

_____, Date _____

Certified by QC Manager _____,

Date _____"

- c. Sign certifying statement. The persons signing certifying statements must be the QC organization members designated in the approved QC plan. The signatures must be in original ink. Stamped signatures are not acceptable.
- d. Update submittal register as submittal actions occur and maintain the submittal register at project site until final approval of all work by Contracting Officer.
- e. Retain a copy of approved submittals at project site.

1.6.7 Government Responsibilities

The Government will:

- a. Note date on which submittal was received from QC manager, on each submittal.
- b. Perform a quality assurance (QA) review of submittals. Government will notify Contractor when comments for that design package are posted and ready for Contractor evaluation and resolution.
- c. Upon submittal of final design package and resolution of comments by the Contractor, the Government will sign final design package, when approved, and return electronic copy of signed design documents to the Contractor.

1.6.7.1 Actions Possible

Submittals will be returned with one of the following notations:

- a. Submittals may be marked "approved." Submittals marked "approved" indicate a quality assurance (QA) review has been performed. Government review or approval of any portion of the proposal or final design does not relieve the Contractor from responsibility for meeting the contract requirements or for any error that may exist, because under the Quality Control (QC) requirements of this contract, the Contractor is responsible for ensuring information contained within each submittal accurately conforms with the requirements of the contract documents. Furthermore, Government review or approval of a submittal is not to be construed as a complete check.
- b. Submittals marked "not reviewed" indicate submittal has been previously reviewed and approved, is not required, does not have evidence of being reviewed and certified by Contractor, or is not complete. Submittal will be returned with an explanation of the reason it is not reviewed. Resubmit submittals returned for lack of review by Contractor or for being incomplete, with appropriate action, coordination, or change.
- c. Submittals marked "revise and resubmit" or "disapproved" indicate submittal is incomplete or does not comply with design concept or requirements of the contract documents and must be resubmitted with appropriate changes. If work has been started on the unacceptable portion of the design submittal, the Contractor must propose corrective action. No further work is allowed to proceed until the issue is resolved in a manner satisfactory to the Government.

1.7 DESIGN DOCUMENTS

Provide design documents that include basis of design, design drawings, and design specifications, reports, and submittal register in accordance with [FC 1-300-09N](#), Navy and Marine Corps Design Procedures.

The Contractor is encouraged to make product, material, and system selections during the project design and indicate these choices on the design documents. Accomplish this by submitting design drawings and specifications that include proprietary submittal information such as manufacturers name, product names, model numbers, product data, manufactures information, provided optional features, appropriate connections, fabrication, layout, and product specific drawings. Adherence to RFP submittal requirements and provision of DOR approved construction submittal information on the design submittals - eliminates

the need for follow-on traditional construction submittals after the final design is approved.

Refer to Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES for requirements pertaining to Contractor proposed design changes or variations.

1.8 DESIGN DRAWINGS

Prepare, organize, and present design drawings in accordance with the requirements of FC 1-300-09N, Navy and Marine Corps Design Procedures.

All CAD drawings must conform to the NAVFAC SE CAD Standards. Confirm with the Government the AutoCAD format required. Use relative pathing for external references (XREF). Do not bind external references in any drawing or sheet. Include the AutoCAD Plot Style in submittals. Submit all CAD files for the final drawings on CD-ROM or DVD disks in AutoCAD 2000 or later format. Drawing files must be full files, uncompressed and unzipped.

1.8.1 Design Drawings Used as Shop Drawings

Design drawings may be prepared more like shop drawings to minimize construction submittals after final design is approved. If the Contractor chooses or is required to include the construction submittal information on the design documents, indicate proprietary information on the design drawings as necessary to describe the products, materials, or systems that are to be used on the project. Construction submittal information included directly in the design drawings must be approved by the DOR. All design documents must be professionally signed in accordance with FC 1-300-09N, Navy and Marine Corps Design Procedures.

1.8.2 Drawing Format For Design Drawings Used as Shop Drawings

The Contractor-originated drawings will be used as the basis for the record drawings. Shop drawings included as design documents must comply with the same drawing requirements such as drawing form, sheet size, layering, lettering, and title block used in design drawings.

1.8.3 Identification of Design Drawings Used as Shop Drawings

The Contractor's submittal detail in eCMS and submittal register must indicate which design drawings are being submitted as shop drawings.

1.8.4 Naval Facilities (NAVFAC) Engineering Command Drawing Numbers

Number the final Contractor-originated design drawings consecutively with NAVFAC drawing numbers. Determine the total number of sheets required for the complete set of drawings before requesting the NAVFAC drawing numbers from the Contracting Officer.

1.8.5 Seals and Signatures on Documents

All final Contractor-originated design drawings must be signed, dated, and bear the seal of the registered architect or the registered engineer of

the respective discipline in accordance with FC 1-300-09N. This seal must be the seal of the Designer of Record for that drawing, and who is professionally registered for work in that discipline. A principal or authorized licensed or certified employee must electronically sign and date final drawings and cover sheet, in accordance with FC 1-300-09N. The design drawing coversheets must be sealed and signed by the lead licensed architect or engineer of the project design team. Indicate the Contractor's company name and address on the drawing coversheets of each design submittal. Application of the electronic seal and signature accepts responsibility for the work shown thereon.

1.8.6 Units of Measure

Utilize English Inch-Pound units of measure on the design documents

1.9 SPECIFICATIONS

Provide a Contractor-originated design specification that in conjunction with the drawings, demonstrates compliance with requirements of the RFP. The specified products, materials, systems, and equipment that are approved by the DOR; submitted to the Government by the Contractor; and reviewed by the Contracting Officer must be used to construct the project. UFGS sections contained in RFP Part 2 become a part of the Contractor-originated Division 01 specification without modification. Specification Sections contained in RFP Part 5 become a part of the Contractor-originated specification without modification.

1.9.1 Specifications Components and Format

The Contractor must prepare design specifications that include a UFGS specification for each product, material, or system on the project. If the Contractor chooses or is required above to combine design and construction submittal information on the design documents, provide a UFGS specification and also proprietary information such as catalog cuts and manufacturers data that demonstrates compliance with the RFP. Organize the specifications using Construction Specification Institute (CSI) MasterFormatTM unless the Contracting Officer requires a UniFormat organization. Navy's use of system specifications takes precedence over CSI MasterFormat component breakdown and related component specifications. Provide project specifications to include the following:

- a. Provide the specification cover sheet with the professional seal and signature of the lead licensed architect or engineer of the project design team. Indicate the Contractor's company name and address on the specification coversheet.
- b. Table of contents for entire specification.
- c. Individual UFGS specification sections for each product, material, and system required by the RFP. Edit UFGS sections in accordance with RFP Part 4, PTS Section Z-10, Design Submittals.
- d. If proprietary information is provided or required, include a coversheets for the product, material, or system information that is being proprietarily specified. This information is to follow the related UFGS specification.
- e. If proprietary information is provided or required, include highlighted and annotated Catalog Cuts, Manufacturer's Product Data,

Tests, Certificates, Manufactures information and letters for each product, material, or system that is being proprietary specified.

- f. Coordinated submittal register for all products, materials and systems with each design submittal. Provide a cumulative register that identifies the design and construction submittals required by each design package along with previous design submittals. The DOR must assist in developing the submittal register by determining which submittal items are required to be approved by the DOR. Complete all fields in the final submittal register in order to obtain Government approval of the final design. Submittal register to include separate but simultaneous delivery and approval of design or data .

1.9.2 Specifications Section Source Priority

Choose UFGS sections that describe the products, materials, and systems that are used on the project. Use current UFGS sections that are available on the Whole Building Design Guide website (available at this website:

<https://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs>) and give priority to the Unified Tri-Service UFGS sections (no spec number suffix) and UFGS that are prepared by NAVFAC (.00 20 suffix). Only use a UFGS section prepared by another DoD Component (.00 10, and .00 30 suffix), if an applicable NAVFAC prepared specification section does not exist. Do not use Army (.00 10 suffix) and NASA (.00 40 suffix) specifications from Division 22 through Division 28. If no applicable UFGS technical specification exists to meet your project requirements, consult with the NAVFAC Component for guidance and create a new UFGS specification in accordance with UFC 1-300-02, Unified Facilities Guide Specifications (UFGS) Format Standard.

1.9.3 Identification of Manufacturer's Product Data Used with Specifications

Provide complete and legible catalog cut sheets, product data, installation instructions, operation and maintenance instructions, warranty, and certifications for products and equipment for which final material and equipment choices have been made. Indicate, by prominent notation, each product that is being submitted including optional manufacturer's features, and indicate where the product data shows compliance with the RFP.

1.9.4 Specification Software

Submit the final specification source files in SpecsIntact.
Submit the following reports for review at the 100% Pre-Final Design Review: ADDRVER (Address Verification Report), BRKTVER (Bracket Verification Report), DUPEVER (Duplicate Reference Verification Report), REFVER (Reference Verification Report), and SECTVER (Section Verification Report).

All errors indicated by the reports MUST be resolved or corrected in the Final or Risk Resubmission. Coordinate with the Government as necessary.

1.10 BASIS OF DESIGN

Prepare, organize, and present basis of design in accordance with the

requirements of FC 1-300-09N. The basis of design must be a presentation of facts to demonstrate the concept of the project is fully understood and the design is based on sound engineering principles. Provide design analyses for each discipline and include the following:

- a. Basis of design that includes:
 - (1) An introductory description of the project concepts that addresses the salient points of the design;
 - (2) An orderly and comprehensive documentation of criteria and rationale for system selection; and
 - (3) The identification of any necessary licenses and permits that are anticipated to be required as a part of the design or construction process. The "Permits Record of Decision" (PROD) form provided must be used for recording permits.
- b. Code and criteria search must identify all applicable codes and criteria and highlight specific requirements within these codes and criteria for critical issues in the facility design.
- c. Calculations as specified and as needed to support this design.
- d. Section titled "Antiterrorism" that documents the antiterrorism features
- e. Fall Protection Analysis

1.10.1 Basis of Design Format

The basis of design for each design discipline must include a cover page indicating the project title and locations, contract number, table of contents, tabbed separations for quick reference, and bound in separate volumes for each design discipline.

1.10.2 Design Calculations

Place the signature and seal of the designer responsible for the work on the cover page of the calculations for the respective design discipline.

1.10.3 Fall Protection Analysis

Eliminate fall hazards in the facility or if not feasible provide control measures to protect personnel conducting maintenance work after completion of the project. Identify fall hazards in the Basis of Design with the Design Development and Prefinal submittals. The analysis must describe how fall hazards are considered, eliminated, prevented or controlled to prevent maintenance personnel from exposure to fall hazards while performing work at heights. Refer to RFP Part 2, Section 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS for fall hazard protection requirements.

1.11 RECORD DOCUMENTS

1.11.1 Record Drawings

The as-built modifications must be accomplished by electronic drafting methods on the Contractor-originated DWG design drawings to create a complete set of record drawings.

- a. For each record drawing, provide CAD drawing identical to signed Contractor-originated PDF drawing, that incorporates modifications to the as-built conditions. In addition, copy initials and dates from the Contracting Officer approved .PDF documents to the title block of the record CAD.DWG drawings. The RFP reference or definitive drawings are not required for inclusion in the record set of drawings.
- b. After all as-built conditions are recorded on the CAD.DWG files, produce a PDF and .JPEG file of each individual record drawing in conformance with FC 1-300-09N. Electronic signatures are not required on record drawings.
- c. Provide a searchable electronic copy of the photo documentation used in the QC Daily Reports.

1.11.2 Source Documents

Provide the specifications, basis of design, reports, surveys, record model, calculations, and any other contracted documents on the CD-ROM or DVD disk with the record drawings.

1.11.3 Record Model

Provide Record Model in accordance with FC 1-300-09N.

1.12 REQUEST FOR INFORMATION

PART 2 PRODUCTS

2.1 CONSOLIDATED RFP DOCUMENTS

Within four weeks after contract award, provide two electronic and hard copies of consolidated RFP documents incorporating the Contractor's Proposal and all RFP amendments and revisions that are contained in the contract award. Identify the changes to the RFP with the "Red-lining" or "Track Changes" feature of SpecsIntact or MS Word to highlight the pre-award modifications to the contract. Identify the amendment source at each addition and deletion by annotation, such as footnote or reference in

parenthesis.

a. **Project Betterments:** For any betterments to the Project submitted by the Contractor and approved by the Government, include a synopsis, consisting of one or two pages for each betterment at the end of Part 3 of the RFP.

2.2 DESIGN SUBMITTALS

Complete the Contractor-originated design submittals as defined by this contract, and coordinate with the approved design network analysis schedule.

2.2.1 Design Submittal Packages

The Government prefers to review for Quality Assurance (QA) as few submittal packages as possible. Site and Building Design Submittal Packages are required, however Critical Path Design Submittals are acceptable if they are substantiated as having an impact to the critical path in the Government approved Network Analysis Schedule. A Critical Path submittal must include all design analyses, drawings, specifications and product data required to fully describe the project element for Government review.

Examples of project elements that may be submitted as Critical Path Design Submittal Packages are: Master Plan Design, Demolition Design, Foundation Design, Structural Design, Building Enclosure Design, Remaining Work Design, Furniture/Equipment Design, long lead items, or any other construction activity or project element that can be organized into a submittal package that can be reviewed and approved by the Government without being contingent upon subsequent design submittals.

2.2.1.1 Site Design

The Site Design typically includes the following components:

a. Demolition

2.2.2 Required Design Submittals

Provide the following Design Submittal packages. Provide comprehensive, multi-discipline design packages that include design documentation for project elements, fully developed to the design stage indicated, and in accordance with **FC 1-300-09N**, except where specified otherwise.

- a. Concept Design presented at Concept Design Workshop
- b. Design Development in-progress, - Government Progress QA. 21 calendar day Government review time.
- c. Prefinal (100 percent) Design - Government Progress QA. 21calendar day Government review time.
- d. Final Design - Government QA. 21 calendar day Government review time

for submittals requiring Government approval prior to construction.

2.2.3 Critical Path Design Submittals

Provide Critical Path Design Submittals that include design documents for the project elements involved. Include and provide full documentation that would normally have been provided in earlier submittal stages, such as Design Development Phase.

- a. 100 percent (Prefinal) Design - Government Progress QA. 21calendar day Government review time.
- b. Final Design - Government QA. 21 calendar day Government review time for submittals requiring Government approval prior to construction.

2.2.4 Review Copies of Design Submittal Packages

- a. Provide bound copies of each design submittal package for review to the following reviewers. Addresses for mailing will be furnished at the PAK meeting.
 - (1) 2 paper copies to the NAVFAC component and 1 electronic copies of the Final submittals.
 - (2) 2 paper copies to the Activity claimant.
 - (3) 8 paper copies to the Activity Public Works Officer (PWO) and 1 electronic copies of the Final submittals.
- b. Provide the same quantities of copies for resubmittals, as required for each design submittal.

2.2.5 Design Submittal Review Schedule

Use the time frames for Government submittal review identified in the RFP. For construction scheduling purposes add additional time to the identified minimum review time periods to allow for the following scheduling conditions:

- (1) Submittals received after noon will be logged in on the following business day.
- (2) Federal holidays, including the period between Christmas and New Year's Day, will be considered non-working days for Government personnel in reviewing design submittals and attending design related meetings.
- (3) Postpone delivery if Government personnel to receive the submittal are unavailable. Assure in advance of the submittal delivery it can be received.
- (4) Postpone delivery when heightened security restricts access to the Base. Coordinate heightened security requirements in advance with the CM.
- (5) Period of review for a resubmittal is the same as the initial submittal. Review time for resubmittals caused by non-conformance, do not result in a change in contract duration or

cost.

2.2.6 Distribution of Approved Final Design Drawings and Specification to Government Representatives

Submit within 14 calendar days of receiving the Government Approved Final Design Documents, which includes any Critical Path Final Design Document Packages, electronic and hardcopy(s) of these final documents to Government representatives for use during the construction of the project. If Critical Path Submittal Packages are used, provide coversheets and index to identify each sheet and how this Critical Path Submittal Package fits into the overall project. Provide the number and type of copies of the final design documents to the following Government representative:

- a. Two electronic and one hard copy(s) to the Project Manager (name, address, and phone number)
- b. One electronic and two 22x34 hard copy(s) to the Design Manager
- c. One electronic two hard copy(s) to the Construction Manager
- d. One electronic and two hard copy(s) to the Contracting Officer
- e. One electronic and two hard copy(s) to the Public Works Officer

2.3 IDENTIFICATION OF DESIGN SUBMITTALS

Provide a title sheet to clearly identify each submittal, the completion status, and the date. The title sheet must use the standard format indicated in the FC 1-300-09N for title sheets. The title sheet must be unique to a particular design submittal. Submit the project title sheet with design status and date for the design submittals.

2.3.1 Critical Path Submittal Title Sheet

Identify Critical Path submittals as such and include a title sheet indicating the type of critical path submittal, the level of completion of the individual drawings, and which drawings are approved for construction.

2.3.2 Construction Document Validation

All CAD design documents used to construct the facility must bear a visible and legible AutoCAD generated plotstamp in the lower right-hand margin of each drawing. The plotstamp information on the jobsite construction documents must match the plotstamp information contained on the following development stages of the design documents:

- a. The Final Critical Path Submittal or the Final Design Submittal professionally signed by the DOR and submitted for Government approval.
- b. The Final Critical Path Submittal or the Final Design Submittal drawings that have been approved by the Government. This development stage may be combined with "c." below, if issued at the same time.
- c. The Final Critical Path or Final Design drawings that have been included in the contract by modification.
- d. The Final Critical Path or Final Design drawings which include

subsequent revisions to the design documents that have been included in the contract by modifications.

Issue new drawings for construction which bear the current plotstamp once a new development stage of the design documents has been accomplished. Design documents which do not bear a plotstamp that matches the corresponding plotstamp exhibited on the design documents described above, are not allowed to be used for the construction of the project. The plotstamp must bear the date and time of the plot, at a minimum. Maintain a plotstamp record at the jobsite that lists the applicable plotstamp information for each drawing through each stage of development described above.

PART 3 EXECUTION

3.1 CONTRACTOR'S RESOLUTION OF COMMENTS

Provide written responses to all written comments by the Government. Resubmittal of an unacceptable design submittal must be a complete package that includes all the required, specified components of that design submittal. When required by the Government, Contractor resubmittal of design package, due to nonconformance to the contract, is not a delay in the contract.

3.2 DESIGN CHANGE AND VARIATIONS

A design change is when the design is revised from what was reviewed by the Government during any phase of the design process prior to Government approval of the Final Design. A variation is any portion of the design that differs from the requirements of the solicitation, accepted proposal, or final design after Government approval of the Final Design. Design changes and variations require Government approval and only variations that are advantageous to the Government will be considered. Refer to Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES for further explanation and requirements of design change and variation.

The Contractor must immediately notify the Government of all potential design changes and variations via a Request for Information (RFI) which must be clearly marked as "DESIGN CHANGE" or "VARIATION" to the Contracting Officer. Design changes or variations that the Contractor asserts will require a contract modification to adjust the cost/price or schedule are not allowed to be incorporated in the design during any phase of the design process without prior documented approval from the Contracting Officer. Contractors will not receive compensation for any unauthorized design changes or variations which have been included in the Government approved Final Design. Include the following information in the design change and variation :

- a. Indicate the RFP Parts, sections, and paragraphs affected by this design change or variation,
- b. The scope of work of the design change or variation,
- c. The reason for the proposed change,
- d. Explanations of how the variation is advantageous to the Government.
- d. Indicate which upcoming design submittal will be affected by the subject design change,

- e. Explanation of contract cost/price and schedule impacts or provide an affirmative statement indicating that the design change or variation will not have an impact on the contract cost/price or schedule.
- f. Coordination measures proposed to incorporate the design change or variation into the construction.
- g. Upon request by the Contracting Officer, submit a cost proposal prepared using the UniFormat Work Breakdown Structure for all design changes and variations that have cost or schedule impacts. Submit a proposal that provides cost breakdown of each UniFormat system or subsystem that is applicable to the design change or variation. Utilize the units of measure indicated in the UniFormat Structure at the NAVFAC DB RFP website,
<https://www.wbdg.org/ffc/navy-navfac/design-build-request-proposal>.

3.3 THE CONTRACT AND ORDER OF PRECEDENCE

3.3.1 Contract Components

The contract consists of the solicitation, the approved proposal, and the final design.

3.3.2 Order of Precedence

In the event of conflict or inconsistency between any of the below described portions of the conformed contract, precedence must be given in the following order:

- a. Any portions of the proposal or final design that exceed the requirements of the solicitation.
 - (1) Any portion of the proposal that exceeds the final design.
 - (2) Any portion of the final design that exceeds the proposal.
 - (3) Where portions within either the proposal or the final design conflict, the portion that most exceeds the requirements of the solicitation has precedence.
- b. The requirements of the solicitation, in descending order of precedence:
 - (1) Standard Form 1442, Price Schedule, and Davis Bacon Wage Rates.
 - (2) Part 1 - Contract Clauses.
 - (3) Part 2 - General Requirements.
 - (4) Part 3 - Project Program Requirements.
 - (5) Part 6 - Attachments (excluding Concept Drawings).
 - (6) Part 5 - Prescriptive Specifications exclusive of performance specifications.
 - (7) Part 4 - Performance Specifications exclusive of prescriptive specifications.

(8) Part 6 - Attachments (Concept Drawings).

- c. Within Part 3 - Project Program Requirements Section 5.0 ROOM REQUIREMENTS provides detailed requirements on a room by room basis that further defines requirements that are in addition to the ENGINEERING SYSTEMS REQUIREMENTS SECTION.

3.3.2.1 Government Review or Approval

Government review or approval of any portion of the proposal or final design does not relieve the Contractor from responsibility for errors or omissions with respect thereto.

-- End of Section --

SECTION 01 35 26

GOVERNMENTAL SAFETY REQUIREMENTS

11/20, CHG 3: 02/22

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME)

ASME B30.3	(2020) Tower Cranes
ASME B30.5	(2021) Mobile and Locomotive Cranes
ASME B30.7	(2021) Winches
ASME B30.8	(2020) Floating Cranes and Floating Derricks
ASME B30.9	(2018) Slings
ASME B30.20	(2018) Below-the-Hook Lifting Devices
ASME B30.22	(2016) Articulating Boom Cranes
ASME B30.23	(2022) Personnel Lifting Systems Safety Standard for Cableways, Cranes, Derricks, Hoists, Hooks, Jacks, and Slings
ASME B30.26	(2015; R 2020) Rigging Hardware

AMERICAN SOCIETY OF SAFETY PROFESSIONALS (ASSP)

ASSP A10.22	(2007; R 2017) Safety Requirements for Rope-Guided and Non-Guided Workers' Hoists
ASSP A10.34	(2021) Protection of the Public on or Adjacent to Construction Sites
ASSP A10.44	(2020) Control of Energy Sources (Lockout/Tagout) for Construction and Demolition Operations
ASSP Z244.1	(2016) The Control of Hazardous Energy Lockout, Tagout and Alternative Methods
ASSP Z359.0	(2018) Definitions and Nomenclature Used for Fall Protection and Fall Arrest
ASSP Z359.1	(2020) The Fall Protection Code
ASSP Z359.2	(2017) Minimum Requirements for a Comprehensive Managed Fall Protection

Program

ASSP Z359.3	(2019) Safety Requirements for Lanyards and Positioning Lanyards
ASSP Z359.4	(2013) Safety Requirements for Assisted-Rescue and Self-Rescue Systems, Subsystems and Components
ASSP Z359.6	(2016) Specifications and Design Requirements for Active Fall Protection Systems
ASSP Z359.7	(2019) Qualification and Verification Testing of Fall Protection Products
ASSP Z359.11	(2014) Safety Requirements for Full Body Harnesses
ASSP Z359.12	(2019) Connecting Components for Personal Fall Arrest Systems
ASSP Z359.13	(2013) Personal Energy Absorbers and Energy Absorbing Lanyards
ASSP Z359.14	(2014) Safety Requirements for Self-Retracting Devices for Personal Fall Arrest and Rescue Systems
ASSP Z359.15	(2014) Safety Requirements for Single Anchor Lifelines and Fall Arresters for Personal Fall Arrest Systems
ASSP Z359.16	(2016) Safety Requirements for Climbing Ladder Fall Arrest Systems
ASSP Z359.18	(2017) Safety Requirements for Anchorage Connectors for Active Fall Protection Systems

ASTM INTERNATIONAL (ASTM)

ASTM F855	(2019) Standard Specifications for Temporary Protective Grounds to Be Used on De-energized Electric Power Lines and Equipment
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INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)

IEEE 1048	(2016) Guide for Protective Grounding of Power Lines
IEEE C2	(2023) National Electrical Safety Code

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 10	(2022; ERTA 1 2021) Standard for Portable Fire Extinguishers
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NFPA 51B	(2019; TIA 20-1) Standard for Fire Prevention During Welding, Cutting, and Other Hot Work
NFPA 70	(2023) National Electrical Code
NFPA 70E	(2021) Standard for Electrical Safety in the Workplace
NFPA 241	(2022) Standard for Safeguarding Construction, Alteration, and Demolition Operations

TELECOMMUNICATIONS INDUSTRY ASSOCIATION (TIA)

TIA-222	(2018H; Add 1 2019) Structural Standard for Antenna Supporting Structures and Antennas and Small Wind Turbine Support Structures
TIA-1019	(2012; R 2016) Standard for Installation, Alteration and Maintenance of Antenna Supporting Structures and Antennas

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1	(2014) Safety -- Safety and Health Requirements Manual
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U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

29 CFR 1910	Occupational Safety and Health Standards
29 CFR 1910.146	Permit-required Confined Spaces
29 CFR 1910.147	The Control of Hazardous Energy (Lock Out/Tag Out)
29 CFR 1910.333	Selection and Use of Work Practices
29 CFR 1915.89	Control of Hazardous Energy (Lockout/Tags-Plus)
29 CFR 1926	Safety and Health Regulations for Construction
29 CFR 1926.16	Rules of Construction
29 CFR 1926.500	Fall Protection
29 CFR 1926.552	Material Hoists, Personal Hoists, and Elevators
29 CFR 1926.553	Base-Mounted Drum Hoists
CPL 02-01-056	(2014) Inspection Procedures for Accessing Communication Towers by Hoist

1.2 DEFINITIONS

1.2.1 Competent Person (CP)

The CP is a person designated in writing, who, through training, knowledge and experience, is capable of identifying, evaluating, and addressing existing and predictable hazards in the working environment or working conditions that are dangerous to personnel, and who has authorization to take prompt corrective measures with regards to such hazards.

1.2.2 Competent Person, Confined Space

The CP, Confined Space, is a person meeting the competent person requirements as defined EM 385-1-1 Appendix Q, with thorough knowledge of OSHA's Confined Space Standard, 29 CFR 1910.146, and designated in writing to be responsible for the immediate supervision, implementation and monitoring of the confined space program, who through training, knowledge and experience in confined space entry is capable of identifying, evaluating and addressing existing and potential confined space hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.3 Competent Person, Cranes and Rigging

The CP, Cranes and Rigging, as defined in EM 385-1-1 Appendix Q, is a person meeting the competent person requirements, who has been designated in writing to be responsible for the immediate supervision, implementation and monitoring of the Crane and Rigging Program, who through training, knowledge and experience in crane and rigging is capable of identifying, evaluating and addressing existing and potential hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.4 Competent Person, Excavation/Trenching

A CP, Excavation/Trenching, is a person meeting the competent person requirements as defined in EM 385-1-1 Appendix Q and 29 CFR 1926, who has been designated in writing to be responsible for the immediate supervision, implementation and monitoring of the excavation/trenching program, who through training, knowledge and experience in excavation/trenching is capable of identifying, evaluating and addressing existing and potential hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.5 Competent Person, Fall Protection

The CP, Fall Protection, is a person meeting the competent person requirements as defined in EM 385-1-1 Appendix Q and in accordance with ASSP Z359.0, who has been designated in writing by the employer to be responsible for immediate supervising, implementing and monitoring of the fall protection program, who through training, knowledge and experience in fall protection and rescue systems and equipment, is capable of identifying, evaluating and addressing existing and potential fall hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.6 Competent Person, Scaffolding

The CP, Scaffolding is a person meeting the competent person requirements in EM 385-1-1 Appendix Q, and designated in writing by the employer to be

responsible for immediate supervising, implementing and monitoring of the scaffolding program. The CP for Scaffolding has enough training, knowledge and experience in scaffolding to correctly identify, evaluate and address existing and potential hazards and also has the authority to take prompt corrective measures with regard to these hazards. CP qualifications must be documented including experience on the specific scaffolding systems/types being used, assessment of the base material that the scaffold will be erected upon, load calculations for materials and personnel, and erection and dismantling. The CP for scaffolding must have a documented minimum of 8-hours of scaffold training to include training on the specific type of scaffold being used (e.g. mast-climbing, adjustable, tubular frame), in accordance with EM 385-1-1 Section 22.B.02.

1.2.7 Competent Person (CP) Trainer

A competent person trainer as defined in EM 385-1-1 Appendix Q, who is qualified in the training material presented, and who possesses a working knowledge of applicable technical regulations, standards, equipment and systems related to the subject matter on which they are training Competent Persons. A competent person trainer must be familiar with the typical hazards and the equipment used in the industry they are instructing. The training provided by the competent person trainer must be appropriate to that specific industry. The competent person trainer must evaluate the knowledge and skills of the competent persons as part of the training process.

1.2.8 High Risk Activities

High Risk Activities are activities that involve work at heights, crane and rigging, excavations and trenching, scaffolding, electrical work, and confined space entry.

1.2.9 High Visibility Accident

A High Visibility Accident is any mishap which may generate publicity or high visibility.

1.2.10 Load Handling Equipment (LHE)

LHE is a term used to describe cranes, hoists and all other hoisting equipment (hoisting equipment means equipment, including crane, derricks, hoists and power operated equipment used with rigging to raise, lower or horizontally move a load).

1.2.11 Medical Treatment

Medical Treatment is treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even when provided by a physician or registered personnel.

1.2.12 Near Miss

A Near Miss is a mishap resulting in no personal injury and zero property damage, but given a shift in time or position, damage or injury may have occurred (e.g., a worker falls off a scaffold and is not injured; a crane swings around to move the load and narrowly misses a parked vehicle).

1.2.13 Operating Envelope

The Operating Envelope is the area surrounding any crane or load handling equipment. Inside this "envelope" is the crane, the operator, riggers and crane walkers, other personnel involved in the operation, rigging gear between the hook, the load, the crane's supporting structure (i.e. ground or rail), the load's rigging path, the lift and rigging procedure.

1.2.14 Qualified Person (QP)

The QP is a person designated in writing, who, by possession of a recognized degree, certificate, or professional standing, or extensive knowledge, training, and experience, has successfully demonstrated their ability to solve or resolve problems related to the subject matter, the work, or the project.

1.2.15 Qualified Person, Fall Protection (QP for FP)

A QP for FP is a person meeting the definition requirements of [EM 385-1-1](#) Appendix Q, and [ASSP Z359.2](#) standard, having a recognized degree or professional certificate and with extensive knowledge, training and experience in the fall protection and rescue field who is capable of designing, analyzing, and evaluating and specifying fall protection and rescue systems.

1.2.16 Recordable Injuries or Illnesses

Recordable Injuries or Illnesses are any work-related injury or illness that results in:

- a. Death, regardless of the time between the injury and death, or the length of the illness;
- b. Days away from work (any time lost after day of injury/illness onset);
- c. Restricted work;
- d. Transfer to another job;
- e. Medical treatment beyond first aid;
- f. Loss of consciousness; or
- g. A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (a) through (f) above

1.2.17 Government Property and Equipment

Interpret "USACE" property and equipment specified in USACE [EM 385-1-1](#) as Government property and equipment.

1.2.18 Load Handling Equipment (LHE) Accident or Load Handling Equipment Mishap

A LHE accident occurs when any one or more of the eight elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment;

two-blocking; overload; or collision, including unplanned contact between the load, crane, or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents, even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, or roll over).

1.3 SUBMITTALS

Government approval is required for submittals with a "G" or "S" classification. Submittals not having a "G" or "S" classification are for Contractor Quality Control approval. Submit the following in accordance with Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES and 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Accident Prevention Plan (APP); G

APP - Construction; G

Accident Prevention Plan (APP); G

SD-06 Test Reports

Notifications and Reports

Accident Reports; G

LHE Inspection Reports

SD-07 Certificates

Contractor Safety Self-Evaluation Checklist

Activity Hazard Analysis (AHA)

Hot Work Permit

Certificate of Compliance

1.4 CONTRACTOR SAFETY SELF-EVALUATION CHECKLIST

Contracting Officer will provide a "Contractor Safety Self-Evaluation checklist" to the Contractor at the pre-construction meeting. Complete the checklist monthly and submit with each request for payment voucher. An acceptable score of 90 or greater is required. Failure to submit the completed safety self-evaluation checklist or achieve a score of at least 90 may result in retention of up to 10 percent of the voucher. The Contractor Safety Self-Evaluation checklist can be found on the Whole Building Design Guide website at www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/ufgs-01-35-26

1.5 REGULATORY REQUIREMENTS

In addition to the detailed requirements included in the provisions of this Contract, comply with the most recent edition of USACE EM 385-1-1, and the following federal, state, and local laws, ordinances, criteria, rules and regulations. Submit matters of interpretation of standards to the appropriate administrative agency for resolution before starting work. Where the requirements of this specification, applicable laws, criteria, ordinances, regulations, and referenced documents vary, the most stringent requirements govern.

1.5.1 Subcontractor Safety Requirements

For this Contract, neither Contractor nor any subcontractor may enter into Contract with any subcontractor that fails to meet the following requirements. The term subcontractor in this and the following paragraphs means any entity holding a Contract with the Contractor or with a subcontractor at any tier.

a. Experience Modification Rate (EMR)

Subcontractors on this Contract must have an effective EMR less than or equal to 1.10, as computed by the National Council on Compensation Insurance (NCCI) or if not available, as computed by the state agency's rating bureau in the state where the subcontractor is registered, when entering into a subcontract agreement with the Prime Contractor or a subcontractor at any tier. The Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable EMR range cannot be achieved. Relaxation of the EMR range will only be considered for approval on a case-by-case basis for special conditions and must not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) must collect and maintain the certified EMR ratings for all subcontractors on the project and make them available to the Government at the Government's request.

b. OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate

Subcontractors on this Contract must have a DART rate, calculated from the most recent, complete calendar year, less than or equal to 3.4 when entering into a subcontract agreement with the Prime Contractor or a subcontractor at any tier. The OSHA Dart Rate is calculated using the following formula:

$$(N/EH) \times 200,000$$

where:

N = number of injuries and illnesses with days away, restricted work, or job transfer

EH = total hours worked by all employees during most recent, complete calendar year

200,000 = base for 100 full-time equivalent workers (working 40 hours per week, 50 weeks per year)

The Prime Contractor may submit a written request for additional

consideration to the Contracting Officer where the specified acceptable OSHA Dart rate range cannot be achieved for a particular subcontractor. Relaxation of the OSHA DART rate range will only be considered for approval on a case-by-case basis for special conditions and must not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) must collect and maintain self-certified OSHA DART rates for all subcontractors on the project and make them available to the Government at the Government's request.

1.6 SITE QUALIFICATIONS, DUTIES, AND MEETINGS

1.6.1 Personnel Qualifications

a. Site Safety and Health Officer (SSHO)

Provide an SSHO that meets the requirements of EM 385-1-1 Section 1. The SSHO must ensure that the requirements of 29 CFR 1926.16 are met for the project. Provide a Safety oversight team that includes a minimum of one person at each project site to function as the Site Safety and Health Officer (SSHO). The SSHO or an equally-qualified Alternate SSHO must be at the work site at all times to implement and administer the Contractor's safety program and Government-accepted Accident Prevention Plan. The SSHO and Alternate SSHO must have the required training, experience, and qualifications in accordance with EM 385-1-1 Section 01.A.17, and all associated sub-paragraphs.

If the SSHO is off-site for a period longer than 24 hours, an equally-qualified alternate SSHO must be provided and must fulfill the same roles and responsibilities as the primary SSHO. When the SSHO is temporarily (up to 24 hours) off-site, a Designated Representative (DR), as identified in the AHA may be used in lieu of an Alternate SSHO, and must be on the project site at all times when work is being performed. Note that the DR is a collateral duty safety position, with safety duties in addition to their full time occupation.

1.6.1.a.1 Additional Site Safety and Health Officer (SSHO) Requirements and Duties

The SSHO may not serve as the Quality Control Manager. The SSHO may not as the Superintendent.

b. Competent Person Qualifications

Provide Competent Persons in accordance with EM 385-1-1, Appendix Q and herein. Competent Persons for high risk activities include confined space, cranes and rigging, excavation/trenching, fall protection, and electrical work. The CP for these activities must be designated in writing, and meet the requirements for the specific activity (i.e. competent person, fall protection).

The Competent Person identified in the Contractor's Safety and Health Program and accepted Accident Prevention Plan, must be on-site at all times when the work that presents the hazards associated with their professional expertise is being performed. Provide the credentials of the Competent Persons(s) to the Contracting Officer for information in consultation with the Safety Office.

1.6.1.b.1 Competent Person for Scaffolding

Provide a Competent Person for Scaffolding who meets the requirements of EM 385-1-1, Section 22.B.02 and herein.

1.6.1.b.2 Competent Person for Fall Protection

Provide a Competent Person for Fall Protection who meets the requirements of EM 385-1-1, Section 21.C.04, 21.B.03, and herein.

1.6.2 Personnel Duties

1.6.2.1 Duties of the Site Safety and Health Officer (SSHO)

The SSHO must:

- a. Conduct daily safety and health inspections and maintain a written log which includes area/operation inspected, date of inspection, identified hazards, recommended corrective actions, estimated and actual dates of corrections. Attach safety inspection logs to the Contractors' daily production report.
- b. Conduct mishap investigations and complete required accident reports. Report mishaps and near misses.
- c. Use and maintain OSHA's Form 300 to log work-related injuries and illnesses occurring on the project site for Prime Contractors and subcontractors, and make available to the Contracting Officer upon request. Post and maintain the Form 300A on the site Safety Bulletin Board.
- d. Maintain applicable safety reference material on the job site.
- e. Attend the pre-construction meeting, pre-work meetings including preparatory meetings, and periodic in-progress meetings.
- f. Review the APP and AHAs for compliance with EM 385-1-1, and approve, sign, implement and enforce them.
- g. Establish a Safety and Occupational Health (SOH) Deficiency Tracking System that lists and monitors outstanding deficiencies until resolution.
- h. Ensure subcontractor compliance with safety and health requirements.
- i. Maintain a list of hazardous chemicals on site and their material Safety Data Sheets (SDS).
- j. Maintain a weekly list of high hazard activities involving energy, equipment, excavation, entry into confined space, and elevation, and be prepared to discuss details during QC Meetings.
- k. Provide and keep a record of site safety orientation and indoctrination for Contractor employees, subcontractor employees, and site visitors.

Superintendent, QC Manager, and SSHO are subject to dismissal if the above or any other required duties are not being effectively carried out. If either the Superintendent, QC Manager, or SSHO are dismissed, project work

will be stopped and will not be allowed to resume until a suitable replacement is approved and the above duties are again being effectively carried out.

1.6.3 Meetings

1.6.3.1 Preconstruction Meeting

- a. Contractor representatives who have a responsibility or significant role in accident prevention on the project must attend the preconstruction meeting. This includes the project superintendent, Site Safety and Occupational Health Officer, quality control manager, or any other assigned safety and health professionals who participated in the development of the APP (including the Activity Hazard Analyses (AHAs) and special plans, program and procedures associated with it).
- b. Discuss the details of the submitted APP to include incorporated plans, programs, procedures and a listing of anticipated AHAs that will be developed and implemented during the performance of the Contract. This list of proposed AHAs will be reviewed and an agreement will be reached between the Contractor and the Contracting Officer as to which phases will require an analysis. In addition, establish a schedule for the preparation, submittal, and Government review of AHAs to preclude project delays.
- c. Deficiencies in the submitted APP, identified during the Contracting Officer's review, must be corrected, and the APP re-submitted for review prior to the start of construction. Work is not permitted to begin until an APP is established that is acceptable to the Contracting Officer.

1.6.3.2 Safety Meetings

Conduct safety meetings to review past activities, plan for new or changed operations, review pertinent aspects of appropriate AHA (by trade), establish safe working procedures for anticipated hazards, and provide pertinent Safety and Occupational Health (SOH) training and motivation. Conduct meetings at least once a month for all supervisors at the project location. The SSHO, supervisors, foremen, or CDSOs must conduct meetings at least once a week for the trade workers. Document meeting minutes to include the date, persons in attendance, subjects discussed, and names of individual(s) who conducted the meeting. Maintain documentation on-site and furnish copies to the Contracting Officer on request. Notify the Contracting Officer of all scheduled meetings 7 calendar days in advance.

1.7 ACCIDENT PREVENTION PLAN (APP)

Provide a site-specific Accident Prevention Plan (APP), including Activity Hazard Analyses (AHA), in accordance with EM 385-1-1 Appendix A, for the design team to follow during site visits and investigations. For subsequent visits, update the plan if there are changes in the personnel who will be attending, or the tasks to be performed. Submit the APP for review and acceptance by the Government at least 15 calendar days prior to the start of the design field work. Field work may not begin until the design APP is accepted by the Contracting Officer.

If the design scope includes borings or other subsurface investigations, include in the APP the type of field investigation and verification

techniques, such as visual, local utility locating service scanning and third party/subcontractor scanning, potholing, or hand digging within two feet of a known utility that will be required. Mark underground utilities before starting any ground-disturbing actions. Notify the Contracting Officer 15 days prior to the start of soil borings or sub-surface investigations.

Prior to the start of construction incorporate the Design APP into the Construction APP so that one site specific APP exists for the project and submit to the Contracting Officer for acceptance.

1.7.1 APP - Construction

A qualified person must prepare the written site-specific APP. Prepare the APP in accordance with the format and requirements of EM 385-1-1, Appendix A, and as supplemented herein. Cover all paragraph and subparagraph elements in EM 385-1-1, Appendix A. The APP must be job-specific and address any unusual or unique aspects of the project or activity for which it is written. The APP must interface with the Contractor's overall safety and health program referenced in the APP in the applicable APP element, and made site-specific. Describe the methods to evaluate past safety performance of potential subcontractors in the selection process. Also, describe innovative methods used to ensure and monitor safe work practices of subcontractors. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors. Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the Contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out. The APP must be signed by an officer of the firm (Prime Contractor senior person), the individual preparing the APP, the on-site superintendent, the designated SSHO, the Contractor Quality Control Manager, and any designated Certified Safety Professional (CSP) or Certified Health Physicist (CIH). The SSHO must provide and maintain the APP and a log of signatures by each subcontractor foreman, attesting that they have read and understand the APP, and make the APP and log available on-site to the Contracting Officer. If English is not the foreman's primary language, the Prime Contractor must provide an interpreter.

Submit the APP to the Contracting Officer 15 calendar days prior to the date of the preconstruction meeting for acceptance. Submit the APP to the Contracting Officer within 30 calendar days of Contract award and not less than 10 calendar days prior to the date of the preconstruction conference for acceptance. Work cannot proceed without an accepted APP. Once reviewed and accepted by the Contracting Officer, the APP and attachments will be enforced as part of the Contract. Disregarding the provisions of this Contract or the accepted APP is cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified. Continuously review and amend the APP, as necessary, throughout the life of the Contract. Changes to the accepted APP must be made with the knowledge and concurrence of the Contracting Officer, project superintendent, SSHO and Quality Control Manager. Incorporate unusual or high-hazard activities not identified in the original APP as they are discovered. Should any severe hazard exposure (i.e. imminent danger) become evident, stop work in the area, secure the area, and develop a plan to remove the exposure and control the hazard. Notify the Contracting Officer within 24 hours of discovery. Eliminate and remove

the hazard. In the interim, take all necessary action to restore and maintain safe working conditions in order to safeguard onsite personnel, visitors, the public (as defined by ASSP A10.34), and the environment.

1.7.2 Names and Qualifications

Provide plans in accordance with the requirements outlined in Appendix A of EM 385-1-1, including the following:

- a. Names and qualifications (resumes including education, training, experience and certifications) of site safety and health personnel designated to perform work on this project to include the designated Site Safety and Health Officer and other competent and qualified personnel to be used. Specify the duties of each position.
- b. Qualifications of competent and of qualified persons. As a minimum, designate and submit qualifications of competent persons for each of the following major areas: excavation; scaffolding; fall protection; hazardous energy; confined space; health hazard recognition, evaluation and control of chemical, physical and biological agents; and personal protective equipment and clothing to include selection, use and maintenance.

1.7.3 Plans

Provide plans in the APP in accordance with the requirements outlined in Appendix A of EM 385-1-1, including the following:

1.7.3.1 Multi-Purpose Machines, Material Handling Equipment, and Construction Equipment Lift Plan

Multi-purpose machines, material handling equipment, and construction equipment used to lift loads that are suspended by rigging gear, require proof of authorization from the machine OEM that the machine is capable of making lifts of loads suspended by rigging equipment. Written approval from a qualified registered professional engineer, after a safety analysis is performed, is allowed in lieu of the OEM's approval. Demonstrate that the operator is properly trained and that the equipment is properly configured to make such lifts and is equipped with a load chart.

1.7.3.2 Fall Protection and Prevention (FP&P) Plan

The plan must be in accordance with the requirements of EM 385-1-1, Section 21.D and ASSP Z359.2, be site specific, and address all fall hazards in the work place and during different phases of construction. Address how to protect and prevent workers from falling to lower levels when they are exposed to fall hazards above 6 feet. A competent person or qualified person for fall protection must prepare and sign the plan documentation. Include fall protection and prevention systems, equipment and methods employed for every phase of work, roles and responsibilities, assisted rescue, self-rescue and evacuation procedures, training requirements, and monitoring methods. Review and revise, as necessary, the Fall Protection and Prevention Plan documentation as conditions change, but at a minimum every six months, for lengthy projects, reflecting any changes during the course of construction due to changes in personnel, equipment, systems or work habits. Keep and maintain the accepted Fall Protection and Prevention Plan documentation at the job site for the duration of the project. Include the Fall Protection and Prevention Plan documentation in the Accident Prevention Plan (APP).

1.7.3.3 Rescue and Evacuation Plan

Provide a Rescue and Evacuation Plan in accordance with EM 385-1-1 Section 21.N and ASSP Z359.2, and include in the FP&P Plan and as part of the APP. Include a detailed discussion of the following: methods of rescue; methods of self-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility.

1.7.3.4 Hazardous Energy Control Program (HECP)

Develop a HECP in accordance with EM 385-1-1 Section 12, 29 CFR 1910.147, 29 CFR 1910.333, 29 CFR 1915.89, ASSP Z244.1, and ASSP A10.44. Submit this HECP as part of the Accident Prevention Plan (APP). Conduct a preparatory meeting and inspection with all effected personnel to coordinate all HECP activities. Document this meeting and inspection in accordance with EM 385-1-1, Section 12.A.02. Ensure that each employee is familiar with and complies with these procedures.

1.7.3.5 Excavation Plan

Identify the safety and health aspects of excavation, and provide and prepare the plan in accordance with EM 385-1-1, Section 25.A and Section 31 00 00 EARTHWORK.

Project is located in IR Site 2894. Requirements to perform work and disturb soil within an IR Site include:

- -40 hour HAZWOPER certification
- -excavated soil from the IR site should be placed on impermeable barrier and covered to protect from precipitation
- -ensure excavated soils are returned to the same location(s) if no signs of contamination are evident
- -contact Brooke Boyd (850-554-6676) at PWD Environmental immediately should contractors encounter soil contamination consisting of stained soil or odors during work activities
- -contaminated soils may require further investigations
- -disposal of contaminated soils should be coordinated through NASWF PWD Environmental

The contractor should be aware of the potential for encountering contaminated soils and follow proper OSHA protocols/precautions when working within IR site boundaries. Areas where BTEX and/or VOCs from petroleum sites have been detected, it is recommended utilize FIDs/PIDs for any soil gas emanating from the excavations.

Although unlikely given the depth to water at NAS Whiting Field, if groundwater is encountered and dewatering is required, extracted groundwater should be analyzed for site contaminants of concern (COC). Groundwater exceeding the Groundwater or Surface Water CTLs in Chapter 62-777, F.A.C., should be treated or properly disposed of. Only extracted groundwater where COCs do not exceed these standards can be re-infiltrated. It is advised that the extracted groundwater also be analyzed for PFAS COCs and compared to the Provisional Groundwater and Surface Water CTLs found in DEP's PFAS Dynamic Plan (2022) and EPA's Drinking Water MCLs to determine whether re-infiltrating is appropriate.

1.7.3.6 Lead, Cadmium, and Chromium Compliance Plan

Identify the safety and health aspects of work involving lead, cadmium and chromium, and prepare in accordance with Section 02 83 00 LEAD REMEDIATION.

1.7.3.7 Asbestos Hazard Abatement Plan

Identify the safety and health aspects of asbestos work, and prepare in accordance with Section 02 82 00 ASBESTOS REMEDIATION.

1.7.3.8 Site Safety and Health Plan

Identify any safety and health aspects for the site .

1.7.3.9 Polychlorinated Biphenyls (PCB) Plan

Identify the safety and health aspects of Polychlorinated Biphenyls work, and prepare in accordance with Sections 02 84 33 REMOVAL AND DISPOSAL OF POLYCHLORINATED BIPHENYLS (PCBs) and 02 61 23 REMOVAL AND DISPOSAL OF PCB CONTAMINATED SOILS.

1.7.3.10 Site Demolition Plan

Identify the safety and health aspects, and prepare in accordance with Section 02 41 00 DEMOLITION AND DECONSTRUCTION and referenced sources.

1.8 ACTIVITY HAZARD ANALYSIS (AHA)

Before beginning each activity, task or Definable Feature of Work (DFOW) involving a type of work presenting hazards not experienced in previous project operations, or where a new work crew or subcontractor is to perform the work, the Contractor(s) performing that work activity must prepare an AHA. AHAs must be developed by the Prime Contractor,

subcontractor, or supplier performing the work, and provided for Prime Contractor review and approval before submitting to the Contracting Officer. AHAs must be signed by the SSHO, Superintendent, QC Manager and the subcontractor Foreman performing the work. Format the AHA in accordance with EM 385-1-1, Section 1 or as directed by the Contracting Officer. Submit the AHA for review at least 15 working days prior to the start of each activity task, or DFOW. The Government reserves the right to require the Contractor to revise and resubmit the AHA if it fails to effectively identify the work sequences, specific anticipated hazards, site conditions, equipment, materials, personnel and the control measures to be implemented.

AHAs must identify competent persons required for phases involving high risk activities, including confined entry, crane and rigging, excavations, trenching, electrical work, fall protection, and scaffolding.

1.8.3 AHA Management

Review the AHA list periodically (at least monthly) at the Contractor supervisory safety meeting, and update as necessary when procedures, scheduling, or hazards change. Use the AHA during daily inspections by the SSHO to ensure the implementation and effectiveness of the required safety and health controls for that work activity.

1.8.4 AHA Signature Log

Each employee performing work as part of an activity, task or DFOW must review the AHA for that work and sign a signature log specifically maintained for that AHA prior to starting work on that activity. The SSHO must maintain a signature log on site for every AHA. Provide employees whose primary language is other than English, with an interpreter to ensure a clear understanding of the AHA and its contents.

1.9 DISPLAY OF SAFETY INFORMATION

1.9.3 Safety Bulletin Board

Prior to commencement of work, erect a safety bulletin board at the job site. Where size, duration, or logistics of project do not facilitate a bulletin board, an alternative method, acceptable to the Contracting Officer, that is accessible and includes all mandatory information for employee and visitor review, may be deemed as meeting the requirement for a bulletin board. Include and maintain information on safety bulletin board as required by EM 385-1-1, Section 01.A.07. Additional items required to be posted include:

Hot work permit.

1.9.4 Safety and Occupational Health (SOH) Deficiency Tracking System

Establish a SOH deficiency tracking system that lists and monitors the status of SOH deficiencies in chronological order. Use the tracking system to evaluate the effectiveness of the APP. A monthly evaluation of the data must be discussed in the QC or SOH meeting with everyone on the project. The list must be posted on the project bulletin board and updated daily, and provide the following information:

- a. Date deficiency identified;
- b. Description of deficiency;
- c. Name of person responsible for correcting deficiency;
- d. Projected resolution date;
- e. Date actually resolved.

1.10 SITE SAFETY REFERENCE MATERIALS

Maintain safety-related references applicable to the project, including those listed in paragraph REFERENCES. Maintain applicable equipment manufacturer's manuals.

1.11 EMERGENCY MEDICAL TREATMENT

Contractors must arrange for their own emergency medical treatment in accordance with EM 385-1-1. Government has no responsibility to provide emergency medical treatment.

1.12 NOTIFICATIONS and REPORTS

1.12.3 Mishap Notification

Notify the Contracting Officer as soon as practical, but no more than twenty-four hours, after any mishaps, including recordable accidents, incidents, and near misses, as defined in EM 385-1-1 Appendix Q, any report of injury, illness, or any property damage. For LHE or rigging mishaps, notify the Contracting Officer as soon as practical but not more than four hours after mishap. The Contractor is responsible for obtaining appropriate medical and emergency assistance and for notifying fire, law enforcement, and regulatory agencies. Immediate reporting is required for electrical mishaps, to include Arc Flash; shock; uncontrolled release of hazardous energy (includes electrical and non-electrical); load handling equipment or rigging; fall from height (any level other than same surface); and underwater diving. These mishaps must be investigated in depth to identify all causes and to recommend hazard control measures.

Within notification include Contractor name; Contract title; type of Contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (for example, type of construction equipment used and PPE used). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted. Assist and cooperate fully with the Government's investigation(s) of any mishap.

1.12.4 Accident Reports

- a. Conduct an accident investigation for recordable injuries and illnesses, property damage, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. Complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS). Complete and submit an accident investigation report in ESAMS within 5 days for mishaps defined in

EM 385-1-1 01.D.03 and 10 days for accidents defined by EM 385-1-1 01.D.05. Complete an investigation report within 30 days for those mishaps defined by EM 385-1-1 01.D.04. Mishaps defined by EM 385-1-1 01.D.04 and 01.D.05 must include a written report submitted as an attachment in ESAMS using the following outline: (1) Mishap summary description to include process, findings and outcomes; (2) Root Cause; (3) Direct Factors; (4) Indirect and Contributing Factors; (5) Corrective Actions; and (6) Recommendations. The Contracting Officer will provide copies of any required or special forms.

- b. Near Misses: For Navy Projects, complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS). Near miss reports are considered positive and proactive Contractor safety management actions.
- c. Conduct an accident investigation for any load handling equipment accident (including rigging accidents) to establish the root cause(s) of the accident. Complete the LHE Accident Report (Crane and Rigging Accident Report) form and provide the report to the Contracting Officer within 30 calendar days of the accident. Do not proceed with crane operations until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer. The Contracting Officer will provide a blank copy of the accident report form.

1.12.5 LHE Inspection Reports

Submit LHE inspection reports required in accordance with EM 385-1-1 and as specified herein with Daily Reports of Inspections.

1.12.6 Certificate of Compliance and Pre-lift Plan/Checklist for LHE and Rigging

If needed, provide a FORM 16-1 Certificate of Compliance for LHE entering an activity under this Contract and in accordance with EM 385-1-1. Post certifications on the crane.

If needed, develop a Standard Lift Plan (SLP) in accordance with EM 385-1-1, Section 16.H.03 using Form 16-2 Standard Pre-Lift Crane Plan/Checklist for each lift planned. Submit SLP to the Contracting Officer for approval within 15 calendar days in advance of planned lift.

1.13 HOT WORK

1.13.3 Permit and Personnel Requirements

Submit and obtain a written permit prior to performing "Hot Work" (i.e. welding or cutting) or operating other flame-producing/spark producing devices, from the Base Fire Inspector. A permit is required from the Explosives Safety Office for work in and around where explosives are processed, stored, or handled. CONTRACTORS ARE REQUIRED TO MEET ALL CRITERIA BEFORE A PERMIT IS ISSUED. Provide at least two 20 pound 4A:20 BC rated extinguishers for normal "Hot Work". The extinguishers must be current inspection tagged, and contain an approved safety pin and tamper resistant seal. It is also mandatory to have a designated FIRE WATCH for any "Hot Work" done at this activity. The Fire Watch must be trained in accordance with NFPA 51B and remain on-site for a minimum of one hour after completion of the task or as specified on the hot work permit.

When starting work in the facility, require personnel to familiarize themselves with the location of the nearest fire alarm boxes and place in memory the emergency Fire Department phone number. When calling 911 identify your location aboard NAS Whiting Field, and the call will be transferred to the Navy callcenter. For non-emergencies call 850-234-4410.

REPORT ANY FIRE, NO MATTER HOW SMALL, TO THE RESPONSIBLE Fire Department IMMEDIATELY.

1.13.4 Work Around Flammable Materials

Obtain permit approval from a NFPA Certified Marine Chemist, or Certified Industrial Hygienist for "HOT WORK" within or around flammable materials (such as fuel systems or welding/cutting on fuel pipes) or confined spaces (such as sewer wet wells, manholes, or vaults) that have the potential for flammable or explosive atmospheres.

Whenever these materials, except beryllium and chromium (VI), are encountered in indoor operations, local mechanical exhaust ventilation systems that are sufficient to reduce and maintain personal exposures to within acceptable limits must be used and maintained in accordance with manufacturer's instruction and supplemented by exceptions noted in EM 385-1-1, Section 06.H

1.14 SEVERE STORM PLAN

In the event of a severe storm warning, the Contractor must comply with the applicable Storm Plan and:

- a. Secure outside equipment and materials and place materials that could be damaged in protected areas.
- b. Check surrounding area, including roof, for loose material, equipment, debris, and other objects that could be blown away or against existing facilities.
- c. Ensure that temporary erosion controls are adequate.

PART 2 PRODUCTS

PART 3 EXECUTION

3.1 CONSTRUCTION AND OTHER WORK

Comply with EM 385-1-1, NFPA 70, NFPA 70E, NFPA 241, the APP, the AHA, Federal and State OSHA regulations, and other related submittals and activity fire and safety regulations. The most stringent standard prevails.

PPE is governed in all areas by the nature of the work the employee is performing. Use personal hearing protection at all times in designated noise hazardous areas or when performing noise hazardous tasks. Safety glasses must be worn or carried/available on each person. Mandatory PPE includes:

- a. Hard Hat
- b. Long Pants

- c. Appropriate Safety Shoes
- d. Appropriate Class Reflective Vests

3.1.1 Worksite Communication

Employees working alone in a remote location or away from other workers must be provided an effective means of emergency communications (i.e., cellular phone, two-way radios, land-line telephones or other acceptable means). The selected communication must be readily available (easily within the immediate reach) of the employee and must be tested prior to the start of work to verify that it effectively operates in the area/environment. Develop an employee check-in/check-out communication procedure to ensure employee safety.

3.1.2 Hazardous Material Exclusions

Notwithstanding any other hazardous material used in this Contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocyanates, lead-based paint, and hexavalent chromium, are prohibited. The Contracting Officer, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials. Low mercury lamps used within fluorescent lighting fixtures are allowed as an exception without further Contracting Officer approval. Notify the Radiation Safety Officer (RSO) prior to excepted items of radioactive material and devices being brought on base.

3.1.3 Unforeseen Hazardous Material

Contract documents identify materials such as PCB, lead paint, and friable and non-friable asbestos and other OSHA regulated chemicals (i.e. 29 CFR Part 1910.1000). If material(s) that may be hazardous to human health upon disturbance are encountered during construction operations, stop that portion of work and notify the Contracting Officer immediately. Within 14 calendar days the Government will determine if the material is hazardous. If material is not hazardous or poses no danger, the Government will direct the Contractor to proceed without change. If material is hazardous and handling of the material is necessary to accomplish the work, the Government will issue a modification pursuant to FAR 52.243-4 Changes and FAR 52.236-2 Differing Site Conditions.

3.2 UTILITY OUTAGE REQUIREMENTS

Apply for utility outages at least 14 calendar days in advance. At a minimum, the written request must include the location of the outage, utilities being affected, duration of outage, any necessary sketches, and a description of the means to fulfill energy isolation requirements in accordance with EM 385-1-1, Section 11.A.02 (Isolation). Some examples of energy isolation devices and procedures are highlighted in EM 385-1-1, Section 12.D. In accordance with EM 385-1-1, Section 12.A.01, where outages involve Government or Utility personnel, coordinate with the Government on all activities involving the control of hazardous energy.

These activities include, but are not limited to, a review of HECF and HEC

procedures, as well as applicable Activity Hazard Analyses (AHAs). In accordance with EM 385-1-1, Section 11.A.02 and NFPA 70E, work on energized electrical circuits must not be performed without prior Government authorization. Government permission is considered through the permit process and submission of a detailed AHA. Energized work permits are considered only when de-energizing introduces additional or increased hazard or when de-energizing is infeasible.

3.3 OUTAGE COORDINATION MEETING

After the utility outage request is approved and prior to beginning work on the utility system requiring shut-down, conduct a pre-outage coordination meeting in accordance with EM 385-1-1, Section 12.A. This meeting must include the Prime Contractor, the Prime and subcontractors performing the work, the Contracting Officer, and the Utilities and Energy Manager. All parties must fully coordinate HEC activities with one another. During the coordination meeting, all parties must discuss and coordinate on the scope of work, HEC procedures (specifically, the lock-out/tag-out procedures for worker and utility protection), the AHA, assurance of trade personnel qualifications, identification of competent persons, and compliance with HEC training in accordance with EM 385-1-1, Section 12.C. Clarify when personal protective equipment is required during switching operations, inspection, and verification.

3.4 CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

Provide and operate a Hazardous Energy Control Program (HECP) in accordance with EM 385-1-1 Section 12, 29 CFR 1910.333, 29 CFR 1915.89, ASSP A10.44, NFPA 70E, and paragraph HAZARDOUS ENERGY CONTROL PROGRAM (HECP).

3.4.1 Safety Preparatory Inspection Coordination Meeting with the Government or Utility

For electrical distribution equipment that is to be operated by Government or Utility personnel, the Prime Contractor and the subcontractor performing the work must attend the safety preparatory inspection coordination meeting, which will also be attended by the Contracting Officer's Representative, and required by EM 385-1-1, Section 12.A.02. The meeting will occur immediately preceding the start of work and following the completion of the outage coordination meeting. Both the safety preparatory inspection coordination meeting and the outage coordination meeting must occur prior to conducting the outage and commencing with lockout/tagout procedures.

3.4.2 Lockout/Tagout Isolation

Where the Government or Utility performs equipment isolation and lockout/tagout, the Contractor must place their own locks and tags on each energy-isolating device and proceed in accordance with the HECP. Before any work begins, both the Contractor and the Government or Utility must perform energy isolation verification testing while wearing required PPE detailed in the Contractor's AHA and required by EM 385-1-1, Sections 05.I and 11.B. Install personal protective grounds, with tags, to eliminate the potential for induced voltage in accordance with EM 385-1-1, Section 12.E.06.

3.4.3 Lockout/Tagout Removal

Upon completion of work, conduct lockout/tagout removal procedure in accordance with the HECF. In accordance with [EM 385-1-1](#), Section 12.E.08, each lock and tag must be removed from each energy isolating device by the authorized individual or systems operator who applied the device. Provide formal notification to the Government (by completing the Government form if provided by Contracting Officer's Representative), confirming that steps of de-energization and lockout/tagout removal procedure have been conducted and certified through inspection and verification. Government or Utility locks and tags used to support the Contractor's work will not be removed until the authorized Government employee receives the formal notification.

3.5 FALL PROTECTION PROGRAM

Establish a fall protection program, for the protection of all employees exposed to fall hazards. Within the program include company policy, identify roles and responsibilities, education and training requirements, fall hazard identification, prevention and control measures, inspection, storage, care and maintenance of fall protection equipment and rescue and evacuation procedures in accordance with [ASSP Z359.2](#) and [EM 385-1-1](#), Sections 21.A and 21.D.

3.5.1 Training

Institute a fall protection training program. As part of the Fall Protection Program, provide training for each employee who might be exposed to fall hazards and using personal fall protection equipment. Provide training by a competent person for fall protection in accordance with [EM 385-1-1](#), Section 21.C. Document training and practical application of the competent person in accordance with [EM 385-1-1](#), Section 21.C.04 and [ASSP Z359.2](#) in the AHA.

3.5.2 Fall Protection Equipment and Systems

Enforce use of personal fall protection equipment and systems designated (to include fall arrest, restraint, and positioning) for each specific work activity in the Site Specific Fall Protection and Prevention Plan and AHA at all times when an employee is exposed to a fall hazard. Protect employees from fall hazards as specified in [EM 385-1-1](#), Section 21.

Provide personal fall protection equipment, systems, subsystems, and components that comply with [EM 385-1-1](#) Section 21.I, [29 CFR 1926.500](#) Subpart M, [ASSP Z359.0](#), [ASSP Z359.1](#), [ASSP Z359.2](#), [ASSP Z359.3](#), [ASSP Z359.4](#), [ASSP Z359.6](#), [ASSP Z359.7](#), [ASSP Z359.11](#), [ASSP Z359.12](#), [ASSP Z359.13](#), [ASSP Z359.14](#), [ASSP Z359.15](#), [ASSP Z359.16](#) and [ASSP Z359.18](#).

3.5.2.1 Additional Personal Fall Protection Measures

In addition to the required fall protection systems, other protective measures such as safety skiffs, personal floatation devices, and life rings, are required when working above or next to water in accordance with [EM 385-1-1](#), Sections 21.0 through 21.0.06. Personal fall protection systems and equipment are required when working from an articulating or extendible boom, swing stages, or suspended platform. In addition, personal fall protection systems are required when operating other equipment such as scissor lifts. The need for tying-off in such equipment is to prevent ejection of the employee from the equipment during raising,

lowering, travel, or while performing work.

3.5.2.2 Personal Fall Protection Equipment

Only a full-body harness with a shock-absorbing lanyard or self-retracting lanyard is an acceptable personal fall arrest body support device. The use of body belts is not acceptable. Harnesses must have a fall arrest attachment affixed to the body support (usually a Dorsal D-ring) and specifically designated for attachment to the rest of the system. Snap hooks and carabineers must be self-closing and self-locking, capable of being opened only by at least two consecutive deliberate actions and have a minimum gate strength of 3,600 lbs in all directions. Use webbing, straps, and ropes made of synthetic fiber. The maximum free fall distance when using fall arrest equipment must not exceed 6 feet, unless the proper energy absorbing lanyard is used. Always take into consideration the total fall distance and any swinging of the worker (pendulum-like motion), that can occur during a fall, when attaching a person to a fall arrest system. Equip all full body harnesses with Suspension Trauma Preventers such as stirrups, relief steps, or similar in order to provide short-term relief from the effects of orthostatic intolerance in accordance with EM 385-1-1, Section 21.I.06.

3.5.3 Fall Protection for Roofing Work

Implement fall protection controls based on the type of roof being constructed and work being performed. Evaluate the roof area to be accessed for its structural integrity including weight-bearing capabilities for the projected loading.

a. Low Sloped Roofs:

- (1) For work within 6 feet from unprotected edge of a roof having a slope less than or equal to 4:12 (vertical to horizontal), protect personnel from falling by the use of conventional fall protection systems (personal fall arrest/restraint systems, guardrails, or safety nets) in accordance with EM 385-1-1, Section 21 and 29 CFR 1926.500. A safety monitoring system is not adequate fall protection and is not authorized.
- (2) For work greater than 6 feet from the unprotected roof edge, addition to the use of conventional fall protection systems the use of a warning line system is also permitted, in accordance with 29 CFR 1926.500 and EM 385-1-1, Section 21.L.

b. Steep-Sloped Roofs: Work on a roof having a slope greater than 4:12 (vertical to horizontal) requires a personal fall arrest system, guardrails with toe-boards, or safety nets. This requirement also applies to residential or housing type construction.

3.5.4 Horizontal Lifelines (HLL)

Provide HLL in accordance with EM 385-1-1, Section 21.I.08.d.2. Commercially manufactured horizontal lifelines (HLL) must be designed, installed, certified and used, under the supervision of a qualified person, for fall protection as part of a complete fall arrest system which maintains a safety factor of 2 (29 CFR 1926.500). The competent person for fall protection may (if deemed appropriate by the qualified person) supervise the assembly, disassembly, use and inspection of the HLL system under the direction of the qualified person. Locally manufactured HLLs

are not acceptable unless they are custom designed for limited or site specific applications by a Registered Professional Engineer who is qualified in designing HLL systems.

3.5.5 Guardrails and Safety Nets

Design, install and use guardrails and safety nets in accordance with [EM 385-1-1](#), Section 21.F.01 and [29 CFR 1926](#) Subpart M.

3.5.6 Rescue and Evacuation Plan and Procedures

When personal fall arrest systems are used, ensure that the mishap victim can self-rescue or can be rescued promptly should a fall occur. Prepare a Rescue and Evacuation Plan and include a detailed discussion of the following: methods of rescue; methods of self-rescue or assisted-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility. Include the Rescue and Evacuation Plan within the Activity Hazard Analysis (AHA) for the phase of work, in the Fall Protection and Prevention (FP&P) Plan, and the Accident Prevention Plan (APP). The plan must be in accordance with the requirements of [EM 385-1-1](#), [ASSP Z359.2](#), and [ASSP Z359.4](#).

3.6 WORK PLATFORMS

3.6.1 Scaffolding

Provide employees with a safe means of access to the work area on the scaffold. Climbing of any scaffold braces or supports not specifically designed for access is prohibited. Comply with the following requirements:

- a. Scaffold platforms greater than [20 feet](#) in height must be accessed by use of a scaffold stair system.
- b. Ladders commonly provided by scaffold system manufacturers are prohibited for accessing scaffold platforms greater than [20 feet](#) maximum in height.
- c. An adequate gate is required.
- d. Employees performing scaffold erection and dismantling must be qualified.
- e. Scaffold must be capable of supporting at least four times the maximum intended load, and provide appropriate fall protection as delineated in the accepted fall protection and prevention plan.
- f. Stationary scaffolds must be attached to structural building components to safeguard against tipping forward or backward.
- g. Special care must be given to ensure scaffold systems are not overloaded.
- h. Side brackets used to extend scaffold platforms on self-supported scaffold systems for the storage of material are prohibited. The first tie-in must be at the height equal to 4 times the width of the smallest dimension of the scaffold base.
- i. Scaffolding other than suspended types must bear on base plates upon

wood mudsills (2 in x 10 in x 8 in minimum) or other adequate firm foundation.

- j. Scaffold or work platform erectors must have fall protection during the erection and dismantling of scaffolding or work platforms that are more than 6 feet.
- k. Delineate fall protection requirements when working above 6 feet or above dangerous operations in the Fall Protection and Prevention (FP&P) Plan and Activity Hazard Analysis (AHA) for the phase of work.

3.6.2 Elevated Aerial Work Platforms (AWPs)

Workers must be anchored to the basket or bucket in accordance with manufacturer's specifications and instructions (anchoring to the boom may only be used when allowed by the manufacturer and permitted by the CP). Lanyards used must be sufficiently short to prohibit worker from climbing out of basket. The climbing of rails is prohibited. Lanyards with built-in shock absorbers are acceptable. Self-retracting devices are not acceptable. Tying off to an adjacent pole or structure is not permitted unless a safe device for 100 percent tie-off is used for the transfer.

Use of AWPs must be operated, inspected, and maintained as specified in the operating manual for the equipment and delineated in the AHA. Operators of AWPs must be designated as qualified operators by the Prime Contractor. Maintain proof of qualifications on site for review and include in the AHA.

3.7 EQUIPMENT

3.7.1 Material Handling Equipment (MHE)

- a. Material handling equipment such as forklifts must not be modified with work platform attachments for supporting employees unless specifically delineated in the manufacturer's printed operating instructions. Material handling equipment fitted with personnel work platform attachments are prohibited from traveling or positioning while personnel are working on the platform.
- b. The use of hooks on equipment for lifting of material must be in accordance with manufacturer's printed instructions. Material Handling Equipment Operators must be trained in accordance with OSHA 29 CFR 1910, Subpart N.
- c. Operators of forklifts or power industrial trucks must be licensed in accordance with OSHA.

3.7.2 Load Handling Equipment (LHE)

The following requirements apply. In exception, these requirements do not apply to commercial truck mounted and articulating boom cranes used solely to deliver material and supplies (not prefabricated components, structural steel, or components of a systems-engineered metal building) where the lift consists of moving materials and supplies from a truck or trailer to the ground; to cranes installed on mechanics trucks that are used solely in the repair of shore-based equipment; to crane that enter the activity but are not used for lifting; nor to other machines not used to lift loads suspended by rigging equipment. However, LHE accidents occurring during such operations must be reported.

- a. Equip cranes and derricks as specified in EM 385-1-1, Section 16.
- b. Notify the Contracting Officer 15 working days in advance of any LHE entering the activity, in accordance with EM 385-1-1, Section 16.A.02, so that necessary quality assurance spot checks can be coordinated. Prior to cranes entering federal activities, a Crane Access Permit must be obtained from the Contracting Officer. A copy of the permitting process will be provided at the Preconstruction Meeting. Contractor's operator must remain with the crane during the spot check. Rigging gear must be in accordance with OSHA, ASME B30.9 .
- c. Comply with the LHE manufacturer's specifications and limitations for erection and operation of cranes and hoists used in support of the work. Perform erection under the supervision of a designated person (as defined in ASME B30.5). Perform all testing in accordance with the manufacturer's recommended procedures.
- d. Comply with ASME B30.5 for mobile and locomotive cranes, ASME B30.22 for articulating boom cranes, ASME B30.3 for construction tower cranes, ASME B30.8 for floating cranes and floating derricks, ASME B30.9 for slings, ASME B30.20 for below the hook lifting devices and ASME B30.26 for rigging hardware.
- e. When operating in the vicinity of overhead transmission lines, operators and riggers must be alert to this special hazard and follow the requirements of EM 385-1-1 Section 11, and ASME B30.5 or ASME B30.22 as applicable.
- f. Do not use crane suspended personnel work platforms (baskets) unless the Contractor proves that using any other access to the work location would provide a greater hazard to the workers or is impossible. Do not lift personnel with a line hoist or friction crane. Additionally, submit a specific AHA for this work to the Contracting Officer. Ensure the activity and AHA are thoroughly reviewed by all involved personnel.
- g. Inspect, maintain, and recharge portable fire extinguishers as specified in NFPA 10, Standard for Portable Fire Extinguishers.
- h. All employees must keep clear of loads about to be lifted and of suspended loads, except for employees required to handle the load.
- i. Use cribbing when performing lifts on outriggers.
- j. The crane hook/block must be positioned directly over the load. Side loading of the crane is prohibited.
- k. A physical barricade must be positioned to prevent personnel access where accessible areas of the LHE's rotating superstructure poses a risk of striking, pinching or crushing personnel.
- l. Maintain inspection records in accordance by EM 385-1-1, Section 16.D, including shift, monthly, and annual inspections, the signature of the person performing the inspection, and the serial number or other identifier of the LHE that was inspected. Records must be available for review by the Contracting Officer.
- m. Maintain written reports of operational and load testing in accordance

with EM 385-1-1, Section 16.F, listing the load test procedures used along with any repairs or alterations performed on the LHE. Reports must be available for review by the Contracting Officer.

- n. Certify that all LHE operators have been trained in proper use of all safety devices (e.g. anti-two block devices).
- o. Take steps to ensure that wind speed does not contribute to loss of control of the load during lifting operations. At wind speeds greater than 20 mph, the operator, rigger and lift supervisor must cease all crane operations, evaluate conditions and determine if the lift may proceed. Base the determination to proceed or not on wind calculations per the manufacturer and a reduction in LHE rated capacity if applicable. Include this maximum wind speed determination as part of the activity hazard analysis plan for that operation.
- p. On mobile cranes, lifts where the load weight is greater than 90 percent of the equipment's capacity are prohibited without a strictly reviewed lift plan.
- q. Follow FAA guidelines when required based on project location.

3.7.3 Machinery and Mechanized Equipment

- a. Proof of qualifications for operator must be kept on the project site for review.
- b. Manufacture specifications or owner's manual for the equipment must be on-site and reviewed for additional safety precautions or requirements that are sometimes not identified by OSHA or USACE EM 385-1-1. Incorporate such additional safety precautions or requirements into the AHAs.

3.7.4 Base Mounted Drum Hoists

- a. Operation of base mounted drum hoists must be in accordance with EM 385-1-1 and ASSP A10.22.
- b. Rigging gear must be in accordance with applicable ASME/OSHA standards.
- c. When used on telecommunication towers, base mounted drum hoists must be in accordance with TIA-1019, TIA-222, ASME B30.7, 29 CFR 1926.552, and 29 CFR 1926.553.
- d. When used to hoist personnel, the AHA must include a written standard operating procedure. Operators must have a physical examination in accordance with EM 385-1-1 Section 16.B.05 and trained, at a minimum, in accordance with EM 385-1-1 Section 16.U and 16.T. The base mounted drum hoist must also comply with OSHA Instruction CPL 02-01-056 and ASME B30.23.
- e. Material and personnel must not be hoisted simultaneously.
- f. Personnel cage must be marked with the capacity (in number of persons) and load limit in pounds.
- g. Construction equipment must not be used for hoisting material or personnel or with trolley/tag lines. Construction equipment may be used for towing and assisting with anchoring guy lines.

3.7.5 Use of Explosives

Explosives must not be used or brought to the project site without prior written approval from the Contracting Officer. Such approval does not relieve the Contractor of responsibility for injury to persons or for damage to property due to blasting operations.

Storage of explosives, when permitted on Government property, must be only where directed and in approved storage facilities. These facilities must be kept locked at all times except for inspection, delivery, and withdrawal of explosives.

3.8 EXCAVATIONS

Soil classification must be performed by a competent person in accordance with 29 CFR 1926 and EM 385-1-1.

3.8.1 Utility Locations

Provide a third party, independent, private utility locating company to positively identify underground utilities in the work area in addition to any station locating service and coordinated with the station utility department.

3.8.2 Utility Location Verification

Physically verify underground utility locations, including utility depth, by hand digging using wood or fiberglass handled tools when any adjacent construction work is expected to come within 3 feet of the underground system.

3.8.3 Utilities Within and Under Concrete, Bituminous Asphalt, and Other Impervious Surfaces

Utilities located within and under concrete slabs or pier structures, bridges, parking areas, and the like, are extremely difficult to identify. Whenever Contract work involves chipping, saw cutting, or core drilling through concrete, bituminous asphalt or other impervious surfaces, the existing utility location must be coordinated with station utility departments in addition to location and depth verification by a third party, independent, private locating company. The third party, independent, private locating company must locate utility depth by use of Ground Penetrating Radar (GPR), X-ray, bore scope, or ultrasound prior to the start of demolition and construction. Outages to isolate utility systems must be used in circumstances where utilities are unable to be positively identified. The use of historical drawings does not alleviate the Contractor from meeting this requirement.

3.9 ELECTRICAL

Perform electrical work in accordance with EM 385-1-1, Sections 11 and 12.

3.9.1 Conduct of Electrical Work

As delineated in EM 385-1-1, electrical work is to be conducted in a de-energized state unless there is no alternative method for accomplishing the work. In those cases obtain an energized work permit from the

Contracting Officer. The energized work permit application must be accompanied by the AHA and a summary of why the equipment/circuit needs to be worked energized. Underground electrical spaces must be certified safe for entry before entering to conduct work. Cables that will be cut must be positively identified and de-energized prior to performing each cut. Attach temporary grounds in accordance with [ASTM F855](#) and [IEEE 1048](#). Perform all high voltage cable cutting remotely using hydraulic cutting tool. When racking in or live switching of circuit breakers, no additional person other than the switch operator is allowed in the space during the actual operation. Plan so that work near energized parts is minimized to the fullest extent possible. Use of electrical outages clear of any energized electrical sources is the preferred method.

When working in energized substations, only qualified electrical workers are permitted to enter. When work requires work near energized circuits as defined by [NFPA 70](#), high voltage personnel must use personal protective equipment that includes, as a minimum, electrical hard hat, safety shoes, insulating gloves and electrical arc flash protection for personnel as required by [NFPA 70E](#). Insulating blankets, hearing protection, and switching suits may also be required, depending on the specific job and as delineated in the Contractor's AHA. Ensure that each employee is familiar with and complies with these procedures and [29 CFR 1910.147](#).

3.9.2 Qualifications

Electrical work must be performed by QP with verifiable credentials who are familiar with applicable code requirements. Verifiable credentials consist of State, National and Local Certifications or Licenses that a Master or Journeyman Electrician may hold, depending on work being performed, and must be identified in the appropriate AHA. Journeyman/Apprentice ratio must be in accordance with State, and Local requirements applicable to where work is being performed.

3.9.3 Arc Flash

Conduct a hazard analysis/arc flash hazard analysis whenever work on or near energized parts greater than 50 volts is necessary, in accordance with [NFPA 70E](#).

All personnel entering the identified arc flash protection boundary must be QPs and properly trained in [NFPA 70E](#) requirements and procedures. Unless permitted by [NFPA 70E](#), no Unqualified Person is permitted to approach nearer than the Limited Approach Boundary of energized conductors and circuit parts. Training must be administered by an electrically qualified source and documented.

3.9.4 Grounding

Ground electrical circuits, equipment and enclosures in accordance with [NFPA 70](#) and [IEEE C2](#) to provide a permanent, continuous and effective path to ground unless otherwise noted by [EM 385-1-1](#).

Check grounding circuits to ensure that the circuit between the ground and a grounded power conductor has a resistance low enough to permit sufficient current flow to allow the fuse or circuit breaker to interrupt the current.

3.9.5 Testing

Temporary electrical distribution systems and devices must be inspected, tested and found acceptable for Ground-Fault Circuit Interrupter (GFCI) protection, polarity, ground continuity, and ground resistance before initial use, before use after modification and at least monthly. Monthly inspections and tests must be maintained for each temporary electrical distribution system, and signed by the electrical CP or QP.

-- End of Section --

SECTION 01 78 24.00 20

FACILITY DATA WORKBOOK (FDW)

05/23, CHG 1: 11/23

PART 1 GENERAL

1.1 DEFINITIONS AND ABBREVIATIONS

1.1.1 eOMSI

Electronic Operation and Maintenance Support Information

1.1.2 Facility Data Workbook (FDW)

A Microsoft Excel file containing required facility information populated by the Contractor.

1.1.3 Systems

The words "system", "systems", and "equipment", when used in this document refer to as-built systems and equipment.

1.1.4 KTR

An abbreviation for "Contractor."

1.2 OPERATION AND MAINTENANCE MANUAL AND FACILITY DATA WORKBOOK MEETINGS

1.2.1 Pre-Construction Meeting Post-Award Kickoff Meeting

Meeting requirements are identified in Section 01 78 23 OPERATION AND MAINTENANCE DATA.

1.3 SUBMITTAL SCHEDULING

1.3.1 Facility Data Workbook (FDW), Progress Submittal

Submit the Progress submittal when construction is approximately 50 percent complete, to the Contracting Officer for approval. Provide Facility Data Workbook (Excel). Include the elements and portions of system construction completed up to this point.

The purpose of this submittal is to verify progress is in accordance with contract requirements as discussed during the Operation and Maintenance Manual and Facility Data Workbook Meetings. Field verify a portion of the eOMSI information in accordance with paragraph FIELD VERIFICATION.

1.3.2 Facility Data Workbook (FDW), Prefinal Submittal

Submit the 100 percent submittal of the FDW Prefinal Submittal to the Contracting Officer for approval within 90 calendar days of the Beneficial Occupancy Date (BOD). This submittal must provide a complete, working document that can be used to operate and maintain the facility. Any portion of the submittal that is incomplete or inaccurate requires the entire submittal to be returned for correction. Any discrepancies discovered during the Government's review of FDW Progress submittal must be corrected prior to the Prefinal submission.

1.3.3 Facility Data Workbook (FDW), Final Submittal

Submit completed Facility Data Workbook (Excel). The Final submittal is due at BOD. Any discrepancies discovered during the Government's review of the Prefinal eOMSI submittal, including the Field Verification, must be corrected prior to the Final eOMSI submission.

1.4 UNITS OF MEASURE

Provide FDW utilizing the units of measure used in the Government generated contract documents. required by the RFP for the facility. Refer to Section 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES.

1.5 SUBMITTALS

Government approval is required for submittals with a "G" or "S" classification. Submittals not having a "G" or "S" classification are for Contractor Quality Control approval. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-11 Closeout Submittals

Facility Data Workbook (FDW), Progress Submittal; G

Facility Data Workbook (FDW), Prefinal Submittal; G

Facility Data Workbook (FDW), Final Submittal; G

PART 2 PRODUCTS

2.1 eOMSI FACILITY DATA WORKBOOK

An initial, pre-edited draft of the Model & Facility Data Matrix tab within the Facility Data Workbook is attached to this Section. The Government will provide this Facility Data Workbook electronically to the Contractor upon award. Add, delete, and update Mastersystems, Systems, and Subsystems that may have changed during construction, or any items that may have been omitted or missed during design, at no additional cost to the Government. Complete the KTR Facility Data File tab based on the selection of Mastersystems, Systems, and Subsystems installed. Download the eOMSI Facility Data Workbook at the following location:

<http://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/forms-graphics-tables>.

Complete the KTR Facility Data File tab based on the selection of Mastersystems, Systems, and Subsystems installed. The following tabs are included in the eOMSI Facility Data File Workbook and serve the purpose stated:

- a. Instructions Tab: Instructions for completing Model & Facility Data Matrix Tab and KTR Facility Data File Tab. If a discrepancy exists between what is required in this Section and the Workbook, the instructions within the workbook take precedence.
- b. Model & Facility Data Matrix Tab: - The Matrix lists Required Facility Asset Fields for each SYSTEM and SUBSYSTEM. The Designer of Record selects SYSTEMS and SUBSYSTEMS that are within the project scope, which the Contractor needs to include and populate in KTR Facility Data File tab. The "Required Facility Asset Field Position Numbers,"

one through thirty-five, are pre-populated, and are not editable.

- c. Required Facility Asset Fields Tab: Defines the 35 Required Facility Asset Field Position Numbers used in Model and Facility Data Matrix and KTR Facility Data File tabs.
- d. KTR Sample Facility Data File Tab: Sample KTR eOMSI facility data file. This tab provides an example of the mandatory fields of equipment installed by the Contractor, and populated in the KTR eOMSI Facility Data File Tab, along with their descriptions.
- e. KTR Facility Data File Tab: Required eOMSI facility data file deliverable provided to the Government. Provide a separate and unique new row for each facility component or piece of equipment installed. Coordinate with the Government's Contracting Officer's Representative and NAVFAC PW FMD for specific facility component naming convention.

PART 3 EXECUTION

3.1 FIELD VERIFICATION

Field verify Facility Data Workbook information with Contractor and Government personnel. Include the following personnel in this meeting: Contractor's Facility Data Workbook Preparer and Quality Control Manager, [Commissioning Authority](#), and the Government's Contracting Officer's Representative and NAVFAC PW FMD. Request, and provide, an eOMSI Field Verification Meeting no sooner than 14 calendar days after submission of the Progress FDW submittal, and another, no sooner than 14 calendar days after submission of the Prefinal FDW submittal. During this meeting, the Government and Contractor will verify that the Facility Data Workbook is complete and accurate.

Field verify that at least 5 Subsystems under each of the Mastersystems are accurate, for a total of 25 Subsystems. For each of these items, verify that the required facility asset field, as defined in the "Model & Facility Data Matrix" tab, contains the specified data and it is accurate (i.e., item description, manufacturer, model no., serial no.). 100 percent accuracy of eOMSI information is required for successful field verification. If data discrepancies are discovered amongst the 25 Subsystems verified, resubmit an updated eOMSI FDW, and request a make-up field verification meeting. At the make-up field verification meeting 25 new Subsystems and their associated required facility asset fields will be field verified; the 25 new Subsystems must be 100 percent accurate. Any discrepancies discovered must be corrected prior to next eOMSI Facility Data Workbook Submittal.

- (1) D10 - CONVEYING
- (2) D20 - PLUMBING
- (3) D30 - HVAC
- (4) D40 - FIRE PROTECTION
- (5) D50 - ELECTRICAL

-- End of Section --