

\*\*\*\*\*

USACE / NAVFAC / AFCEC / NASA

UFGS-01 33 10.05 20 (May 2017)

Change 5 - 03/19

-----

Preparing Activity: NAVFAC

Superseding

UFGS-01 33 10.05 20 (September 2015)

## UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated October 2021

\*\*\*\*\*

### SECTION TABLE OF CONTENTS

#### DIVISION 01 - GENERAL REQUIREMENTS

##### SECTION 01 33 10.05 20

#### DESIGN SUBMITTAL PROCEDURES

05/17, CHG 5: 03/19

### PART 1 GENERAL

- 1.1 SUMMARY
- 1.2 REFERENCES
- 1.3 UFC 1-200-02
- 1.4 GENERAL DESIGN REQUIREMENTS
- 1.5 SUBMITTALS
- 1.6 DESIGN QUALITY CONTROL
  - 1.6.1 Contractor Reviewing and Certifying Authority
  - 1.6.2 Government Approving Authority
  - 1.6.3 Designer of Record Certifying Authority
  - 1.6.4 Contractor Construction Actions
    - 1.6.4.1 Exception to Contractor Construction Actions
  - 1.6.5 Contractor's Responsibilities
  - 1.6.6 QC Organization Responsibilities
  - 1.6.7 Government Responsibilities
    - 1.6.7.1 Actions Possible
- 1.7 DESIGN DOCUMENTS
- 1.8 DESIGN DRAWINGS
  - 1.8.1 Design Drawings Used as Shop Drawings
  - 1.8.2 Drawing Format For Design Drawings Used as Shop Drawings
  - 1.8.3 Identification of Design Drawings Used as Shop Drawings
  - 1.8.4 Naval Facilities (NAVFAC) Engineering Command Drawing Numbers
  - 1.8.5 Seals and Signatures on Documents
  - 1.8.6 Units of Measure
- 1.9 BUILDING INFORMATION MANAGEMENT/MODELING (BIM)
- 1.10 SPECIFICATIONS
  - 1.10.1 Specifications Components and Format
  - 1.10.2 Specifications Section Source Priority
  - 1.10.3 Fire Protection Specifications
  - 1.10.4 Identification of Manufacturer's Product Data Used with Specifications
  - 1.10.5 Specification Software
- 1.11 BASIS OF DESIGN

- 1.11.1 Basis of Design Format
- 1.11.2 Design Calculations
- 1.11.3 Historic Preservation and Planning Commission Submission
- 1.11.4 Fall Protection Analysis
- 1.11.5 Ergonomic Basis of Design
- 1.11.6 Cybersecurity Basis of Design
- 1.12 PROJECT RENDERING
  - 1.12.1 Preliminary Rendering Planning
  - 1.12.2 Prefinal Rendering
  - 1.12.3 Final Rendering
- 1.13 FACILITY RECOGNITION PLAQUE
- 1.14 RECORD DOCUMENTS
  - 1.14.1 Record Drawings
  - 1.14.2 Source Documents
  - 1.14.3 DD Form 1354
  - 1.14.4 Record Model

## PART 2 PRODUCTS

- 2.1 CONSOLIDATED RFP DOCUMENTS
- 2.2 DESIGN SUBMITTALS
  - 2.2.1 Design Submittal Packages
    - 2.2.1.1 Site Design
    - 2.2.1.2 Building Design
  - 2.2.2 Required Design Submittals
  - 2.2.3 Critical Path Design Submittals
  - 2.2.4 Review Copies of Design Submittal Packages
  - 2.2.5 Design Submittal Review Schedule
  - 2.2.6 Distribution of Approved Final Design Drawings and Specification to Government Representatives
- 2.3 IDENTIFICATION OF DESIGN SUBMITTALS
  - 2.3.1 Critical Path Submittal Title Sheet
  - 2.3.2 Construction Document Validation

## PART 3 EXECUTION

- 3.1 CONTRACTOR'S RESOLUTION OF COMMENTS
- 3.2 DESIGN CHANGE AND VARIATIONS
- 3.3 THE CONTRACT AND ORDER OF PRECEDENCE
  - 3.3.1 Contract Components
  - 3.3.2 Order of Precedence
    - 3.3.2.1 Government Review or Approval

-- End of Section Table of Contents --

\*\*\*\*\*  
USACE / NAVFAC / AFCEC / NASA UFGS-01 33 10.05 20 (May 2017)  
Change 5 - 03/19  
-----  
Preparing Activity: NAVFAC Superseding  
UFGS-01 33 10.05 20 (September 2015)

## UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated October 2021

\*\*\*\*\*

### SECTION 01 33 10.05 20

#### DESIGN SUBMITTAL PROCEDURES 05/17, CHG 5: 03/19

\*\*\*\*\*

NOTE: This guide specification covers the requirements for the Contractor-originated design documents including design drawings, Building Information Management/Models (BIM, Facility Electronic Operation and Maintenance Support Information (eOMSI), and specifications for Design-Build.

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).

\*\*\*\*\*

\*\*\*\*\*

NOTE This section is used in conjunction with the Unified Facilities Guide Specifications (UFGS) and the Performance Technical Specification (PTS).

This specification section must be used in conjunction with Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES, and both 01 33 10.05 20 and 01 33 00.05 20 together replace Section 01 33 00 SUBMITTAL PROCEDURES in Design-Build projects.

\*\*\*\*\*

\*\*\*\*\*

NOTE: Use Specification Section 01 78 24.00 20  
FACILITY ELECTRONIC OPERATION AND MAINTENANCE  
SUPPORT INFORMATION (eOMSI) for projects within the  
threshold of NAVFAC ECB 2014-01, NAVFAC's Building  
Information Management / Modeling (BIM) Phased  
Implementation Plan to Acquire Facility Electronic  
Operation and Maintenance Support Information  
(eOMSI).

Consult the NAVFAC Public Works Facilities  
Management Division (FMD) Office on all construction  
contracts under the stated threshold values to  
determine if eOMSI is required.

\*\*\*\*\*

\*\*\*\*\*

NOTE: Include BIM submittals in accordance with FC  
1-300-09N. Applicable Blue Navy Design-Build  
project RFP preparation projects awarded on or after  
October 1, 2015 that meet the following requirements  
must include BIM submittals:

1. New construction greater than or equal to \$1M.
2. Major renovation greater than or equal to 50  
percent of the Plant Replacement Value or greater  
than or equal to \$3M.

The government PM will coordinate with PW Facilities  
Management Division (FMD) at project initiation to  
review scope and merits of implementing eOMSI and  
BIM. i.e. a \$4M roof replacement will meet the  
major renovation dollar threshold, however the eOMSI  
facility data for MAXIMO upload will be minimal and  
thus does not merit implementing eOMSI and BIM.  
Conversely, a \$2.5M multi-system building renovation  
may not meet the minimum dollar threshold but will  
generate considerable eOMSI facility data for MAXIMO  
upload and therefore eOMSI should be implemented.

\*\*\*\*\*

\*\*\*\*\*

NOTE: This section is written with the following  
assumptions:

1. Contractor's-originated Design Documents will be  
reviewed by NAVFAC Command, with input from  
Activity, Contracting Officer, and RFP  
Architect/Engineer (if other than the NAVFAC  
Command).
2. Review meetings with the Contractor shall be  
arranged by Contracting Officer. Refer to Section  
01 31 19.05 20 CONCEPT DESIGN WORKSHOP (CDW).
3. Contractor and Government approving official  
shall sign Finalized Contract Documents  
electronically.
4. All projects required to comply with federally

mandated sustainability criteria. All projects comply by achieving Guiding Principles Validation (GPV) and some are further required to obtain Third Party Certification (TPC). Coordinate this section with Section 01 33 29 REQUIREMENTS AND REPORTING.

5. If Contractor originated design submittals are formatted correctly and contain all appropriate information, the design submittals can serve the dual purpose of design and construction documents. These dual purpose submittals are identified on the Contractor's Submittal Transmittal Form.

6. The Government shall supply all available environmental information and existing conditions to allow the Contractor to proceed with the work. The RFP shall contain all Hazardous/Contaminated Materials work, Archeological Sensitive Areas, and Historical information necessary for inclusion into the Contractor-originated drawings.

7. The RFP shall contain all cybersecurity requirements necessary for integrating into the Contractor's-originated drawings.

\*\*\*\*\*

## PART 1 GENERAL

### 1.1 SUMMARY

This section includes requirements for Contractor-originated design documents and design submittals.

### 1.2 REFERENCES

\*\*\*\*\*

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 Reference Identifier (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.

\*\*\*\*\*

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. DEPARTMENT OF DEFENSE (DOD)

FC 1-300-09N	(2014; with Change 4, 2018) Navy and Marine Corps Design
UFC 1-200-01	(2019; with Change 1, 2020) DoD Building Code
UFC 1-300-08	(2009, with Change 2, 2011) Criteria for Transfer and Acceptance of DoD Real Property
UFC 4-010-06	(2016; with Change 1, 2017) Cybersecurity of Facility-Related Control Systems

1.3 UFC 1-200-02

UFC 1-200-01 requires compliance with UFC 1-200-02, "High Performance and Sustainable Building Requirements".

1.4 GENERAL DESIGN REQUIREMENTS

Contractor-originated design documents must provide a project design that complies with the Request For Proposal (RFP), FC 1-300-09N, UFC 1-200-01, the Core UFCs, and other UFC's listed above.

1.5 SUBMITTALS

\*\*\*\*\*

NOTE: Review submittal description (SD) definitions in Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES and edit the following list, and corresponding submittal items in the text, to reflect only the submittals required for the project. Submittals should be kept to the minimum required for adequate quality control.

A "G" following a PART 2 Specification Section 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 Contractors Quality Control system. Only add a "G" if the submittal is sufficiently important or complex in context of the project.

An "S" following a submittal indicates submittal is required for approval of material or action relative to project sustainability requirements. Coordinate all Part 2 and Part 4 Specification Sections with Section 01 33 29 REQUIREMENTS AND REPORTING. Add an "S" to all submittals in technical specifications that are required to fulfill GPV and TPC requirements.

\*\*\*\*\*

Submit design submittals, including shop drawings used as design drawings,

to the Government for approval. The use of a "G" following a submittal indicates that a Government approval action is required. Submit the following in accordance with this section and Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES.

Submittals with an "S" are for inclusion in the Sustainability eNotebook in conformance to Section 01 33 29 REQUIREMENTS AND REPORTING for "S" submittal requirements. Submit the following in accordance with this section and Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES.

#### SD-01 Preconstruction Submittals

[ Consolidated RFP Documents; G  
Submittal Register; G ]

#### SD-04 Samples

Final Framed Rendering and Copies; G

#### SD-05 Design Data

Design Drawings; G  
Specifications; G  
Basis of Design; G  
Design Submittals; G  
Project Rendering; G  
[ BIM Project Execution Plan (PxP); G  
Design Model; G  
Visual Review Report; G  
Clash Detection Report; G ]

\*\*\*\*\*  
NOTE: Include the following submittal for new people oriented/ people occupied MCON/MILCOM facilities such as; BEQ, Administration, Child Care Centers, Fitness Centers, and other appropriate landmark or unique facilities. Confirm the decision to use this plaque with the Project Manager. If this submittal is retained, assure that the plaque requirements in the text is retained.  
\*\*\*\*\*

[ Facility Recognition Plaque; G ]

\*\*\*\*\*  
NOTE: Include the bracketed option for Historic/Planning Commission submittal if the building has historical significance or if the building is located in the National Capital Region or within the jurisdiction of the National Capital

Planning Commission in Washington, DC.

\*\*\*\*\*  
[ Historic Preservation and Planning Commission Submission; G  
] SD-11 Closeout Submittals  
Record Documents; G

\*\*\*\*\*  
NOTE: Include the following bracketed option and  
related paragraphs in the text for new construction  
and any capital improvements that add new parts,  
items, or systems that are not maintenance or repair.  
\*\*\*\*\*

[ DD Form 1354; G  
][ Final Record Model; G

]1.6 DESIGN QUALITY CONTROL

1.6.1 Contractor Reviewing and Certifying Authority

The QC organization is responsible for reviewing and certifying that design submittals are in compliance with the contract requirements.

1.6.2 Government Approving Authority

The Contracting Officer is the approving authority for design submittals.

1.6.3 Designer of Record Certifying Authority

The Designer of Record (DOR), as registered and defined in FC 1-300-09N, is the design certifying authority. The DOR accepts responsibility for design of work in each respective design discipline, by stamping and approving final construction drawings submitted to the Government approval authority.

1.6.4 Contractor Construction Actions

Upon submission of sealed and signed design documents certified by the DOR, Design Quality Control (DQC) Manager and the Quality Control (QC) Managers, the Contractor may proceed with material and equipment purchases, fabrication and construction of any elements covered by that submittal[, except as specified in the following paragraph].

1.6.4.1 Exception to Contractor Construction Actions

\*\*\*\*\*  
NOTE: Use this paragraph and list each item if  
Government desires to approve specific design  
submittals before allowing Contractor to proceed  
with construction.  
\*\*\*\*\*

The Government will approve the following final submittals before the Contractor shall be allowed to proceed with construction:



- a. Any design submittal that includes or will be impacted by a design change to the contract. Final Government approval of the design change is required before construction can begin on the work included in that design submittal.

[ b. [\_\_\_\_]].

#### 1.6.5 Contractor's Responsibilities

- a. Designate a lead licensed architect or engineer to be in responsible charge to coordinate the design effort of the entire project. This lead architect or engineer must coordinate all design segments of the project to assure consistency of design between design disciplines.
- b. With the Designer of Record, verify site information provided in the RFP. In addition, provide additional field investigations and verification of existing site conditions as may be required to support the development of design and construction of the project.
- c. Indicate on the transmittal form accompanying submittal which design submittals are being submitted as shop drawings.
- d. Advise Contracting Officer of variations, as required by paragraph VARIATIONS.
- e. Provide an updated, cumulative **submittal register** with each design package that identifies the design and construction submittals required by that design package and previous submittals.
- f. Refer to Section **01 33 29 REQUIREMENTS AND REPORTING** for Contractor's responsibilities for Guiding Principle Validation [and Third Party Certification].
- g. Refer to Section **01 78 24.00 20 FACILITY ELECTRONIC OPERATION AND MAINTENANCE SUPPORT INFORMATION (eOMSI)** for Contractor's eOMSI responsibilities.

#### 1.6.6 QC Organization Responsibilities

\*\*\*\*\*  
**NOTE: If there is a CA on the project, include the bracket below.**  
\*\*\*\*\*

- a. [Both the Commissioning Authority (CA) and the][The] QC Manager must certify design submittals for compliance with the contract documents. The DOR stamp on drawings indicates approval from the DOR.
- b. QC organization must certify submittals forwarded by the Designer of Record (DOR) to the Contracting Officer with the following certifying statement:

"I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated with Contract Number (insert contract number here), is in compliance with the contract documents, and is submitted for Government approval.

Certified by Design Quality Control (DQC) Manager

\_\_\_\_\_, Date \_\_\_\_\_  
Certified by QC Manager \_\_\_\_\_,  
Date \_\_\_\_\_"

- c. Sign certifying statement. The persons signing certifying statements must be the QC organization members designated in the approved QC plan. The signatures must be in original ink. Stamped signatures are not acceptable.
- d. Update submittal register as submittal actions occur and maintain the submittal register at project site until final approval of all work by Contracting Officer.
- e. Retain a copy of approved submittals at project site.

#### 1.6.7 Government Responsibilities

The Government will:

- a. Note date on which submittal was received from QC manager, on each submittal.
- b. Perform a quality assurance (QA) review of submittals. Government will notify Contractor when comments for that design package are posted and ready for Contractor evaluation and resolution.
- c. Upon submittal of final design package and resolution of comments by the Contractor, the Government will sign final design package, when approved, and return electronic copy of signed design documents to the Contractor.
- d. Upon Government receipt and acceptance of the Designer of Record signed and stamped final design submission for all work, a no-cost unilateral modification will be issued to incorporate the final design into the contract.

##### 1.6.7.1 Actions Possible

Submittals will be returned with one of the following notations:

- a. Submittals may be marked "approved." Submittals marked "approved" indicate a quality assurance (QA) review has been performed. Government review or approval of any portion of the proposal or final design does not relieve the Contractor from responsibility for meeting the contract requirements or for any error that may exist, because under the Quality Control (QC) requirements of this contract, the Contractor is responsible for ensuring information contained within each submittal accurately conforms with the requirements of the contract documents. Furthermore, Government review or approval of a submittal is not to be construed as a complete check.
- b. Submittals marked "not reviewed" indicate submittal has been previously reviewed and approved, is not required, does not have evidence of being reviewed and certified by Contractor, or is not complete. Submittal will be returned with an explanation of the reason it is not reviewed. Resubmit submittals returned for lack of review by Contractor or for being incomplete, with appropriate action, coordination, or change.

- c. Submittals marked "revise and resubmit" or "disapproved" indicate submittal is incomplete or does not comply with design concept or requirements of the contract documents and must be resubmitted with appropriate changes. If work has been started on the unacceptable portion of the design submittal, the Contractor must propose corrective action. No further work is allowed to proceed until the issue is resolved in a manner satisfactory to the Government.

#### 1.7 DESIGN DOCUMENTS

Provide design documents that include basis of design, design drawings, and design specifications, reports, and submittal register in accordance with FC 1-300-09N, Navy and Marine Corps Design Procedures.

\*\*\*\*\*

NOTE: The following two lettered paragraphs in this note, indicate the ways that Government may review the Contractor's product, material, and system choices prior to final design. The RFP editor must choose which method below that provides the proper level of oversight to the Contractor's submittal choices. Otherwise the project will follow the normal processes in which the DOR will approve the construction submittals during construction. With the DOR approval, only certain submittals are required to be forwarded to the Government and the Government reviewers may not see every choice the Contractor makes.

a) RFP Part 2, Section 01 33 00.05 20, CONSTRUCTION SUBMITTAL PROCEDURES gives the RFP Editor the opportunity to designate specific products, materials, and systems that are reserved for Government approval or reserved for Government surveillance. This method is built into the DB documents and only requires the RFP Editor to coordinate the list of construction submittals listed for Government approval and surveillance with the project requirements.

\*\*\*\*\*

\*\*\*\*\*

NOTE: Choose this method by editing the bracketed option in the following paragraph to "encourage" the Contractor and deleting the bracketed option to "require" the Contractor to combine design and constructions submittals. Also delete the second bracketed paragraph that lists construction submittals that the Contractor must combine on the design documents.

b) If more extensive review of the Contractor's construction submittal choices is required, edit the bracketed option in the following paragraph to "require" the Contractor to combine the design and construction submittal information on the design documents. Also choose the second bracketed paragraph to list construction submittal products, materials and systems that must be incorporated in

the design documents. Coordinate this list with the project requirements.

\*\*\*\*\*

\*\*\*\*\*

NOTE: Use generic descriptions to list specific products, materials or systems below. The following paragraphs are not intended to be proprietary RFP requirements.

Coordinate the project specific construction submittal list below with the list of Government Surveillance submittals in RFP Part 2, Section 01 33 00.05 20, CONSTRUCTION SUBMITTAL PROCEDURES to avoid duplication. If you list a construction submittal below to be incorporated in the design submittal, you can eliminate the Government surveillance of that submittal in Section 01 33 00.05 20.

Coordinate with Section 01 78 24.00 20 FACILITY ELECTRONIC OPERATION AND MAINTENANCE SUPPORT INFORMATION (eOMSI) for Contractor's eOMSI responsibilities.

\*\*\*\*\*

The Contractor is [encouraged] [required] to make product, material, and system selections during the project design and indicate these choices on the design documents. Accomplish this by submitting design drawings and specifications that include proprietary submittal information such as manufacturers name, product names, model numbers, product data, manufactures information, provided optional features, appropriate connections, fabrication, layout, and product specific drawings. Adherence to RFP submittal requirements and provision of DOR approved construction submittal information on the design submittals - eliminates the need for follow-on traditional construction submittals after the final design is approved.

[ The Contractor is required to submit proprietary information to describe the construction submittal information in the design documents for all products, materials, and systems submittals listed below:

[ a. All building enclosure components.

] [b. All roof components.

] [c. Major mechanical and electrical equipment such as [chillers] [, transformers,] [generators,] [and] [\_\_\_\_\_].

] [d. Interior finishes.

] [e. [\_\_\_\_\_].

]

\*\*\*\*\*

NOTE: If the Government needs to review all construction submittal selections during the design of the project, choose the following bracketed sentence and delete the above bracketed list of specific products, materials, and systems. In

addition, if the Editor chooses to review all items below, delete the duplicated submittals Reserved for Government surveillance listed in RFP Part 2, Section 01 33 00.05 20, CONSTRUCTION SUBMITTAL PROCEDURES. However, do not delete Government surveillance construction submittals for dealing with Performance Verification, Acceptance Testing, Special Inspections, and Guiding Principles Validation in Section 01 33 00.05 20.

\*\*\*\*\*

[ All products, materials, and systems on the project.

]Refer to Section 01 33 00.05 20, CONSTRUCTION SUBMITTAL PROCEDURES for requirements pertaining to Contractor proposed design changes or variations.

## 1.8 DESIGN DRAWINGS

Prepare, organize, and present design drawings in accordance with the requirements of FC 1-300-09N, Navy and Marine Corps Design Procedures.

\*\*\*\*\*

**NOTE: Confirm with Project Manager which version of AutoCAD should be included in the bracketed option below.**

\*\*\*\*\*

Submit all CAD files for the final drawings on CD-ROM or DVD disks in AutoCAD [\_\_\_\_\_] format. Drawing files must be full files, uncompressed and unzipped.

### 1.8.1 Design Drawings Used as Shop Drawings

Design drawings may be prepared more like shop drawings to minimize construction submittals after final design is approved. If the Contractor chooses or is required to include the construction submittal information on the design documents, indicate proprietary information on the design drawings as necessary to describe the products, materials, or systems that are to be used on the project. Construction submittal information included directly in the design drawings must be approved by the DOR. All design documents must be professionally signed in accordance with FC 1-300-09N, Navy and Marine Corps Design Procedures.

### 1.8.2 Drawing Format For Design Drawings Used as Shop Drawings

The Contractor-originated drawings will be used as the basis for the record drawings. Shop drawings included as design documents must comply with the same drawing requirements such as drawing form, sheet size, layering, lettering, and title block used in design drawings.

### 1.8.3 Identification of Design Drawings Used as Shop Drawings

The Contractor's transmittal letter and submittal register must indicate which design drawings are being submitted as shop drawings.

### 1.8.4 Naval Facilities (NAVFAC) Engineering Command Drawing Numbers

Number the final Contractor-originated design drawings consecutively with

NAVFAC drawing numbers. Determine the total number of sheets required for the complete set of drawings before requesting the NAVFAC drawing numbers from the Contracting Officer.

#### 1.8.5 Seals and Signatures on Documents

All final Contractor-originated design drawings must be signed, dated, and bear the seal of the registered architect or the registered engineer of the respective discipline in accordance with **FC 1-300-09N**. This seal must be the seal of the Designer of Record for that drawing, and who is professionally registered for work in that discipline. A principal or authorized licensed or certified employee must electronically sign and date final drawings and cover sheet, in accordance with **FC 1-300-09N**. The design drawing coversheets must be sealed and signed by the lead licensed architect or engineer of the project design team. Indicate the Contractor's company name and address on the drawing coversheets of each design submittal. Application of the electronic seal and signature accepts responsibility for the work shown thereon.

#### 1.8.6 Units of Measure

\*\*\*\*\*  
**NOTE: In accordance with Military Standard 3007,  
the PM must document the decision and reasons that  
English Inch-Pound units of measure are to be used  
on the project, instead of metric.**  
\*\*\*\*\*

Utilize[ **English Inch-Pound**] units of measure on the design documents

#### [1.9 BUILDING INFORMATION MANAGEMENT/MODELING (BIM)

\*\*\*\*\*  
**NOTE: Include BIM submittals in accordance with FC  
1-300-09N. Applicable DB projects awarded on or  
after October 1, 2015 must include BIM submittals.**  
\*\*\*\*\*

Include BIM submittals as required by and complying with **FC 1-300-09N**:

- a. **BIM Project Execution Plan (PxP)**
- b. **Design Model**
- c. **Visual Review Report**
- d. **Clash Detection Report**
- e. **Record Model (With Record Documents)**

#### ]1.10 SPECIFICATIONS

Provide a Contractor-originated design specification that in conjunction with the drawings, demonstrates compliance with requirements of the RFP. The specified products, materials, systems, and equipment that are approved by the DOR; submitted to the Government by the Contractor; and reviewed by the Contracting Officer must be used to construct the project. UFGS sections contained in RFP Part 2 become a part of the Contractor-originated Division 01 specification without modification.

Specification Sections contained in RFP Part 5 become a part of the Contractor-originated specification without modification.

#### 1.10.1 Specifications Components and Format

The Contractor must prepare design specifications that include a UFGS specification for each product, material, or system on the project. If the Contractor chooses or is required above to combine design and construction submittal information on the design documents, provide a UFGS specification and also proprietary information such as catalog cuts and manufacturers data that demonstrates compliance with the RFP. Organize the specifications using Construction Specification Institute (CSI)

MasterFormat<sup>TM</sup> unless the Contracting Officer requires a UniFormat organization. Navy's use of system specifications takes precedence over CSI MasterFormat component breakdown and related component specifications. Provide project specifications to include the following:

- a. Provide the specification cover sheet with the professional seal and signature of the lead licensed architect or engineer of the project design team. Indicate the Contractor's company name and address on the specification coversheet.
- b. Table of contents for entire specification.
- c. Individual UFGS specification sections for each product, material, and system required by the RFP. Edit UFGS sections in accordance with RFP Part 4, PTS Section Z-10, Design Submittals.
- d. If proprietary information is provided or required, include a coversheets for the product, material, or system information that is being proprietarily specified. This information is to follow the related UFGS specification.
- e. If proprietary information is provided or required, include highlighted and annotated Catalog Cuts, Manufacturer's Product Data, Tests, Certificates, Manufactures information and letters for each product, material, or system that is being proprietary specified.
- f. Coordinated submittal register for all products, materials and systems with each design submittal. Provide a cumulative register that identifies the design and construction submittals required by each design package along with previous design submittals. The DOR must assist in developing the submittal register by determining which submittal items are required to be approved by the DOR. Complete all fields in the final submittal register in order to obtain Government approval of the final design. Submittal register to include separate but simultaneous delivery and approval of design or data required to fulfill sustainability requirements by Section 01 33 29 REQUIREMENTS AND REPORTING.

#### 1.10.2 Specifications Section Source Priority

Choose UFGS sections that describe the products, materials, and systems that are used on the project. Use current UFGS sections that are available on the Whole Building Design Guide website (available at this website:

<https://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs>) and give priority to the Unified Tri-Service UFGS sections (no spec number suffix) and UFGS that are prepared by NAVFAC (.00 20 suffix). Only use a

UFGS section prepared by another DoD Component (.00 10, and .00 30 suffix), if an applicable NAVFAC prepared specification section does not exist. Do not use Army (.00 10 suffix) and NASA (.00 40 suffix) electrical and mechanical specifications. If no applicable UFGS technical specification exists to meet your project requirements, consult with the NAVFAC Component for guidance and create a new UFGS specification in accordance with UFC 1-300-02, Unified Facilities Guide Specifications (UFGS) Format Standard.

#### 1.10.3 Fire Protection Specifications

Specifications pertaining to spray-applied fire proofing and fire stopping, exterior fire alarm reporting systems, interior fire alarm and detection systems, and fire suppression systems, including fire pumps and standpipe systems must be either prepared by, or reviewed and approved by the Fire Protection DOR.

#### 1.10.4 Identification of Manufacturer's Product Data Used with Specifications

Provide complete and legible catalog cut sheets, product data, installation instructions, operation and maintenance instructions, warranty, and certifications for products and equipment for which final material and equipment choices have been made. Indicate, by prominent notation, each product that is being submitted including optional manufacturer's features, and indicate where the product data shows compliance with the RFP.

Coordinate with Section 01 78 24.00 20 FACILITY ELECTRONIC OPERATION AND MAINTENANCE SUPPORT INFORMATION (eOMSI) for Contractor's eOMSI responsibilities.

#### 1.10.5 Specification Software

Submit the final specification source files in SpecsIntact.

### 1.11 BASIS OF DESIGN

\*\*\*\*\*  
**NOTE: Choose bracketed item if a Concept Design Workshop is specified in Section 01 31 19.05 20 CONCEPT DESIGN WORKSHOP (CDW).**  
\*\*\*\*\*

Prepare, organize, and present basis of design in accordance with the requirements of FC 1-300-09N. The basis of design must be a presentation of facts[ at the Concept Design Workshop] to demonstrate the concept of the project is fully understood and the design is based on sound engineering principles. Provide design analyses for each discipline and include the following:

a. Basis of design that includes:

- (1) An introductory description of the project concepts that addresses the salient points of the design;
- (2) An orderly and comprehensive documentation of criteria and rationale for system selection; and



- (3) The identification of any necessary licenses and permits that are anticipated to be required as a part of the design or construction process. [The "Permits Record of Decision" (PROD) form provided must be used for recording permits.]
- b. Code and criteria search must identify all applicable codes and criteria and highlight specific requirements within these codes and criteria for critical issues in the facility design.
- c. Calculations as specified and as needed to support this design.
- d. Sustainability eNotebook: Maintain up-to-date documentation of analysis and calculations relative to sustainable design requirements. Refer to Section 01 33 29, REQUIREMENTS AND REPORTING and FC 1-300-09N for requirements.
- e. Completed Draft and Final High Performance and Sustainable Building (HPSB) Checklist, formerly known as the NAVFAC Sustainable and Energy Data Record Card (NSEDRC). Template can be found at: <https://www.wbdg.org/ffc/dod/tri-services-sustainability-program/tracking-reporting>
- f. Provide an exterior enclosure vapor pressure analysis, hygrothermal analysis, and written/graphic descriptions for each unique wall and roof assembly used as part of exterior enclosure barriers.
- g. Section titled "Antiterrorism" that documents the antiterrorism features
- h. Fall Protection Analysis
- i. Draft and Interim DD Form 1354 that document the real property assets of the project. Refer to RECORD DOCUMENTS paragraphs in this section for requirements.
- j. eOMSI Facility Data Workbook (FDW)
- k. BIM PxP

\*\*\*\*\*  
**NOTE: Include this bracketed option for Navy projects when recommended by safety or industrial hygienist personnel. Also include this bracketed option when mishap data for similar facilities, processes, or job tasks indicate significant potential for work-related musculoskeletal injuries.**  
 \*\*\*\*\*

- [ l. Ergonomic Analysis
- ] m. Section titled "Cybersecurity" that documents the cybersecurity design and construction of facility-related control system requirements.

#### 1.11.1 Basis of Design Format

The basis of design for each design discipline must include a cover page indicating the project title and locations, contract number, table of contents, tabbed separations for quick reference, and bound in separate volumes for each design discipline.

### 1.11.2 Design Calculations

Place the signature and seal of the designer responsible for the work on the cover page of the calculations for the respective design discipline.

### [1.11.3 Historic Preservation and Planning Commission Submission

\*\*\*\*\*  
NOTE: Initiate discussions early in the RFP development process, with the State Historical Preservation Officer or National Capital Planning Commission if the project has historical significance or is located in the Washington DC Capital area. Ensure RFP states design impact of historical or planning requirements in RFP PART 3, PROJECT PROGRAM, Chapter 2, APPROPRIATE DESIGN.  
\*\*\*\*\*

\*\*\*\*\*  
NOTE: Choose the first bracketed paragraph for modifications to an existing facility or new building that will affect a historical facility. Choose the second bracketed paragraph for buildings in the Washington DC area subject to the National Capital Planning Commission and the Commission of Fine Arts.  
\*\*\*\*\*

Prepare the presentation materials required to obtain approval from the Historic Preservation and Planning Commissions having jurisdiction over the site location. The submission of the materials to the agencies will be accomplished by the Government.[ Consult with the NAVFAC Region Historic Preservation Officer and prepare a submittal in accordance with the 36 CFR 800.11, DOCUMENT STANDARDS.][ Consult with the Planner in the Base Development Department of NAVFAC Washington. The Planner will advise the contractor on the specific requirements and prospective timetable of the submission. The submission will address the National Capital Planning Commission (NCPC), the Commission of Fine Arts, and the State Historic Preservation Officer (SHPO) requirements. Refer to FC 1-300-09N for specific submittal requirements.] The Contractor is responsible for preparing the submittal package, presenting the project in public meeting, if called upon by the Government; and to modify the submittal and contract documents to incorporate the comments of the agencies having jurisdiction to obtain project approval.

### ]1.11.4 Fall Protection Analysis

\*\*\*\*\*  
NOTE: Fall protection information and guidance for Navy projects can be found in the Navy Fall Protection Guide for Ashore Facilities, dated May 2015 at the following web link:  
[http://www.public.navy.mil/navsafecen/Documents/OSH/FP/FALL\\_PROTECTION\\_GUIDE](http://www.public.navy.mil/navsafecen/Documents/OSH/FP/FALL_PROTECTION_GUIDE)  
\*\*\*\*\*

\*\*\*\*\*  
NOTE: The following fall hazards submittal paragraph applies to all buildings and is further defined in the requirements paragraph of Section

**01 35 26, GOVERNMENTAL SAFETY REQUIREMENTS.**

\*\*\*\*\*

Eliminate fall hazards in the facility or if not feasible provide control measures to protect personnel conducting maintenance work after completion of the project. Identify fall hazards in the Basis of Design with the Design Development and Prefinal submittals. The analysis must describe how fall hazards are considered, eliminated, prevented or controlled to prevent maintenance personnel from exposure to fall hazards while performing work at heights. Refer to RFP Part 2, Section 01 35 26, GOVERNMENTAL SAFETY REQUIREMENTS for fall hazard protection requirements.

]1.11.5 Ergonomic Basis of Design

\*\*\*\*\*

**NOTE:** Include this bracketed option for Navy projects when recommended by safety or industrial hygienist personnel. Also include this bracketed option when mishap data for similar facilities, processes, or job tasks indicate significant potential for work-related musculoskeletal injuries.

\*\*\*\*\*

\*\*\*\*\*

**NOTE:** Coordinate inclusion of the following bracketed submittal paragraph with the requirements paragraph in Section 01 35 26, GOVERNMENTAL SAFETY REQUIREMENTS and the BASIS OF DESIGN paragraph of this section.

\*\*\*\*\*

Facilities, processes, and job tasks must be designed to reduce or eliminate work-related musculoskeletal (WMSD) injuries and risk factors in the workplace. Identify ergonomic design considerations in the basis of design with the Design Development and Prefinal submittals. The Basis of Design shall include a comprehensive ergonomic risk analysis of WMSD factors. Refer to RFP Part 2, Section 01 35 26, GOVERNMENTAL SAFETY REQUIREMENTS for ergonomic protection requirements.

]1.11.6 Cybersecurity Basis of Design

\*\*\*\*\*

**NOTE:** Confirm that the assigned impact level rating was determined by the System Owner and Authorizing Official with assistance from the control system designer if necessary and accepted by the Authorizing Official.

\*\*\*\*\*

Provide a single submittal indicating criteria and describe requirements for integrating cybersecurity in the design and construction of the facility-related control systems in accordance with UFC 4-010-06. The basis of design must describe specific guidance for control systems with the assigned Confidentiality, Integrity and Availability (C-I-A) impact ratings and shall list the security controls with recommendations and justifications for future tailoring of the security control set.

## [1.12 PROJECT RENDERING

\*\*\*\*\*  
**NOTE: Use the following paragraph for projects that  
require the Contractor to provide the rendering.**  
\*\*\*\*\*

Provide a full color photo-realistic architectural rendering of the primary facade or facades of the facility. Depict the final, approved facility design and accurately illustrate the proposed final constructed facility including but not limited to, massing, fenestration pattern, material selections, colors, textures, landscaping, paving, and to the extent directed - the surrounding context.

Renderings created using traditional casein painted techniques or computer generated renderings are acceptable. Develop computer generated renderings using a current rendering engine suitable to produce photo-realistic images. Renderings created solely in BIM or CAD authoring software are not acceptable.

Renderings must include realistic advanced lighting characteristics (natural and synthetic) and true ambient lighting and shading characteristics. Provide images that are sharp in detail and resolution through proper anti-aliasing techniques. Material maps must be comprised of advanced techniques and practices to ensure materials are an exact representation of the facility product/finish selections.

### 1.12.1 Preliminary Rendering Planning

Provide planning PDF drawings of the facility to exhibit the proposed rendering appearance. Submit not less than 3 alternative views for review and approval to determine the most advantageous view. The Preliminary rendering submittal must display the following characteristics of the final rendering;

- a. Selection of primary facade(s)
- b. Point of view (aerial, eye-level, elevated, etc.)
- c. Close-up or wide angle
- d. Extent of surrounding context

Adjust view and resubmit if an alternative to the submitted views is required for the rendering planning approval. Submit rendering planning submittal during the Preliminary Design Submittal.

### 1.12.2 Prefinal Rendering

Submit [three (3)][\_\_\_\_\_] hard copies of the prefinal rendering to indicate compliance with planning decisions, establish level of detail and rendering elements to be employed such as people, cars, vegetation/trees. Indicate proposed colors, textures, foreground and background. Use processes and printing equipment that will be used on the final rendering. Submit Prefinal rendering submittal for approval with the Prefinal Design Submittal.

### 1.12.3 Final Rendering

Provide the final rendering submission that complies with the following requirements:

- a. The rendering must be a full vignette and fully developed. Approximate finished size must be a minimum of 24 by 30 inches with a 16 by 20 inches minimum inside mat dimension.[ Provide reduced size rendering(s) with a minimum finished size of 10 by 12 inches and a minimum 8 by 10 inches inside mat dimension.]
- b. Provide final original color rendering, [two][\_\_\_\_\_] full size [, and [two][\_\_\_\_\_] reduced size] high resolution reproductions of the original rendering, and [two][\_\_\_\_\_] sets of the digital master images on DVD media. Original and reproductions must be mounted on acid free heavy illustration board and double-matted with complimentary colored, acid free mat boards. Frame rendering(s) with contemporary polished metal frames and single strength, non-glare glass. Print the Project name, location, Architect/Engineer firm's name on the matting. On the back of the renderings and reproductions, indicated the project name, the location, the contract number, and the date of reproduction.
- c. Match the exterior color scheme approved for the facility.
- d. Provide photo-realistic quality rendering elements such as people, cars, vegetation/trees, and so forth.
- e. Provide digitally reproductions of the rendering using a minimum 600 dpi resolution for print reproduction on 24 by 36 inch stock with no loss of fidelity, quality or detail from the master image.
- f. Provide each set of digital master images in both TIF and JPEG formats. Save JPEG images using the highest quality setting (minimum compression). Provide the following as a minimum;
  - (1) One set including the unit insignia(s) for the tenant activity, the service insignia (Navy, Marine Corps, Army, or Air Force), the name of the facility, name of installation, and the names of the contractor and design professional.
  - (2) One set including the image only, without any identifying information other than that which may be depicted as a part of the building signage within the rendering.
- g. Submit the final rendering for approval 30 days after the Final Design Submittal approval. Ship the rendering, the digital copies and the digital files in resilient packaging to ensure damage free delivery. Deliver to: [\_\_\_\_\_]

### ][1.13 FACILITY RECOGNITION PLAQUE

\*\*\*\*\*

**NOTE: Include this plaque requirement for new people oriented/ people occupied MCON/MILCOM facilities such as; BEQ, Administration, Child Care Centers, Fitness Centers, and other appropriate landmark or unique facilities. Confirm the decision to use this plaque with the Project Manager. If this requirement is utilized, assure that submittal**

is retained in this section.

\*\*\*\*\*

Provide a facility recognition plaque for this facility in accordance with FC 1-300-09N, Navy and Marine Corps Design Procedures.

#### ]1.14 RECORD DOCUMENTS

##### 1.14.1 Record Drawings

The as-built modifications must be accomplished by electronic drafting methods on the Contractor-originated. DWG design drawings to create a complete set of record drawings.[ In addition to the requirements of FAC 5252.236-9310, RECORD DRAWINGS, survey the horizontal and vertical location of all provided underground utilities to within 0.1 feet relative to the station datum. All pipe utilities must be surveyed at each fitting and every 100 LF of run length. Electrical and communication duct bank, direct buried conduit, and direct buried conductor must be surveyed every 100 LF [\_\_\_\_\_] and at each change of direction. Record locations and elevations on the Record Drawings.]

\*\*\*\*\*

**NOTE: Confirm with the Project Manager which electronic format is used for Record Drawings. If used by the Activity, add the requirement for .TIF in the second paragraph below.**

\*\*\*\*\*

- a. For each record drawing, provide CAD drawing identical to signed Contractor-originated PDF drawing, that incorporates modifications to the as-built conditions. In addition, copy initials and dates from the Contracting Officer approved .PDF documents to the title block of the record CAD.DWG drawings. The RFP reference or definitive drawings are not required for inclusion in the record set of drawings.
- b. After all as-built conditions are recorded on the CAD.DWG files, produce a PDF [and .TIF] file of each individual record drawing in conformance with FC 1-300-09N. Electronic signatures are not required on record drawings.

\*\*\*\*\*

**NOTE: Choose the following paragraph if photo documentation is required in Section 01 45 00.05 20, DESIGN AND CONSTRUCTION QUALITY CONTROL.**

\*\*\*\*\*

- c. Provide a searchable electronic copy of the photo documentation used in the QC Daily Reports. Refer to Section 01 45 00.05 20, DESIGN AND CONSTRUCTION QUALITY CONTROL.

##### 1.14.2 Source Documents

Provide the specifications, basis of design, reports, surveys, record model, calculations, and any other contracted documents on the CD-ROM or DVD disk with the record drawings.

##### [1.14.3 DD Form 1354

\*\*\*\*\*

**NOTE: Choose these paragraphs requiring the Contractor/ Designer of Record to prepare a Draft and Interim DD Form 1354 for all new construction, demolition, and any capital improvements such as construction on an existing facility that adds new parts, items, or systems that are not maintenance or repair.**

\*\*\*\*\*

Prepare a Draft and Interim DD Form 1354, TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY, in accordance with **UFC 1-300-08**. Coordinate the identification of quantities of appropriate asset construction categories with the Contracting Officer and the RPAO.

- a. The Government will provide the Initial Draft DD Form 1354, Transfer and Acceptance of Military Real Property filled in with the appropriate Real Property Unique Identifiers (RPUID) and related construction Category Codes to summarize the designed real property assets that apply to this contract. Modify and include any necessary changes to the DD Form 1354 when meeting with the Contracting Officer and the Real Property Accounting Officer during the Pre Construction Meeting and the Project Closeout Meetings. The Contractor must provide the Interim DD Form 1354 that uses the appropriate division of the RPUIDs/ Category Codes to represent the final constructed facility and include all associated cost.
  - (1) Coordinate the Contractor's Price and Payment structure with the structure of the RPUIDs/ Category Codes.
  - (2) Divide detailed asset breakdown into the RPUIDs and related construction Category Codes and populate associated costs which represent all aspects of the work. Where assets diverge into multiple RPUID/Category Codes, divide the asset and provide the proportion of the assets in each RPUID/ Category Code. Assets and related RPUID/ Category Codes may be modified by the Contracting Officer as necessary during course of the work.
  - (3) Coordinate identification and proportion of these assets with the Government Real Property Accounting Officer.
  - (4) Cost data accumulated under this section are required in the preparation of DD Form 1354.
- b. After award of the contract but prior to commencement of any work, meet with the Contracting Officer to discuss and develop a clear understanding relative to the administration of the Draft and Interim DD Form 1354 Submittal.
- c. Draft DD Form 1354. DOR must determine quantities of applicable real property assets broken out by construction categories and submit a "Draft DD Form 1354" for Government approval as a part of the Basis of Design included with the Prefinal Design submittal. "Draft DD Form 1354" must include all quantities and units of measure, but does not require cost breakdown. The Real Property Accountable Officer (RPAO) will provide the first draft of the DD1354 to the contractor with RPUIDs and CCNS on it.
- d. Interim DD Form 1354. Coordinate with the DOR and update the Draft DD Form 1354 submission to include any additional assets, improvements,

or alterations that occurred during construction. Use the Draft DD Form 1354 and the Section 01 20 00, PRICE AND PAYMENT PROCEDURES to identify costs. Submit Interim DD Form 1354 to the Government for approval 30 days prior to the Beneficial Occupancy Date (BOD). Attach completed NAVFAC High Performance and Sustainable Building (HPSB) Checklist to DD1354, in accordance with Section 01 33 29 REQUIREMENTS AND REPORTING. If modifications to the Interim DD Form 1354 are required by the Government, the corrected version must be submitted prior to the BOD.

\*\*\*\*\*  
**NOTE: Do not use the following bracketed option for Navy projects. Include the following bracketed paragraph for projects being accomplished for non-Navy DOD Components.**  
\*\*\*\*\*

- [ Submit the completed Checklist for Form DD1354 of Government-Furnished and Contractor-Furnished/Contractor Installed items. Attach this list to the Interim DD Form 1354. Instructions for completing the form and a blank checklist may be obtained from [UFC 1-300-08](#).
- ] Coordinate with Section 01 20 00, PRICE AND PAYMENT PROCEDURES for construction categories and associated category codes. The Contractor's Schedule of Prices must allocate the total cost of construction to the appropriate category codes.

When documenting demolition work, the DD Form 1354 must list the quantitative data associated with this work as a negative value to show the cost should be deleted from the Navy asset data store. Coordinate with the Installation Real Property POC to assist in determining the negative value for demolition work.

There are two ways to account for the demolition portion of the project and to document the reduction of real property: (1) attach an Authorization for Demolition form 18 (Service-specific) to the DD Form 1354 to document category codes and quantities of demolished real property. These should be listed separately from constructed/transferred item numbers; or, (2) indicate, as additional DD Form 1354 item numbers, all demolished real property facility numbers and category codes using negative numbers (shown in parenthesis) for units of measure, and in block 18 indicate N/A for costs. Disposal cost within the footprint of the project is added into total construction cost of new facility prompting the demolition.

#### 1.14.4 Record Model

Provide Record Model in accordance with [FC 1-300-09N](#).

## PART 2 PRODUCTS

### 2.1 CONSOLIDATED RFP DOCUMENTS

Within [four weeks][\_\_\_\_\_] after contract award, provide [three][\_\_\_\_\_] electronic and hard copies of consolidated RFP documents incorporating the Contractor's Proposal and all RFP amendments and revisions that are contained in the contract award. Identify the changes to the RFP with the "Red-lining" or "Track Changes" feature of SpecsIntact or MS Word to highlight the pre-award modifications to the contract. Identify the



amendment source at each addition and deletion by annotation, such as footnote or reference in parenthesis.

## ]2.2 DESIGN SUBMITTALS

Complete the Contractor-originated design submittals as defined by this contract, and coordinate with the approved design network analysis schedule.

Refer to Section 01 33 29 REQUIREMENTS AND REPORTING for sustainable design submittals.

### 2.2.1 Design Submittal Packages

The Government prefers to review for Quality Assurance (QA) as few submittal packages as possible. Site and Building Design Submittal Packages are required, however Critical Path Design Submittals are acceptable if they are substantiated as having an impact to the critical path in the Government approved Network Analysis Schedule. A Critical Path submittal must include all design analyses, drawings, specifications and product data required to fully describe the project element for Government review.

Examples of project elements that may be submitted as Critical Path Design Submittal Packages are: Master Plan Design, Demolition Design, Foundation Design, Structural Design, Building Enclosure Design, Remaining Work Design, Furniture/Equipment Design, long lead items, or any other construction activity or project element that can be organized into a submittal package that can be reviewed and approved by the Government without being contingent upon subsequent design submittals.

#### 2.2.1.1 Site Design

The Site Design typically includes the following components:

\*\*\*\*\*  
NOTE: Use Master Site Plan when multiple buildings  
or large-scale site development is required.  
\*\*\*\*\*  
  
\*\*\*\*\*  
NOTE: Use Demolition for large demolition projects  
or renovation/modernization projects that will  
include lead paint/asbestos or other  
hazardous/contaminated material removal.  
\*\*\*\*\*

- [ a. Master Site Plan
- ] [b. Demolition
- ] c. Site work [including Environmental]
- d. Geotechnical

#### 2.2.1.2 Building Design

The Building Design typically includes the following components:

\*\*\*\*\*  
NOTE: The Furniture/Equipment design by the Contractor requires the Project Manager to arrange the proper funding source to allow the Contractor to purchase from GSA.  
\*\*\*\*\*

- a. Foundation
- b. Structural
- c. Building Enclosures
- d. Remaining Work
- e. Furniture/Equipment

#### 2.2.2 Required Design Submittals

Provide the following Design Submittal packages. Provide comprehensive, multi-discipline design packages that include design documentation for project elements, fully developed to the design stage indicated, and in accordance with FC 1-300-09N, except where specified otherwise.

- [ a. Concept Design [presented at Concept Design Workshop]
- ]

\*\*\*\*\*  
NOTE: Choose and edit bracketed options if an interim or a special submittal procedure is required before final. Verify with Government project manager what submittals are desired.  
\*\*\*\*\*

- b. Design Development [in-progress,][over the shoulder review,] - Government Progress QA. [21][\_\_\_\_\_] calendar day Government review time.

- [ c. Prefinal (100 percent) Design - Government Progress QA. [21][\_\_\_\_\_] calendar day Government review time.
- ]

\*\*\*\*\*  
NOTE: Choose the bracketed option for Final Design review time when the contract requires Government approval of submittals before construction can begin. Coordinate this requirement with paragraph EXCEPTIONS TO CONTRACTOR CONSTRUCTION ACTIONS of this section.  
\*\*\*\*\*

- d. Final Design - Government QA.[ [21] [\_\_\_\_\_] calendar day Government review time for submittals requiring Government approval prior to construction.]

#### 2.2.3 Critical Path Design Submittals

Provide Critical Path Design Submittals that include design documents for the project elements involved. Include and provide full documentation that would normally have been provided in earlier submittal stages, such as Design Development Phase.

- [ a. 100 percent (Prefinal) Design - Government Progress QA. [21][\_\_\_\_\_] calendar day Government review time.  
]

\*\*\*\*\*

NOTE: Choose the bracketed option for Final Design review time when the contract requires Government approval of submittals before construction can begin. Coordinate this requirement with paragraph EXCEPTIONS TO CONTRACTOR CONSTRUCTION ACTIONS of this section.

\*\*\*\*\*

- b. Final Design - Government QA.[ [21] [\_\_\_\_\_] calendar day Government review time for submittals requiring Government approval prior to construction.]

#### 2.2.4 Review Copies of Design Submittal Packages

\*\*\*\*\*

NOTE: Add other addressees as directed by the Project Manager.

\*\*\*\*\*

- a. Provide bound copies of each design submittal package for review to the following reviewers. Addresses for mailing will be furnished at the PAK meeting.
- (1) [8][\_\_\_\_\_] paper copies to the NAVFAC component and [1][\_\_\_\_\_] electronic copies of the Final submittals.
- [ (2) [2][\_\_\_\_\_] paper copies to the [Activity claimant].
- ] [ (3) [8][\_\_\_\_\_] paper copies to the Activity Public Works Officer (PWO) and [1][\_\_\_\_\_] electronic copies of the Final submittals.
- ] b. Provide the same quantities of copies for resubmittals, as required for each design submittal.

#### 2.2.5 Design Submittal Review Schedule

Use the time frames for Government submittal review identified in the RFP. For construction scheduling purposes add additional time to the identified minimum review time periods to allow for the following scheduling conditions:

- (1) Submittals received after noon will be logged in on the following business day.
- (2) Federal holidays, including the period between Christmas and New Year's Day, will be considered non-working days for Government personnel in reviewing design submittals and attending design related meetings.
- (3) Postpone delivery if Government personnel to receive the submittal are unavailable. Assure in advance of the submittal delivery it can be received.
- (4) Postpone delivery when heightened security restricts access to the

Base. Coordinate heightened security requirements in advance with the CM.

- (5) Period of review for a resubmittal is the same as the initial submittal. Review time for resubmittals caused by non-conformance, do not result in a change in contract duration or cost.

#### 2.2.6 Distribution of Approved Final Design Drawings and Specification to Government Representatives

\*\*\*\*\*  
**NOTE: Edit the list of Government Representatives to receive final design document copies for use during construction. Add name, address, and phone number of each required Representative below and list other Representatives as directed by the Project Manager.**  
\*\*\*\*\*

Submit within 14 calendar days of receiving the Government Approved Final Design Documents, which includes any Critical Path Final Design Document Packages, electronic and hardcopy(s) of these final documents to Government representatives for use during the construction of the project. If Critical Path Submittal Packages are used, provide coversheets and index to identify each sheet and how this Critical Path Submittal Package fits into the overall project. Provide the number and type of copies of the final design documents to the following Government representative:

- a. [Two] [\_\_\_\_\_] electronic [and [two] [\_\_\_\_\_] hard] copy(s) to the Project Manager (name, address, and phone number)
- b. [Two] [\_\_\_\_\_] electronic [and [two] [\_\_\_\_\_] hard] copy(s) to the Design Manager
- c. [One] [\_\_\_\_\_] electronic [and [one] [\_\_\_\_\_] hard] copy(s) to the Construction Manager
- d. [One] [\_\_\_\_\_] electronic [and [one] [\_\_\_\_\_] hard] copy(s) to the Contracting Officer
- e. [One] [\_\_\_\_\_] electronic [and [one] [\_\_\_\_\_] hard] copy(s) to the Public Works Officer

#### 2.3 IDENTIFICATION OF DESIGN SUBMITTALS

Provide a title sheet to clearly identify each submittal, the completion status, and the date. The title sheet must use the standard format indicated in the **FC 1-300-09N** for title sheets. The title sheet must be unique to a particular design submittal. Submit the project title sheet with design status and date for the design submittals.

##### 2.3.1 Critical Path Submittal Title Sheet

Identify Critical Path submittals as such and include a title sheet indicating the type of critical path submittal, the level of completion of the individual drawings, and which drawings are approved for construction.

### 2.3.2 Construction Document Validation

All CAD design documents used to construct the facility must bear a visible and legible AutoCAD generated plotstamp in the lower right-hand margin of each drawing. The plotstamp information on the jobsite construction documents must match the plotstamp information contained on the following development stages of the design documents:

- a. The Final Critical Path Submittal or the Final Design Submittal professionally signed by the DOR and submitted for Government approval.
- b. The Final Critical Path Submittal or the Final Design Submittal drawings that have been approved by the Government. This development stage may be combined with "c." below, if issued at the same time.
- c. The Final Critical Path or Final Design drawings that have been included in the contract by modification.
- d. The Final Critical Path or Final Design drawings which include subsequent revisions to the design documents that have been included in the contract by modifications.

Issue new drawings for construction which bear the current plotstamp once a new development stage of the design documents has been accomplished. Design documents which do not bear a plotstamp that matches the corresponding plotstamp exhibited on the design documents described above, are not allowed to be used for the construction of the project. The plotstamp must bear the date and time of the plot, at a minimum. Maintain a plotstamp record at the jobsite that lists the applicable plotstamp information for each drawing through each stage of development described above.

## PART 3 EXECUTION

### 3.1 CONTRACTOR'S RESOLUTION OF COMMENTS

Provide written responses to all written comments by the Government. Resubmittal of an unacceptable design submittal must be a complete package that includes all the required, specified components of that design submittal. When required by the Government, Contractor resubmittal of design package, due to nonconformance to the contract, is not a delay in the contract.

### 3.2 DESIGN CHANGE AND VARIATIONS

A design change is when the design is revised from what was reviewed by the Government during any phase of the design process prior to Government approval of the Final Design. A variation is any portion of the design that differs from the requirements of the solicitation, accepted proposal, or final design after Government approval of the Final Design. Design changes and variations require Government approval and only variations that are advantageous to the Government will be considered. Refer to Section 01 33 00.05 20, CONSTRUCTION SUBMITTAL PROCEDURES for further explanation and requirements of design change and variation.

The Contractor must immediately notify the Government of all potential design changes and variations via a Request for Information (RFI) to the Contracting Officer. Design changes or variations that the Contractor asserts will require a contract modification to adjust the cost/price or

schedule are not allowed to be incorporated in the design during any phase of the design process without prior documented approval from the Contracting Officer. Contractors will not receive compensation for any unauthorized design changes or variations which have been included in the Government approved Final Design. Include the following information in the design change and variation RFIs:

- a. Indicate the RFP Parts, sections, and paragraphs affected by this design change or variation,
- b. The scope of work of the design change or variation,
- c. The reason for the proposed change,
- d. Explanations of how the variation is advantageous to the Government.
- d. Indicate which upcoming design submittal will be affected by the subject design change,
- e. Explanation of contract cost/price and schedule impacts or provide an affirmative statement indicating that the design change or variation will not have an impact on the contract cost/price or schedule.
- f. Coordination measures proposed to incorporate the design change or variation into the construction.
- g. Upon request by the Contracting Officer, submit a cost proposal prepared using the UniFormat Work Breakdown Structure for all design changes and variations that have cost or schedule impacts. Submit a proposal that provides cost breakdown of each UniFormat system or subsystem that is applicable to the design change or variation. Utilize the units of measure indicated in the UniFormat Structure at the NAVFAC DB RFP website,  
<https://www.wbdg.org/ffc/navy-navfac/design-build-request-proposal>.

### 3.3 THE CONTRACT AND ORDER OF PRECEDENCE

#### 3.3.1 Contract Components

The contract consists of the solicitation, the approved proposal, and the final design.

#### 3.3.2 Order of Precedence

In the event of conflict or inconsistency between any of the below described portions of the conformed contract, precedence must be given in the following order:

- a. Any portions of the proposal or final design that exceed the requirements of the solicitation.
  - (1) Any portion of the proposal that exceeds the final design.
  - (2) Any portion of the final design that exceeds the proposal.
  - (3) Where portions within either the proposal or the final design conflict, the portion that most exceeds the requirements of the solicitation has precedence.

- b. The requirements of the solicitation, in descending order of precedence:
- (1) Standard Form 1442, Price Schedule, and Davis Bacon Wage Rates.
  - (2) Part 1 - Contract Clauses.
  - (3) Part 2 - General Requirements.
  - (4) Part 3 - Project Program Requirements.
  - (5) Part 6 - Attachments (excluding Concept Drawings)
  - (6) Part 5 - Prescriptive Specifications exclusive of performance specifications.
  - (7) Part 4 - Performance Specifications exclusive of prescriptive specifications.
  - (8) Part 6 - Attachments (Concept Drawings).
- c. Within Part 3 - Project Program Requirements Section 5.0 ROOM REQUIREMENTS provides detailed requirements on a room by room basis that further defines requirements that are in addition to the ENGINEERING SYSTEMS REQUIREMENTS SECTION.

#### 3.3.2.1 Government Review or Approval

Government review or approval of any portion of the proposal or final design does not relieve the Contractor from responsibility for errors or omissions with respect thereto.

-- End of Section --