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USACE / NAVFAC / AFCESA UFGS-01006 (August 2004)  
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Preparing Activity: NAVFAC Superseding  
UFGS-01006N (September 2003)

## UNIFIED FACILITIES GUIDE SPECIFICATIONS

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### SECTION 01006

#### POST AWARD MEETINGS 08/04

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NOTE: This guide specification covers the requirements for Navy post-award meeting requirements.

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.

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

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NOTE: This guide specification is issued by Naval Facilities Engineering Command for use in conjunction with design-build projects.

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## PART 1 GENERAL

### 1.1 SUMMARY

This document includes post-award requirements for project kickoff and subsequent design [and preconstruction] meetings.

### 1.2 POST AWARD KICKOFF MEETING

The Post Award Kickoff (PAK) meeting is made up of three elements, Contract Administration, Design Presentation and Partnering. These three elements share common goals, participants and information. If mutually beneficial to the Contractor and the Government, these three elements may be addressed in a single meeting or multiple meetings.

#### 1.2.1 PAK Meeting Location

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**NOTE: Determine with the EFD/EFA Project Manager  
which site would be best for the project.**  
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Within [21] [\_\_\_] calendar days after contract award, and prior to commencing work, meet with the Contracting Officer for the [two] [\_\_\_\_\_] -day PAK meeting(s). The meeting shall be located at [\_\_\_\_\_] [a specific time and place to be determined by the Contracting Officer]. The Contractor shall coordinate the meeting times and dates with his design and construction teams.

#### 1.2.2 PAK Meeting Goals

The meeting(s) goals are:

- 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.
- c. Establish and explain policies and procedures for completion of a successful project.
- 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].

#### 1.2.3 PAK Meeting Attendees

The following Contractor key personnel shall attend the PAK: Project Manager, Project Scheduler, Design Staff [representing each architectural/engineering discipline], Superintendent, [Commissioning Representative,] QC Manager, and DQC Manager. Optional attendees include: Principal, Assistant Project Manager, major subcontractors and specialized supplemental QC personnel.

#### 1.2.4 Contract Administration

Contract and design build overview issues will be addressed.

#### 1.2.5 Design Presentation

The Contractor shall present and submit for acceptance a Preliminary Network Analysis Schedule (PNAS) as described in Section 01321N NETWORK ANALYSIS SCHEDULE (NAS) to allow attendees to prepare for key milestone events and to anticipate any Critical Path Design Submittals. The PNAS shall indicate all design submittals the Contractor intends to submit for acceptance by the Government. The Contractor shall lead discussions to develop an understanding of the accepted technical proposal and conduct a working session to develop the approved conceptual site and floor plans.

#### 1.2.6 Partnering Meeting

Refer to the requirements in Section 01310 ADMINISTRATIVE REQUIREMENTS.

#### 1.3 DESIGN REVIEW MEETINGS

After Government review of each Design Submittal has been completed, meet with the Government for a [\_\_\_\_] [one-day] conference to discuss review comments for the specific design submittal.

Contractor shall provide consolidated copies of all Government comments with annotations of Contractor's action. If the Contractor disagrees with comments technically or interprets comments to exceed the requirements of the contract, he must notify the Contracting Officer in writing within five (5) days after receipt of Government's comments.

##### 1.3.1 Design Review Meeting Attendees

The following Contractor key personnel shall attend the design review meetings: Project Manager, QC Manager, DQC Manager, [Commissioning Representative,] and Contractor's Design Staff (architect and engineering disciplines related to topics to be discussed.)

##### 1.3.2 Design Review Meeting Location

Meetings shall be located at the [office of the Contracting Officer's Review Team] [construction site] [\_\_\_\_\_].

##### 1.3.3 Minimum Design Review Meeting Agenda

The Contractor shall address all Government comments that are unresolved and present clarification or supporting information requested by the Contracting Officer's review team during the previous review. At the 100% Design review meeting, the Contractor shall discuss and finalize the construction schedule as described in Section 01321N NETWORK ANALYSIS SCHEDULE (NAS).

#### 1.4 PRECONSTRUCTION MEETING

Meet with the Contracting Officer to discuss construction items of concern to the Government and the Contractor such as outages, storage, trailer location, disposal of construction debris, etc. at a location to be determined by the Contracting Officer. The Preconstruction meeting may take place with the PAK meeting or at any time prior to mobilization and before any construction work begins.

#### PART 2 PRODUCTS

Not Used.

#### PART 3 EXECUTION

Not Used.

-- End of Section --