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USACE / NAVFAC / AFCEC / NASA UFGS-01 30 00 (August 2015)  
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Preparing Activity: NAVFAC Superseding  
UFGS-01 30 00 (November 2011)

## UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated October 2015

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### SECTION 01 30 00

#### ADMINISTRATIVE REQUIREMENTS

08/15

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NOTE: This guide specification covers general administrative and procedural requirements for Contractor management and coordination.

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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NOTE: This section contains tailoring for NAVY, NAVFAC EURAFSWA, NAVFAC FE, NAVFAC MAR, NAVFAC SE, ARMY, AIR FORCE, NASA, and DESIGN-BUILD.

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## PART 1 GENERAL

### 1.1 REFERENCES

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NOTE: This paragraph is used to list the publications cited in the text of the guide specification. The publications are referred to in the text by basic designation only and listed in this paragraph by organization, designation, date, and title.

Use the Reference Wizard's Check Reference feature

when you add a RID outside of the Section's Reference Article to automatically place the reference in the Reference Article. Also use the Reference Wizard's Check Reference feature to update the issue dates.

References not used in the text will automatically be deleted from this section of the project specification when you choose to reconcile references in the publish print process.

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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. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 (2014) Safety and Health Requirements Manual

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, Air Force, and NASA 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.**

**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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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 with 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**

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**NOTE: This paragraph is tailored for Air Force. Use for Air Force projects only.**

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Submit five sets of color boards within 90 calendar days after Contract Award. Each set of boards must include samples of colors and finishes of interior surfaces, such as walls, floors, and ceilings. Present the samples 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. Design modules 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, submit samples not less than 300 mm 12 inches square with the board. If more space is needed, more than one board per set may be submitted. Certify that the color samples have been reviewed 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 does not relieve the Contractor of the responsibility to submit samples required elsewhere herein.

**1.4 VIEW LOCATION MAP**

Submit, prior to or with the first 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 with the monthly invoice two sets of digital photographs, each set on a separate compact disc (CD) or data versatile disc (DVD), cumulative of all photos to date. Indicate photographs demonstrating environmental procedures. Provide photographs for each month in a separate monthly directory and name each file to indicate its location on the view location sketch. Also provide the view location sketch on the CD or DVD as a digital file. Include a date designator in file names. Cross reference submittals in the appropriate daily report. Photographs provided are for unrestricted use by the Government.

#### 1.6 MINIMUM INSURANCE REQUIREMENTS

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**NOTE: Do not use this paragraph for projects at Guantanamo Bay.**  
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Provide the minimum insurance coverage required by FAR 28.307-2 LIABILITY, during the entire period of performance under this contract. Provide other insurance coverage as required by [State ][Portugal][Guam ][Diego Garcia BIOT ]law.

#### 1.7 FIRST TIER CONTRACTOR REQUIREMENTS FOR ASBESTOS CONTAINING MATERIALS

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**NOTE: Use this paragraph when the following sections are used in the project. Section 02 82 16.00 20 and Private Qualified Person are tailored for Navy, and Section 02 82 13.00 10 and Designated Competent Person are tailored for Army in paragraph below.**  
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Accomplish all contract requirements of Section 02 82 16.00 20 ENGINEERING CONTROL OF ASBESTOS CONTAINING MATERIALS, 02 82 13.00 10 ASBESTOS ABATEMENT, assigned to the Private Qualified Person, Designated Competent Person, directly with a first tier subcontractor.

#### 1.8 SUPERVISION

##### 1.8.1 Minimum Communication Requirements

Have at least one qualified superintendent, or competent alternate, capable of reading, writing, and conversing fluently in the English language, on the job-site at all times during the performance of contract work. In addition, if a Quality Control (QC) representative is required on the contract, then that individual must also have fluent English communication

skills.

#### 1.8.2 Superintendent Qualifications

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**NOTE: For first and second bracketed items, choose 10 years and 5 years respectively, for most projects. Fill in brackets and coordinate with Construction Manager/Resident Engineer ROICC/FEAD to determine if more experience is needed for larger, complex projects, or less, for simple, less costly projects. This note contains tailoring for ARMY, NASA, and NAVY.**  
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The project superintendent must have a minimum of [10][\_\_\_\_\_] years experience in construction with at least [5][\_\_\_\_\_] of those years as a superintendent on projects similar in size and complexity. The individual must be familiar with the requirements of EM 385-1-1 and have experience in the areas of hazard identification and safety compliance. The individual must be capable of interpreting a critical path schedule and construction drawings. The qualification requirements for the alternate superintendent are the same as for the project superintendent. The Contracting Officer may request proof of the superintendent's qualifications at any point in the project if the performance of the superintendent is in question.

[ For routine projects where the superintendent is permitted to also serve as the Quality Control (QC) Manager as established in Section [01 45 00.00 10][01 45 00.00 20][01 45 00.00 40] QUALITY CONTROL, the superintendent must have qualifications in accordance with that section.

##### ]1.8.2.1 Duties

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**NOTE: This paragraph contains tailoring for NAVFAC Red Zone for NAVY.**  
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The project superintendent is primarily responsible for managing and coordinating day-to-day production and schedule adherence on the project. The superintendent is required to attend NAVFAC Red Zone meetings, partnering meetings, and quality control meetings. The superintendent or qualified alternative must be on-site at all times during the performance of this contract until the work is completed and accepted.

#### 1.8.3 Project Manager

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**NOTE: Use this paragraph on NAVFAC EURAFSWA projects only. This paragraph is tailored for NAVFAC EURAFSWA.**  
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Assign a Project Manager with the responsibility for the overall management of the project. The Contracting Officer may request proof of the Project Manager's qualifications at any point in the project if the performance of the Project Manager is in question.

#### 1.8.3.1 Project Manager Qualifications

The Project Manager must have a minimum 10 years experience as a Project Manager or Superintendent on projects of similar size and complexity.

#### 1.8.4 Non-Compliance Actions

The Project Superintendent is 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 is acceptable as the subject of claim for extension of time for excess costs or damages by the Contractor.

#### 1.9 PRECONSTRUCTION MEETING/CONFERENCE

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**NOTE: The title of this paragraph is tailored for  
NAVY to use "Meeting" and tailored for ARMY and NASA  
to use "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 must also attend.

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

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**NOTE: Use this paragraph for NAVY projects only.  
This paragraph is tailored for NAVY use.**  
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Meet with the Government 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 with a discussion of the NAVFAC Red Zone (NRZ) process and convene at regularly scheduled NRZ Meetings. Include the following in the facility Turnover effort:

##### 1.10.1 NRZ Checklist

- a. Contracting Officer's Technical Representative (COTR) will provide the Contractor a copy of the NRZ Checklist template prior to 75 percent completion.
- b. Prior to 75 percent completion add/delete critical activities to the NRZ Checklist template as necessary to match the project scope, and

schedule critical activities and insert planned completion dates in the NRZ checklist for each critical activity. Present the NRZ Checklist to COTR and review during a regularly scheduled QC Meeting.

#### 1.10.2 Meetings

- a. Upon Government acceptance of the NRZ Checklist, the Project Superintendent is required to lead regular NRZ Meetings beginning at approximately 75 percent project completion, or three to six months prior to Beneficial Occupancy Date (BOD), whichever comes first.
- b. The Contracting Officer will determine the frequency of the meetings, which is expected to increase as the project completion draws nearer.
- c. Using the NRZ Checklist as a Plan of Action and Milestones (POAM) and basis for discussion, review upcoming critical activities and strategies to ensure work is completed on time.
- d. Coordinate with the COTR any upcoming activities that require Government involvement.
- e. Maintain the NRZ Checklist by documenting the actual completion dates as work is completed and update the NRZ Checklist with revised planned completion dates as necessary to match progress. Distribute copies of the current NRZ Checklist to attendees at each NRZ Meeting.

#### [1.11 EXPORT LICENSES FOR OVERSEAS PROJECTS

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**NOTE: This paragraph is tailored for use at NAVFAC  
EURAFSWA, FE, and MAR.**  
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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.

#### ]1.12 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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**NOTE: This paragraph is tailored for use at NAVFAC  
EURAFSWA, FE, and MAR.**  
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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.



### 1.13 PARTNERING

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**NOTE: Partnering is required for all 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), the Government Design and Construction team and Subject Matter Experts, the 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.

#### 1.13.1 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, each participant bears 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), and have these items available at the Partnering session. Provide

copies of documents for distribution to all attendees. Provide a Facilitator experienced in conducting Partnering Workshops, and who is 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. Schedule the Initial Partnering Session for a duration of [one][\_\_\_\_\_] day minimum. Locate this session 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. Schedule follow-on Partnering Session(s) for a maximum of 4 hours. Schedule them at no more than 3 to six month intervals. 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.

#### ][1.13.2 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.**

**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 Resident Engineer 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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**These notes and paragraphs contain tailoring for PWD FEAD/ROICC for the NAVY, and Resident Engineer for the ARMY and NASA.**

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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 Resident Engineer 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, at no more than 3 to six month intervals.

]1.14 ELECTRONIC MAIL (E-MAIL) ADDRESS

Establish and maintain electronic mail (e-mail) capability along with the capability to open various electronic attachments as text files, pdf files, and other similar formats. Within 10 days after contract award, 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 or terrorist threats. Multiple email addresses are 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). 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 --