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USACE / NAVFAC / AFCEA UFGS-01310 (August 2004)  
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Preparing Activity: NAVFAC Superseding  
UFGS-01310N (June 2004)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated 25 June 2004

Latest change indicated by CHG tags

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### SECTION 01310

#### ADMINISTRATIVE REQUIREMENTS 08/04

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

Comments and suggestions on this guide specification are welcome and should be directed to the technical proponent of the specification. A listing of technical proponents, including their organization designation and telephone number, is on the Internet.

Recommended changes to a UFGS should be submitted as a Criteria Change Request (CCR).

Use of electronic communication is encouraged.

This guide specification includes tailoring options for AIR FORCE, LANTDIV, PACDIV, and EFA CHES. Selection or deselection 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.

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

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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.

\*\*\*\*\*

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: Submittals must be limited to those necessary for adequate quality control. The importance of an item in the project should be one of the primary factors in determining if a submittal for the item should be required.

A "G" following a submittal item indicates that the submittal requires Government approval. Some submittals are already marked with a "G". Only delete an existing "G" if the submittal item is not complex and can be reviewed through the Contractor's Quality Control system. Only add a "G" 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.

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.] The following shall be submitted in accordance with Section 01330 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

List of contact personnel; G, [\_\_\_\_\_]

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**NOTE: Include the following bracketed submittals  
only for selected projects or as directed.**

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

[Progress and completion pictures; G, [\_\_\_\_]]

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**NOTE: Use for PACNAVFACENGCOM projects only.**

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[Insurance; G, [\_\_\_\_]]

[Personnel list; G, [\_\_\_\_]]

[Vehicle list; G, [\_\_\_\_]]

[Statement of Acknowledgement Form SF 1413]]

[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 8 by 10 1/2 inch 200 by 270 mm boards (modules) with a maximum spread of 24 by 31 1/2 inches 600 by 810 mm 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 12 inches 300 mm 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

Provide monthly, and within one month of the completion of work, [ 35 millimeter color slides] [ digital photographs, 1600x1200x24 bit true color

[\_\_\_\_\_] minimum resolution in[ JPEG][\_\_\_\_\_] file format] showing the sequence and progress of work. Take[ slides][ digital photographs] prior to the seventh day of each month 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 slides for each view in separate 3-ring binders with transparent slide holders][ two sets of digital photographs each set on a separate CD-R, cumulative of all photos to date. 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.

#### ]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 Iceland or Guantanamo Bay.**

**For PACNAVFACENGCOM projects located in Hawaii only, use bracketed text in subparagraph c.**

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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. [When an out-of-state insurance policy is used, the stamped approval from the State of Hawaii Department of Labor and Industrial Relations is required.]
- 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 PERSONNEL REQUIREMENTS

##### 1.7.1 Subcontractors and Personnel

Furnish a list of contact personnel of the Contractor and subcontractors including addresses and telephone numbers for use in the event of an emergency. As changes occur and additional information becomes available, correct and change the information contained in previous lists.

##### 1.7.2 Identification Badges

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**NOTE: When issuance of identification badges involves some time consuming process, identify process in blank space provided. Process should be**

made available by the Government. Use only the second bracketed paragraph for the projects at the Naval Air Station, Patuxent River, MD.

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Identification badges, if required, will be furnished without charge. Application for and use of badges will be as directed. Immediately report instances of lost or stolen badges to the Contracting Officer. [\_\_\_\_\_].

[Identification badges will be issued to the Contractor and his employees in accordance with the Naval Air Station Security Regulations. A copy of the security regulations may be obtained from the security Office. All badges must be returned or accounted for to the department of Public Safety's Pass and Identification Office upon expiration of the badge or contact, or termination of the employee. Immediately report instances of lost or stolen badges to the Contracting Officer.]

#### 1.7.3 Subcontractor Special Requirements

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NOTE: Include the first subparagraph when Section 13281, "Engineering Control of Asbestos Containing Materials" is used in the job. For jobs involving 15901, 15910, 15950 or 16081 include the second subparagraph entitled Space Temperature Control, HVAC Tab, and Apparatus Inspection.

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##### 1.7.3.1 Asbestos Containing Material

All contract requirements of Section 13281, "Engineering Control of Asbestos Containing Materials" assigned to the Private Qualified Person (PQP) shall be accomplished directly by a first tier subcontractor.

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

All contract requirements of Section [15901N SPACE TEMPERATURE CONTROL SYSTEMS] [Section 15910N DIRECT DIGITAL CONTROL SYSTEM] [Section 15950N HVAC TESTING/ADJUSTING/BALANCING] [and] [Section 16081 APPARATUS INSPECTION AND TESTING] shall be accomplished directly by a first tier subcontractor. No work required by Section [15901N] [15910N] [15950N] or [16081] shall be accomplished by a second tier subcontractor.

#### 1.7.4 Contractor Personnel Requirements

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NOTE: Include this paragraph for projects at Naval Air Station, Patuxent River, MD.

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Failure to obtain entry approval will not affect the contract price or time of completion.

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NOTE: For PACNAVFACENGCOM projects.

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[1.7.5 Employment Restrictions for Guam

The Contractor shall not employ for any work required by this contract, any person who is a nonimmigrant as described in section 101(a)(15)(H)(ii) of the Immigration and Nationality Act (8 U.S.C. 1101(a)(15)(H)(ii)), an alien having a residence in a foreign country which he has no intention of abandoning and who is coming to the United States to perform temporary services or labor.

1.7.5.1 Personnel List

Submit for approval, at least 15 days prior to the desired date of entry, an original alphabetical list of personnel who require entry into Government property to perform work on the project. Furnish for each person:

- a. Name
- b. Date and place of birth
- c. Citizenship
- d. Home address
- [e. Social security number]
- [f. Current pass expiration date]
- [g. Naturalization [or Alien Registration] number]
- [h. Passport number, place of issue, and expiration date]

[The request for personnel passes shall be accompanied with the following certification:

"I hereby certify that all personnel on this list are either born U.S. citizens, naturalized U.S. citizens with the naturalization number shown [, or legal aliens with the alien registration number indicated]."

Signature/Firm Name]

1.7.5.2 Citizenship Requirements

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**NOTE: Verify with the Activity on the security requirements for Contractor's personnel.**  
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Will not be admitted to the work site without approval. [Aliens are not allowed on the project site.] [Clearance for aliens may require approximately 20 work days for approval.] [Work under this contract is restricted to U.S. citizens.]

1.7.5.3 Documents Acceptable for Proof of Citizenship

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**NOTE: Use for NAVSHIPYD Pearl Harbor, Hawaii Controlled Industrial Area (CIA) projects.**  
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- a. Birth registration card
- b. Certificate of live birth, birth certificate
- c. Certificate of Naturalization
- d. Certificate of registration
- e. DD-214 (Must Cite Birthplace)
- f. DD Form 4 (Contract for Enlistment and Must Cite Birthplace)
- g. DD 1966 (Application for Enlistment)
- h. Military discharge papers (must cite birthplace)
- i. Delayed birth certificate
- j. Hawaii certificate of foreign birth
- k. Hospital birth certificate
- l. Marriage license certificate
- m. Merchant marine certificate
- n. Military officer ID card
- o. Notification of birth registration
- p. State of Hawaii ID card
- q. USA passport
- r. Verbal inquiry with State of Hawaii Vital Statistics Office

#### [1.7.5.4 Vehicle List

submit an original list of vehicles to be utilized at the work site with the following information for each vehicle:

- a. Make
- b. Year
- c. Model
- d. License number
- e. Registered owner
- f. Current NAVBASE Pearl Harbor pass expiration date.

#### ] [1.7.5.5 Passes

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**NOTE: Choose the option below for Bases other than  
MCBH Kaneohe.**

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[Submit request for personnel and vehicle passes together. Include the Certificate of Insurance for Contractor and Subcontractor(s) and the Statement of Acknowledgement Form SF 1413 with the submittal. Passes will normally be issued within 21 days.]

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**NOTE: Choose the option below for MCBH Kaneohe projects. MCBH Kaneohe does not issue personnel passes, just vehicle passes unique to the station.**

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[Obtain a blank vehicle pass from the ROICC Kaneohe office, Building 566, and complete and submit it to the Contracting Officer for processing. Include with the submittal, a Certificate of Insurance for Contractor and Subcontractor(s), the Statement of Acknowledgement Form SF 1413 (for Subcontractors only), a Vehicle List, and a Personnel List with Citizenship. Passes will normally be issued within 21 calendar days.]

#### ] [1.7.5.6 Control

Maintain strict accountability over passes. Immediately report to the source of issue, passes missing or lost and the circumstances. If the Contractor has another active contract or one commencing immediately, employees' names may be transferred from one contract to the other. Final payment will not be effected until employees are transferred to another contract or the records are cleared. Furnish a signed letter, countersigned by the source of issue, stating that passes have been turned in.

#### ] ] 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 LANTNAVFACENGCOM, use the following paragraphs for projects in Italy.**

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Provide at least one (1) qualified Project Manager and one (1) on-site Project Superintendent per project capable of reading, writing, and conversing fluently in both English and Italian languages. 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.

] 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 prices, shop drawings, and other submittals, scheduling programming, and prosecution of the work. Major subcontractors who will engage in the work shall also attend.

[1.11 FAIR LABOR STANDARDS ACT FOR PUERTO RICO

Bidders are hereby informed that the Fair Labor Standards Act may apply to part or all employees on this contract. The Wage and Hour Division of the U.S. Department of Labor has responsibility for administration of this statute, including its interpretation and enforcement. Any information desired by bidders with respect to possible application of the Fair Labor Standards Act to employees on this contract should be requested from the U.S. Department of Labor, Wage and Hour Division, Federal Building, Room 403, Chardon Street, Hato Rey, Puerto Rico 09910, telephone (809) 753-4263/4463, or the Wage and Hour Administrator, U.S. Department of Labor, Washington, D.C.

] [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 and  
Puerto Rico.  
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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 AMERICAN PREFERENCE POLICY

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NOTE: For Guam projects over \$1 million, include  
the following paragraph.  
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This project is funded under the 1987 Defense Appropriation Act and is estimated to be over \$1,000,000. The American Preference policy applies as follows:

- a. This policy precludes the award of construction contract estimated by the Government to exceed \$1,000,000 to a foreign contractor; unless the lowest responsive bid of a U.S. contractor exceeds the lowest responsible and responsive bid of a foreign contractor by greater than 20 percent. To qualify as a U.S. contractor, the firm (or if a joint venture, all members of the joint venture) must be incorporated in the U.S. and comply with the following: (a) the corporate headquarters shall be in the U.S.; (b) the firm shall have filed corporate franchise and employment tax returns (if required) in the U.S. for a minimum of 2 years, shall have filed state and federal income tax returns (if required) for a minimum of 2 corporate years, and paid any taxes determined to be due as a result of such filings; and (c) the firm shall employ U.S. citizens in key management positions.

] 1.15 PARTNERING

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NOTE: Contact the Government to determine whether  
Level A, B, or C Partnering should be used.  
Generally; Level "A" should be used for projects  
with one or more of these characteristics - high  
risk, high visibility, compressed performance  
period, technically complex, over \$3M; Level "B"  
should be used for projects with average risk and  
visibility, non-compressed schedule, and a value  
between \$100K and \$3M; Level "C" should be used for  
projects with a value less than \$100K, such as small  
delivery orders, task orders, job orders, BPAs, and  
other small contracts.  
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NOTE: Partnering is required for all Air Force  
projects.  
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[ LEVEL A PARTNERING: To most effectively accomplish this contract, the Government requires the formation of a cohesive partnership with the Contractor and its subcontractors. Key personnel, including the client who will occupy the facility, the designer-of-record, principal individuals from the Engineering Field Division (EFD) or Engineering Field Activity (EFA) and from the Resident Officer in Charge of Construction (ROICC) office, the project sponsor, and representative(s) of the facility owner will be invited to participate in the partnering process. Key members of the prime and subcontractors teams, including senior management, must participate. The partnership will draw on the strength of each organization in an effort to achieve a quality project done right the first time, within budget, on schedule, and without any safety mishaps. The initial session will be one-day minimum and the follow-on sessions, held at a minimum of once every three months or as agreed to by the partners, will be half-day minimum. The initial partnering session should be held away from the project site at a location acceptable to the Contractor and to the Government; the follow-on sessions can be held at locations agreed to by the partners. The contractor shall pay all costs associated with the partnering effort including facilitator, meeting room and other incidental items. Before the partnering session, the contractor shall coordinate with the facilitator requirements for incidental items (audio-visual equipment, two easels, flipchart paper, colored markers, note paper, pens/pencils, colored flash cards, etc.) and have these items available at the partnering session. The contractor will copy documents for distribution to all attendees. The facilitator must be acceptable to both the Contractor and the Government. The participants shall bear their own costs for meals, lodging and transportation associated with partnering.]

[ LEVEL B PARTNERING: To most effectively accomplish this contract, the Government requires the formation of a cohesive partnership with the Contractor and its subcontractors. Key personnel, including the client who will occupy the facility, the designer-of-record, principal individuals from the Engineering Field Division (EFD) or Engineering Field Activity (EFA) and from the Resident Officer in Charge of Construction (ROICC) office, the project sponsor, and representative(s) of the facility owner will be invited to participate in the partnering process. Key members of the prime and subcontractors teams, including senior management, must participate. The partnership will draw on the strength of each organization in an effort to achieve a quality project done right the first time, within budget, on schedule, and without any safety mishaps. The initial session will be one-day and the follow-on session(s), held at a minimum of once every three months or as agreed to by the partners, will be half-day. The partnering sessions shall be held at locations agreed to by the partners. A Government in-house facilitator (a trained facilitator from an EFD or EFA, another ROICC office or another Government agency) will facilitate the partnering sessions. The contractor shall pay all costs associated with the partnering effort including meeting room and other incidental items. Before the partnering session, the contractor shall coordinate with the facilitator requirements for incidental items (audio-visual equipment, two easels, flipchart paper, colored markers, note paper, pens/pencils, colored flash cards, etc.) and have these items available at the partnering session. The contractor will copy documents for distribution to all attendees. The participants shall bear their own costs for meals, lodging and transportation associated with partnering.]

[ LEVEL C PARTNERING: To most effectively accomplish this contract, the Government requires the formation of a cohesive partnership with the

Contractor and its subcontractors. The partnership will draw on the strength of each organization in an effort to achieve a quality project done right the first time, within budget, on schedule, and without any safety mishaps. This level of partnering discusses partnering concepts and benefits and should become a part of the preconstruction conference. The senior ROICC and senior Contractor persons present will jointly host the partnering sessions. The partners will determine the frequency of the follow-on sessions. Partnering sessions should be held at or near the location of the ROICC office.]

#### 1.16 AVAILABILITY OF CADD DRAWING FILES

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**NOTE: Include bracketed items for Design Build projects.**  
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After award and upon request, the electronic "Computer-Aided Drafting and Design (CADD)" drawing files will 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.

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.

#### 1.17 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 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 --