Preparing Activity: NAVFAC Superseding
UFGS-01 78 24.00 20 (February 2015)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated July 2023
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05/23

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UNIFIED FACILITIES GUIDE SPECIFICATIONS

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SECTION 01 78 24.00 20

FACILITY DATA WORKBOOK (FDW)
05/23

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NOTE: This guide specification covers the requirements for Facility Data Workbook (FDW).

This Section is required for use on New Construction projects greater than or equal to $1 Million, and Major Renovation projects greater than or equal to 50 percent of the Plant Replacement Value, at Marine Corps Installations and at Navy Installations, Joint Bases, Department of Defense (DoD) Agencies, or Field Activities, where NAVFAC PW is the maintenance provider of the facility. For other projects below the threshold, consult the NAVFAC Public Works Facilities Management Division (FMD) to determine if this guide specification is required. Use both this Section and Section 01 78 23, OPERATION AND MAINTENANCE DATA.

Collaborate with the FMD to edit this Section and to develop the preliminary eOMSI Facility Data Workbook to attach to this Section for Design-Bid-Build (DBB) or to develop for Design-Build (DB).

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).

Brackets are used in the text to indicate designer choices or locations where text must be supplied by the designer.

This guide specification includes tailoring options for DESIGN-BID-BUILD, DESIGN-BUILD, COMMISSIONING AUTHORITY, and NAVY DESIGN-BUILD. Selection or de-selection of a tailoring option will include or exclude that option in the Section, but editing the resulting Section to fit the project is still required.

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NOTE: For Medical Facilities, thoroughly edit this Section throughout, and coordinate with Defense Health Agency (DHA) for projects designed in accordance with UFC 4-510-01 DESIGN: MEDICAL MILITARY FACILITIES.

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NOTE: The eOMSI Facility Data Workbook is available for download on the Whole Building Design Guide under UFGS Forms, Graphics, and Tables and UFGS-01 78 24.00 20.

To download from UFGS Forms, Graphics, and Tables:

Go to http://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/forms-graphics-tables, **locate "01 78 24.00 20" in the UFGS Title column and then select "eOMSI Facility Data Workbook (FDW)" to download the Excel spreadsheet to your hard drive.**

To download from UFGS-01 78 24.00 20:

Go to UFGS 01 78 24.00 20 **and select "eOMSI Facility Data Workbook (FDW)" under Related Materials.**

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PART 1 GENERAL

1.1 DEFINITIONS AND ABBREVIATIONS

1.1.1 Facility Data Workbook (FDW)

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

1.1.2 Systems

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

1.1.3 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

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NOTE: The paragraph title contains tailoring for DESIGN-BID-BUILD and DESIGN-BUILD.
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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

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NOTE: Paragraph contains tailoring for FACILITY DATA WORKBOOK.
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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

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NOTE: Choose the bracketed option of submission of the Prefinal submittal 90 calendar days prior to BOD for MILCON and Special Projects. Choose 60 calendar days prior to BOD for renovations or repairs, or provide a timeframe practical to the project duration for smaller projects.
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Submit the 100 percent submittal of the FDW Prefinal Submittal to the Contracting Officer for approval within [90] [60] [_____] 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

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NOTE: This paragraph is tailored for DESIGN-BID-BUILD and DESIGN-BUILD to reference the corresponding Section.
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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.[Metric eOMSI must be in SI (System International) metric units exclusively.]

1.5 SUBMITTALS

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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 Design-Build 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-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

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NOTE: Coordinate with NAVFAC FEC's PW FMD or Marine Corps Facilities maintenance lead to help identify the Mastersystems, Systems, and Subsystems based on project scope.
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NOTE: The eOMSI Facility Data Workbook.xlsm can be downloaded from the following location: http://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/forms-graphics-tables
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NOTE: For DBB, attach PDF of edited, Model & Facility Data Matrix tab, from the eOMSI Facility Data Workbook, to this Section. Edit Model & Facility Data Matrix tab by selecting MASTERSYSTEMS, SYSTEMS, and SUBSYSTEMS within the project scope.

For DB, the Contractor provides the Facility Data Workbook, complete.
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NOTE: This paragraph contains tailoring for DESIGN-BID-BUILD and DESIGN-BUILD.
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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

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NOTE: The following paragraph contains tailoring for COMMISSIONING AUTHORITY. Only use this paragraph if project requires Facility Data Workbook.

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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.

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NOTE: Edit and modify the following Master Systems, to specify a total of 5 that correspond with the project scope.

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

-- End of Section --