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USACE / NAVFAC / AFCEC / NASA	**UFGS-01 30 00 (November 2020)**

Preparing Activity: NAVFAC	**Superseding**
	UFGS-01 30 00 (August 2015)
	UFGS-01 30 00.05 20 (March 2013)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated January 2021

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SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS
11/20

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NOTE: This guide specification covers general administrative and procedural requirements for Contractor management and coordination.

Adhere to UFC 1-300-02 Unified Facilities Guide Specifications (UFGS) Format Standard when editing this guide specification or preparing new project specification sections. Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable item(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are present.

Comments, suggestions and recommended changes for this guide specification are welcome and should be submitted as a Criteria Change Request (CCR).
****

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NOTE: This section contains tailoring for NAVY, NAVFAC EURAFCENT, NAVFAC FE, NAVFAC MAR, NAVFAC SE, ARMY, AIR FORCE, NASA, DESIGN-BUILD, DESIGN-BID-BUILD and NAVY DESIGN-BUILD. Where an Editor's Note states a paragraph is tailored for a Service or project type, the content of the paragraph, or a portion of the paragraph, is suited specifically to be included only for that Service or project type.
****

PART 1 GENERAL

1.1 REFERENCES

****
NOTE: This paragraph is used to list the

publications cited in the text of the guide specification. The publications are referred to in the text by basic designation only and listed in this paragraph by organization, designation, date, and title.

Use the Reference Wizard's Check Reference feature when you add a Reference Identifier (RID) outside of the Section's Reference Article to automatically place the reference in the Reference Article. Also use the Reference Wizard's Check Reference feature to update the issue dates.

References not used in the text will automatically be deleted from this section of the project specification when you choose to reconcile references in the publish print process.

****

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. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1	(2014) Safety and Health Requirements Manual

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

15 CFR 772	Definition of Terms
15 CFR 773	Special Licensing Procedures

1.2 SUBMITTALS

****

NOTE: Review Submittal Description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list, and corresponding submittal items in the text, to reflect only the submittals required for the project. The Guide Specification technical editors have classified those items that require Government approval, due to their complexity or criticality, with a "G." Generally, other submittal items can be reviewed by the Contractor's Quality Control System. Only add a "G" to an item if the submittal is sufficiently important or complex in context of the project.

For Army projects, fill in the empty brackets following the "G" classification, with a code of up to three characters to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes

following the "G" typically are not used for Navy, Air Force, and NASA projects.

The "S" classification indicates submittals required as proof of compliance for sustainability Guiding Principles Validation or Third Party Certification and as described in Section 01 33 00 SUBMITTAL PROCEDURES.

Choose the first bracketed item for Navy, Air Force, and NASA projects, or choose the second bracketed item for Army projects.

****

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NOTE: For Navy DB projects, delete 01 33 00, SUBMITTAL PROCEDURES, and replace with UFGS 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES and UFGS 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES.

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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.][for information only. When used, a code following the "G" classification identifies the office that will review the submittal for the Government.] Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

****

NOTE: For projects in the NAVFAC PAC Area of Operation, and for the submittals identified as SD-01 Preconstruction Submittals, remove the "G" designation.

****

View Location Map

Progress and Completion Pictures

Design Submittal Packaging

Performance Assessment Plan (PAP)

SD-04 Samples

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NOTE: The following item is tailored for use only on Air Force projects. Do not use this paragraph in Design-Build projects.

****

Color Boards; G[, [_____]]

1.3 COLOR BOARDS FOR AIR FORCE PROJECTS

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NOTE: This Article is tailored for Air Force. Use

for Air Force projects only.
****

Submit five sets of color boards within 90 calendar days after Contract Award. Each set of boards must include samples of colors and finishes of interior surfaces, such as walls, floors, and ceilings. Present the samples on 200 by 270 mm 8 by 10-1/2 inches boards (modules) with a maximum spread of 600 by 810 mm 24 by 31-1/2 inches for foldouts. Design modules to fit in a standard loose-leaf, three-ring binder. Where special finishes such as architectural concrete, carpet, or prefinished textured metal panels are required, submit samples not less than 300 mm 12 inches square with the board. If more space is needed, more than one board per set may be submitted. Certify that the color samples have been reviewed in detail, and that the color samples are in strict accordance with contract drawings and specifications, except as may be otherwise explicitly stated. Submittal of color samples does not relieve the Contractor of the responsibility to submit samples required elsewhere herein.

1.4 VIEW LOCATION MAP

Submit, prior to or with the first digital photograph submittals, a sketch or drawing indicating the required photographic locations. Update as required if the locations are moved.

1.5 PROGRESS AND COMPLETION PICTURES

Photographically document site conditions prior to start of construction operations. [Include aerial photographs.]Provide monthly, and within one month of the completion of work, digital photographs, 1600x1200x24 bit true color minimum resolution in [JPEG][_____] file format showing the sequence and progress of work. Take a minimum of 20 digital photographs each week throughout the entire project from a minimum of ten different viewpoints selected by the Contractor unless otherwise directed by the Contracting Officer. Submit with the monthly invoice two sets of digital photographs, each set on a separate compact disc (CD) or data versatile disc (DVD), cumulative of all photos to date. Indicate photographs demonstrating environmental procedures. Provide photographs for each month in a separate monthly directory and name each file to indicate its location on the view location sketch. Also provide the view location sketch on the CD or DVD as a digital file. Include a date designator in file names. Photographs provided are for unrestricted use by the Government.

1.6 MINIMUM INSURANCE REQUIREMENTS

****
NOTE: Do not use this paragraph for projects at Guantanamo Bay.
****

Provide the minimum insurance coverage required by FAR 28.307-2 Liability, during the entire period of performance under this contract. Provide other insurance coverage as required by [State]Portugal Guam Diego Garcia BIOT law.

1.7 SUPERVISION

1.7.1 Superintendent Qualifications

****
NOTE: For first and second bracketed items, choose 10 years and 5 years respectively, for most projects. Fill in brackets and coordinate with Construction Manager/Resident Engineer for Army and NASA projects or ROICC/FEAD for Navy projects to determine if more experience is needed for larger, complex projects, or less, for simple, less costly projects.
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****
NOTE: The second paragraph below contains tailoring for ARMY, NAVY and NASA projects based on the QUALITY CONTROL Section that applies for that Service. Include the second bracketed paragraph when Superintendent is permitted to also serve as Quality Control Manager.
****

Provide project superintendent with a minimum of [10][_____] years experience in construction with at least [5][_____] of those years as a superintendent on projects similar in size and complexity. The individual must be familiar with the requirements of EM 385-1-1 and have experience in the areas of hazard identification and safety compliance. The individual must be capable of interpreting a critical path schedule and construction drawings. The qualification requirements for the alternate superintendent are the same as for the project superintendent. The Contracting Officer may request proof of the superintendent's qualifications at any point in the project if the performance of the superintendent is in question.

[For projects where the superintendent is permitted to also serve as the Quality Control (QC) Manager as established in Section 01 45 00.00 10 01 45 00.00 20 01 45 00.00 40 QUALITY CONTROL, the superintendent must have qualifications in accordance with that section.

]1.7.2 Minimum Communication Requirements

Have at least one qualified superintendent, or competent alternate, capable of reading, writing, and conversing fluently in the English language, on the job-site at all times during the performance of Contract work.In addition, if a Quality Control (QC) representative is required on the Contract, then that individual must also have fluent English communication skills.

1.7.3 Duties

****
NOTE: This paragraph contains tailoring for Red Zone for NAVY and AIR FORCE use. Include the term "Red Zone meetings" for NAVY and AIR FORCE projects only.
****

The project superintendent is primarily responsible for managing subcontractors and coordinating day-to-day production and schedule adherence on the project. The superintendent is required to attend Red Zone meetings, partnering meetings, and quality control meetings. The superintendent or qualified alternative must be on-site at all times during the performance of this contract until the work is completed and accepted.

1.7.4 Non-Compliance Actions

The Project Superintendent is subject to removal by the Contracting Officer for non-compliance with requirements specified in the contract and for failure to manage the project to ensure timely completion. Furthermore, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders is acceptable as the subject of claim for extension of time for excess costs or damages by the Contractor.

1.8 PRECONSTRUCTION MEETING CONFERENCE

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NOTE: The title of this paragraph, and the paragraph below is tailored for NAVY to use "Meeting" and tailored for ARMY and NASA to use "Conference."

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NOTE: This paragraph includes tailored phrases for both Design-Bid-Build and Design-Build projects.

****

Immediately after awardUpon completion of design and design acceptance by the government, prior to commencing any work at the site, coordinate with the Contracting Officer a time and place to meet for the Preconstruction MeetingConference. The meetingconference must take place within [35][_____] calendar days after award of the contract, but prior to commencement of any work at the site. The purpose of this meeting conference is to discuss and develop a mutual understanding of the administrative requirements of the Contract including but not limited to: daily reporting, invoicing, value engineering, safety, base-access, outage requests, hot work permits, schedule requirements, quality control, schedule of prices or earned value report, shop drawings, submittals, cybersecurity, prosecution of the work, government acceptance, final inspections and contract close-out. Contractor must present and discuss their basic approach to scheduling the construction work and any required phasing.

1.8.1 Attendees

Contractor attendees must include the Project Manager, Superintendent, Site Safety and Health Officer (SSHO), Quality Control Manager and major subcontractors.

1.9 POST AWARD KICKOFF (PAK) MEETING

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NOTE: This Article is tailored for NAVY

DESIGN-BUILD projects. Include this Article and paragraphs for Navy Design-Build projects only.
****

Immediately after award, coordinate with the Contracting Officer a time and place for the PAK Meeting. The PAK meeting must be held within [35][_____] calendar days after contract award and prior to commencing work. If mutually agreed upon by the Contractor and the Government, the PAK Meeting may be held concurrently with the Design Presentation/Design Development Meeting or Concept Design Workshop (CDW) whichever is required.

1.9.1 PAK Meeting Outcomes

a. Integrate the Contractor and all client representatives into the project team.

b. Achieve consensus from the project team on any issues and concerns with the Contractor's technical proposal and the User's functional requirements.[Confirm the design is within the project budget.]

c. Review the administrative requirements of the contract that are critical during the design phase.

d. Establish clear lines of communication and points of contact for Government and Contractor team members.

e. Obtain an acceptable conceptual design including floor and site plans, signed by the client, Contractor and other key team members.

****
NOTE: Select 01 32 17.00 20 if a cost-loaded Primavera P6 schedule is required for the project - this specification Section applies primarily to MILCON projects and any other similar projects with multiple disciplines working simultaneously. Select 01 32 16.00 20 if a non-cost-loaded P6 schedule or a Microsoft Project schedule (cost-loaded or non-cost-loaded) is required - this specification applies to small projects, either simple or complex, that would not benefit from the use of a cost-loaded Network Analysis Schedule (NAS).
****

f. Review the project design schedule and design package requirement, design submittal packaging, and preliminary construction schedule in accordance with Section [01 32 17.00 20 COST-LOADED NETWORK ANALYSIS SCHEDULE (NAS)][01 32 16.00 20 SMALL PROJECT CONSTRUCTION PROGRESS SCHEDULES]. Discuss design milestones and events that will be included in the Quality Control Communication Plan.

g. Establish clear expectations and schedules for facility turnover, providing DD Form 1354 asset management records, eOMSI submittals, Guiding Principle Validation, Third Party Certification (if applicable), and training of Government maintenance personnel.

h. Establish procedure for design packages reviews, Contractor's resolution to comments, and Government's role in review of packages.

****

NOTE: Insert the bracketed paragraphs below ONLY if Concept Design Workshop (CDW) is required.

****

[i. Establish clear expectations for the Concept Design Workshop as established in UFGS 01 31 19.05 20 POST AWARD MEETINGS.

][j. Establish clear expectations for Design Model presentations for projects implementing Building Information Management/Modeling (BIM).

]1.9.2 PAK Meeting Contractor Attendees

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NOTE: If a Commissioning Authority is used, delete the first bracketed option. If a Commissioning Authority is not used, delete the second bracketed option.

****

The following Contractor personnel must attend the PAK meeting; Project Manager, Project Scheduler, Lead Designer-of-Record (DOR), Design Staff responsible for each architectural/engineering discipline when facility design is discussed, Superintendent, QC Manager,[and the] DQC Manager[and the Commissioning Authority (CA)]. Optional attendees include: Principal, Assistant Project Manager, major subcontractors and specialized supplemental QC personnel.

[1.10 DESIGN PRESENTATION/DEVELOPMENT (DP/D)

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NOTE: Insert the paragraph below for Design Presentation/Development ONLY if a Concept Design Workshop (CDW) is NOT required. If a CDW is required, do not insert this paragraph and use UFGS 01 31 19.05 20 POST AWARD MEETINGS.

****

The Contractor must lead discussions to develop an understanding of the facility design that the accepted technical proposal represents with the Government users and maintainers of the facility. Develop site plans, floor plans, exterior finish materials, and building elevations to conduct working sessions with the Government meeting attendees. The purpose of the DP/D Meeting is to confirm the appropriateness of the facility design and develop acceptable alternatives if changes are needed. The Contractor must anticipate that Government Facility Users represented at the DP/D Meeting will provide additional functional information. Incorporate functional design changes into the facility design as required to meet the needs of the Users. At the end of the DP/D Meeting the Contractor must provide either assurance that the updated design can be built within the budget or identify potential cost modification items and establish a follow-on DP/D Meeting to finalize a design that will include trade-offs to bring the project within the budget. The following Contractor key personnel must attend the Design Presentation: Project Manager, Project Scheduler, Cost Estimator, Lead Designer of Record, Design Staff responsible for each architectural/engineering discipline when facility design is discussed, Major Subcontractors, and DQC.

Demonstrate ability to achieve identified Guiding Principle sustainability

goals and also Third-Party Certification sustainability goals, if applicable. Provide Preliminary Sustainability Notebook, refer to Section 01 33 29 SUSTAINABILITY REQUIREMENTS AND REPORTING for requirements.

]1.11 FACILITY TURNOVER PLANNING MEETINGS (Red Zone Meetings)

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NOTE: Use this paragraph for NAVY and AIR FORCE (AFCEC/CF) projects. This paragraph is tailored for NAVY and AIR FORCE use.

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Meet with the Government to identify strategies to ensure the project is carried to expeditious closure and turnover to the Client. Start planning the turnover process at the Pre-Construction Conference meeting with a discussion of the Red Zone process and convene at regularly scheduled NRZ Meetings beginning at approximately 75 percent of project completion. Include the following in the facility Turnover effort:

1.11.1 Red Zone Checklist

a. Contracting Officer's Technical Representative (COTR) will provide the Contractor a copy of the Red Zone Checklist template.

b. Prior to 75 percent completion, modify the Red Zone Checklist template by adding or deleting critical activities applicable to the project and assign planned completion dates for each activity. Submit the modified Red Zone Checklist to the Contracting Officer. The Contracting Officer may request additional activities be added to the Red Zone Checklist at any time as necessary.

1.11.2 Meetings

a. Conduct regular Red Zone Meetings beginning at approximately 75 percent project completion, or three to six months prior to Beneficial Occupancy Date (BOD), whichever comes first.

b. The Contracting Officer will establish the frequency of the meetings, which is expected to increase as the project completion draws nearer. At the beginning, Red Zone meetings may be every two weeks then increase to weekly towards the final month of the project.

c. Using the Red Zone Checklist as a Plan of Action and Milestones (POAM) and basis for discussion, review upcoming critical activities and strategies to ensure work is completed on time.

d. During the Red Zone Meetings discuss with the COTR any upcoming activities that require Government involvement.

e. Maintain the Red Zone Checklist by documenting the actual completion dates as work is completed and update the Red Zone Checklist with revised planned completion dates as necessary to match progress. Distribute copies of the current Red Zone Checklist to attendees at each Red Zone Meeting.

[1.12 EXPORT LICENSES FOR OVERSEAS PROJECTS

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NOTE: Include the following paragraph in projects

at overseas locations.
****

Obtain individual export licenses and project export licenses required by the Department of Commerce regulations (15 CFR 772 and 15 CFR 773) so that no delays are experienced in shipping from the United States of America to a foreign country. For additional information, the Contractor may contact one of the U.S. and Foreign Commercial Service District Offices of the Department of Commerce which are located in almost every State.

][1.13 WAIVER FOR WORKER'S COMPENSATION

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NOTE: Include the following paragraph in projects for overseas locations, except Guantanamo Bay.
****

In addition to FAR 52.228-4 Workers' Compensation and War-Hazard Insurance Overseas, the Secretary of Labor has granted a waiver. The waiver does not apply to employees who are hired in the United States, or who are residents, or citizens of the United States.

]1.14 PARTNERING

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NOTE: Select one of two possible choices for the Level of Partnering. Coordinate with the Project Manager/ Design Manager and Construction Manager to determine whether Formal or Informal Partnering should be used.

The two Partnering Level options are:

1. Facilitated (Formal): Recommended for use on high risk, high visibility, compressed duration, technical complexity, or standalone contracts over approximately $15M. Facilitated by a third-party independent Formal Partnering Facilitator consultant paid for by Contractor. Contractor includes costs for facilitator, room rental and incidental items in bid. Participants pay own costs for meals, lodging and transportation. Partnering "re-groups" held as agreed in charter. Exceptions: When DB Contractor, Government and Supported Commands are already familiar with each other from recent contracts, consider using Informal Partnering.

2. Team Led (Informal): Recommended for use on contracts less than $15M, without high risk, high visibility, compressed performance period, or technically complex characteristics. Exceptions: When new Supported Commands, new Contractor, first time use of new contract vehicle or other unique contract requirements consider upgrade to Formal Partnering to lessen risk.
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NOTE: Partnering is required for all projects.

NOTE: For projects in the NAVFAC PAC Area of Operation, edit the paragraph by adding the first bracketed item to the paragraph.
****

[Contractor shall host the partnering session within 45 calendar days of contract award.]To most effectively accomplish this Contract, the Contractor and Government must form a cohesive partnership with the common goal of drawing on the strength of each organization in an effort to achieve a successful project without safety mishaps, conforming to the Contract, within budget and on schedule. The partnering team must consist of personnel from both the Government and Contractor including project level and corporate level leadership positions. Key Personnel from the supported command, end user, [NAVFAC, PWD, FEAD/ROICC][_____], Contractor, key subcontractors and the Designer of Record are required to participate in the Partnering process.

[1.14.1 Facilitated (Formal) Partnering

****
NOTE: The subparagraphs below are tailored to include "Pre-construction" meeting for DESIGN-BID-BUILD projects and "PAK" meeting for NAVY DESIGN-BUILD projects.
****

a. Within [35][_____] calendar days after award and prior to the start of work, host a Formal Partnering session with key personnel from the project team including both Contractor and Government personnel. All costs associated with the Partnering session including the third-party independent Facilitator Consultant, meeting room and other incidental items are the responsibility of the Contractor.

b. Before the Facilitated (Formal) Partnering session, coordinate with the Facilitator all requirements for incidental items (such as audio-visual equipment, easels, flipchart paper, colored markers, note pads, pens/pencils, colored flash cards) and have these items available at the Partnering session. Provide copies of any documents required for distribution to all attendees. Participants will bear their own costs for meals, lodging and transportation associated with Partnering.

c. The Initial Partnering Session must be a duration of [one][_____] day and be held at a location off base as agreed to by the Contracting Officer. Partnering session may take place concurrently with the Pre-Construction Post-Award Kickoff Meeting.

d. Facilitator must be experienced in conducting corporate Partnering sessions and must be a third-party independent facilitating consultant - not an employee of the Contractor. The Facilitator is responsible for leading all aspects of the Partnering session necessary to achieve the Partnering goal.

e. An outcome of the Partnering session must be an escalation matrix agreed upon by both the Government and Contractor, which identifies key Government and Contractor decision makers by name and anticipated decision durations.

f. Host follow-on Partnering Sessions at three- to six-month intervals or more frequently if needed and lasting generally a half day or less. Attendees need only be those required to resolve current issues. The same Facilitator used in the Initial Partnering session must lead the follow-on sessions unless an alternative is permitted by the Contractor Officer. All costs associated with follow-on Partnering sessions are the responsibility of the Contractor.

][1.14.2 Team-Led (Informal) Partnering

a. The Contracting Officer will coordinate the initial Team-Led (Informal) Partnering Session with key personnel of the project team, including Contractor and Government personnel. The Partnering Session will be co-led by the Government Construction Manager and Contractor's Project Manager.

b. The Initial Team-led Partnering session may be held concurrently with the Pre-Construction Post-Award Kickoff meeting. Partnering sessions will be held at a location mutually agreed to by the Contracting Officer and the Contractor, typically at a conference room on-base or at the Contractor's temporary trailer.

c. The Initial Team-Led Partnering Session will be conducted and facilitated using electronic media (a video and accompanying forms) provided by Contracting Officer.

d. The Partners will determine the frequency of the follow-on sessions.

e. Participants will bear their own costs for meals, lodging and transportation associated with Partnering.

]1.15 PERFORMANCE ASSESSMENT PLAN (PAP)

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NOTE: This Article is tailored for use on NAVY DESIGN-BUILD projects only.
****

The Performance Assessment Plan (PAP) will be used to document design innovation and budget management, provide performance feedback to the Contractor, and as a basis for interim and final evaluations in the Contractor Performance Appraisal Reporting System (CPARS) on-line database.

It is the intent of the Government to establish the PAP based on tangible, measurable indicators of outstanding contractor performance, and on commitments made in the Contractor's proposal. The initial PAP may be found on the NAVFAC Design-Build Request for Proposal Website in RFP PART 6 Attachments. Review and finalize the initial PAP during the Partnering Session. During the initial Partnering Session, the Government, the Contractor, the Designer-of-Record, and the Client will establish the PAP. Following the establishment of the PAP, the Contractor will present it, with his input, for update and discussion at projects meetings which discuss project performance. Submit an updated PAP on a monthly basis with the invoice for that period as a minimum.

[1.16 MOBILIZATION

****
NOTE: For projects in the NAVFAC PAC Area of

Operation, add the following paragraph.
****

Contractor shall mobilize to the jobsite within 60 calendar days of contract award. Mobilize is defined as having equipment AND having a physical presence of at least one person from the contractor's team on the jobsite.

]PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --