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USACE / NAVFAC / AFCEC / NASA UFGS-01 30 00 (November 2011)  
Change 2 - 08/14  
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Preparing Activity: NAVFAC Superseding  
UFGS-01 30 00 (May 2011)

## UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated April 2015

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### SECTION TABLE OF CONTENTS

#### DIVISION 01 - GENERAL REQUIREMENTS

##### SECTION 01 30 00

#### ADMINISTRATIVE REQUIREMENTS

11/11

#### PART 1 GENERAL

- 1.1 REFERENCES
- 1.2 SUBMITTALS
- 1.3 COLOR BOARDS FOR AIR FORCE PROJECTS
- 1.4 VIEW LOCATION MAP
- 1.5 PROGRESS AND COMPLETION PICTURES
- 1.6 MINIMUM INSURANCE REQUIREMENTS
- 1.7 CONTRACTOR SPECIAL REQUIREMENTS
  - 1.7.1 Asbestos Containing Material
  - 1.7.2 Space Temperature Control, HVAC TAB, and Apparatus Inspection
- 1.8 SUPERVISION
- 1.9 SUPERVISION
- 1.10 PRECONSTRUCTION CONFERENCE
- 1.11 FACILITY TURNOVER PLANNING MEETINGS (NAVFAC Red Zone - NRZ)
- 1.12 EXPORT LICENSES FOR OVERSEAS PROJECTS
- 1.13 WAIVER FOR WORKER'S COMPENSATION
- 1.14 PARTNERING
  - 1.14.1 Formal Partnering
  - 1.14.2 Informal Partnering
- 1.15 AVAILABILITY OF CADD DRAWING FILES
- 1.16 ELECTRONIC MAIL (E-MAIL) ADDRESS

#### PART 2 PRODUCTS

#### PART 3 EXECUTION

-- End of Section Table of Contents --

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### SECTION 01 30 00

#### ADMINISTRATIVE REQUIREMENTS 11/11

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NOTE: This guide specification covers the requirements for general administrative paragraphs.

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 items(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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## PART 1 GENERAL

### 1.1 REFERENCES

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NOTE: Issue (date) of references included in project specifications need not be more current than provided by the latest guide specification. Use of SpecsIntact automated reference checking is recommended for projects based on older guide specifications.

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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. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

15 CFR 772 Definition of Terms

15 CFR 773 Special Licensing Procedures

1.2 SUBMITTALS

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NOTE: Review Submittal Description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list to reflect only the submittals required for the project.

The Guide Specification technical editors have designated 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 submittals requiring Government approval on Army projects, a code of up to three characters within the submittal tags may be used following the "G" designation 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 projects.

An "S" following a submittal item indicates that the submittal is required for the Sustainability Notebook to fulfill federally mandated sustainable requirements in accordance with Section 01 33 29 SUSTAINABILITY REPORTING.

Submittal items not designated with a "G" are considered as being for information only for Army projects and for Contractor Quality Control approval for Navy projects.

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Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are [for Contractor Quality Control approval.][for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government.] Submittals with an "S" are for inclusion in the Sustainability Notebook, in conformance to Section 01 33 29 SUSTAINABILITY REPORTING. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

View location map; G[, [\_\_\_\_\_]]

Progress and completion pictures; G[, [\_\_\_\_\_]]  
SD-04 Samples

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**NOTE: Use this paragraph only for Air Force  
projects. Do not use this paragraph in Design-Build  
projects.**

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Color boards; G[, [\_\_\_\_\_]]

### 1.3 [COLOR BOARDS FOR AIR FORCE PROJECTS

Submit five sets of color boards within 90 calendar days after Contract Award. Each set of boards shall include samples of colors and finishes of interior surfaces, such as walls, floors, and ceilings. The samples shall be presented 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. Modules shall be designed 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, samples not less than 300 mm 12 inches square shall be submitted with the board. If more space is needed, more than one board per set may be submitted. The Contractor shall certify that he has reviewed the color samples 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 shall not relieve the Contractor of the responsibility to submit samples required elsewhere herein.

### ]1.4 VIEW LOCATION MAP

Submit to the Contracting Officer, prior to or with the first [slide] [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 views from points located by the Contracting Officer. Submit a view location sketch indicating points of view. Submit with the monthly invoice two sets of digital photographs each set on a separate CD-R, cumulative of all photos to date. Indicate photographs demonstrating environmental procedures. Photographs for each month shall be in a separate monthly directory and each file shall be named to indicate its location on the view location sketch. The view location sketch shall also be provided on the CD as digital file. All file names shall include a date designator. Cross reference submittals in the appropriate daily report. Photographs shall be provided for unrestricted use by the Government.

## 1.6 MINIMUM INSURANCE REQUIREMENTS

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**NOTE: Fill blank with local or other coverage  
required by the agency. Do not use for Guantanamo  
Bay.**  
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Procure and maintain during the entire period of performance under this contract the following minimum insurance coverage:

- a. Comprehensive general liability: \$500,000 per occurrence
- b. Automobile liability: \$200,000 per person, \$500,000 per occurrence for bodily injury, \$20,000 per occurrence for property damage
- c. Workmen's compensation as required by Federal and State workers' compensation and occupational disease laws.
- d. Employer's liability coverage of \$100,000, except in States where workers compensation may not be written by private carriers,
- e. Others as required by [State] [Portuguese] [Guam] [Diego Garcia BIOT] law.

## 1.7 CONTRACTOR SPECIAL REQUIREMENTS

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**NOTE: Include the first subparagraph when Section  
02 82 16.00 20, "Engineering Control of Asbestos  
Containing Materials" is used in the job. For jobs  
involving 23 09 53.00 20, 23 09 23, 23 05 93 or  
26 08 00 include the second subparagraph entitled  
Space Temperature Control, HVAC Tab, and Apparatus  
inspection.**  
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### 1.7.1 Asbestos Containing Material

All contract requirements of Section 02 82 16.00 20, "Engineering Control of Asbestos Containing Materials" assigned to the Private Qualified Person (PQP) shall be accomplished directly by a first tier subcontractor.

### 1.7.2 Space Temperature Control, HVAC TAB, and Apparatus Inspection

All contract requirements of [Section 23 09 53.00 20 SPACE TEMPERATURE CONTROL SYSTEMS] [Section 23 09 23 LONWORKS DIRECT DIGITAL CONTROL FOR HVAC AND OTHER BUILDING CONTROL SYSTEMS] [Section 23 05 93 TESTING, ADJUSTING AND BALANCING FOR HVAC] [and] [Section 26 08 00 APPARATUS INSPECTION AND TESTING] shall be accomplished directly by a first tier subcontractor, including the Commissioning Agent. No work required by Section [ 23 09 53.00 20] [23 09 23] [23 05 93] or [26 08 00] shall be accomplished by a second tier subcontractor.

## 1.8 SUPERVISION

Have at least one qualified supervisor capable of reading, writing, and conversing fluently in the English language on the job site during working

hours. In addition, if a Quality Control (QC) representative is required on the contract, then that individual shall also have fluent English communication skills.

#### 1.9 [SUPERVISION

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**NOTE: For NAVFAC Europe, use the following paragraphs for projects in Europe in lieu of the previous paragraph SUPERVISION.**  
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Provide at least one (1) qualified Project Manager and one (1) on-site Project Superintendent. Both shall comply with the English speaking requirements of Section 00 73 04, SUPPLEMENTARY CONDITIONS FOR PROJECTS IN MEDITERRANEAN AREA. The Project Manager must have a minimum 10 years experience as a Project Manager or Superintendent on projects like this contract or similar in size and complexity. The Project Superintendent must have a minimum of 10 years experience as a Superintendent on projects similar in size and complexity.

In addition to the above experience requirements, the Project Manager and on-site Project Superintendent shall complete the course entitled "Construction Quality Management for Contractors" prior to the start of construction. This course is periodically offered at ROICC offices in Italy. Contact the Contracting Officer to schedule attendance in the course.

The Project Manager in this context shall mean the individual with the responsibility for the overall management of the project and the Project Superintendent shall mean the individual with the responsibility for quality and production. Both the Project Manager and Project Superintendent are subject to removal by the Contracting Officer for non-compliance with requirements specified in the contract and for failure to manage the project to insure 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 shall be made the subject of claim for extension of time for excess costs or damages by the Contractor.

Approval of Project Manager and on-site Project Superintendent is required prior to start of construction. Provide resumes for the proposed Project Manager and on-site Project Superintendent describing their experience with references and qualifications to the Contracting Officer for approval. The Contracting Officer reserves the right to interview the proposed Project Manager and on-site Project Superintendent at any time in order to verify the submitted qualifications.

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#### 1.10 PRECONSTRUCTION CONFERENCE

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**NOTE: Do not use this paragraph for Design Build projects.**  
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After award of the contract but prior to commencement of any work at the site, meet with the Contracting Officer to discuss and develop a mutual understanding relative to the administration of the value engineering and

safety program, preparation of the schedule of prices or earned value report, shop drawings, and other submittals, scheduling programming, prosecution of the work, and clear expectations of the "Interim DD Form 1354" Submittal. Major subcontractors who will engage in the work shall also attend.

#### 1.11 FACILITY TURNOVER PLANNING MEETINGS (NAVFAC Red Zone - NRZ)

Key personnel will meet to identify strategies to ensure the project is carried to expeditious closure and turnover to the Client. Start the turnover process at the Pre Construction Conference meeting and convene at the Facility Turnover Meetings once the project has reached approximately 75 percent completion or three to six months prior to Beneficial Occupancy Date (BOD), whichever comes first. The Contracting Officer's Representative will lead the meetings and guide discussions based on an agenda provided by the Government. The facility Turnover effort shall include the following:

- a. Pre Construction Meeting - Contracting Officer's Technical Representative (COTR) will provide the NRZ Checklist and the Contractor, Client, and NAVFAC Representatives will compare Contractor's schedule to NRZ Checklist items.
- b. Facility Turnover Meetings
  1. Fill in the NRZ Checklist including Contractor, Client, and NAVFAC Checklist Items and assign a person responsible for each item and a due date. The Contractor's Representative will facilitate the assignment of responsibilities, fill out the NRZ Checklist, and discuss "Interim DD Form 1354" requirements.
  2. Review the Contractor's updated schedule. The Contractor shall develop a POAM for the completion of all Contractor, Client, and NAVFAC Checklist items.
  3. Confirm that all NRZ Checklist items will be completed on time for the scheduled Facility Turnover.

#### 1.12 [EXPORT LICENSES FOR OVERSEAS PROJECTS]

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.**  
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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: Partnering is required for all Navy and Air Force projects.**  
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To most effectively accomplish this contract, the Government requires the formation of a cohesive partnership within the Project Team whose members are from the Government, the Contractor and their Subcontractors. Key personnel from the Supported Command, the End User (who will occupy the facility), NAVFAC (Echelon III and IV), the Navy Region/Installation, the Contractor and Subcontractors, and the Designer of Record will be invited to participate in the Partnering process. The Partnership will draw on the strength of each organization in an effort to achieve a project that is without any safety mishaps, conforms to the Contract, and stays within budget and on schedule.

The Contracting Officer will provide Information on the Partnering Process and a list of key and optional personnel who should attend the Partnering meeting.

1.14.1 [Formal Partnering

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**NOTE: Choose either Formal or Informal Partnering on Design-Bid-Build projects, and delete the other. Coordinate with the Project Manager/Design Manager and Construction Manager to determine whether Formal or Informal Partnering should be used.**  
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**NOTE: Formal Partnering is recommended for use on high risk, high visibility, compressed duration, technical complexity, or stand alone contracts over approximately \$15M. Facilitated by a 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" are held as agreed in charter.**  
  
**Exceptions: Consider using Informal Partnering when the Contractor, the Government and the Supported Commands are already familiar with each other from recent contracts.**  
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Provide and host the Partnering sessions with key personnel of the Project Team, including Contractor personnel and Government personnel. Pay all costs associated with the Partnering effort including the Facilitator, the meeting room, and other incidental items. In exception, participants shall bear their own costs for meals, lodging, and transportation associated with the Partnering sessions.

Before a Partnering session, coordinate with the Facilitator all requirements for incidental items (such as audio-visual equipment, easels, flipchart paper, colored markers, note paper, pens/pencils, colored flash



cards, etc.), and have these items available at the Partnering session. Provide copies of documents for distribution to all attendees.

The Facilitator shall be experienced in conducting Partnering Workshops, and shall be acceptable to both the Government and the Contractor. The Facilitator is responsible for leading the team in a timely manner and making sure that issues are identified and resolved. A list of Partnering Facilitators is available from the Contracting Officer.

- a. The Initial Partnering Session shall be a duration of [one][\_\_\_\_\_] day minimum. It shall be located at a place off the construction site, as agreed to by the Contracting Officer and the Contractor. It may take place concurrently with the Pre-Construction Meeting.
- b. The Follow-on Partnering Session(s) generally last a half day or less. Schedule them at 3 to six month intervals, or when needed. Participants are encouraged to utilize electronic means to expedite meetings. Meetings may be held at a location off-Base, at the project site, or in a Government Facility on Base. Follow-on meetings may be held concurrently with other scheduled meetings. Attendees need only be those required to resolve current issues. Recommend using the same Facilitator from the Initial Partnering session to achieve best results and for continuity.

#### 11.14.2 [Informal Partnering]

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**NOTE: Choose either Formal or Informal Partnering on Design-Bid-Build projects, and delete the other. Coordinate with the Project Manager/Design Manager and Construction Manager to determine whether Formal or Informal Partnering should be used.**  
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**NOTE: Informal Partnering is recommended for use on contracts less than \$15M, that are not high risk or high visibility, and contain no compressed performance period or technically complex characteristics. Informal Partnering is led by FEAD/ROICC personnel at the Pre-Construction Conference (PreCon).**

**Exceptions: Consider upgrade to Formal Partnering, to lessen the risk, when new Supported Commands, new Contractor, first time use of new contract vehicle, or other unique contract requirements exist.**  
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The Contracting Officer will organize the Partnering Sessions with key personnel of the project team, including Contractor personnel and Government personnel.

The Initial Partnering session should be a part of the Pre-Construction Meeting. Partnering sessions will be held at a location agreed to by the Contracting Officer and the Contractor (typically a conference room provided by the PWD FEAD/ROICC office or the Contractor).

The Initial Informal Partnering Session will be conducted and facilitated

using electronic media (a video and accompanying forms) provided by the Contracting Officer.

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

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#### 1.15 AVAILABILITY OF CADD DRAWING FILES

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**NOTE: Include bracketed items for Design-Build projects.**

**For Navy projects only: For Design-Bid-Build projects, include the last bracketed sentence in the first paragraph.**

**The paragraph below contains tailoring for Navy, and Army Design-Build.**

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After award and upon request, the electronic "Computer-Aided Drafting and Design (CADD)" drawing files will only be made available to the Contractor for use in preparation of construction [drawings and ]data related to the referenced contract subject to the following terms and conditions. [ Request specific drawing numbers of files required; the entire set of drawing files will not be provided.]

Data contained on these electronic files shall not be used for any purpose other than as a convenience in the preparation of construction [drawings and ]data for the referenced project. Any other use or reuse shall be at the sole risk of the Contractor and without liability or legal exposure to the Government. The Contractor shall make no claim and waives to the fullest extent permitted by law, any claim or cause of action of any nature against the Government, its agents or sub consultants that may arise out of or in connection with the use of these electronic files. The Contractor shall, to the fullest extent permitted by law, indemnify and hold the Government harmless against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or resulting from the use of these electronic files.

These electronic CADD drawing files are not construction documents. Differences may exist between the CADD files and the corresponding construction documents. The Government makes no representation regarding the accuracy or completeness of the electronic CADD files, nor does it make representation to the compatibility of these files with the Contractors hardware or software. In the event that a conflict arises between the signed and sealed construction documents prepared by the Government and the furnished CADD files, the signed and sealed construction documents shall govern. The Contractor is responsible for determining if any conflict exists. Use of these CADD files does not relieve the Contractor of duty to fully comply with the contract documents, including and without limitation, the need to check, confirm and coordinate the work of all contractors for the project.

If the Contractor uses, duplicates and/or modifies these electronic CADD files for use in producing construction [drawings and ]data related to this contract, all previous indicia of ownership (seals, logos, signatures, initials and dates) shall be removed.

#### 1.16 ELECTRONIC MAIL (E-MAIL) ADDRESS

The Contractor shall establish and maintain electronic mail (e-mail) capability along with the capability to open various electronic attachments in Microsoft, Adobe Acrobat, and other similar formats. Within 10 days after contract award, the Contractor shall provide the Contracting Officer a single (only one) e-mail address for electronic communications from the Contracting Officer related to this contract including, but not limited to contract documents, invoice information, request for proposals, and other correspondence. The Contracting Officer may also use email to notify the Contractor of base access conditions when emergency conditions warrant, such as hurricanes, terrorist threats, etc. Multiple email address will not be allowed.

It is the Contractor's responsibility to make timely distribution of all Contracting Officer initiated e-mail with its own organization including field office(s). The Contractor shall promptly notify the Contracting Officer, in writing, of any changes to this email address.

#### PART 2 PRODUCTS

Not Used

#### PART 3 EXECUTION

Not Used

-- End of Section --