
USACE / NAVFAC / AFCEA / NASA UFGS-01 30 00 (November 2011)

Preparing Activity: NAVFAC Superseding
UFGS-01 30 00 (May 2011)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UML dated October 2011

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ADMINISTRATIVE REQUIREMENTS

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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).

PART 1 GENERAL

1.1 REFERENCES

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

1.2 SUBMITTALS

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.

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 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

View location map[; G][; G, [____]]

Progress and completion pictures[; G][; G, [____]]

SD-04 Samples

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

Color boards[; G][; 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

**NOTE: Digital photographs greatly reduce the
processing time and use of materials and chemicals.**

Photographically document site conditions prior to start of construction operations. [Include aerial photographs.] 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 a minimum of 20[slides][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 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. 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

**NOTE: Fill blank with local or other coverage
required by the agency. Do not use for Guantanamo**

Bay.

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

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.

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.