



eProjects Work Order No.: 1332591

**DRY DOCK #3 PUMP WELL REPAIRS**

At

PORTSMOUTH NAVAL SHIPYARD, KITTERY, MAINE

**SPECIFICATIONS**

PREPARED BY:

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01.07.15

Construction Contract No.: N40085-15-C-6109  
A/E Contract No.: N40085-11-D-0502, Task Order No. 0016

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Date: January 7, 2015

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Specifications:

For Commander, NAVFAC:  
Date:



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LIST OF DRAWINGS  
02/11

PART 1 GENERAL

1.1 SUMMARY

This section lists the drawings for the project pursuant to contract clause "DFARS 252.236-7001, Contract Drawings, Maps and Specifications."

1.2 CONTRACT DRAWINGS

Contract drawings are as follows:

<u>DRAWING NO.</u>	<u>NAVFAC DWG NO.</u>	<u>PWD ME DWG NO.</u>	<u>TITLE</u>
G-001	12686269	DD3-14-660	TITLE SHEET AND MAPS
G-002	12686270	DD3-14-661	LIST OF DRAWINGS
G-003	12686271	DD3-14-662	GENERAL DATA
G-004	12686272	DD3-14-663	KEYPLANS
G-005	12686273	DD3-14-664	ACCESS SITE PLAN
G-006	12686274	DD3-14-665	DECK LEVEL CONTRACTOR LAYDOWN SITE PLAN
G-101	12686275	DD3-14-666	CODE INFORMATION
G-102	12686276	DD3-14-667	DECK LEVEL AND OPERATING LEVEL EGRESS AND FIRE RATING PLANS
G-103	12686277	DD3-14-668	LEVEL 1 AND LEVEL 2 EGRESS AND FIRE RATING PLANS
CX101	12686278	DD3-14-669	EXISTING CONDITIONS SITE PLAN
CX102	12686279	DD3-14-670	EXISTING CONDITIONS UTILITY SITE PLAN
CD101	12686280	DD3-14-671	REMOVALS SITE PLAN
C-101	12686281	DD3-14-672	SITE / UTILITY PLAN
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C-502	12686283	DD3-14-674	SITE DETAILS - 2
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S-101	12686287	DD3-14-678	EXTERIOR PUMP WELL REPAIR PLAN
S-102	12686288	DD3-14-679	DECK CORE PLAN
S-201	12686289	DD3-14-680	SOUTH PUMP WELL EXTERIOR REPAIR ELEVATION
S-202	12686290	DD3-14-681	WEST PUMP WELL EXTERIOR REPAIR ELEVATION
S-203	12686291	DD3-14-682	NORTH PUMP WELL EXTERIOR REPAIR ELEVATION
S-204	12686292	DD3-14-683	EAST PUMP WELL EXTERIOR REPAIR ELEVATION
S-301	12686293	DD3-14-684	REPAIR SECTIONS - 1
S-302	12686294	DD3-14-685	REPAIR SECTIONS - 2
S-501	12686295	DD3-14-686	EXTERIOR PUMP WELL REPAIR DETAILS - 1
S-502	12686296	DD3-14-687	EXTERIOR PUMP WELL REPAIR DETAILS - 2
S-503	12686297	DD3-14-688	CONCRETE REPAIR NOTES
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S-505	12686299	DD3-14-690	INTERIOR PUMP WELL REPAIR DETAILS - 2
S-506	12686300	DD3-14-691	CONCRETE REPAIR DETAILS

AD101	12686301	DD3-14-692	REMOVALS FLOOR PLANS AND DETAILS
AE101	12686302	DD3-14-693	FLOOR PLANS
AE401	12686303	DD3-14-694	ENLARGED PART PLANS, SECTIONS AND DETAILS
AE402	12686304	DD3-14-695	ENLARGED SPIRAL STAIR PART PLANS, SECTION AND DETAILS
AE501	12686305	DD3-14-696	DETAILS - 1
AE502	12686306	DD3-14-697	DETAILS - 2
AE503	12686307	DD3-14-698	DETAILS - 3
AE601	12686308	DD3-14-699	DOOR SCHEDULE, DOOR TYPES AND DETAILS
MD101	12686309	DD3-14-700	DECK LEVEL AND OPERATING LEVEL MECHANICAL REMOVALS PLANS, MECHANICAL LEGENDS AND ABBREVIATIONS
MD102	12686310	DD3-14-701	LEVEL 1 AND LEVEL 2 MECHANICAL REMOVALS PLANS
M-101	12686311	DD3-14-702	DECK LEVEL AND OPERATING LEVEL MECHANICAL PLANS
M-102	12686312	DD3-14-703	LEVEL 1 AND LEVEL 2 MECHANICAL PLANS
M-301	12686313	DD3-14-704	OPTION 1 - MECHANICAL DRAINAGE PIPING SECTIONS 1
M-302	12686314	DD3-14-705	OPTION 1 - MECHANICAL DRAINAGE PIPING SECTIONS 2
M-501	12686315	DD3-14-706	MECHANICAL DETAILS
M-601	12686316	DD3-14-707	MECHANICAL SCHEDULES
M-701	12686317	DD3-14-708	MECHANICAL CONTROL DIAGRAMS
FD101	12686318	DD3-14-709	DECK LEVEL AND OPERATING LEVEL FIRE ALARM REMOVALS PLANS
FD102	12686319	DD3-14-710	LEVEL 1 AND LEVEL 2 FIRE ALARM REMOVALS PLANS
FA101	12686320	DD3-14-711	DECK LEVEL AND OPERATING LEVEL FIRE ALARM PLANS
FA102	12686321	DD3-14-712	MEZZANINE LEVEL B AND LEVEL 2 FIRE ALARM PLANS
FA103	12686322	DD3-14-713	MEZZANINE LEVEL A AND LEVEL 1 FIRE ALARM PLANS
FA104	12686323	DD3-14-714	FIRE ALARM RISER DIAGRAM AND MATRIX
E-001	12686324	DD3-14-715	ELECTRICAL SYMBOLS, ABBREVIATIONS AND GENERAL NOTES
ED101	12686325	DD3-14-716	ELECTRICAL REMOVALS PLANS - OPERATING AND DECK LEVELS
ED102	12686326	DD3-14-717	ELECTRICAL REMOVALS PLANS - LEVEL 1 AND LEVEL 2
ED501	12686327	DD3-14-718	ELECTRICAL REMOVALS - ONE-LINE DIAGRAM
ED601	12686328	DD3-14-719	EXISTING PANELBOARD SCHEDULES
E-101	12686329	DD3-14-720	ELECTRICAL PLANS - OPERATING AND DECK LEVELS
E-102	12686330	DD3-14-721	ELECTRICAL PLANS - LEVEL 1 AND LEVEL 2
E-501	12686331	DD3-14-722	ELECTRICAL ONE-LINE DIAGRAM AND DETAIL
E-601	12686332	DD3-14-723	PANELBOARD SCHEDULES - 1
E-602	12686333	DD3-14-724	PANELBOARD SCHEDULES - 2
EL701	12686334	DD3-14-725	LIGHTING FIXTURE SCHEDULE AND DETAILS

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DOCUMENT 00 41 00

BID SCHEDULES  
 01/07

PART 1 GENERAL

1.1 BASIS OF BIDS

1. A minimum bid guarantee is required to be submitted with offer and shall be 20 percent of the aggregate amount of Items 0001 through 0008, or \$3,000,000.00 whichever is less.
2. Payment and Performance Bonds will be required within 10 days of contract award. Payment and Performance bonds will be required for the base bid item 0001, however, if option Items 0002 through 0008 are exercised, additional bonding and consent of surety will be required. Consequently, the Performance Bond shall reflect 100 percent of the aggregate amount of Items 0001 through 0008. Payment Bonds shall reflect 100 percent of the aggregate amount of Items 0001 through 0008. See attached Consent of Surety Form.

1.1.1 Unit Prices

This contract will be solicited with unit prices to be applied to estimated quantities for selected work. A description of the items and schedule of the unit price work is contained in the bid schedule under base bid line item 000114. See Contract Clauses, "FAR 52.211-18, Variation in Estimated Quantity" and "FAR 52.236-16, Quantity Surveys."

Unit Prices Form					
Item	Description	Estimated Quantity	Unit	Unit Price	Amount
0001a	Exterior concrete repair; additional concrete spall repair areas.	80	SF	\$_____	\$_____
0001b	Interior concrete repair; additional concrete spall repair areas.	10	SF	\$_____	\$_____
0001c	Underwater excavation; additional removal of sediment 2 feet in height.	20	LF	\$_____	\$_____
Total Amount for Items 0001a through 0001c					\$_____
In the event there is a difference between a unit price and the extended total, the unit price will be held to be the intended bid. If the bidder shows only the total price but fails to enter a unit price, the total divided by the estimated quantity will be held to be the intended unit price.					

1.1.2 Bid Schedule

This contract will be awarded as one lump sum with Options as required for specifically selected work.

Bid Schedule

Basis of Bid for Item 0001 shall be the Total Amount for Item 0001 (Items 000101 through 000114), complete in accordance with the drawings and specifications, but not including the work indicated or specified to be provided under any Options.

Item	Description	Estimated Quantity	Unit	Unit Price	Amount
000101	General requirements (not including hazardous materials abatement).	1	LS	XXX	\$_____
000102	Existing conditions, including hazardous materials abatement.	1	LS	XXX	\$_____
000103	Concrete rehabilitation.	1	LS	XXX	\$_____
000104	Marine concrete.	1	LS	XXX	\$_____
000105	Masonry.	1	LS	XXX	\$_____
000106	Structural steel.	1	LS	XXX	\$_____
000107	Metal stairs and railings.	1	LS	XXX	\$_____
000108	Wood, plastics, and composites, thermal and moisture protection, openings.	1	LS	XXX	\$_____
000109	Finishes.	1	LS	XXX	\$_____
000110	Heating and ventilating.	1	LS	XXX	\$_____
000111	Electrical, communications, electronic safety and security.	1	LS	XXX	\$_____
000112	Overhaul and refurbishment of main dewatering pumps and motors, lump sum for common work and planned work.	1	LS	XXX	\$_____
000113	Overhaul and refurbishment of main dewatering pumps and motors, allowance for non-routine work.	1	LS	XXX	\$40,000
000114	Total of Unit Price Items for concrete repair and underwater excavation as listed in part 1.1.1 above.	1	LS	XXX	\$_____
Total Amount for Item 0001					\$_____

1.1.3 Options

This contract will be solicited with options. A description of the options is contained in Standard Form 1442, "Solicitation, Offer and Award."

Option Schedule

Options 1, 2, 3, 4, 5 and 7 may be exercised at the time of award or within 60 calendar days after award by the Contracting Officer. Option 6 may be exercised at the time of award or within 365 calendar days after award by the Contracting Officer. A firm fixed bid price is required for each option. No provision is made for economic price adjustment. Method for evaluation of bids for award purposes is specified below.

Basis of Bid for each item shall be the addition of the full scope of work complete. If any or all Options are exercised, the contract completion date remains the same.

Item	Description	Estimated Quantity	Unit	Unit Price	Amount
0002	Option 1: Replacement of drainage piping with polypropylene random (PP-R); provision of two, 27 horse power submersible drainage pumps*, two, 120-foot long, 8-inch diameter galvanized steel pipes with quick-disconnect couplings*, and two, 50-foot long, 8-inch diameter hoses*.	1 Job	LS	XXX	\$_____
0003	Option 2: Fiberglass grating and ladder upgrades.	1	LS	XXX	\$_____
0004	Option 3: Increase capacity of DH-2A and CU-2A to provide additional cooling.	1	LS	XXX	\$_____
0005	Option 4: Paint interior concrete surfaces.	1	LS	XXX	\$_____
0006	Option 5: Completion of maintenance dredging contract at Berth 13 and entry to DD #3.	1	LS	XXX	\$_____
0007	Option 6: Complete spall repairs inside DD #3.	1	LS	XXX	\$_____
0008	Option 7: Upgrade tie-backs for sheeting.	1	LS	XXX	\$_____
* Note: Two drainage pumps and associated piping and hoses shall be turned over to the Government at the completion of the project.					

#### 1.1.4 Explanation of Base Bid

The Total Amount for Item 0001 shall provide the full project scope, excluding Options, complete and in place in accordance with the drawings and specifications even if not specifically listed below.

The Basis of Item 0001 is subdivided as follows:

000101 General Requirements includes the price for all work associated with the removal and disposal of non-hazardous materials.

000102 Existing conditions includes the price for all work associated with the existing conditions and removal and disposal of hazardous materials.

000103 Concrete rehabilitation includes the price for all work associated with concrete rehabilitation.

000104 Marine concrete includes the price for marine concrete.

000105 Masonry includes the price for all work associated with masonry.

000106 Structural steel includes the price for all work associated with structural steel.

000107 Metals includes the price for all work associated with cold formed framing, ladders, spiral stairs, and metal railings.

000108 Wood, plastics, composites, thermal and moisture protection, and openings includes the price for all work associated with rough carpentry, insulation, wall panels, roofing, flashing and sheet metal, fire stopping, joint sealants, doors and frames, door hardware, and louvers.

000109 Finishes includes the price for all work associated with gypsum board and supports and paints and coatings.

000110 Heating and ventilating includes the price for all work associated with air supply, distribution, ventilation, exhaust systems, HVAC system cleaning, basic mechanical materials and methods, testing, adjusting and balancing for HVAC, thermal insulation for mechanical systems, and commissioning of HVAC systems.

000111 Electrical, communications, electronic safety and security includes the price for all work associated with basic electrical materials and methods, interior distribution system, interior lighting, telecommunications, and analog/addressable interior fire alarm system.

000112 Overhaul and refurbishment of main dewatering pumps and motors includes the price for all work associated with common work and planned work for overhaul and refurbishment of main dewatering pumps and motors.

000113 Overhaul and refurbishment of main dewatering pumps and motors includes the allowance price of \$40,000 for all work associated with non-routine work for overhaul and refurbishment of main dewatering pumps and motors.

000114 Total of Unit Price Items for concrete repair and underwater excavation as listed in part 1.1.1 above.

The Basis of Bid for each Option is subdivided as follows:

0002 Option 1: Replacement of drainage piping with polypropylene random (PP-R); provision of two, 27 horsepower submersible drainage pumps with two, 120-foot long, 8-inch diameter galvanized steel pipes with quick-disconnect couplings and two, 50-foot long, 8-inch diameter hoses.

0003 Option 2: Fiberglass grating and ladder upgrades.

0004 Option 3: Increase capacity of DH-2A and CU-2A to provide additional cooling.

0005 Option 4: Paint interior concrete surfaces.

0006 Option 5: Completion of maintenance dredging contract at Berth 13 and entry to DD #3.

0007 Option 6: Complete spall repairs inside DD #3.

0008 Option 7: Upgrade tie-backs for sheeting.

-- End of Document --



SECTION 01 11 00

SUMMARY OF WORK  
08/11

PART 1 GENERAL

1.1 REFERENCES

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.

ASTM INTERNATIONAL (ASTM)

ASTM E2114 (2008) Standard Terminology for Sustainability Relative to the Performance of Buildings

1.2 DEFINITIONS

Definitions pertaining to sustainable development are as defined in ASTM E2114, and as specified.

- a. "Environmentally preferable products" have a lesser or reduced effect on the environment in comparison to conventional products and services. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
- b. "Indoor environmental quality" is the physical characteristics of the building interior that impact occupants, including air quality, illumination, acoustics, occupant control, thermal comfort, daylighting, and views.
- c. "Operational performance" is the functional behavior of the building as a whole or of the building components.
- d. "Sustainability" is the balance of environmental, economic, and societal considerations.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

1.3.1 Project Description

The base bid work includes providing a dry working environment and corrosion resistant equipment at Dry Dock #3 Pump Well. Scope includes: replacement and repair of the heating, dehumidification and air conditioning systems; replacement and repair of electrical systems including power and lighting; improvements to the exterior structural envelope including sealing concrete construction joints, and a fiberglass form system for concrete; upgrades to fire alarm system; overhaul and refurbishment of main dewatering pumps (MDP) and motors; architectural work including replacing spiral stair with stainless steel construction, CMU walls, FRP doors, and replacing bulkhead with steel stud framed metal panel clad doghouse enclosure; civil and structural work to support mechanical and electrical upgrades; underwater excavation; and incidental related work.

Project Options Include:

- Option 1: Replacement of Drainage Piping with Polypropylene Random (PP-R) including provision of two portable, temporary drainage pumps and associated piping and hoses. The drainage pumps and associated piping and hoses shall be turned over to the Government at the completion of the project.
- Option 2: Fiberglass Grating and Ladder Upgrades.
- Option 3: Increase Capacity of DH-2A and CU-2A to Provide Additional Cooling.
- Option 4: Paint Interior Concrete Surfaces.
- Option 5: Completion of Maintenance Dredging Contract at Berth 13 and Entry to DD #3.
- Option 6: Concrete Spall Repairs Inside DD #3.
- Option 7: Upgrade Tie-Backs for Sheeting.

1.3.2 Location

The work shall be located at the Portsmouth Naval Shipyard, Kittery, Maine, approximately as indicated. The exact location will be shown by the Contracting Officer.

1.4 PROJECT SEQUENCING REQUIREMENTS

Sequencing Notes:

1. The facility will be occupied and operational during the course of the work.
2. Exterior concrete jacketing, construction joint sealing, and exterior concrete repair work shall be completed prior to start of interior work.
3. Concrete repair work inside the dry dock shall be coordinated with the Contracting Officer. As shown on Sheet S-201 "Zone 1" work shall be completed when the dry dock is flooded and "Zone 2" work shall be completed when a submarine is in the dry dock. Work at the stair into the dry dock in Zone 2 shall be completed off hours.
4. Contractor shall stop the work and demobilize as required for periods of 5 days each during submarine docking and undocking evolutions at times determined by the Contracting Officer. Evolutions will vary during construction, for bidding purposes assume three (3) evolutions. The Contracting Officer will notify the Contractor 30 days before an evolution. Relocate barge 2 from location as shown on Sheets G-005 and G-006 during submarine docking and undocking evolutions.
5. Temporary egress plan shall be coordinated with and approved by the Contracting Officer prior to spiral stair removal. See General Note 3 on Sheet G-003.
6. Notify the Contracting Officer's Representative a minimum of 15 days prior to interrupting utility services. Interruption to services required to support submarine in dock will not be permitted. Services include, but are not limited to, the following: Auxiliary Sea Water (ASW), drainage and level pack (controls). Provide temporary services prior to interrupting permanent services. ASW pumps, powered through the pump well and located in the north altar pit (Sheet G-006), shall

remain operational; provide temporary power as required. Refer to Electrical sequencing notes on Sheet E-001.

7. Perform the work so that at least one main dewatering pump (MDP), two drainage pumps, and associated controls are operational at all times except for minimal, brief, scheduled, approved outages. Two main dewatering pumps are required to be operational not less than two weeks prior to an evolution as scheduled by the Contracting Officer. When one drainage pump is out of service, a temporary drainage pump (DP-1) shall be furnished by the Navy and installed by the Contractor. Maximum drainage pump outage is 4 hours. See Sheet M-301 general notes for additional temporary drainage pump requirements associated with Option 1.
8. See electrical Sheet E-001 for additional sequencing notes.
9. Mechanical systems work shall be completed one unit at a time.
10. In water work, which includes pile removal and dredging (Option 5), shall be completed between November 15th and March 15th in accordance with issued permits.
11. Sluice gate removals and infill shall occur one at a time and shall not occur during a submarine docking or undocking evolution.

#### 1.5 PROJECT ENVIRONMENTAL GOALS

Contractor shall distribute copies of the Environmental Goals to each subcontractor and the Contracting Officer. The overall goal for design, construction, and operation is to produce a building that meets the functional program needs and incorporates the principles of sustainability. Specifically:

- a. Preserve and restore the site ecosystem and biodiversity; avoid site degradation and erosion. Minimize offsite environmental impact.
- b. Use the minimum amount of energy, water, and materials feasible to meet the design intent. Select energy and water efficient equipment and strategies.
- c. Use environmentally preferable products and decrease toxicity level of materials used.
- d. Use renewable energy and material resources.
- e. Optimize operational performance (through commissioning efforts) in order to ensure energy efficient equipment operates as intended. Consider the durability, maintainability, and flexibility of building systems.
- f. Manage construction site and storage of materials to ensure no negative impact on the indoor environmental quality of the building.
- g. Reduce construction waste through reuse, recycling, and supplier take-back.

#### 1.6 OCCUPANCY OF PREMISES

Areas of the pump well adjacent to the work will be occupied by Government

personnel during the performance of work under this Contract.

Before work is started, the Contractor shall arrange with the Contracting Officer a sequence of procedure, means of access, space for storage of materials and equipment, and use of approaches, corridors, and stairways.

#### 1.7 EXISTING WORK

In addition to "FAR 52.236-9, Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements":

- a. Remove or alter existing work in such a manner as to prevent injury or damage to any portions of the existing work which remain.
- b. Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as approved by the Contracting Officer. At the completion of operations, existing work shall be in a condition equal to or better than that which existed before new work started.

#### 1.8 LOCATION OF UNDERGROUND FACILITIES AND UTILITIES

Obtain digging permits prior to start of excavation by contacting the Contracting Officer 15 calendar days in advance. Scan the construction site and floor and roof structures as applicable with Ground Penetrating Radar and electromagnetic or sonic equipment, and mark the surface of the ground, paved surface, and floor and roof structures where existing underground utilities or utilities encased in floor and roof structures are discovered. Verify the elevations of existing piping, utilities, and any type of underground or encased obstruction not indicated or specified to be removed but indicated or discovered during scanning in locations to be traversed by piping, ducts, and other work to be conducted or installed. Verify elevations before installing new work closer than nearest manhole or other structure at which an adjustment in grade can be made.

##### 1.8.1 Notification Prior to Excavation

Notify the Contracting Officer at least 48 hours prior to starting excavation work.

#### 1.9 GOVERNMENT-FURNISHED MATERIAL AND EQUIPMENT

Pursuant to Contract Clause "FAR 52.245-2, Government Property (Fixed Price Contracts)", the Government will furnish the following materials and equipment for installation by the Contractor:

DESIGNATION NO.	DESCRIPTION	QUANTITY
MF-1	Marine Fenders	5 ea
DP-1	Temporary Drainage Pump and Hoses	1 ea (Base Bid)
PPC-1	Portable Power Cables to MCC	200 LF (Base Bid)*

DESIGNATION NO.	DESCRIPTION	QUANTITY
PPC-2	Portable Power Cables to Contractor Provided Temporary Drainage Pumps	140 LF (Option 1)*
PPC-3	Portable Power Cables to Government Furnished Temporary Drainage Pump (DP-1)	100 LF (Base Bid)*

Quantities indicated for the above-listed items marked with an asterisk are estimates. It is the intention of the Government to furnish all quantities of the asterisk items required to complete the work as specified and the various quantities will be adjusted when necessary.

Quantities stated for the above items not marked with an asterisk are all that will be furnished by the Government. Contractor shall furnish any additional quantities required.

#### 1.9.1 Delivery Schedule

Notify the Contracting Officer in writing at least 15 calendar days in advance of the date on which the materials and equipment are required.

#### 1.9.2 Delivery Location

The materials and equipment will be delivered to the project site.

#### 1.10 SALVAGE MATERIAL AND EQUIPMENT

Items designated by the Contracting Officer to be salvaged shall remain the property of the Government.

The salvaged property shall be segregated, itemized, delivered, and off-loaded at the Government designated storage area located within 2 miles of the construction site.

Contractor shall maintain property control records for material or equipment designated as salvage. Contractor's system of property control may be used if approved by the Contracting Officer. Contractor shall be responsible for storage and protection of salvaged materials and equipment until disposition by the Contracting Officer.

#### PART 2 PRODUCTS

Not used.

#### PART 3 EXECUTION

Not used.

-- End of Section --



SECTION 01 14 00.00 22

WORK RESTRICTIONS (PWD ME)

04/14

PART 1 GENERAL

1.1 REFERENCES

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.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 241 (2013) Standard for Safeguarding Construction, Alteration, and Demolition Operations

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 (2008; Errata 1-2010; Changes 1-3 2010; Changes 4-6 2011; Change 7 2012) Safety and Health Requirements Manual

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

List of Contact Personnel; G

Vehicle List; G

1.3 SPECIAL SCHEDULING REQUIREMENTS (PNSY)

- a. The facility will remain in operation during the entire construction period. The Contractor shall conduct his/her operations so as to cause the least possible interference with normal operations of the Portsmouth Naval Shipyard.
- b. Permission to interrupt any Portsmouth Naval Shipyard roads, railroads, and/or utility services shall be submitted to the Contracting Officer in writing a minimum of 15 calendar days prior to the desired date of interruption.
- c. The project is located in and adjacent to special requirement areas that require special Shipyard coordination and briefing. The Contractor shall coordinate work in these areas with Shipyard personnel. Areas are as indicated.
- d. Coordinate the work with the sequencing requirements outlined in Section 01 11 00 SUMMARY OF WORK.

1.4 CONTRACTOR ACCESS AND USE OF PREMISES (PNSY)

Deliveries to Portsmouth Naval Shipyard are limited to 13 foot widths. Notify the Contracting Officer 30 days in advance for any wide loads exceeding 13 feet. The Contractor shall contact the Contracting Officer to determine if there are other access limitations at the Portsmouth Naval Shipyard.

Ensure that Contractor personnel employed on the Portsmouth Naval Shipyard become familiar with and obey Portsmouth Naval Shipyard regulations. Keep within the limits of the work and avenues of ingress and egress. Do not enter restricted areas unless required to do so and until cleared for such entry.

All Contractor's equipment shall be conspicuously marked for identification.

1.4.1 Subcontractors and Personnel Contacts

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

1.4.2 Vehicle List

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

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

1.4.3 Identification Badges and Installation Access (Portsmouth Naval Shipyard)

- a. Application for and use of badges will be as directed. Obtain access to the installation by participating in the Navy Commercial Access Control System (NCACS), or by obtaining passes each day from the Portsmouth Naval Shipyard's Pass and Identification/Security Office.

Costs for obtaining passes through the NCACS are the responsibility of the Contractor. One-day passes, issued through the Portsmouth Naval Shipyard's Pass and Identification Office, will be furnished without charge. Furnish a completed EMPLOYMENT ELIGIBILITY VERIFICATION (DHS FORM I-9) form for all personnel requesting badges. This form is available at <http://www.uscis.gov/portal/site/uscis> by searching or selecting Employment Verification Form I-9. Immediately report instances of lost or stolen badges to the Contracting Officer.

- b. NCACS Program: NCACS is a voluntary program in which Contractor

personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to one year, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. The Government performs background screening and credentialing. Throughout the year the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued NCACS participation and installation access privileges. Under the NCASS program, no commercial vehicle inspection is required, other than for random anti-terrorism measures (RAM), or in the case of an elevation of force protection conditions (FPCON).

Information on costs and requirements to participate and enroll in NCACS is available at:

<http://www.rapidgate.com/vendors/how-to-enroll>

Or by calling 1-877-727-4342. Contractors should be aware that the costs incurred to obtain NCACS credentials, or costs related to any means of access to a Navy Installation, are not reimbursable. Any time invested, or price(s) paid, for obtaining NCACS credentials will not be compensated in any way or approved as a direct cost of any contract with the Department of the Navy.

- c. All Contractors who possess a Navy Commercial Access Control (NCAC) System Card, are required to present a second form of valid ID to the Gate Sentry, if requested, upon arrival at the Shipyard's Entrance Gate.

All Contractor personnel without CAC cards will need two forms of approved identification for access to the Installation.

See Attachment A for the list of acceptable identification documents.

- d. One-Day Passes: Participation in the NCACS is not mandatory, and if the Contractor chooses to not participate, the Contractor's personnel will have to obtain daily passes, be subject to daily mandatory vehicle inspection, and will have limited access to the installation. The Government will not be responsible for any cost or lost time associated with obtaining daily passes or added vehicle inspections incurred by non-participants in the NCACS.

## 1.5 STATION REGULATIONS

### 1.5.1 Radiological

#### 1.5.1.1 Radiological Indoctrination (PNSY)

All Contractors working at the Portsmouth Naval Shipyard are required to view a 15 minute video briefing on radiological postings and controls in use at the Portsmouth Naval Shipyard. The briefing will be given at the Pass Office prior to issue of security badges and vehicle passes.

Any Contractor employee who disregards, alters, moves, or otherwise tampers with a radiological posting, or who disobeys a radiological instruction, may be removed from the Portsmouth Naval Shipyard and denied future access.

1.5.1.2 Yellow Materials (PNSY)

Contractors working at the Portsmouth Naval Shipyard shall not use yellow or orange-yellow colored materials for the following purposes: Protective clothing, hoods, sheeting, tarpaulins, polyethylene bottles or other containers, tapes, bags, banding, identification marks on tools, boundary markers, ribbons, vent ducts, temporary erosion control devices, survey ribbon, etc. The Contractor shall contact the Contracting Officer for a list of yellow items that have been approved for use on the Shipyard. Contractor generated yellow colored waste shall be disposed of by the Contractor off-yard. Shipyard refuse containers shall not be used for disposal of yellow colored waste materials. Yellow colored items such as described above are of special significance within the Shipyard and are subject to strict controls. Yellow colored contract generated debris shall be bagged in non-translucent containers, and promptly removed from Portsmouth Naval Shipyard.

1.5.1.3 Smoke Detectors (PNSY)

Ionization type smoke detectors and duct smoke detectors contain radioactive material and are prohibited from use on the Portsmouth Naval Shipyard. Photoelectric smoke detectors are the only type authorized for use on the Shipyard.

1.5.1.4 Radioactive Sources (PNSY)

All contracts involving radiation generating devices shall conform to the requirements listed in Section 01 35 26.00 22 GOVERNMENTAL SAFETY REQUIREMENTS (PWD ME) and U.S. Army Corps of Engineers Safety Manual EM 385-1-1. All requirements are to be submitted to the Contracting Officer at least 14 days prior to commencement of operations involving radiation generating devices. A requirements checklist will be provided by NAVFAC (COTs) Contractor Oversight Technician and also available on PWD Maine website:

[https://www.navy.mil/navfac\\_worldwide/atlantic/fecs/mid-atlantic/pwd\\_maine/about\\_us/construction.html](https://www.navy.mil/navfac_worldwide/atlantic/fecs/mid-atlantic/pwd_maine/about_us/construction.html)

1.5.2 Laser Control

Contractor shall comply with laser safety requirements under 21 CFR 1040 and ANSI 2136.1-1986 for any work under this contract utilizing lasers.

1.5.3 Energy Conservation

In cooperation with Government representatives, the Contractor shall participate in an active program directed toward the efficient use of energy. Government furnished utilities will not be provided for air conditioning of Contractor trailers or office areas.

1.5.4 Fire Prevention (PNSY)

Contractor shall familiarize and require all their employees to become familiar with fire prevention regulations within the Portsmouth Naval Shipyard to include the proper method of turning in a fire alarm, storage of flammable and combustible materials and control of combustible waste and trash. Any HOT WORK (welding, burning, grinding, cutting, etc.) requires a HOT WORK PERMIT prior to commencing such work. This permit is obtained from the Portsmouth Naval Shipyard's Fire Department via the

Contracting Officer.

#### 1.5.5 Identification and Control of Seamed (Welded) Pipe and Tubing (PNSY)

Submarine Safety regulations prohibit the use of seamed (welded) pipe or tubing within the Portsmouth Naval Shipyard, unless such pipe or tubing is identified and controlled so as to prevent its inadvertent substitution for seamless pipe or tubing. The following requirements apply and will be strictly enforced:

Any seamed (welded) copper-nickel, carbon steel, carbon-molybdenum steel, stainless steel, nickel-chromium-iron alloy, or nickel-copper pipe or tubing the Contractor intends to use on the Shipyard shall be identified in the following manner PRIOR TO DELIVERY TO THE SHIPYARD:

Using a lead-free white paint, mark a 24-inch long stripe and the word "welded" alternately along the entire length of the pipe or tubing. Apply a one-half inch wide stripe unless the size of the pipe or tubing requires use of a narrower stripe.

Contractor shall maintain positive control over seamed pipe or tubing until worked into place or removed from the Shipyard.

Seamless pipe or tubing may be substituted for any seamed (welded) pipe or tubing specified in the technical specifications.

The above requirements do not apply to square or rectangular tubing, copper or brass pipe or tubing, nor to piping or tubing which has been incorporated into equipment or fixtures prior to delivery to the Shipyard.

#### 1.5.6 Pesticide and Herbicide Control

Contractor shall not apply pesticides nor herbicides unless specifically required by this contract. Where application of pesticides or herbicides is required, provide the submittals required by the specification and obtain written approval prior to any application. Contracting Officer will require review and approval of pesticides or herbicides submittals.

#### 1.5.7 Smoking Policy

In accordance with NAVFAC policy, smoking is prohibited inside all buildings and other facilities except those areas specifically identified as smoking areas (e.g., smoking shelters). Smoking is not permitted within 20 feet of air intakes, doorways or windows.

#### 1.5.8 Portal Crane Clearance Zone (PNSY)

The Contractor shall ensure there is no construction debris or materials within the Crane Clearance Zone (i.e., between the painted yellow lines on each side of the rail) unless a rail outage has been approved.

#### 1.6 WORKING HOURS (PNSY)

Regular working hours shall consist of a period established by the Contracting Officer between 7 AM and 3:30 PM, Monday through Friday, excluding Government holidays. The regular working hours shall be confirmed with the Contracting Officer.

1.6.1 Work Outside Regular Hours (PNSY)

Work outside regular working hours requires Contracting Officer approval. Provide written requests fifteen (15) calendar days prior to such work to allow arrangements to be made by the Government for inspecting the work in progress and to allow scheduling of full time escorts in the building(s) if required. During periods of darkness, the different parts of the work shall be lighted in a manner approved by the Contracting Officer.

Contractors that utilize NCACs are responsible to coordinate for the correct access times with the Contracting Officer and the RAPIDGate Operations Center. If a contractors attempts access outside of their approved times, access to the Shipyard will be denied.

1.7 WORK IN OCCUPIED BUILDING(S)

Work under this contract may be located in an occupied building. Move unfixed furniture away from Contractor's working area as required to perform the work; protect; and replace in original locations upon completion of the work. Leave fixed equipment in place and protect against damage or temporarily disconnect, relocate, protect, and reinstall at completion of work. If determined necessary by the Contracting Officer, the Government will remove and relocate other Government property in the areas of the buildings scheduled to receive work. Allow 15 calendar days after written notification from the Contractor for the Government to relocate Government property.

1.8 UTILITY CUTOVERS AND INTERRUPTIONS

Make utility cutovers and interruptions after normal working hours or on Saturdays, Sundays, and Government holidays as approved by the Contracting Officer. Conform to procedures required in the paragraph "Work Outside Regular Hours." Anticipated costs shall be included in the bid.

Ensure that new utility lines are complete, except for the connection, before interrupting existing service.

Interruption to Water, Sanitary Sewer, Storm Sewer, Telephone Service, Electric Service, Air Conditioning, Heating, Fire Alarm, Compressed Air, and other utilities shall be considered utility cutovers pursuant to the paragraph entitled "Work Outside Regular Hours." This time limit includes time for deactivation and reactivation.

Operation of Station Utilities: The Contractor shall not operate nor disturb the setting of control devices in the Portsmouth Naval Shipyard utilities system, including water, sewer, electrical, and steam services. The Government will operate the control devices as required for normal conduct of the work. The Contractor shall notify the Contracting Officer in writing within 15 calendar days when such operation is required.

1.9 CRANE AND RAILROAD TRACKAGE INTERRUPTIONS (PNSY)

Crane and railroad trackage are considered utilities, and as such are subject to strict scheduling approvals. Where the following contract work is planned, submit written requests for outages a minimum of 15 calendar days prior to the desired date of interruption to the Contracting Officer:

Any excavation within 10 feet of a rail that will extend below the grade of the cross ties.

Any work that will penetrate a track foundation.

Any work involving trackage replacement or repair.

Any work affecting the load bearing capacity of the trackage.

No work shall be conducted in affected areas until the Contractor receives written approval to the request for outage.

#### 1.10 WORK ADJACENT TO CIA SECURITY FENCING (PNSY)

Work adjacent to Portsmouth Naval Shipyard Controlled Industrial Area (CIA) fencing is strictly controlled to ensure security is maintained at all times.

Work which will breach CIA fencing is prohibited unless approval has been obtained from Head of Security Operations (Code 1720) and a Shipyard Police representative is at the worksite during the period that the fence has been breached.

A minimum of 30 calendar days prior to performing work which requires breaching the CIA security fence, arrange through the Contracting Officer to obtain Head of Security Operations approval and scheduling of the Shipyard Police representative. "Breaching the fence" is any repair, alteration, or other work which would allow access into the CIA either over, under, or through an opening in a CIA fence.

Conditions which breach the fence shall be eliminated during all non-work periods to the satisfaction of the Shipyard Police representative. Contractor shall not leave the worksite until such conditions are eliminated. All materials used to close openings in fencing and method of installation shall be the same type and construction as adjacent, undisturbed CIA fencing.

Except for temporary off-loading of materials, the 10-foot zone adjacent to CIA fencing shall remain clear of vehicles, materials, and equipment. Contractor personnel shall be at the site throughout the entire time of any off-loading.

#### 1.11 WORK ADJACENT TO AN OVERHEAD CRANE

Provide a minimum vertical clearance of three (3) inches between the highest point of the crane and the lowest overhead obstruction. For buildings where truss sag becomes a factor, increase the clearance as necessary to maintain the minimum required clearance.

The horizontal clearance between the end of the crane and the building columns, knee braces or any other obstructions shall not be less than two (2) inches with the crane centered on the runway rails. Pipes, conduits, etc. shall not reduce this clearance.

The vertical clearance beneath a bridge crane is to be at least three (3) inches. This clearance is not applicable to the hook block unless it is in its up most position.

For work involving installation, adjustment, or replacement of rail fasteners (e.g. clips/bolts), the Contractor shall verify the existing crane envelope and clearance measurements around the rail head prior to

beginning work. The Contractor shall notify the Government if the work will reduce the clearance between the bridge crane and rail fasteners and ensure newly installed items will not obstruct bridge crane travel.

The Contractor shall notify the Government to verify that crane clearance has been maintained when the work performed may have changed any physical dimensions of objects or structures adjacent to the crane (e.g., changing or servicing lighting fixtures/pendant assemblies, removal and reinstallation of pipes, conduits, junction boxes, etc.). If the crane is not available (e.g., undergoing maintenance, inspection, etc.), the Contractor shall verify crane clearance by taking measurements using reference points (e.g., vertical and horizontal distance from the top of crane rail with respect to the crane envelope, vertical distance from the floor with respect to the crane envelope, etc.).

#### 1.12 FIRE PROTECTION

##### 1.12.1 Compliance (PNSY)

The Contractor shall comply with COE EM 385-1-1, NFPA 241, NAVSHIPYD PTSMH INST 11320.6 Fire Safety Manual (latest revision) and NAVSHIPYD PTSMH INST 11300.9 (latest revision) for work at the Portsmouth Naval Shipyard, Utility and Facility Outages, and Portsmouth Naval Shipyard fire regulations. Obtain approval from the Portsmouth Naval Shipyard Fire Chief via the Contracting Officer prior to commencement of hot work operations.

##### 1.12.2 Fired Kettles

Melt kettles for tar, asphalt, and similar materials shall not be closer than 25 feet to buildings or combustible materials. Provide a minimum of two 20 pound ABC all-purpose type extinguishers at the melting kettle and the area of hot material application. Equip kettles with proper heat controls and means of agitation to assure controlled uniform temperatures throughout contents to prevent spot heating. Do not heat contents above flash point.

##### 1.12.3 Notification of Fire (PNSY)

Post the Portsmouth Naval Shipyard fire poster in conspicuous locations and at telephones in construction shacks.

#### 1.13 SECURITY REQUIREMENTS

##### 1.13.1 General

Contractor employees and representatives performing work under this contract are required to be United States citizens. If naturalized, the individual shall present his naturalization papers to the Security Officer for inspection. Foreign born personnel shall present evidence of citizenship regardless of citizenship of parents, as required by immigration laws.

##### 1.13.2 Access to the Portsmouth Naval Shipyard (PNSY)

Contract Clause "FAR 52.204-2, Security Requirements and Alternate II" and the following apply:

Access to areas designated as "Red Badge" will require the Contractor to

be escorted by a "Red Badged" Government Representative. The Contractor shall notify the Contracting Officer at least 14 calendar days in advance of the date access is required.

Obtain security badges and vehicle passes to enter the Portsmouth Naval Shipyard at the Portsmouth Naval Shipyard's Pass/Security Office. Contractor must furnish proof that employees are U.S. citizens to obtain badges to enter the Portsmouth Naval Shipyard.

Contractor must have a completed Department of Homeland Security Form I-9; Employment Eligibility Verification for each employee and furnish proof that employees are U.S. citizens to obtain badges to enter Portsmouth Naval Shipyard.

#### 1.13.3 Application and Issue of Security Badges

"Temporary" Security Badges will be issued to Contractor personnel requiring access for less than two (2) work days upon satisfactory proof of U.S. citizenship, in the form of an original or certified birth certificate, passport, or naturalization papers. A picture ID is required in addition to satisfactory proof of citizenship.

"Permanent" (photo) Standard Access Control Badges will be issued to Contractor personnel requiring access for two (2) or more work days. Contractor personnel will be required to complete an authorization application form for local record check, and a personal information sheet. The forms will be furnished to the Contractor following award of any contract resulting from this solicitation, at time of pre-performance or pre-construction conference.

In the event the Contractor requires access to contract work areas not permitted by the level of security badge issued, such need shall be demonstrated and an escort obtained. The escort shall remain visible to the Contractor at all times within areas requiring escort.

STANDARD ACCESS CONTROL BADGES SHALL BE ATTACHED TO THE OUTER GARMENT AND DISPLAYED AT ALL TIMES WHILE ON THE PORTSMOUTH NAVAL SHIPYARD.

CONTRACTOR PERSONNEL SHALL NOT ENTER AREAS FOR WHICH THEY HAVE NOT BEEN CLEARED. WHERE A NEED HAS BEEN DEMONSTRATED TO ENTER SUCH AREAS, CONTRACTOR SHALL BE UNDER CONSTANT ESCORT BY PERSONNEL WHO HAVE BEEN CLEARED. FAILURE TO ADHERE TO POSTED SECURITY REQUIREMENTS MAY RESULT IN REMOVAL OF THE EMPLOYEE FROM THE PORTSMOUTH NAVAL SHIPYARD WITH FUTURE ACCESS DENIED.

#### 1.13.4 Application and Issue of Vehicle Passes (PNSY)

Vehicle passes will be issued upon satisfactory proof of a valid Operator's License, Vehicle Insurance, and State Vehicle Registration. Temporary passes will be issued for short term or single trip requirements on a case by case basis. All vehicles permitted to enter or park on the Portsmouth Naval Shipyard shall comply with the Portsmouth Naval Shipyard's traffic and parking regulations and shall only park in assigned areas, which may or may not be in the vicinity of the site of the contract work. No vehicle shall be parked in such a manner that crane tracks, railroad tracks, and vehicle access routes are blocked. Vehicles left unattended which are blocking such access routes are subject to towing and loss of vehicle passes. Parking on the Portsmouth Naval Shipyard may be in excess of one-half mile from the worksite.

1.13.5 Application and Issue of Vehicle Passes for Entry into Portsmouth Naval Shipyard's Controlled Industrial Areas (CIA)

Contractor vehicular access to the CIA will be minimized and all vehicles shall comply with the following requirements:

Vehicles must visibly display a CIA vehicle entry pass and inspection pass from the Commercial Vehicle Inspection Station (CVIS), Building 386. CIA passes will only be issued to company owned or leased vehicles, rental vehicles rented in the company name, or privately owned vehicles the company has certified in writing, to be necessary in the performance of contracted work. A current license, registration, security badge, and decal number or temporary vehicle pass is required for a CIA vehicle entry pass. Contractor's company name must appear on the registration and on the vehicle. CIA passes will be issued on weekends and holidays at Building 29, from the Watch Supervisor. Contractors not possessing the level security badge required for CIA access must be accompanied by a properly badged escort to obtain the CIA vehicle pass.

Vehicles must clearly display an authorized company sign or logo, in the form of an exterior mounted magnetic signs or painted identifications on both sides of the vehicle. Paper or cardboard signs are not authorized.

Vehicles will only be allowed in the CIA for the transportation of Contractor's tools, parts, and materials to and from the worksite. An exception to this policy, Contractors may transport employees to and from the worksite if a specific security plan has been developed and approved by the Shipyard Security Officer.

Parking of privately-owned vehicles within the CIA is prohibited.

1.13.6 Application and Issue of Crane Passes (PNSY)

Comply with EM 385-1-1.

For Cranes Passes at the Portsmouth Naval Shipyard to be valid, the Certificate of Compliance must be stamped with a red, Code 700 Access Review Date and Signature Stamp displaying the current date.

1.13.7 Return of Badges and Vehicle Passes

Contractor shall ensure all vehicle access permits and personnel badges are returned to the Security Officer when the need has ended. Contractor shall account in writing for each missing pass or badge prior to final payment being made on the contract.

1.13.8 Contractor Security Responsibilities (PNSY)

Contractor employees shall not transport, drink, or have in their possession any alcoholic beverages. Possession of any controlled substances without a physician's prescription is also prohibited. Any Contractor employee appearing to be under the influence of intoxicating liquor or narcotics will be apprehended by Shipyard Police, escorted off of the Portsmouth Naval Shipyard, and turned over to the local Police Department.

Any vehicle found to contain controlled substances, including usable residue, may be seized and impounded. Within 24 hours of the work day

following any vehicle seizure, the Portsmouth Naval Shipyard Police will have determined whether forfeiture of the vehicle is required. If not, the vehicle will be returned to the owner or authorized agent. If the vehicle is determined to be appropriate for forfeiture, the Portsmouth Naval Shipyard's Legal Officer will notify the Drug Enforcement Administration of such seizure and impoundment, for initiation of forfeiture proceedings pursuant to Title 21, U.S. Code, Section 881. Such actions may be taken regardless of whether the owner/operator of the vehicle had knowledge of the presence of drugs in the vehicle. The Government may pursue criminal or other disciplinary actions pursuant to Title 18, U.S. Code, Section 1382.

Possession of firearms, ammunition and/or explosives is prohibited. In the event explosives are required for construction work, specific handling requirements and approvals shall be obtained from the Security Officer via the Contracting Officer.

Cameras, video equipment, or similar photographic equipment shall not be introduced into nor removed from the Portsmouth Naval Shipyard. In the event such equipment is required for performance of contract work, approvals shall be obtained from the Security Officer via the Contracting Officer.

Weapons (firearms, personal knives with blades 2-1/2 inches long or greater, Mace, Pepper Spray etc.) are not permitted aboard the Portsmouth Naval Shipyard.

Cell phones equipped with cameras are permitted aboard the Portsmouth Naval Shipyard outside NAVSEA controlled spaces such as the CIA, but using them to take pictures is not allowed. Cameras, or cell phones equipped with cameras, are not allowed in the CIA or in any NAVSEA space such as an NWA, CNIA or Security Island.

Laptop computers shall not be introduced into nor removed from the Portsmouth Naval Shipyard. If laptop computers are required to perform work, obtain approvals from the Security Officer via the Contracting Officer.

Driver use of a hand-held cellular phone in a moving vehicle on the Portsmouth Naval Shipyard is prohibited. This prohibition does not include hands-free cellular phone devices. Hands-free devices include console/dash-mounted or otherwise secured cellular phones with integrated features such as voice-activation, speed dial, speakerphone or other similar technology for sending and receiving calls.

Driver use of any portable, personal listening device worn inside the aural canal, around or covering the driver's ear while operating a motor vehicle, is prohibited. Listening devices include wired or wireless earphones and headphones (including blue tooth or similar technology), and do not include hearing aides or devices designed and required for hearing protection.

The use of radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds are prohibited in accordance with OPNAVINST 5100.2H.

The Contractor shall indoctrinate personnel on access limitations to ensure security control is maintained as an integral part of their work pattern and habit.

Contractor shall indoctrinate his/her personnel on escorting procedures and responsibilities. Contractor personnel acting as escorts for other Contractor personnel assume full responsibility for their actions. Escorts shall be within sight of the persons being escorted at all times.

Contractor is advised that any unescorted personnel found in security areas requiring a higher level clearance than the level represented by the badge displayed will be removed from the area with possible confiscation of security badges and vehicle passes.

1.14 MARINE ACTIVITIES (PNSY)

- a. The Contractor shall coordinate all marine vessel movements with the Contracting Officer's Representative and the Shipyard's Port Operations Department. The Contractor shall submit a weekly updated schedule showing proposed docking locations and vessel movements to the Contracting Officer's Representative. The Contractor shall meet with the Contracting Officer's Representative and Shipyard Port Operations Representative weekly to review the vessel schedule.
- b. Any Contractor waterborne craft or vessel movements which will be adjacent to any Naval vessels shall be made under the direction of the Shipyard's Pilot. The Contractor shall notify the Contracting Officer's Representative at least 14 calendar days in advance of any movements that will require the Shipyard Pilot.
- c. All Contractor waterborne craft shall at all times maintain a minimum of ten (10) feet clearance to any Government Barge in the vicinity of the work. This applies to subcontractors and materials suppliers as well as to the prime Contractor. This minimum clearance shall also take into account any materials or equipment present on the Contractor craft that could reduce this effective clearance distance. This restriction is in effect at all times 24/7 including overnight hours and weekends.
- d. All marine activities shall be completed to a manner that ensures the stability of caissons, piers, berths, bulkheads, fender systems, mooring hardware and other structures adjacent to the work site. The Contractor shall repair any damage caused by the Contractors operations or vessels.
- e. When not in use, the Contractor vessels shall be tied up at a location approved by the contracting Officer's Representative and the Shipyard's Port Operations Department.
- f. Any waterborne craft which is deemed to be unsafe by the Contracting Officer's Representative shall be prohibited from working at the Shipyard. Copies of all inspections and certificates shall be submitted to the Contracting Officer's Representative for approval prior to bringing any vessel to the Shipyard.

1.15 CONSTRUCTION VEHICLES

The Contractor shall not utilize any vehicle that will exceed an HS20 wheel load. The use of "off road" vehicles which cannot be legally operated on State roadways or highways is prohibited.

DRY DOCK #3 PUMP WELL REPAIRS  
PORTSMOUTH NAVAL SHIPYARD, KITTERY, MAINE

1332591

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --



## ATTACHMENT A

### LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

#### LIST A

Documents that Establish Both  
Identity and Employment  
Authorization

#### LIST B

Documents that Establish  
Identity

#### LIST C

Documents that Establish  
Employment Authorization

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States	
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)			
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)	
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	5. U.S. Military card or draft record		
	6. Military dependent's ID card		
	6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
		8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
9. Driver's license issued by a Canadian government authority			
For persons under age 18 who are unable to present a document listed above:		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security	
	11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)



SECTION 01 20 00.00 20

PRICE AND PAYMENT PROCEDURES (PWD ME)

07/13

PART 1 GENERAL

1.1 REFERENCES

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)

EP-1110-1-8 (2009) Construction Equipment Ownership  
and Operating Expense Schedule

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Schedule of Prices; G

1.3 SCHEDULE OF PRICES

All progress payment amounts will be derived from and tied to the cost loaded schedule activities per Section 01 32 17.00 25 NETWORK ANALYSIS SCHEDULES (NAS) (PWD ME).

1.3.1 Data Required

Within 15 calendar days of notice of award, prepare and deliver to the Contracting Officer a Schedule of Prices (construction contract) as directed by the Contracting Officer. Provide a detailed breakdown of the contract price, giving quantities for each of the various kinds of work, unit prices, and extended prices. Provide labor, material, equipment for each line item. Costs shall be summarized and totals provided for each construction category.

1.3.2 Schedule Instructions

Payments will not be made until the Schedule of Prices has been submitted to and accepted by the Contracting Officer. Identify the cost for site work, and include incidental work to the 5 ft line. Identify costs for the building(s), and include work out to the 5 ft line. Work out to the 5 ft line shall include construction encompassed within a theoretical line 5 ft from the face of exterior walls and shall include attendant construction, such as pad mounted HVAC cooling equipment, cooling towers, and transformers placed beyond the 5 ft line.

### 1.3.3 Real Property Assets

The Government will provide the 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. The Contractor shall meet with the Contracting Officer and the Real Property Accounting Officer during the Pre Construction Meeting and the Project Closeout Meetings to modify and include any necessary changes to the DD Form 1354. The Contractor shall 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. Coordinate the Contractor's Price and Payment structure with the structure of the RPUIDs/Category Codes.

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. Coordinate identification and proportion of these assets with the Government Real Property Accounting Officer.

Cost data accumulated under this section are required in the preparation of DD Form 1354.

### 1.3.4 Schedule Requirements for HVAC TAB

The field work of Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC shall be broken down in the Schedule of Prices and in the Construction Progress Documentation by separate line items which reflect measurable deliverables. Specific payment percentages for each line item shall be determined on a case by case basis for each contract. The line items shall be as follows:

- a. Approval of Design Review Report: The TABS Agency is required to conduct a review of the project plans and specifications to identify any feature, or the lack thereof, that would preclude successful testing and balancing of the project HVAC systems. The resulting findings shall be submitted to the Government to allow correction of the design. The progress payment shall be issued after review and approval of the report.
- b. Approval of the pre-field engineering report: The TABS Agency submits a report which outlines the scope of field work. The report shall contain details of what systems will be tested, procedures to be used, sample report forms for reporting test results and a quality control checklist of work items that must be completed before TABS field work commences.
- c. Season I field work: Incremental payments are issued as the TABS field work progresses. The TABS Agency mobilizes to the project site and executes the field work as outlined in the pre-field engineering report. The HVAC water and air systems are balanced and operational data shall be collected for one seasonal condition (either summer or winter depending on project timing).
- d. Approval of Season I report: On completion of the Season I field

work, the data is compiled into a report and submitted to the Government. The report is reviewed, and approved, after ensuring compliance with the pre-field engineering report scope of work.

- e. Completion of Season I field QA check: Contract QC and Government representatives meet the TABS Agency at the jobsite to retest portions of the systems reported in the Season I report. The purpose of these tests are to validate the accuracy and completeness of the previously submitted Season I report.
- f. Approval of Season II report: The TABS Agency completes all Season II field work, which is normally comprised mainly of taking heat transfer temperature readings, in the season opposite of that under which Season I performance data was compiled. This data shall be compiled into a report and submitted to the Government. On completion of submittal review to ensure compliance with the pre-field engineering report scope, progress payment is issued. Progress payment is less than that issued for the Season I report since most of the water and air balancing work effort is completed under Season I.

#### 1.4 CONTRACT MODIFICATIONS

In conjunction with the Contract Clause "DFARS 252.236-7000, Modification Proposals-Price Breakdown," and where actual ownership and operating costs of construction equipment cannot be determined from Contractor accounting records, equipment use rates shall be based upon the applicable provisions of the EP-1110-1-8.

#### 1.5 CONTRACTOR'S INVOICE AND CONTRACT PERFORMANCE STATEMENT

##### 1.5.1 Content of Invoice

Requests for payment will be processed in accordance with the Contract Clause FAR 52.232-27, Prompt Payment Construction Contracts and FAR 52.232-5, Payments Under Fixed-Price Construction Contracts. The requests for payment shall include the documents listed below.

- a. The Contractor's invoice, on NAVFAC Form 7300/30 furnished by the Government, showing in summary form, the basis for arriving at the amount of the invoice. Form 7300/30 shall include certification by Quality Control (QC) Manager as required by the contract.
- b. The Estimate for Voucher/ Contract Performance Statement on NAVFAC Form 7300/31 furnished by the Government, showing in detail: the estimated cost, percentage of completion, and value of completed performance for each of the construction categories stated in this contract. Use NAVFAC LANT Form 4-330/110 (New 7/84) on NAVFAC LANT contracts when a Monthly Estimate for Voucher is required.
- c. Updated Project Schedule and reports required by the contract.
- d. Contractor Safety Self Evaluation Checklist.
- e. Other supporting documents as requested.
- f. Updated copy of submittal register.
- g. Invoices not completed in accordance with contract requirements will be returned to the Contractor for correction of the deficiencies.

- h. Contractor's Monthly Estimate for Voucher (NAVFAC LANT Form 4-330/110 (New 7/84)) with Subcontractor and supplier payment certification.
- i. Affidavit to accompany invoice (NAVFAC LANT NORVA Form 4-4235/4 (Rev.5/81)).
- j. Materials on Site.
- k. Monthly Work-hour report.
- l. Solid Waste Disposal Report.

#### 1.5.2 Submission of Invoices

If NFAS Clause 5252.232-9301 is included in the contract, the documents listed in paragraph "CONTENT OF INVOICE" shall be provided in their entirety as attachments in Wide Area Work Flow (WAWF) for each invoice submitted. The maximum size of each WAWF attachment is two megabytes, but there are no limits on the number of attachments. If a document cannot be attached in WAWF due to system or size restriction it shall be provided as instructed by the Contracting Officer.

Monthly invoices and supporting forms for work performed through the anniversary award date of the contract shall be submitted to the Contracting Officer within 5 calendar days of the date of invoice. For example, contract award date is the 7th of the month, the date of each monthly invoice shall be the 7th and the invoice shall be submitted by the 12th of the month.

#### 1.5.3 Final Invoice

- a. A final invoice shall be accompanied by the Contractor's Final Release. If the Contractor is incorporated, the Final Release shall contain the corporate seal. An officer of the corporation shall sign and the corporate secretary shall certify the Final Release.
- b. For final invoices being submitted via WAWF, the original Contractor's Final Release Form must be provided directly to the respective Contracting Officer prior to submission of the final invoice. Once receipt of the original Final Release Form has been confirmed by the Contracting Officer, the Contractor shall then submit final invoice and attach a copy of the Final Release Form in WAWF.
- c. Final invoices not accompanied by the Contractor's Final Release will be considered incomplete and will be returned to the Contractor.

#### 1.6 PAYMENTS TO THE CONTRACTOR

Payments will be made on submission of itemized requests by the Contractor which comply with the requirements of this section, and will be subject to reduction for overpayments or increase for underpayments made on previous payments to the Contractor.

##### 1.6.1 Obligation of Government Payments

The obligation of the Government to make payments required under the provisions of this contract will, at the discretion of the Contracting Officer, be subject to reductions and/or suspensions permitted under the

FAR and agency regulations including the following in accordance with "FAR 32.503-6:

- a. Reasonable deductions due to defects in material or workmanship;
- b. Claims which the Government may have against the Contractor under or in connection with this contract;
- c. Unless otherwise adjusted, repayment to the Government upon demand for overpayments made to the Contractor; and
- d. Failure to provide up to date record drawings not current as stated in Contract Clause "FAC 5252.236-9310, Record Drawings."

#### 1.6.2 Payment for Onsite and Offsite Materials

Progress payments may be made to the contractor for materials delivered on the site, for materials stored off construction sites, or materials that are in transit to the construction sites under the following conditions:

- a. FAR 52.232-5(b) Payments Under Fixed Price Construction Contracts.
- b. Materials delivered on the site but not installed, including completed preparatory work, and off-site materials to be considered for progress payment shall be major high cost, long lead, special order, or specialty items, not susceptible to deterioration or physical damage in storage or in transit to the construction site. Examples of materials acceptable for payment consideration include, but are not limited to, structural steel, non-magnetic steel, non-magnetic aggregate, equipment, machinery, large pipe and fittings, precast/prestressed concrete products, plastic lumber (e.g., fender piles/curbs), and high-voltage electrical cable. Materials not acceptable for payment include consumable materials such as nails, fasteners, conduits, gypsum board, glass, insulation, and wall coverings.
- c. Materials to be considered for progress payment prior to installation shall be specifically and separately identified in the Contractor's estimates of work submitted for the Contracting Officer's approval in accordance with Schedule of Prices requirement of this contract. Requests for progress payment consideration for such items shall be supported by documents establishing their value and that the title requirements of the clause at FAR 52.232-5 have been met.
- d. Materials are adequately insured and protected from theft and exposure.
- e. Provide a written consent from the surety company with each payment request for offsite materials.

#### PART 2 PRODUCTS

Not used.

#### PART 3 EXECUTION

Not used.

-- End of Section --



SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS (PWD ME)

06/14

PART 1 GENERAL

1.1 REFERENCES

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 (2008; Errata 1-2010; Changes 1-3 2010;  
Changes 4-6 2011; Change 7 2012) Safety  
and Health Requirements Manual

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Insurance; G

List of contact personnel; G

Progress and completion pictures; G

NAVFAC Red Zone Checklist/POAM; G

NAVFAC PWD ME Follow-on Services List; G

1.3 PROGRESS AND COMPLETION PICTURES

Photographically document site conditions prior to start of construction operations. Provide monthly, and within one month of the completion of work, 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 a view location sketch indicating points of view. Submit with the monthly invoice two sets of digital photographs each set on a separate CD-R, cumulative of all photos to date. Indicate photographs demonstrating environmental procedures. Photographs for each month shall be in a separate monthly directory and each file shall be named to indicate its location on the view location sketch. The view location sketch shall also be provided on the CD as digital file. All file names shall include a date designator. Cross reference submittals in the appropriate daily report. Photographs shall be provided for unrestricted use by the Government.

#### 1.4 MINIMUM INSURANCE REQUIREMENTS

Procure and maintain during the entire period of performance under this contract the following minimum insurance coverage:

- a. Comprehensive general liability: \$500,000 per occurrence
- b. Automobile liability: \$200,000 per person, \$500,000 per occurrence for bodily injury, \$20,000 per occurrence for property damage
- c. Workmen's compensation as required by Federal and State workers' compensation and occupational disease laws.
- d. Employer's liability coverage of \$100,000, except in States where workers compensation may not be written by private carriers.
- e. Others as required by State Law.

#### 1.5 CONTRACTOR PERSONNEL REQUIREMENTS

##### 1.5.1 Contractor Personnel Requirements

In case of conflict with other specification provisions, the requirements of this paragraph take precedence.

The following personnel shall be on site whenever work is being performed:

Project Superintendent  
Site Safety and Health Officer (SSHO)  
Quality Control Manager (QC Manager)

The following personnel need only be on site as their specified duties require:

Project Manager  
Commissioning Authority, if included in the contract.

##### 1.5.2 Subcontractors and Personnel

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

##### 1.5.3 Subcontractor Special Requirements

###### 1.5.3.1 Space Temperature Control, HVAC TAB, HVAC System Cleaning, Commissioning, and Apparatus Inspection

All contract requirements contained in the project HVAC Specifications shall be accomplished directly by a first tier subcontractor, including the Commissioning Agent. No work shall be accomplished by a second tier subcontractor.

###### 1.5.3.2 Qualified Testing Organization

All contract requirements of work required to be performed by a Qualified Testing Organization shall be accomplished directly by a first tier

subcontractor. No work to be performed by a Qualified Testing Organization, shall be accomplished by a second tier subcontractor.

#### 1.5.4 Contractor Personnel Requirements

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

#### 1.6 SUPERVISION

Provide at least one (1) qualified Project Manager and one (1) on-site Project Superintendent per project capable of reading, writing, and conversing fluently in English to supervise the work at all times work is being performed. The Project Manager must have a minimum 10 years experience as a Project Manager or Superintendent on projects like this contract or similar in size and complexity. The Project Superintendent must have a minimum of 10 years experience as a Superintendent on projects similar in size and complexity.

The Project Superintendent shall be on site during working hours. The Superintendent cannot be the Quality Control Manager nor the Site Safety and Health Officer (SSHO).

In addition to the above experience requirements, the Project Manager and on-site Project Superintendent shall complete the course entitled "Construction Quality Management for Contractors" prior to the start of construction.

The Project Manager in this context shall mean the individual with the responsibility for the overall management of the project and the Project Superintendent shall mean the individual with the responsibility for quality and production. Both the Project Manager and Project Superintendent are subject to removal by the Contracting Officer for non-compliance with requirements specified in the contract and for failure to manage the project to insure timely completion. Furthermore, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders shall be made the subject of claim for extension of time for excess costs or damages by the Contractor.

Approval of Project Manager and on-site Project Superintendent by the Contracting Officer is required prior to start of construction. Provide resumes for the proposed Project Manager and on-site Project Superintendent describing their experience with references and qualifications to the Contracting Officer for approval. The Contracting Officer reserves the right to interview the proposed Project Manager and on-site Project Superintendent at any time in order to verify the submitted qualifications.

#### 1.7 QUALITY CONTROL PERSONNEL:

##### 1.7.1 QC and Alternative QC Manager Qualifications

- a. Complete the course entitled "Construction Quality Management (CQM) for Contractors" and shall maintain a current certificate.
- b. Ten (10) years of combined experience as a Superintendent, QC Manager, Project Manager, or Project Engineer, and at least two years experience as a QC Manager on similar size and type construction

contracts.

- c. Familiar with requirements of USACE EM 385-1-1, and experience in the areas of hazard identification and safety compliance.

#### 1.8 PRECONSTRUCTION CONFERENCE

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, 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 shall also attend.

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

Key personnel will meet 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 and convene at the Facility Turnover Meetings once the project has reached approximately 75 percent completion or three to six months prior to Beneficial Occupancy Date (BOD), whichever comes first. The Contracting Officer's Representative will lead the meetings and guide discussions based on an agenda provided by the Government. The facility Turnover effort shall include the following:

- a. Pre Construction Meeting - Contracting Officer's Technical Representative (COTR) will provide the NRZ Checklist and the Contractor, Client, and NAVFAC Representatives will compare Contractor's schedule to NRZ Checklist items.
- b. Facility Turnover Meetings
  1. Fill in the NRZ Checklist including Contractor, Client, and NAVFAC Checklist Items and assign a person responsible for each item and a due date. The Contractor's Representative will facilitate the assignment of responsibilities, fill out the NRZ Checklist, and discuss "Interim DD Form 1354" requirements.
  2. Review the Contractor's updated schedule. The Contractor shall develop a Plan of Action and Milestones (POAM) for the completion of all Contractor, Client, and NAVFAC Checklist items. Submit the NAVFAC Red Zone Checklist/POAM to the Contracting Officer.
  3. Confirm that all NRZ Checklist items will be completed on time for the scheduled Facility Turnover.
  4. The Contractor shall prepare the NAVFAC Red Zone Project Facility System & Equipment List included in Appendix A of this Section. The List shall include all facility systems and equipment provided as part of the project which will require future maintenance, inspections or certifications. The Contractor shall submit a preliminary list of items with the COTR at the initial Facility Turnover Meeting. The Contractor shall provide the final completed Project Facility System & Equipment List with all information required facility system/equipment information to the COTR at least sixty (60) calendar days prior to the project BOD. Prepare and submit the NAVFAC PWD ME Follow-on Services List.

See Appendix A of this Section for the Facility Turnover Planning Meeting Agenda, NRZ Checklist & POAM and the NAVFAC Red Zone Project Facility System & Equipment List.

#### 1.10 CLEANUP

Leave premises "broom clean." Clean interior and exterior glass surfaces exposed to view; remove temporary labels, stains and foreign substances; polish transparent and glossy surfaces; vacuum carpeted and soft surfaces. Clean equipment and fixtures to a sanitary condition. Replace filters of operating equipment. Clean debris from roofs, gutters, catch basins, manholes, downspouts and drainage systems. Sweep paved areas and rake clean landscaped areas. Remove waste and surplus materials, rubbish and construction facilities from the site.

#### 1.11 PARTNERING

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), NAVFAC PWD ME Representatives, the Navy Region/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.

##### 1.11.1 Informal Partnering

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 ME FEAD office or the Contractor).

The Initial Informal Partnering Session will be conducted and facilitated using electronic media provided by the Contracting Officer.

The Partners will determine the frequency of the follow-on sessions.

#### 1.12 AVAILABILITY OF CADD DRAWING FILES

After award and upon request, the electronic "Computer-Aided Drafting and Design (CADD)" drawing files included in the RFP will only be made available to the Contractor for use in preparation of construction data related to the referenced contract subject to the following terms and conditions.

Data contained on these electronic files shall not be used for any purpose other than as a convenience in the preparation of construction data for

the referenced project. Any other use or reuse shall be at the sole risk of the Contractor and without liability or legal exposure to the Government. The Contractor shall make no claim and waives to the fullest extent permitted by law, any claim or cause of action of any nature against the Government, its agents or sub consultants that may arise out of or in connection with the use of these electronic files. The Contractor shall, to the fullest extent permitted by law, indemnify and hold the Government harmless against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or resulting from the use of these electronic files.

These electronic CADD drawing files are not construction documents. Differences may exist between the CADD files and the corresponding construction documents. The Government makes no representation regarding the accuracy or completeness of the electronic CADD files, nor does it make representation to the compatibility of these files with the Contractors hardware or software. In the event that a conflict arises between the signed and sealed construction documents prepared by the Government and the furnished CADD files, the signed and sealed construction documents shall govern. The Contractor is responsible for determining if any conflict exists. Use of these CADD files does not relieve the Contractor of duty to fully comply with the contract documents, including and without limitation, the need to check, confirm and coordinate the work of all contractors for the project.

If the Contractor uses, duplicates and/or modifies these electronic CADD files for use in producing construction drawings and data related to this contract, all previous indicia of ownership (seals, logos, signatures, initials and dates) shall be removed.

#### 1.13 ELECTRONIC MAIL (E-MAIL) ADDRESS

The Contractor shall establish and maintain electronic mail (e-mail) capability along with the capability to open various electronic attachments in Microsoft, Adobe Acrobat, and other similar formats. Within 10 days after contract award, the Contractor shall provide the Contracting Officer a single (only one) e-mail address for electronic communications from the Contracting Officer related to this contract including, but not limited to, contract documents, invoice information, request for proposals, and other correspondence. The Contracting Officer may also use email to notify the Contractor of base access conditions when emergency conditions warrant, such as hurricanes, terrorist threats, etc. Multiple email address will not be allowed.

It is the Contractor's responsibility to make timely distribution of all Contracting Officer initiated e-mail with its own organization including field office(s). The Contractor shall promptly notify the Contracting Officer, in writing, of any changes to this email address.

#### PART 2 PRODUCTS

Not used.

#### PART 3 EXECUTION

Not used.

-- End of Section --

**01 30 00 APPENDIX A****NAVFAC Red Zone  
Facility Turnover Planning Meeting****AGENDA****I. Introduction and Overview – Purpose** **CM**

[ The purpose of the Facility Turnover Planning Meeting is to address elements within the project team’s purview – schedule management, assure completed facility complies with contract requirements, and other contractual issues. Each member of the project delivery team (Client, NAVFAC, and the contractor) has critical responsibilities to ensure timely completion and turnover of the new facility and each member should execute the NRZ process to achieve this end. The NRZ process provides a final re-focusing of attention to details of those key elements critical for a successful construction contract completion. In implementing NRZ processes, the NAVFAC/Contractor/Client team take a collective “snapshot” of contract status, identifying remaining actions to be accomplished, and confirm required resources needed for successful contract completion and turnover to the Client.

The Facility Turnover Planning Meeting is a collaborative effort between the Client, NAVFAC, and the contractor and results in a completed “NRZ Checklist/POAM Items” list that identifies the major items (and their due dates) that must be completed by the Contractor, the Client and the NAVFAC team to ensure timely completion of the contract.]

**II. Attendees**

NAVFAC Echelon IV (PM); NAVFAC FEAD/ROICC Team (AROICC, CM, ET/QA, Contracting Officer); Client Team (Project Manager, Program Coordinator, User/Tenant); Contractor Team (Project Manager, Project Superintendent, CQC Manager)

**III. Schedule to Completion (POAM)** **Contractor****IV. Schedule of Final Outfitting and Occupancy (POAM)** **Client****V. Critical feature(s) of project (POAM)** **CM****VI. Transfer of Maintenance Responsibility** **CM****VII. Systems training & O&M Manuals (POAM)** **CQC Manager****VIII. Other Items to include on NRZ checklists** **All****IX. Summary of Required Actions and Responsibility** **CM**

***Guidelines for conducting Facility Turnover Planning Meeting are as follows:***

- a. Meeting is held at approximately 75% construction contract completion or three to six months prior to BOD. NAVFAC representatives will include the Project Manager, Construction Manager/AROICC (CM) and Design Manager (DM), as appropriate. The contractor representatives include applicable prime contractor staff and decision-makers from major subcontractors. Design-Build contractors will have A-E representatives attending. The Client should include representatives from Public Works Officer (PWO) staff, a Client scope and financial decision maker, a user tenant representative, a facility start-up person, and others such as SPAWAR, NMCI, telephone, and furniture contractor, etc.
- b. The purpose of the meeting is to plan the remaining work, identify critical project features that still need to be completed (such as “soft” construction contract requirements as shown on the NRZ Checklist/POAM Items), and to complete the filling out of the “NRZ Checklist/POAM Items”.
- c. The contractor, client and NAVFAC provide a POC and due date for each item on their checklist. The team fills in the checklists by selecting items applicable to the project, selects due dates on each item, and appoints a person who has responsibility to ensure the item gets completed by the due date. The CM will be responsible to monitor the milestones.

### **NRZ Checklist/POAM Items**

The table below provide typical NRZ checklist items for contractor, Client, and NAVFAC actions. Items listed on the checklists are required to remain on the checklists if they are part of the project/contract or required by construction convention. Items not listed on the checklists, but required in the contract or by construction convention, must be added to the checklists by the contractor, Client and NAVFAC. Checklists are applicable to all contracts no matter what Category of Work.

The Point of Contact and due date shall initially be determined during the Facility Turnover Planning Meeting by the NAVFAC, client and contractor leads. During execution of the NRZ process, for each item on the entire list, the Construction Manager (CM) shall indicate date completed and initial to indicate completion of the item. If a party fails to complete an item by the due date, this should be noted on the checklist and new due date established and indicated. The completed NRZ Checklist/POAM shall be placed in the contract file.

NAVFAC Red Zone Facility Turnover Planning Meeting Checklist and POAM

Resp.	Checklist Items	Point of Contact	Due Date	Actual Complete Date	CM Initials	Notes
Client	Telephone service contract					
Client	Utilities service contract					
Client	Custodial service contract					
Client	Coordination of Intrusion Detection Systems and Physical Security Equipment					
Client	Coordination of IT and Communication Infrastructure and Devices					
Client	Delivery and installation of client furnished equipment					
Client	Delivery and installation of client furnished furniture					
Client	GFE status/delivery schedule (GFCI, GFGI)					
Client	Installation of communications for phones and computers					
Client	Modification to FSC or BOSC to maintain/service new facility					
Client	NMCI Installations or other networks					
Client	Process operating permits					i.e generators
Client	Recycled/recovered materials report					

NAVFAC Red Zone Facility Turnover Planning Meeting Checklist and POAM

Client	Ribbon-cutting ceremony					
Client	User move-in					
Contractor	ACATS Controls Testing					
Contractor	Communications / IT Systems Testing					
Contractor	Conduct Second Seasons TAB					
Contractor	Coordination and Delivery of Facility Signage					
Contractor	Delivery of As-Built Drawings					
Contractor	Delivery of Internal Services Requirement List					60 days prior to BOD
Contractor	Delivery of O&M Manuals					
Contractor	Delivery of Spare Parts, Extra Stock, Special Tools, etc					
Contractor	Duct Air Leakage Testing					
Contractor	Electrical Systems Testing					
Contractor	Elevator Certification(s)					
Contractor	EV Notebook submitted (Spec Sec Temp EV Controls - SWPP etc)					

NAVFAC Red Zone Facility Turnover Planning Meeting Checklist and POAM

Contractor	Final Cleaning					
Contractor	Demob					
Contractor	Final Inspection and Acceptance					
Contractor	Final utility systems connections (power, water, etc.)					
Contractor	Fire Protection Systems Inspections and Performance Verification					
Contractor	HVAC System Test & Balance					
Contractor	Landscaping Complete					
Contractor	Notice of Termination (EV Permits)					
Contractor	O&M/OMSI Training of Navy Personnel					
Contractor	Other Specified Building Performance Requirements					i.e. leed
Contractor	Plumbing / Other Mechanical Testing					
Contractor	Pre-Final Inspection					
Contractor	Pre-warranty Conference					
Contractor	Project Close-out Meeting					

NAVFAC Red Zone Facility Turnover Planning Meeting Checklist and POAM

Contractor	Provide Interim DD1354					
Contractor	Punch List Completion					
Contractor	Replace Construction Lock Cores and Re-keying					
Contractor	Security Systems Testing					
Contractor	Site Restoration, if applicable					
Contractor	Specialized Equipment & Systems Inspections (Boilers, UPS, etc.)					
Contractor	Superchlorination of potable water systems					
NAVFAC	A-E and Construction Contractor Evaluations (ACASS/CCASS)					
NAVFAC	Client walk-thru prior to pre-final inspections, if appropriate					
NAVFAC	Closeout actions on construction permits (e.g., NPDES)					
NAVFAC	Complete Installed Property List and DD 1354					
NAVFAC	Confirm utilities availability for final connections by contractor					
NAVFAC	Mechanical Acceptance					
NAVFAC	Process final payment (w/ final release)					

NAVFAC Red Zone Facility Turnover Planning Meeting Checklist and POAM

NAVFAC	Process recycled/recovered materials report					
NAVFAC	Provide keying plan to contractor					
NAVFAC	Resolve contract modifications & requests for equitable adjustment					
NAVFAC	Return unobligated funds					
NAVFAC	Schedule client satisfaction post BOD follow-up					
NAVFAC	Schedule Government inspections of specialized equipment (e.g., Boiler/pressure vessels, elevators, UPS,					
NAVFAC	Sign & provide Interim DD1354 to activity Real Property Accountability Officer NLT BOD					
NAVFAC	Startup utilities					

## NAVFAC PWD Maine Follow-on Services List

Fire Suppression Requirements													
	Features						Fire Pumps			Other Systems			
SHOPS / FSC Action	Location (BLDG-FLR-RM)	Wet	Dry	Pre Activation	Deluge	D-Drip	Air Compressor	Diesel	Electric	Gas	Wet Chemical	Dry Chemical	Foam

HVAC										
SHOPS / FSC Action	Location (BLDG-FLR-RM)	Equipment Description	Manufacturer	Model Number	Serial Number	Tonnage/HP	# of Filters	Size of Filters	Belt Specs	Refrigerant

Boilers								
SHOPS / FSC Action	Location (BLDG-FLR-RM)	Number of Boilers	Manufacturer	Model	MBH	Fuel	Certification Expiration	National Board Number

Back Flow Preventers								
SHOPS / FSC Action	Location (BLDG-FLR-RM)	Unique Number	Manufacturer	Model Number	Serial Number	Size (1",3" etc)	Type of Back Flow (BLDG FEED, Heat Make up etc)	Frequency <i>Annual</i>

Generator							
SHOPS / FSC Action	Location (BLDG-FLR-RM)	Manufacturer	Model number	Serial Number	KW	HP	Fuel Type

Water Coolers											
SHOPS / FSC Action	Location (BLDG-FLR-RM)	Building Description	EA	Floor	Outlet Location	Outlet #	Outlet Type (floor/wall mount)	Manufacturer	Model #	Serial Number	Filter Model Number

Gutters & Downspouts										
SHOPS / FSC Action	Location (BLDG-FLR-RM)	Material	Gutter Size 6" etc	LF above 30'	LF below 30'	# of Drops	Downspout Size 4" etc	LF above 30'	LF below 30'	#of Roof Drains

Overhead Doors							
SHOPS / FSC Action	Location (BLDG-FLR-RM)	Door Number	Width	Height	Manufacturer	Type (U-M RMP)	Condition

Elevator						
SHOPS / FSC Action	Location (BLDG-FLR-RM)	Speed (FPM)	Capacity (lbs)	Manufacturer	MFG Date	Type (FE/H)

Lightning Protection		
SHOPS / FSC Action	Location (BLDG-FLR-RM)	*Attach drawing of system

Emergency Lighting		
SHOPS / FSC Action	Location (BLDG-FLR-RM)	Number of Emergency Lights

Janitorial/Waste				
SHOPS / FSC Action	Location (BLDG-FLR-RM)	Square Footage of Room	Use (Admin/ Bathroom etc)	# of anticipated occupants
*Attach CAD file of building * Attach Finish Schedule				

Electrical Distribution Equipment						
SHOPS / FSC Action	Location (BLDG-FLR-RM)	Type (CC OIL DRY etc)	USS or PAD	Manufacturer	Serial Number	Rating

## NAVFAC PWD Maine Follow-on Services List

--	--	--	--	--	--

<b>Refuse/ Waste</b>
----------------------

SHOPS / FSC Action	Location (BLDG-FLR-RM)	Type of Dumpster	Number Required	Placement Location

<b>Pest Control</b>
---------------------

SHOPS / FSC Action	Location (BLDG-FLR-RM)	Total SQFT of Building	Food Service/Child Care/ or Medical Space SQFT

<b>Grounds</b>
----------------

SHOPS / FSC Action	Total SQFT of Grounds Maint Req	Mowing (Y/N)	Tree Trimming (Y/N)
Production			

<b>Storm Water Management Soil Filters, Ponds, etc.</b>
---

SHOPS / FSC Action			

<b>Miscellaneous Maintainable Items (e.g. Oil and Water Separators)</b>
---

SHOPS / FSC Action			



**DEPARTMENT OF THE NAVY**  
NAVAL FACILITIES ENGINEERING COMMAND, MID-ATLANTIC  
9742 MARYLAND AVENUE  
NORFOLK, VA 23511-3095

IN REPLY REFER TO:  
PUBLIC WORKS DEPARTMENT MAINE  
PORTSMOUTH NAVAL SHIPYARD BLDG 59  
PORTSMOUTH, NEW HAMPSHIRE 03804-5000

1630  
June 1, 2012

From: Naval Facilities Engineering Command, Mid-Atlantic  
Bldg.59, PWD Maine, Portsmouth Naval Shipyard  
Portsmouth, NH 03804-5000

To: Contractors & Subcontractors of the Portsmouth Naval Shipyard

**SUBJ: SECURITY NOTIFICATION – CAMERA EQUIPPED CELL PHONES RESTRICTED  
INSIDE CIA**

1. As a reminder, per NAVSEA and Shipyard security regulations, cameras and camera equipped cell phones are never allowed in the CIA or in other NAVSEA controlled spaces. Signs reminding personnel of these regulations are posted at all CIA entrances and entrances to other NAVSEA controlled spaces without specific permission.
2. Military personnel violating these regulations are subject to discipline under the Uniform Code of Military Justice; civilian employees are subject to discipline per NAVSHIPYD PTSMHINST 12750. Contractors are subject to removal from the Shipyard.
3. All personnel in violation are subject to review of continued eligibility for access to classified information and reporting to DONCAF for review of security clearance eligibility.
4. Shipyard point of contact is Mr. Rick Schneider, Security Services Branch Head, at ext. 3518.



SECTION 01 32 17.00 25

NETWORK ANALYSIS SCHEDULES (NAS) (PWD ME)

06/14

PART 1 GENERAL

1.1 DESCRIPTION

The Contractor is responsible for scheduling procurement, Contractor quality control and construction, acceptance testing and training. Refer to Specification Section 01 33 00 SUBMITTAL PROCEDURES to determine if any items require Government approval prior to construction; If any are required, that submittal review time shall be included in the schedule.

The schedule is a tool to manage the project, both for Contractor and Government activities. It will also be used to report progress and evaluate time extensions. All progress payment amounts will be derived from and tied to the cost loaded schedule activities.

The Contractor shall use the Critical Path Method (CPM) and the Precedence Diagram Method (PDM) to satisfy time and cost applications. For consistency, when scheduling software terminology is used in this specification, the terms in Primavera's scheduling programs are used.

Include commissioning milestone per LEED NC Prerequisite EAp2 - Fundamental Commission if commissioning is included in the contract.

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Qualifications; G

Baseline Network Analysis Schedule (NAS); G

SD-07 Certificates

Monthly Network Analysis Schedule Update; G

SD-11 Closeout Submittals

As-Built Schedule; G

1.3 SCHEDULE ACCEPTANCE PRIOR TO START OF WORK

The Contracting Officer and Contractor shall participate in a preliminary meeting(s) to discuss the proposed schedule and requirements of this section prior to the Contractor preparing the Project Baseline Schedule.

Government review comments on the Contractor's schedule(s) shall not relieve the Contractor from compliance with requirements of the Contract Documents.

Only bonds shall be paid prior to acceptance of the Baseline Network Analysis Schedule (NAS).

The acceptance of a Baseline NAS is a condition precedent to:

1. The Contractor starting work on the demolition or construction stage(s) of the contract.
2. Processing Contractor's pay request(s) for construction activities/items of work.
3. Review of any schedule updates.

Submittal of the Baseline Network Analysis Schedule, and subsequent schedule updates, shall be understood to be the Contractor's certification that the submitted schedule meets all of the requirements of the Contract Documents, represents the Contractor's plan on how the work shall be accomplished, and accurately reflects the work that has been accomplished and how it was sequenced (as-built logic).

#### 1.4 SOFTWARE

Project schedules must be prepared and maintained using Primavera P6. Importing data into P6 using data conversion techniques or third party software will be cause for rejection of the submitted schedule.

A listing of Primavera P6 settings and parameters which shall be used in preparing the Baseline Schedule is contained later in this specification section. See Attachment A. Deviation from these settings and parameters, without prior consent of the Contracting Officer, will be cause for rejection of schedule submission.

#### 1.5 QUALIFICATIONS

The designated Scheduler for the project shall have prepared and maintained at least 3 previous schedules of similar size and complexity of this contract using SureTrak/P6 or current mandated scheduling program. A resume outlining the qualifications of the Scheduler shall be submitted for acceptance to the Contracting Officer. Payment will not be processed until an acceptable Scheduler is provided.

#### 1.6 NETWORK SYSTEM FORMAT

The system shall include time scaled logic diagrams and specified reports.

##### 1.6.1 Diagrams

Provide Time-scaled Logic Diagram printed in color on ANSI D size sheets. The diagram shall clearly show activities on the critical path. Include the following information for each activity:

- a. Activity ID
- b. Activity Description
- c. Original Duration in Work Days
- d. Remaining duration

- e. Percent Complete
- f. Late Start Date
- g. Late Finish Date
- h. Total Float

#### 1.6.2 Schedule Activity Properties and Level of Detail

The NAS shall identify all Government, Construction Quality Management (CQM), Construction activities planned for the project and all other activities that could impact project completion if delayed. Separate activities shall be created for each Phase, Area, Floor Level and Location the activity is occurring. Activity categories included in the schedule are specified below.

With the exception of the Contract Award and Contract Completion Date (CCD) milestone activities, no activity shall be open-ended; each activity shall have predecessor and successor ties. Once an activity exists on the schedule it may not be deleted or renamed to change the scope of the activity and shall not be removed from the schedule logic without approval from the Contracting Officer. The ID number for a deleted activity shall not be re-used for another activity. No more than 20 percent of the activities shall be critical or near critical. Critical is defined as having zero days of Total Float. "Near Critical" is defined as having Total Float of 1 to 14 days. Contractor activities shall be driven by calendars that reflect Saturdays, Sundays and all Federal Holidays as non-work days.

##### 1.6.2.1 Activity Categories

- a. Procurement Activities: Examples of procurement activities include, but are not limited to; Material/equipment submittal preparation, submittal and approval of material/equipment; material/equipment fabrication and delivery, and material/equipment on-site. As a minimum, separate procurement activities will be provided for critical items, long lead items, items requiring Government approval and material/equipment procurement for which payment will be requested in advance of installation. The Contractor shall show each delivery with relationship tie to the Construction Activity specifically for the delivery.
- b. Government Activities: Government and other agency activities that could impact progress shall be clearly identified. Government activities include, but are not limited to; Government approved submittal reviews, Government conducted inspections/tests, environmental permit approvals by State regulators, utility outages, Design Start, Construction Start, (including Design/Construction Start for each Fast-Track Phase), Notice(s) to Proceed and delivery of Government Furnished Material/Equipment.
- c. Quality Management (QM) Activities: CQM Activities shall identify the Preparatory Phase and Initial Phase for each Definable Feature of Work identified in the Contractor's Quality Control Plan. These activities shall be added to each Three-Week Look Ahead Schedule referenced in the paragraph entitled "THREE-WEEK LOOK AHEAD SCHEDULE" and will also be included in each monthly update. The Follow-up Phase will be

represented by the Construction Activities in the Baseline Schedule and in the schedule updates.

- d. Construction Activities: No on-site construction activity shall have a duration in excess of 20 working days. Separate construction activities shall be created for each Phase, Area, Floor Level and Location the activity is occurring. Contractor activities will be driven by calendars that reflect Saturdays, Sundays and all Federal Holidays as non-work days, unless otherwise defined in this contract.
- e. Turnover and Closeout Activities: Include a separate section with all items on the NAVFAC Red Zone Checklist/Plan of Action and Milestones (POAM) that are applicable to this project. The checklist will be provided at the Preconstruction Meeting. As a minimum, this will include all testing, specialized inspection activities, Pre-Final inspection, Punch List Completion, Final Inspection and Acceptance. Add a milestone for the Facility Turnover Planning Meeting at approximately 75 percent construction contract completion or three to six months prior to BOD, whichever is sooner.

#### 1.6.2.2 Contract Milestones and Constraints

- a. Project Start Date Milestones: The Contractor shall include as the first activity on the schedule a start milestone titled "Contract Award", which shall have a Mandatory Start constraint equal to the Contract Award Date.
- b. Projected Completion Milestone: The Contractor shall include an unconstrained finish milestone on the schedule titled "Projected Completion". Projected Completion is defined as the point in time the Government would consider the project complete and ready for its intended use. This milestone shall have the Contract Completion (CCD) milestone as its only successor.
- c. Contract Completion Date (CCD) Milestone: The Contractor shall include as the last activity on the schedule a finish milestone titled "Contract Completion (CCD)", which shall have a Mandatory Finish constraint equal to the current Contract Completion Date. Calculation of schedule updates shall be such that if the finish of the "Projected Completion" milestone falls after the contract completion date, then negative float will be calculated on the longest path and if the finish of the "Projected Completion" milestone falls before the contract completion date, the float calculation shall reflect positive float on the longest path. The only predecessor to the Contract Completion Date Milestone shall be the Projected Completion milestone.

#### 1.6.2.3 Activity Code

At a minimum, the Contractor shall establish activity codes identified in this specification and 3 additional activity codes identified by the Contracting Officer. Once established, activity codes and values cannot be changed without approval by the Contracting Officer.

- a. Phase: All activities shall be assigned a 4-digit code value based on the contract phase it occurs in.
- b. Area Code: All activities shall be assigned an area code value identifying the Area in which the activity occurs. Activities shall not belong to more than one area. Area is defined as a distinct

space, function or activity category; such as, separate structure(s), sitework, project summary, construction quality management, material/equipment procurement, etc.

- c. Work Item: All activities in the project schedule shall be assigned a 4-digit Work Item code value. Examples of Work Item code values include but are not limited to water lines, drain lines, building pad and foundation, slab on grade, walls and columns, suspended slab, roof structure, roofing, exterior finish systems, interior rough-in, and finishes, etc.
- d. Location 1: Assign a 4-digit Location 1 code value to activities associated with multistory structures. Code values are used to identify the floor level where an activity is occurring.
- e. Location 2: Assign a 4-digit Location 2 code value to all activities to identify the location within an Area, Work Item or Building Level that an activity is occurring.
- f. Responsibility Code: All activities in the project schedule shall be identified with the party responsible for completing the task. Activities shall not belong to more than one responsible party.

1.6.2.4 Anticipated Weather Delays

The Contractor shall use the National Oceanic and Atmospheric Administration's (NOAA) historical monthly averages for the NOAA location closest to the project site or the following schedule of anticipated monthly non-work days due to adverse weather for projects located at Portsmouth Naval Shipyard as the basis for establishing a "Weather Calendar" showing the number of anticipated non-workdays for each month due to adverse weather, Saturdays, Sundays and all Federal Holidays as non-work days.

MONTHLY ANTICIPATED ADVERSE WEATHER DELAYS - PNSY											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
3	4	3	3	1	1	2	1	2	2	3	2

Assign the Weather Calendar to any activity that could be impacted by adverse weather. The Contracting Officer will issue a modification in accordance with the contract clauses, giving the Contractor a time extension for the difference of days between the anticipated and actual adverse weather delay if the number of actual adverse weather delay days exceeds the number of days anticipated for the month in which the delay occurs and the adverse weather delayed activities critical to contract completion. A lost workday due to weather conditions is defined as a day in which the Contractor cannot work at least 50 percent of the day on the impacted activity.

1.6.2.5 Anticipated Security Delays

The contractor shall allow in the schedule a total of 5 lost workdays per calendar year for instances where base access is not permitted due to a security related closure which causes a delay in the work. A lost workday is defined as a day in which the Contractor cannot work at least 50 percent of the day on the closed installation. If the installation is

closed for a period longer than 5 workdays per calendar year, the Contracting Officer will issue a no cost contract modification as applicable in accordance with the contract clauses extending the contract completion date where the critical path has been impacted.

#### 1.6.2.6 Cost Loading

- a. Cost Loading Activities: Material and Equipment Costs for which payment will be requested in advance of installation shall be assigned to their respective procurement activity (i.e., the material/equipment on-site activity). Cost for material/equipment paid for after installation, labor and construction equipment shall be assigned to their respective Construction Activities. The value of inspection/testing activities will not be less than 10 percent of the total costs for Procurement and Construction Activities. Evenly disperse overhead and profit to each activity over the duration of the project.
- b. Quantities and Units of Measure: Each cost loaded activity shall have a detailed quantity breakdown and unit of measure.

#### 1.6.3 Schedule Software Settings and Restrictions

- a. Activity Constraints: Date/time constraint(s), other than those required by the contract, will not be allowed unless accepted by the Contracting Officer. Identify any constraints proposed and provide an explanation for the purpose of the constraint in the Narrative Report.
- b. Default Progress Data Disallowed: Actual Start and Actual Finish dates on the CPM schedule shall match the dates on the Contractor Quality Control and Production Reports.
- c. Software Settings: Schedule calculations and Out-of-Sequence progress (if applicable) shall be handled through Retained Logic, not Progress Override. All activity durations and float values will be shown in days. Activity progress will be shown using Remaining Duration. Default activity type will be set to "Task Dependent".
- d. At a minimum, include the following settings and parameters in Baseline Schedule preparation:
  1. General: Calendars and Activity Codes are defined or established at the "Project" level, not the "Global" level.
  2. Admin Drop-Down Menu, Admin Preferences, Time Periods Tab:
    - a) Time periods for P6 should be set to 8.0 Hours/Day, 40.0 Hours/Week, 172.0 Hours/Month and 2000.0 Hours/Year.
    - b) Allow users to specify the number of work hours for each time period: Should be unchecked.
  3. Project Level, Date Tab:
    - a) Set "Must Finish By" date to "Contract Completion Date".
  4. Project Level, Default Tab:
    - a) Duration Type: Set to "Fixed Duration & Units".

- b) Percent Complete Type: Set to "Physical".
  - c) Activity Type: Set to "Task Dependent".
  - d) Calendar: Set to "Standard 5 Day Workweek". Calendar shall reflect Saturday, Sunday and all Federal holidays as non-work days. Alternative calendars may be used with Contracting Officer approval.
5. Project Level, Calculations Tab:
- a) Price/Unit: Set to "\$1/h".
  - b) Activity percent complete based on activity steps: Should be Checked.
  - c) Reset Remaining Duration and Units to Original: Should be Checked.
  - d) Subtract Actual from At Completion: Should be Checked.
  - e) Recalculate Actual units and Cost when duration % complete changes: Should be Checked.
  - f) Update units when costs change on resource assignments: Should be Unchecked.
  - g) Link Actual and Actual This Period Units and Cost: Should be Checked.
6. Project Level, Settings Tab:
- a) Define Critical Activities: Check "Total Float is less than or equal to" and add "0d".
7. Work Breakdown Structure Level, Earned Value Tab:
- a) Technique for Computing Performance Percent Complete: "Activity percent complete" is selected.
  - b) Technique for Computing Estimate to Complete (ETC): "PF = 1" is selected.

#### 1.6.4 Required Tabular Reports

The following reports shall be included with the schedule submittal:

- a. Log Report: Listing of all changes made between the previous schedule and current updated schedule.
- b. Narrative Report: Identify and justify;
  - 1) Progress made in each area of the project;
  - 2) Critical Path;
  - 3) Date/time constraint(s), other than those required by the contract;

- 4) Changes in the following; added or deleted activities, original and remaining durations for activities that have not started, logic, milestones, planned sequence of operations, critical path, and cost loading;
- 5) Any decrease in previously reported activity Earned Amount;
- 6) Pending items and status thereof, including permits, changes orders, and time extensions;
- 7) Status of Contract Completion Date and interim milestones;
- 8) Current and anticipated delays (describe cause of delay and corrective actions(s)); and
- 9) Description of current and future schedule problem areas. Each entry in the narrative report will cite the respective Activity ID and Activity Description, the date and reason for the change, and description of the change.

- c. Earned Value Report: Listing all activities having a budget amount cost loaded. Compilation of total earnings on the project from notice to proceed to current progress payment request. Group and sort activities as directed by the Contracting Officer. Show current budget, previous physical percent complete, to-date physical percent complete, previous earned value, to-date earned value and cost to complete on the report for each activity:
- d. Schedule Variance Control (SVC) Diagram: With each schedule submission, provide a SVC diagram showing 1) Cash Flow S-Curves indicating planned project cost based on projected early and late activity finish dates and 2) Earned Value to-date. Revise Cash Flow S-Curves when the contract is modified, or as directed by the Contracting Officer.

## 1.7 SUBMISSION AND ACCEPTANCE

### 1.7.1 Baseline Schedule

The Baseline Schedule shall be submitted to the Contracting Officer no later than thirty 30 calendars days from the date of the contract award.

### 1.7.2 Monthly Network Analysis Updates

Contractor and Government representatives shall meet at monthly intervals to review and agree on the information presented in the updated project schedule. The submission of an acceptable, updated schedule to the Government is a condition precedent to the processing of the Contractor's pay request. An acceptable, updated schedule shall be submitted to the Government regardless of whether a Contractor's pay request will be submitted for the given period. If a Schedule of Prices is the basis for progress payments, it shall be consistent with the logic and activity breakdowns on the progress schedule. If progress payments are based on a cost-loaded schedule, the Contractor and Government shall agree on percentage of payment for each activity progressed during the update period.

Provide the following with each Schedule submittal:

- a. Time Scaled Logic Diagram.
- b. Reports listed in paragraph entitled "Required Tabular Reports."
- c. Data disks containing the project schedule. Include the back-up native .xer file.

#### 1.7.3 As-Built Schedule

As a condition precedent to the release of retention and making final payment, submit an "As-Built Schedule," as the last schedule update showing all activities at 100 percent completion. This schedule shall reflect the exact manner in which the project was actually constructed.

#### 1.8 CONTRACT MODIFICATION

Submit a Time Impact Analysis with each cost and time proposal for a proposed change. Time Impact Analysis (TIA) shall illustrate the influence of each change or delay on the Contract Completion Date or milestones. No time extensions will be granted nor delay damages paid unless a delay occurs which consumes all available Project Float, and extends the Projected Finish beyond the Contract Completion Date.

- a. Each TIA shall be in both narrative and schedule form demonstrating the delay impact.
- b. Each TIA shall include a Fragmentary Network (fragment) demonstrating how the Contractor proposes to incorporate the impact into the most currently accepted schedule update. A fragment is defined as the sequence of new activities and/or activity revisions, logic relationships and resource changes that are proposed to be added to the existing schedule to demonstrate the influence of impacts to the schedule. The fragment shall identify the predecessors to the new activities and demonstrate the impacts to successor activities. The Contractor shall run the schedule calculations and submit the impacted schedule with the proposal or claim.
- c. Unless the Contracting Officer requests otherwise, only conformed contract modifications shall be added into the Project NAS.

#### 1.9 PROJECT FLOAT

Project Float is the length of time between the Contractor's Projected Finish Milestone and the Contract Completion Date Milestone. Project Float available in the schedule, at any time shall not be for the exclusive use of either the Government or the Contractor.

#### 1.10 THREE-WEEK LOOK AHEAD SCHEDULE

The Contractor shall prepare and issue a 3-Week Look Ahead schedule to provide a more detailed day-to-day plan of upcoming work identified on the Project Network Analysis Schedule. The work plans shall be keyed to NAS activity numbers and updated each week to show the planned work for the current and following two-week period. Additionally, include upcoming outages, closures, preparatory meetings, and initial meetings. Identify critical path activities on the Three-Week Look Ahead Schedule. The detail work plans are to be bar chart type schedules, maintained separately from the Project NAS on an electronic spreadsheet program and printed on 8 ½ by 11 sheets as directed by the Contracting Officer.

Activities shall not exceed 5 working days in duration and have sufficient level of detail to assign crews, tools and equipment required to complete the work. Three hard copies and one electronic file of the 3-Week Look Ahead Schedule shall be delivered to the Contracting Officer no later than 8 a.m. each Monday and reviewed during the weekly CQC Coordination Meeting.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

## Initial Project Schedule (IPS) Review Worksheet

Project Name: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contractor Scheduler: \_\_\_\_\_

NAVFAC IPS Reviewer: \_\_\_\_\_

Primavera Project ID: \_\_\_\_\_ Primavera Project Name: \_\_\_\_\_

NTP: \_\_\_\_\_ Contract Completion Date (CCD): \_\_\_\_\_

Interim or Phased Completion Contract Dates (if specified): \_\_\_\_\_

Total Contract Award: \$ \_\_\_\_\_

ITM	DESCRIPTION	Y	N
<b>IPS REPORTING &amp; SOFTWARE (2.4.1)</b>			
<i>Reports Submitted</i>			
1	P6 Project import file in Primavera Project Manager (.XER) 6.2 export file format. <b>(KTR)</b>		
2	Narrative Report		
3	Network Diagram (Schedule)		
4	Earned Value Report (If schedule cost loading specified)		
5	S-Curves (If schedule cost loading specified)		
6	All required submittals are provided by the contractor		
<i>Software</i>			
7	P6 was used to prepare the schedule <b>(KTR)</b>		
<b>GENERAL SCHEDULE INFORMATION (Run Primavera Schedule Report/Log) (2.4.2)</b>			
8	Start and Finish dated did not change after scheduling the project		
9	Retained Logic is used when scheduling progressed activities		
10	Critical activities defined as Total Float less than or equal to 0		
11	No activities have started or are in progress		
12	All Constraints are Contractually defined		
13	The only activity without predecessor(s) is the activity with the earliest start date		
14	The only activity without successor(s) is the activity with the latest finish date		
15	BLANK		
16	The Latest Early Finish Date is on or before the Contract Completion Date (CCD)		
17	No more than 20% of the activities are Critical or Near Critical; Activities with Total Float less than 14 working days are Near Critical		
<b>PROJECT REQUIREMENTS AND SETTINGS</b>			
<i>Schedule Dates (2.4.3)</i>			
18	The project Must Finish By date is set to the current CCD		
19	The Must Finish By Time is set to 5pm		
<i>Defaults (2.4.3)</i>			
20	Duration Type is set to Fixed Duration & Units		

## Initial Project Schedule (IPS) Review Worksheet

Project Name: \_\_\_\_\_

Contract No.: \_\_\_\_\_

21	Percent Complete Type is set to Physical		
22	Activity Type is set to Task Dependent		
23	The default Project Calendar reflects Saturday, Sunday and all Federal Holidays as non-work days		
<b>Settings (2.4.3)</b>			
24	Total Float less than or equal to 0 defines critical activity		
<b>Calculations (2.4.3)</b>			
25	Price/Unit is set to \$1/h		
26	Activity percent complete based on activity steps is checked		
27	Reset Remaining Duration and Units to Original is selected		
28	Subtract Actual from At Completion is selected		
29	Recalculate Actual Units and Cost when duration % complete changes is checked		
30	Update units when costs change on resource assignments is unchecked		
31	Link Actual and Actual This Period Units and Cost is checked		
<b>Earned Value (2.4.4)</b>			
Technique For Computing Performance Percent Complete			
32	Activity percent complete is selected		
Technique For Computing Estimate To Complete (ETC)			
33	PF = 1 is selected		
<b>Hours Per Time Period (2.4.5)</b>			
34	Verified with the contractor that the Time Periods established for P6 on the computer the project was created and maintained are set to 8.0 Hours/Day, 40.0 Hours/Week, 172.0 Hours/Month and 2000.0 Hours/Year		
35	Time Periods established for P6 on the Government computer matches the Time Periods established on the contractor computer		
36	Allow users to specify the number of work hours for each time period is unchecked		
<b>Project Calendars (2.4.6)</b>			
Standard Calendars			
37	Calendar(s) are defined at the Project level		
38	A 5-day workweek calendar is defined for the project that establishes Saturdays, Sundays and all federal holidays as non-work days		
39	A 6-day workweek calendar may be defined for the project. The 6-day workweek calendar establishes Sundays and all federal holidays as non-work days		
40	A 7-day workweek calendar may be defined for the project. If defined, it establishes Saturdays, Sundays and all federal holidays as workdays		
41	Total work hours/day for all defined calendars is set to 8		
42	Standard Calendars are correctly assigned to activities		
Weather Calendars			
43	A project level Weather Calendar is defined		
44	The weather calendar is based on the Standard 5-Day Workweek Calendar		

## Initial Project Schedule (IPS) Review Worksheet

Project Name: \_\_\_\_\_ Contract No.: \_\_\_\_\_

45	Anticipated non-work days due to adverse weather are assigned to normal workdays (Mon-Fri)		
46	The approved number of anticipated non-work days per month due to adverse weather is assigned		
47	The Weather Calendar is assigned to activities that could be delayed by adverse weather		
<b>Special Calendars</b>			
48	Special Calendar(s) defined for the project are properly set-up		
49	Special Calendar(s) are correctly assigned to activities		
<b>ACTIVITY CODES (2.4.7)</b>			
50	Activity Codes are established at the Project Level		
51	As a minimum, Activity Codes identified in the scheduling specification and/or established by the Contracting Officer are defined for the project		
<b>ACTIVITY DATA, SETTINGS AND ASSIGNMENTS</b>			
<b>Activity Detail (2.4.8)</b>			
52	Activity Type is set to Task Dependent, Duration Type is set to Fixed Duration & Units and % Complete Type is set to Physical for all activities		
53	Calendars are correctly assigned to activities		
<b>Description and Duration (2.4.9)</b>			
54	Activity Descriptions adequately define work scope		
55	Original activity durations are reasonable		
56	No on-site construction activity has a duration greater than 20 working days		
57	Actual Activity Start and Finish dates will be easy to determine/verify		
58	Work-in-Place percent complete for partially completed activities will be easy to determine/verify		
<b>Schedule Logic</b>			
59	No Negative Lags (KTR)		
60	Finish-To-Start relationships are all assigned 0 Lag (KTR)		
<b>Contract Milestone Activities (2.4.10)</b>			
61	Interim or Phased Completion Milestone Activity dates match Contract dates(if specified)		
<b>Activities Assigned Government Responsibility For Completing (2.4.11)</b>			
62	Responsibility for completing the activity is correctly assigned to the Government		
63	Durations comply with contract requirements		
<b>Longest Path (2.4.12)</b>			
64	Government activities are not arbitrarily placed on the Longest Path		
65	The Longest Path is made up of activities that you expect to drive project completion		
66	The Longest Path shows reasonable work flow and sequencing		
67	There are no time gaps between activities on the Longest Path		
<b>COST LOADING (2.4.13)</b>			
68	The total cost budget equals the contract value		
69	Activities that should have a cost budget are cost loaded		
70	Budget \$ are equitable spread throughout the Project – Not Front End Loaded		
71	Anomalies in monthly and cumulative Budgeted Cost distribution are explainable		



SECTION 01 33 00

SUBMITTAL PROCEDURES

02/09

PART 1 GENERAL

1.1 DEFINITIONS

1.1.1 Submittal Descriptions (SD)

Submittals requirements are specified in the technical sections. Submittals are identified by Submittal Description (SD) numbers and titles as follows:

SD-01 Preconstruction Submittals

Submittals which are required prior to a commencing work on site.

SD-02 Shop Drawings

Drawings, diagrams and schedules specifically prepared to illustrate some portion of the work.

Diagrams and instructions from a manufacturer or fabricator for use in producing the product and as aids to the Contractor for integrating the product or system into the project.

Drawings prepared by or for the Contractor to show how multiple systems and interdisciplinary work will be coordinated.

SD-03 Product Data

Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions and brochures illustrating size, physical appearance and other characteristics of materials, systems or equipment for some portion of the work.

Samples of warranty language when the contract requires extended product warranties.

SD-04 Samples

Fabricated or unfabricated physical examples of materials, equipment or workmanship that illustrate functional and aesthetic characteristics of a material or product and establish standards by which the work can be judged.

Color samples from the manufacturer's standard line (or custom color samples if specified) to be used in selecting or approving colors for the project.

Field samples and mock-ups constructed on the project site establish standards by which the ensuring work can be judged. Includes assemblies or portions of assemblies which are to be incorporated into the project and those which will be removed at conclusion of the work.

SD-05 Design Data

Design calculations, mix designs, analyses or other data pertaining to a part of work.

#### SD-06 Test Reports

Report signed by authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been tested in accord with specified requirements. (Testing must have been within three years of date of contract award for the project.)

Report which includes findings of a test required to be performed by the Contractor on an actual portion of the work or prototype prepared for the project before shipment to job site.

Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation.

Investigation reports.

Daily logs and checklists.

Final acceptance test and operational test procedure.

#### SD-07 Certificates

Statements printed on the manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements. Must be dated after award of project contract and clearly name the project.

Document required of Contractor, or of a manufacturer, supplier, installer or subcontractor through Contractor, the purpose of which is to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications.

Confined space entry permits.

Text of posted operating instructions.

#### SD-08 Manufacturer's Instructions

Preprinted material describing installation of a product, system or material, including special notices and Material Safety Data sheets concerning impedances, hazards and safety precautions.

#### SD-09 Manufacturer's Field Reports

Documentation of the testing and verification actions taken by manufacturer's representative at the job site, in the vicinity of the job site, or on a sample taken from the job site, on a portion of the work, during or after installation, to confirm compliance with manufacturer's standards or instructions. The documentation must be signed by an authorized official of a testing laboratory or agency and must state the test results; and indicate whether the material,

product, or system has passed or failed the test.

Factory test reports.

#### SD-10 Operation and Maintenance Data

Data that is furnished by the manufacturer, or the system provider, to the equipment operating and maintenance personnel, including manufacturer's help and product line documentation necessary to maintain and install equipment. This data is needed by operating and maintenance personnel for the safe and efficient operation, maintenance and repair of the item.

This data is intended to be incorporated in an operations and maintenance manual or control system.

#### SD-11 Closeout Submittals

Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.

Special requirements necessary to properly close out a construction contract. For example, Record Drawings and as-built drawings. Also, submittal requirements necessary to properly close out a major phase of construction on a multi-phase contract.

##### 1.1.2 Approving Authority

Office or designated person authorized to approve submittal.

##### 1.1.3 Work

As used in this section, on- and off-site construction required by contract documents, including labor necessary to produce submittals, construction, materials, products, equipment, and systems incorporated or to be incorporated in such construction.

#### 1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. Submit the following in accordance with this section.

##### SD-01 Preconstruction Submittals

Submittal register; G

Other submittals required prior to beginning any work include, but are not limited to, the following:

- Certificates of Insurance
- Surety Bonds
- List of Proposed Subcontractors
- List of Proposed Products
- Network Analysis Schedule (NAS)
- Schedule of Prices
- Vehicle List
- List of Contact Personal
- Qualifications

Work plan  
Quality control(QC) plan  
Environmental Management Plan  
Solid Waste Management Plan and Permit  
Storm Water Pollution Protection Plan  
Accident Prevention Plan (APP)  
Activity Hazard Analysis (AHA)  
Crane Critical List Plan  
Crane Operator Qualifications  
Construction Site Plan  
Traffic Control Plan  
Dirt and Dust Control  
Construction Hazardous Material Inventory Log

### 1.3 FORWARDING SUBMITTALS REQUIRING GOVERNMENT APPROVAL

#### 1.3.1 Submittals Required from the Contractor

As soon as practicable after award of contract, and before procurement of fabrication, forward to the Contracting Officer submittals required in the technical sections of this specification, including shop drawings, product data and samples. One copy of the transmittal form for all submittals shall be forwarded to the Resident Officer in Charge of Construction.

##### 1.3.1.1 O&M Data

NAVFAC PWD ME will review and approve for the Contracting Officer O&M Data to verify the submittals comply with the contract requirements; submit data specified for a given item within 30 calendar days after the item is delivered to the contract site.

- a. In the event the Contractor fails to deliver O&M Data within the time limits specified, the Contracting Officer may withhold from progress payments 50 percent of the price of the item with which such O&M Data are applicable.

##### 1.3.1.2 Submittals Reserved for NAVFAC MIDLANT Approval

- a. All fire protection system submittals
- b. All fire alarm system submittals

NAVFAC MIDLANT CI45 Fire Protection  
Attn: NAVFAC FPE  
Bldg Z-140, RM 126  
9742 Maryland Avenue  
Norfolk, VA 23511

### 1.4 PREPARATION

#### 1.4.1 Transmittal Form

Transmit each submittal, except sample installations and sample panels to office of approving authority. Transmit submittals with transmittal form prescribed by Contracting Officer Administrator and standard for project. On the transmittal form identify Contractor, indicate date of submittal, and include information prescribed by transmittal form and required in paragraph entitled "Identifying Submittals." Process transmittal forms to record actions regarding samples installations panels.

#### 1.4.2 Identifying Submittals

When submittals are provided by a Subcontractor, the Prime Contractor is to prepare, review and stamp with Contractor's approval all specified submittals prior to submitting for Government approval.

Identify submittals, except sample installations and sample panels, with the following information permanently adhered to or noted on each separate component of each submittal and noted on transmittal form. Mark each copy of each submittal identically, with the following:

- a. Project title and location.
- b. Construction contract number.
- c. Date of the drawings and revisions.
- d. Name, address, and telephone number of subcontractor, supplier, manufacturer and any other subcontractor associated with the submittal.
- e. Section number of the specification section by which submittal is required.
- f. Submittal description (SD) number of each component of submittal.
- g. When a resubmission, add alphabetic suffix on submittal description, for example, submittal 18 would become 18A, to indicate resubmission.
- h. Product identification and location in project.

#### 1.4.3 Format for SD-02 Shop Drawings

- a. Shop drawings are not to be less than 8 1/2 by 11 inches nor more than 30 by 42 inches, except for full size patterns or templates. Prepare drawings to accurate size, with scale indicated, unless other form is required. Drawings are to be suitable for reproduction and be of a quality to produce clear, distinct lines and letters with dark lines on a white background.
- b. Present 8 1/2 by 11 inches sized shop drawings as part of the bound volume for submittals required by section. Present larger drawings in sets.
- c. Include on each drawing the drawing title, number, date, and revision numbers and dates, in addition to information required in paragraph entitled "Identifying Submittals."
- d. Number drawings in a logical sequence. Contractors may use their own number system. Each drawing is to bear the number of the submittal in a uniform location adjacent to the title block. Place the Government contract number in the margin, immediately below the title block, for each drawing.
- e. Reserve a blank space, no smaller than 3 x 3 inches on the right hand side of each sheet for the Government disposition stamp.

- f. Dimension drawings, except diagrams and schematic drawings; prepare drawings demonstrating interface with other trades to scale. Use the same unit of measure for shop drawings as indicated on the contract drawings. Identify materials and products for work shown.
- g. Include the nameplate data, size and capacity on drawings. Also include applicable federal, military, industry and technical society publication references.

1.4.4 Format of SD-03 Product Data and SD-08 Manufacturer's Instructions

- a. Present product data submittals for each section as a complete, bound volume. Include table of contents, listing page and catalog item numbers for product data.
- b. Indicate, by prominent notation, each product which is being submitted; indicate specification section number and paragraph number to which it pertains.
- c. Supplement product data with material prepared for project to satisfy submittal requirements for which product data does not exist. Identify this material as developed specifically for project, with information and format as required for submission of SD-07 Certificates.
- d. Include the manufacturer's name, trade name, place of manufacture, and catalog model or number on product data. Also include applicable federal, military, industry and technical society publication references. Should manufacturer's data require supplemental information for clarification, submit as specified for SD-07 Certificates.
- e. Where equipment or materials are specified to conform to industry and technical society reference standards of the organizations such as American National Standards Institute (ANSI), ASTM International (ASTM), National Electrical Manufacturer's Association (NEMA), Underwriters Laboratories (UL), and Association of Edison Illuminating Companies (AEIC), submit proof of such compliance. The label or listing by the specified organization will be acceptable evidence of compliance. In lieu of the label or listing, submit a certificate from an independent testing organization, competent to perform testing, and approved by the Contracting Officer. State on the certificate that the item has been tested in accordance with the specified organization's test methods and that the item complies with the specified organization's reference standard.
- f. Collect required data submittals for each specific material, product, unit of work, or system into a single submittal and marked for choices, options, and portions applicable to the submittal. Mark each copy of the product data identically. Partial submittals will not be accepted for expedition of construction effort.
- g. Submit manufacturer's instructions prior to installation.

1.4.5 Format of SD-04 Samples

- a. Furnish samples in sizes below, unless otherwise specified or unless the manufacturer has prepackaged samples of approximately same size as specified:
  - (1) Sample of Equipment or Device: Full size.
  - (2) Sample of Materials Less Than 2 by 3 inches: Built up to 8 1/2 by 11 inches.
  - (3) Sample of Materials Exceeding 8 1/2 by 11 inches: Cut down to 8 1/2 by 11 inches and adequate to indicate color, texture, and material variations.
  - (4) Sample of Linear Devices or Materials: 10 inch length or length to be supplied, if less than 10 inches. Examples of linear devices or materials are conduit and handrails.
  - (5) Sample of Non-Solid Materials: Pint. Examples of non-solid materials are sand and paint.
  - (6) Color Selection Samples: 2 by 4 inches. Where samples are specified for selection of color, finish, pattern, or texture, submit the full set of available choices for the material or product specified. Sizes and quantities of samples are to represent their respective standard unit.
  - (7) Sample Panel: 4 by 4 feet.
  - (8) Sample Installation: 100 square feet.
- b. Samples Showing Range of Variation: Where variations in color, finish, pattern, or texture are unavoidable due to nature of the materials, submit sets of samples of not less than three units showing extremes and middle of range. Mark each unit to describe its relation to the range of the variation.
- c. Reusable Samples: Incorporate returned samples into work only if so specified or indicated. Incorporated samples are to be in undamaged condition at time of use.
- d. Recording of Sample Installation: Note and preserve the notation of area constituting sample installation but remove notation at final clean up of project.
- e. When color, texture or pattern is specified by naming a particular manufacturer and style, include one sample of that manufacturer and style, for comparison.

1.4.6 Format of SD-05 Design Data and SD-07 Certificates

Provide design data and certificates on 8 1/2 by 11 inches paper. Provide a bound volume for submittals containing numerous pages.

1.4.7 Format of SD-06 Test Reports and SD-09 Manufacturer's Field Reports

- a. Provide reports on 8 1/2 by 11 inches paper in a complete bound volume.

- b. Indicate by prominent notation, each report in the submittal. Indicate specification number and paragraph number to which it pertains.

1.4.8 Format of SD-10 Operation and Maintenance Data (O&M)

Comply with the requirements specified in Section 01 78 23 OPERATION AND MAINTENANCE DATA for O&M Data format. Refer to Section 01 78 24.00 20 FACILITY ELECTRONIC OPERATION AND MAINTENANCE SUPPORT INFORMATION (eOMSI) for additional requirements.

1.4.9 Format of SD-01 Preconstruction Submittals and SD-11 Closeout Submittals

- a. When submittal includes a document which is to be used in project or become part of project record, other than as a submittal, do not apply Contractor's approval stamp to document, but to a separate sheet accompanying document.

1.5 QUANTITY OF SUBMITTALS

Make use of electronic media for submittals to the greatest extent possible except for operation and maintenance manuals and associated submittals to be forwarded to Portsmouth Naval Shipyard.

1.5.1 Number of Copies of SD-02 Shop Drawings

Submit six copies of submittals of shop drawings requiring review and approval only by QC organization and seven copies of shop drawings requiring review and approval by Contracting Officer.

1.5.2 Number of Copies of SD-03 Product Data and SD-08 Manufacturer's Instructions

Submit in compliance with quantity requirements specified for shop drawings.

1.5.3 Number of Samples SD-04 Samples

- a. Submit two samples, or two sets of samples showing range of variation, of each required item. One approved sample or set of samples will be retained by approving authority and one will be returned to Contractor.
- b. Submit one sample panel or provide one sample installation where directed. Include components listed in technical section or as directed.
- c. Submit one sample installation, where directed.
- d. Submit one sample of non-solid materials.

1.5.4 Number of Copies SD-05 Design Data and SD-07 Certificates

Submit in compliance with quantity requirements specified for shop drawings.

1.5.5 Number of Copies SD-06 Test Reports and SD-09 Manufacturer's Field Reports

Submit in compliance with quantity and quality requirements specified for shop drawings other than field test results that will be submitted with QC reports.

1.5.6 Number of Copies of SD-10 Operation and Maintenance Data

Submit Five copies of O&M Data to the Contracting Officer for review and approval.

1.5.7 Number of Copies of SD-01 Preconstruction Submittals and SD-11 Closeout Submittals

Unless otherwise specified, submit three sets of administrative submittals.

1.6 VARIATIONS / SUBSTITUTION REQUESTS

Variations from contract requirements require Government approval pursuant to contract Clause FAR 52.236-21 and will be considered where advantageous to Government.

1.6.1 Considering Variations

Discussion with Contracting Officer prior to submission, will help ensure functional and quality requirements are met and minimize rejections and re-submittals. When contemplating a variation which results in lower cost, consider submission of the variation as a Value Engineering Change Proposal (VECP).

Specifically point out variations from contract requirements in transmittal letters. Failure to point out deviations may result in the Government requiring rejection and removal of such work at no additional cost to the Government.

1.6.2 Proposing Variations

When proposing variation, deliver written request to the Contracting Officer, with documentation of the nature and features of the variation and why the variation is desirable and beneficial to Government. If lower cost is a benefit, also include an estimate of the cost savings. In addition to documentation required for variation, include the submittals required for the item. Clearly mark the proposed variation in all documentation.

1.6.3 Warranting That Variations Are Compatible

When delivering a variation for approval, Contractor warrants that this contract has been reviewed to establish that the variation, if incorporated, will be compatible with other elements of work.

1.6.4 Review Schedule Is Modified

In addition to normal submittal review period, a period of 20 working days will be allowed for consideration by the Government of submittals with variations.

### 1.7 SUBMITTAL REGISTER

Prepare and maintain submittal register, as the work progresses. Do not change data which is output in columns (c), (d), (e), and (f) as delivered by Government; retain data which is output in columns (a), (g), (h), and (i) as approved. A submittal register showing items of equipment and materials for which submittals are required by the specifications is provided as an attachment. This list may not be all inclusive and additional submittals may be required. The Government will provide the initial submittal register in electronic format with the following fields completed, to the extent that will be required by the Government during subsequent usage.

Column (c): Lists specification section in which submittal is required.

Column (d): Lists each submittal description (SD No. and type, e.g. SD-02 Shop Drawings) required in each specification section.

Column (e): Lists one principal paragraph in specification section where a material or product is specified. This listing is only to facilitate locating submitted requirements. Do not consider entries in column (e) as limiting project requirements.

Column (f): Indicate approving authority for each submittal.

Thereafter, the Contractor is to track all submittals by maintaining a complete list, including completion of all data columns, including dates on which submittals are received and returned by the Government.

#### 1.7.1 Use of Submittal Register

Submit submittal register. Submit with QC plan and project schedule. Verify that all submittals required for project are listed and add missing submittals. Coordinate and complete the following fields on the register submitted with the QC plan and the project schedule:

Column (a) Activity Number: Activity number from the project schedule.

Column (g) Contractor Submit Date: Scheduled date for approving authority to receive submittals.

Column (h) Contractor Approval Date: Date Contractor needs approval of submittal.

Column (i) Contractor Material: Date that Contractor needs material delivered to Contractor control.

#### 1.7.2 Contractor Use of Submittal Register

Update the following fields with each submittal throughout contract.

Column (b) Transmittal Number: Contractor assigned list of consecutive numbers.

Column (j) Action Code (k): Date of action used to record Contractor's review when forwarding submittals to QC.

Column (l) List date of submittal transmission.

Column (q) List date approval received.

#### 1.7.3 Approving Authority Use of Submittal Register

Update the following fields.

Column (b) Transmittal Number: Contractor assigned list of consecutive numbers.

Column (l) List date of submittal receipt.

Column (m) through (p) List Date related to review actions.

Column (q) List date returned to Contractor.

#### 1.7.4 Contractor Action Code and Action Code

Entries for columns (j) and (o), are to be used as follows (others may be prescribed by Transmittal Form):

NR - Not Received

AN - Approved as noted

A - Approved

RR - Disapproved, Revise, and Resubmit

#### 1.7.5 Copies Delivered to the Government

Deliver one copy of submittal register updated by Contractor to Government with each invoice request.

#### 1.8 SCHEDULING

Schedule and submit concurrently submittals covering component items forming a system or items that are interrelated. Include certifications to be submitted with the pertinent drawings at the same time. No delay damages or time extensions will be allowed for time lost in late submittals.

- a. Coordinate scheduling, sequencing, preparing and processing of submittals with performance of work so that work will not be delayed by submittal processing. Allow for potential resubmittal of requirements.
- b. Submittals called for by the contract documents will be listed on the register. If a submittal is called for but does not pertain to the contract work, the Contractor is to include the submittal in the register and annotate it "N/A" with a brief explanation. Approval by the Contracting Officer does not relieve the Contractor of supplying submittals required by the contract documents but which have been omitted from the register or marked "N/A".
- c. Re-submit register and annotate monthly by the Contractor with actual submission and approval dates. When all items on the

register have been fully approved, no further re-submittal is required.

- d. Carefully control procurement operations to ensure that each individual submittal is made on or before the Contractor scheduled submittal date shown on the approved "Submittal Register."
- e. Except as specified otherwise, allow review period, beginning with receipt by approving authority, that includes at least 15 working days for submittals for QC Manager approval and 20 working days for submittals for Contracting Officer approval. Period of review for submittals with Contracting Officer approval begins when Government receives submittal from QC organization.
- f. For submittals requiring review by fire protection engineer, allow review period, beginning when Government receives submittal from QC organization, of 30 working days for return of submittal to the Contractor.
- g. Period of review for each resubmittal is the same as for initial submittal.

#### 1.8.1 Reviewing, Certifying, Approving Authority

The QC organization is responsible for reviewing and certifying that submittals are in compliance with contract requirements. Approving authority on submittals is QC Manager unless otherwise specified for specific submittal. At each "Submittal" paragraph in individual specification sections, a notation "G," following a submittal item, indicates Contracting Officer is approving authority for that submittal item.

#### 1.8.2 Constraints

- a. Conform to provisions of this section, unless explicitly stated otherwise for submittals listed or specified in this contract.
- b. Submit complete submittals for each definable feature of work. Submit at the same time components of definable feature interrelated as a system.
- c. When acceptability of a submittal is dependent on conditions, items, or materials included in separate subsequent submittals, submittal will be returned without review.
- d. Approval of a separate material, product, or component does not imply approval of assembly in which item functions.

#### 1.8.3 QC Organization Responsibilities

- a. Note date on which submittal was received from Contractor on each submittal.
- b. Review each submittal; and check and coordinate each submittal with requirements of work and contract documents.
- c. Review submittals for conformance with project design concepts and compliance with contract documents.

- d. Act on submittals, determining appropriate action based on QC organization's review of submittal.
  - (1) When QC Manager is approving authority, take appropriate action on submittal from the possible actions defined in paragraph entitled, "Actions Possible."
  - (2) When Contracting Officer is approving authority or when variation has been proposed, forward submittal to Government with certifying statement or return submittal marked "not reviewed" or "revise and resubmit" as appropriate. The QC organization's review of submittal determines appropriate action.
- e. Ensure that material is clearly legible.
- f. Stamp each sheet of each submittal with QC certifying statement or approving statement, except that data submitted in bound volume or on one sheet printed on two sides may be stamped on the front of the first sheet only.
  - (1) When approving authority is Contracting Officer, QC organization will certify submittals forwarded to 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 \_\_\_\_\_, is in compliance with the contract drawings and specification, can be installed in the allocated spaces, and is submitted for Government approval.

Certified by Submittal Reviewer \_\_\_\_\_, Date \_\_\_\_\_  
(Signature when applicable)

Certified by QC Manager \_\_\_\_\_, Date \_\_\_\_\_"  
(Signature)

- (2) When approving authority is QC Manager, QC Manager will use the following approval statement when returning submittals to Contractor as "Approved" or "Approved as Noted."

"I hereby certify that the (material) (equipment) (article) shown and marked in this submittal and proposed to be incorporated with contract Number \_\_\_\_\_, is in compliance with the contract drawings and specification, can be installed in the allocated spaces, and is approved for use.

Certified by Submittal Reviewer \_\_\_\_\_, Date \_\_\_\_\_  
(Signature when applicable)

Approved by QC Manager \_\_\_\_\_, Date \_\_\_\_\_"  
(Signature)

- g. Sign certifying statement or approval statement. The QC organization member designated in the approved QC plan is the person signing certifying statements. The use of original ink for signatures is required. Stamped signatures are not acceptable.
- h. Update submittal register as submittal actions occur and maintain the submittal register at project site until final acceptance of

all work by Contracting Officer.

- i. Retain a copy of approved submittals at project site, including Contractor's copy of approved samples.

#### 1.9 GOVERNMENT APPROVING AUTHORITY

When approving authority is Contracting Officer, the Government will:

- a. Note date on which submittal was received from QC Manager.
- b. Review submittals for approval within scheduling period specified and only for conformance with project design concepts and compliance with contract documents.
- c. Identify returned submittals with one of the actions defined in paragraph entitled "Review Notations" and with markings appropriate for action indicated.

Upon completion of review of submittals requiring Government approval, stamp and date approved submittals. Two copies of the approved submittal will be retained by the Contracting Officer and the remaining copies of the submittal will be returned to the Contractor.

##### 1.9.1 Review Notations

Contracting Officer review will be completed within 14 calendar days after date of submission. Submittals will be returned to the Contractor with the following notations:

- a. Submittals marked "approved" or "accepted" authorize the Contractor to proceed with the work covered.
- b. Submittals marked "approved as noted" "or approved except as noted, resubmittal not required," authorize the Contractor to proceed with the work covered provided he takes no exception to the corrections.
- c. Submittals marked "not approved" or "disapproved," or "revise and resubmit," indicate noncompliance with the contract requirements or design concept, or that submittal is incomplete. Resubmit with appropriate changes. No work shall proceed for this item until resubmittal is approved.
- d. Submittals marked "not reviewed" will indicate submittal has been previously reviewed and approved, is not required, does not have evidence of being reviewed and approved by Contractor, or is not complete. A submittal marked "not reviewed" 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.

##### 1.10 DISAPPROVED OR REJECTED SUBMITTALS

Contractor shall make corrections required by the Contracting Officer. If the Contractor considers any correction or notation on the returned submittals to constitute a change to the contract drawings or specifications; notice as required under the clause entitled, "Changes" is to be given to the Contracting Officer. Contractor is responsible for the

dimensions and design of connection details and construction of work. Failure to point out deviations may result in the Government requiring rejection and removal of such work at the Contractor's expense.

If changes are necessary to submittals, the Contractor shall make such revisions and submission of the submittals in accordance with the procedures above. No item of work requiring a submittal change is to be accomplished until the changed submittals are approved.

#### 1.11 APPROVED/ACCEPTED SUBMITTALS

The Contracting Officer's approval or acceptance of submittals is not be construed as a complete check, and indicates only that the general method of construction, materials, detailing and other information are satisfactory. Approval or acceptance will not relieve the Contractor of the responsibility for any error which may exist, as the Contractor under the Contractor Quality Control (CQC) requirements of this contract is responsible for dimensions, the design of adequate connections and details, and the satisfactory construction of all work. After submittals have been approved or accepted by the Contracting Officer, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.

#### 1.12 APPROVED SAMPLES

Approval of a sample is only for the characteristics or use named in such approval and is not be construed to change or modify any contract requirements. Before submitting samples, the Contractor to assure that the materials or equipment will be available in quantities required in the project. No change or substitution will be permitted after a sample has been approved.

Match the approved samples for Materials and equipment incorporated in the work. If requested, approved samples, including those which may be damaged in testing, will be returned to the Contractor, at his expense, upon completion of the contract. Samples not approved will also be returned to the Contractor at its expense, if so requested.

Failure of any materials to pass the specified tests will be sufficient cause for refusal to consider, under this contract, any further samples of the same brand or make of that material. Government reserves the right to disapproved any material or equipment which previously has proved unsatisfactory in service.

Samples of various materials or equipment delivered on the site or in place may be taken by the Contracting Officer for testing. Samples failing to meet contract requirements will automatically void previous approvals. Contractor to replace such materials or equipment to meet contract requirements.

Approval of the Contractor's samples by the Contracting Officer does not relieve the Contractor of his/her responsibilities under the contract.

#### PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

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		01 14 00.00 22	SD-01 Preconstruction Submittals															
			List of Contact Personnel	1.4.1	G													
			Vehicle List	1.4.2	G													
		01 20 00.00 20	SD-01 Preconstruction Submittals															
			Schedule of Prices	1.3	G													
		01 30 00	SD-01 Preconstruction Submittals															
			Insurance	1.4	G													
			List of contact personnel	1.5.2	G													
			Progress and completion pictures	1.3	G													
			NAVFAC Red Zone Checklist/POAM	1.9	G													
			NAVFAC PWD ME Follow-on Services List	1.9	G													
		01 32 17.00 25	SD-01 Preconstruction Submittals															
			Qualifications	1.5	G													
			Baseline Network Analysis	1.3	G													
			Schedule															
			SD-07 Certificates															
			Monthly Network Analysis	1.7.2	G													
			SD-11 Closeout Submittals															
			As-Built Schedule	1.7.3	G													
		01 33 00	SD-01 Preconstruction Submittals															
			Submittal register	1.7	G													
		01 35 26.00 22	SD-01 Preconstruction Submittals															
			Accident Prevention Plan (APP)	1.7	G													
			Activity Hazard Analysis (AHA)	1.8	G													

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/	DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE		DATE OF ACTION	MAILED TO CONTR/	DATE RCD FRM APPR AUTH
		01 35 26.00 22	Crane Critical Lift Plan	1.7.1	G														
			Crane Operators	1.6.1.4	G														
			Crane Operators	1.12.4	G														
			SD-06 Test Reports																
			Notifications and Reports	1.12															
			Accident Reports	1.12.2	G														
			Monthly Exposure Report	1.4	G														
			Crane Reports	1.12.3	G														
			SD-07 Certificates																
			Confined Space Entry Permit	1.9	G														
			Hot work permit	1.9	G														
			License certificates	1.14	G														
			Contractor Safety Self-Evaluation Checklist	1.4	G														
			Accident Notification	1.12.1	G														
			Third Party Certification of Barge-Mounted Mobile Cranes	1.12.5	G														
			Certificate of Compliance	1.12.4	G														
		01 45 00.00 20	SD-01 Preconstruction Submittals																
			Construction Quality Control (QC) Plan	1.6.1	G														
			Indoor Air Quality (IAQ) Management Plan	1.18	G														
			Basis of Design and Design Intent	1.10.1															
			QC Manager	1.5.1	G														

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		01 45 00.00 20	Commissioning Authority	1.5.2	G														
			QC Specialists	1.5.5	G														
			SD-05 Design Data																
			Design Review	1.10.2															
			SD-07 Certificates																
			CA Resume	1.5.2.2															
		01 50 00.00 22	SD-01 Preconstruction Submittals																
			Construction site plan	1.4	G														
			Traffic control plan	3.3.1	G														
			SD-06 Test Reports																
			Backflow Preventer Tests	2.2.4	G														
			SD-07 Certificates																
			Backflow Tester	1.5.1	G														
			Backflow Preventers	1.5	G														
		01 57 19.00 22	SD-01 Preconstruction Submittals																
			Preconstruction Survey	1.5.1	G														
			Solid Waste Management Plan	3.4	G														
			Regulatory Notifications	1.5.2	G														
			Environmental Management Plan (EMP)	3.1	G														
			Dirt and Dust Control Plan	3.14.1	G														
			Contractor Hazardous Material Inventory Log	3.6	G														
			Storm Water Management/Erosion and Sedimentation Control Plan	3.2.1	G														

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(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	
		01 57 19.00 22	SD-06 Test Reports															
			Laboratory Analysis	3.13.4.2	G													
			Disposal Requirements	3.15.2	G													
			Erosion and Sediment Control	3.2.4	G													
			Inspection Reports															
			Solid Waste Management Report	3.4.1	G													
			SD-11 Closeout Submittals															
			Storm Water Management and	3.2.1	G													
			Erosion Control Compliance															
			Notebook															
			Waste Determination	3.5	G													
			Documentation															
			Disposal Documentation for	3.13.4.4	G													
			Hazardous and Regulated Waste															
			Contractor 40 CFR Employee	1.5.5	G													
			Training Records															
			Solid Waste Management Report	3.4.1	G													
			Contractor Hazardous Material	3.6	G													
			Inventory Log															
			Hazardous Waste/Debris	3.13.4	G													
			Management															
			Regulatory Notifications	1.5.2	G													
		01 62 35	SD-01 Preconstruction Submittals															
			Biobased Products	1.7	G													
		01 74 19.00 22	SD-01 Preconstruction Submittals															
			Waste Management Plan	1.3	G													

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		01 74 19.00 22	SD-11 Closeout Submittals																
			Records	1.4															
		01 75 00	SD-01 Preconstruction Submittals																
			Verification of Prior Experience	1.2.1	G														
			Documentation of Manufacturer's Prior Experience	1.2.1	G														
			Quality Control Plan	1.2.1	G														
			Manufacturer's Sample Warranty	1.2.1	G														
			Operation and Maintenance Data	1.2.3	G														
			Provide Evidence	1.2.1	G														
			SD-02 Shop Drawings																
			Drawings, Diagrams and Schedules	1.2.2	G														
			Diagrams and Instructions	1.2.2	G														
			Coordination Drawings	1.2.2	G														
			SD-03 Product Data																
			Catalog Cuts	1.2.3	G														
			Samples of Warranty Language	1.2.3	G														
			SD-05 Design Data																
			Design Calculations	1.2.3	G														
			SD-06 Test Reports																
			Factory Tests	1.2.4.1	G														
			Functional Field Test	1.2.4.2	G														
			Final Acceptance Test	1.2.4.3	G														
			Test Procedures	1.2.4.4	G														
			SD-07 Certificates																

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																		(g)
		01 75 00	Qualification of Manufacturer	1.2.1	G													
			Qualification of Installer	1.2.1	G													
			SD-08 Manufacturer's Instructions															
			Manufacturer's Administrative Requirements	1.2.1	G													
			Demonstration and Training Information	1.2.1	G													
			Manufacturer's Procedural Requirements	1.2.1	G													
			SD-09 Manufacturer's Field Reports															
			Documentation of the Testing and Verification Actions	1.2.4.2	G													
			SD-10 Operation and Maintenance Data															
			Operation and Maintenance Data	1.2.3	G													
			Safety and Security Data or Posters	1.2.3	G													
		01 78 00.00 22	SD-03 Product Data															
			As-Built Record of Equipment and Materials	1.3.2	G													
			Warranty Management Plan	1.7.1	G													
			Warranty Tags	1.7.4	G													
			Final Cleaning	1.10	G													
			Spare Parts Data	1.4	G													
			SD-08 Manufacturer's Instructions															

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																		(g)
		01 78 00.00 22	Preventative Maintenance	1.5	G													
			Condition Monitoring (Predictive Testing)	1.5	G													
			Inspection Instructions	1.5	G													
			SD-10 Operation and Maintenance Data	1.7.1	G													
			Operation and Maintenance Manuals	1.9	G													
			SD-11 Closeout Submittals															
			Record Drawings	1.3.1	G													
			Certification of EPA Designated Items	1.6	G													
			Certification of EPA Designated Items	1.6	G													
			Interim Form DD1354	1.11	G													
			Checklist for Form DD1354	1.11	G													
			NAVFAC Sustainable & Energy Data Record Card	1.12	G													
			Red Zone Documents	1.3.6	G													
		01 78 24.00 20	SD-07 Certificates															
			Qualifications of eOMS! Preparer	1.6	G													
			SD-10 Operation and Maintenance Data															
			Training Plan	3.1.1	G													
			Training Outline	3.1.3	G													

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																		(g)
		01 78 24.00 20	Training Content	3.1.2	G													
			SD-11 Closeout Submittals															
			eOMSI, Preliminary Submittal	1.9.1	G													
			eOMSI, 100 percent, Prefinal Submittal	1.9.2	G													
			eOMSI, Final Submittal	1.9.3	G													
			Training Video Recording	3.1.4	G													
			Validation of Training Completion	3.1.6	G													
		01 91 13	SD-01 Preconstruction Submittals															
			Commissioning Plan	3.3	G													
			SD-11 Closeout Submittals															
			Interim Commissioning Report	3.8	G													
			Final Commissioning Report	3.10	G													
		02 41 00	SD-01 Preconstruction Submittals															
			Existing Conditions	1.10	G													
			SD-07 Certificates															
			Demolition/Deconstruction Plan	1.2.1	G													
			Notification	1.7	G													
			Debris and Dust Control Plan	1.8.3	G													
			Temporary Protection Plan	1.8.3	G													
			Temporary Egress Plan	1.11	G													
			SD-11 Closeout Submittals															
			Receipts	3.2.4														
		02 83 13.00 22	SD-01 Preconstruction Submittals															
			Occupational and Environmental Assessment Data Report	1.5.2.3	G													

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																		(g)
		02 83 13.00 22	Lead Compliance Plan	1.5.2.2	G													
			Competent Person	1.5.1.1	G													
			Training Certification	1.5.1.2	G													
			Lead waste management plan	1.5.2.8	G													
			Medical Examinations	1.5.2.4	G													
			SD-06 Test Reports															
			sampling results	1.5.2.3														
			Occupational and Environmental Assessment Data Report	1.5.2.3	G													
			SD-07 Certificates															
			Testing laboratory	1.5.1.3	G													
			Clearance Certification	3.5.1.1	G													
			SD-11 Closeout Submittals															
			turn-in documents or weight tickets	3.5.2.1	G													
		02 84 16	SD-07 Certificates															
			Qualifications of CIH	1.8.1	G													
			Training Certification	1.8.1	G													
			PCB and Lamp Removal Work Plan	1.8.2	G													
			SD-11 Closeout Submittals															
			Certificate of Decontamination	3.2.4														
		03 01 32	SD-01 Preconstruction Submittals															
			Repair Plan	1.7.8	G													
			Contractor Qualifications	1.7.1.1														
			Worker Qualifications	1.7.1.2														

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		03 01 32	Testing Technicians	1.7.1.3	G														
			Testing Agencies	1.7.1.3															
			Licensed Professional Engineer (PE)	1.7.1.3	G														
			Licensed Professional Engineer (PE)	3.9.2	G														
			Field Survey Results	1.12	G														
			Letter of Acceptance of Government's Defect Quantities	1.11.1	G														
			Letter of Acceptance of Government's Defect Quantities	1.11.2	G														
			Letter of Acceptance of Government's Defect Quantities	1.12	G														
			Procedures to Repair Defective Work	3.9.5	G														
			CP Specialist	3.6.3.1	G														
			SD-02 Shop Drawings																
			Formwork	1.7.4.2	G														
			Anode Placement Details	3.6.3.1	G														
			Interior Containment Drawings and Procedures	1.7.4.1	G														
			SD-03 Product Data																
			Reinforcing Steel	2.1.3	G														
			Pre-Packaged Material	2.1.1	G														
			Admixtures	1.7.6.1	G														
			Injection Grout	2.1.6.1	G														

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																		(g)
		03 01 32	Galvanic Anodes	1.5.2														
			SD-05 Design Data															
			Repair material mixture proportioning	1.7.5	G													
			Trial Batch	1.7.5	G													
			SD-06 Test Reports															
			Pre-Packaged Material	2.1.1	G													
			Aggregates	1.7.6.1	G													
			Admixtures	1.7.6.1	G													
			Cement	1.7.6.1	G													
			Water	1.7.6.2	G													
			Pull-off bond Test	1.7.9.1	G													
			SD-07 Certificates															
			Form Removal Schedule	1.7.4.3	G													
			Placement and Compaction	1.7.7	G													
			QC Inspection Checklist	3.9.2	G													
			SD-08 Manufacturer's Instructions															
			Injection Grout	2.1.6.1														
			Pre-Packaged Material	2.1.1	G													
			Embedded Galvanic Anodes	1.5.2	G													
			Admixtures	1.7.6.1	G													
			Manufacturer's Material Safety Data Sheets	1.13														
		03 31 29	SD-01 Preconstruction Submittals															
			Concrete Curing Plan	1.8.2.2	G													
			Concrete Qualification Program	1.7.3	G													

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		03 31 29	Concrete Quality Control Program	1.6	G													
			Concrete Placement and Compaction	1.8.2.4	G													
			Concrete Pumping	1.8.2.4	G													
			Curing concrete elements	1.8.2.1	G													
			Form Removal Schedule	1.8.2.3	G													
			Laboratory Qualifications	1.6.2	G													
			Quality Control Personnel	1.6.1	G													
			SD-02 Shop Drawings															
			expansion joints	3.3.7	G													
			Formwork	1.8.1.1														
			Reinforcing steel	1.6.1.2	G													
			SD-03 Product Data															
			Admixtures	1.8.5.5	G													
			Air Entraining	2.4.1	G													
			Aggregates	1.8.5.4	G													
			Joint filler	2.8.4	G													
			Joint sealants	2.8.5	G													
			Materials for curing concrete	2.8.3	G													
			Material Safety Data Sheets	1.8.2.8	G													
			Non-shrink grout	2.5	G													
			Reinforcing Bars	2.7.1	G													
			Reinforcement and Protective Coating	2.7.1.1	G													
			Reinforcement supports	3.3.2	G													
			Waterstops	2.8.1	G													

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		03 31 29	Welded Wire Fabric	2.7.2	G													
			SD-05 Design Data															
			Concrete Mixture Design	1.8.5.1	G													
			SD-06 Test Reports															
			Air Entraining	2.4.1	G													
			Aggregates	1.8.5.4	G													
			Admixtures	1.8.5.5	G													
			Cement	1.8.5.6	G													
			Concrete Test Reports	1.8.5	G													
			Complementary Cementing Materials	1.8.5.2	G													
			Fresh Concrete Properties	1.7.3.1	G													
			Hardened Concrete Properties	1.7.3.2	G													
			Silica fume	1.8.5.3	G													
			Reinforcing Bars	2.7.1	G													
			Reinforcement and Protective Coating	2.7.1.1	G													
			Water	2.3	G													
			SD-07 Certificates															
			Admixtures	1.8.5.5	G													
			Cementitious Materials	2.1	G													
			Cementitious material mill certificates	1.8.3.1	G													
			Field testing technician and testing agency	1.6.1.2	G													
			SD-08 Manufacturer's Instructions															

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE		DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH	
																		(g)
		03 31 29	Coatings	1.8.2.6	G													
			SD-11 Closeout Submittals															
			Aggregate Moisture Content	1.8.3.1	G													
			Aggregate Sampling	1.8.3.1	G													
			Concrete Test Reports	1.8.5	G													
			Quality Control Charts	1.8.4.3	G													
			Daily inspection reports	1.8.4.1	G													
			Quality Team Meetings	1.8.4.4	G													
			Sampling logs	1.8.4.2	G													
		04 20 00	SD-03 Product Data															
			Cement	2.4.2	G													
			SD-04 Samples															
			Concrete Masonry Units (CMU)	2.3	G													
			Concrete Brick	2.2	G													
			Bar Positioners	2.6	G													
			Horizontal Joint Reinforcement	2.7	G													
			SD-05 Design Data															
			Pre-mixed Mortar	2.4.3	G													
			SD-06 Test Reports															
			Field Testing of Mortar	3.11.1	G													
			Field Testing of Grout	3.11.2	G													
			Masonry Cement	2.4.2	G													
			SD-07 Certificates															
			Concrete Brick	2.2														
			Concrete Masonry Units (CMU)	2.3														
			Bar Positioners	2.6														

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																		(g)
		04 20 00	Masonry Cement	2.4.2														
			SD-08 Manufacturer's Instructions															
			Masonry Cement	2.4.2														
		05 12 00	SD-05 Design Data															
			Anchor Installation and Testing Plan	1.3	G													
			SD-06 Test Reports															
			Bolts, nuts, and washers	2.1	G													
			Bolt Testing Reports	3.3.1.1	G													
			Testing Reports	3.5	G													
			SD-07 Certificates															
			Bolts, nuts, and washers	2.1	G													
			Galvanizing	2.2	G													
			Anchor Testing Personnel	3.5	G													
			Testing Equipment and Procedures	2.4	G													
		05 40 00	SD-02 Shop Drawings															
			Framing Components	1.5.1	G													
			SD-03 Product Data															
			studs, joists	2.1														
			SD-07 Certificates															
			Load-bearing cold-formed metal framing	1.4														
		05 50 13	SD-02 Shop Drawings															
			Mechanical Equipment Shields	2.6	G													
			SD-03 Product Data															

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/	DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER			ACTION CODE	DATE OF ACTION
		05 50 13	Guard Posts (Bollards/Pipe Guards)	2.3														
			Safety Chains	2.5														
			Stainless Steel Shields	2.1.4														
		05 51 00	SD-02 Shop Drawings															
			Stainless Steel Hardware	2.6	G													
			Structural Stainless Steel, Plates, Shapes and Bars	2.2	G													
			Stainless Steel Circular Stair and Hand Rail System	2.7	G													
			Stainless Steel Circular Stair and Hand Rail System	2.8	G													
			SD-03 Product Data															
			Structural Stainless Steel Plates, Shapes, and Bars	2.2	G													
			Structural Stainless Steel Tubing	2.3	G													
			Masonry Anchorage Devices	2.5	G													
			Stainless Steel Circular Stair and Hand Rail System	2.7	G													
			Stainless Steel Circular Stair and Hand Rail System	2.8	G													
			SD-05 Design Data															
			Metal Stair Calculations	1.4	G													
			SD-07 Certificates															
			Welding Procedures	1.3	G													
			Welder Qualification	1.3	G													

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		05 51 00	SD-08 Manufacturer's Instructions Masonry Anchorage Devices	2.5	G														
		05 52 00	SD-02 Shop Drawings Fabrication Drawings	2.1	G														
			Stainless Steel Hardware	2.1	G														
			Stainless Steel Hardware	2.7	G														
			Stainless Steel Shapes, Plates, Bars and Strips	2.1	G														
			SD-03 Product Data Structural Stainless Steel Plates, Shapes, and Bars	2.3	G														
			Structural Stainless Steel Tubing	2.4	G														
			Masonry Anchorage Devices	2.6	G														
			Stainless Steel Railings and Handrails	2.8	G														
			SD-05 Design Data Metal Railing Calculations	1.3.3	G														
			SD-07 Certificates Welding Procedures	1.3.1	G														
			Welder Qualification	1.3.2	G														
		06 10 00	SD-06 Test Reports Preservative-treated	1.4.2															
			SD-07 Certificates Preservative treatment	1.7															
		06 73 01	SD-02 Shop Drawings																

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/	DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE		DATE OF ACTION	MAILED TO CONTR/
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	
		06 73 01	Installation Drawings, Templates, and Directions	1.5	G													
			SD-03 Product Data															
			FRP Grating	1.5	G													
			Clips and Anchorage	1.5	G													
			FRP Ladder Components	1.5	G													
			SD-06 Test Reports															
			Bearing Strength Testing	2.1	G													
			Flexural Properties	2.1	G													
			Shear Strength	2.1	G													
			Tensile Properties	2.1	G													
			Toxicity Testing	2.1	G													
			Coefficient of Lineal Thermal Expansion	2.1	G													
			Flame Spread Testing	2.1	G													
			SD-07 Certificates															
			Manufacturer's Sample Warranty	1.5	G													
			Certification of Anchorage	1.5	G													
			System compliance with ASCE 7															
			Manufacturer's Certification of Installation	3.1	G													
			SD-08 Manufacturer's Instructions															
			Shipping, Handling, Erection Procedures	1.6	G													
			Care and Maintenance Instructions	1.6	G													

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE			DATE OF ACTION
		06 73 01	SD-11 Closeout Submittals														
			Manufacturer's Warranty	3.3	G												
		06 90 01	SD-01 Preconstruction Submittals														
			Qualifications of Manufacturer	1.3.1	G												
			Manufacturer's Sample Warranty	1.3.1	G												
			Installation Work Plan	1.4.1	G												
			SD-02 Shop Drawings														
			Installation Drawings	1.4.2	G												
			SD-03 Product Data														
			Sheeting	1.4.5	G												
			Sheeting	2.1	G												
			FRP Wale	1.4.5	G												
			FRP Wale	2.1	G												
			Plastic Block	2.2	G												
			SD-05 Design Data														
			Design Calculations	1.4.3	G												
			SD-06 Test Reports														
			Ultraviolet Test Reports	2.1	G												
			Thermal Expansion Test Reports	2.1	G												
			Flame Spread Test Reports	2.1	G												
			SD-07 Certificates														
			Manufacturer's Certification	1.3.1	G												
			Design Engineer's Qualifications	1.4.4	G												
			SD-08 Manufacturer's Instructions														
			Manufacturer's Instructions	1.4.6	G												
			SD-11 Closeout Submittals														

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/	DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER			ACTION CODE	DATE OF ACTION
		06 90 01	Sheeting Installation Verification Report	3.3.3	G													
			Manufacturer's Warranty	3.4	G													
		07 41 13	SD-02 Shop Drawings															
			Roof Panels	2.1.1	G													
			Wall Panels	2.1.1	G													
			Flashing and Accessories	1.4.5	G													
			SD-03 Product Data															
			Roof panels	2.1.1	G													
			Wall Panels	2.1.1	G													
			Factory-Applied Color Finish	1.4.5	G													
			Accessories	2.4	G													
			Fasteners	1.4.5	G													
			SD-04 Samples															
			Roof Panels	2.1.1	G													
			Wall Panels	2.1.1	G													
			Factory-applied Color Finish	1.4.5	G													
			SD-05 Design Data															
			Wind Uplift Resistance	1.2.2.2	G													
			Roof Panel Structural Performance	1.2.2.3	G													
			Wall Panel Structural Performance	1.2.2.4	G													
			Wind Load Tests	1.2.2.4	G													
			SD-06 Test Reports															
			Leakage Test Report	1.2.2.1	G													

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		07 41 13	Wind Uplift Test Report	1.2.2.2	G														
			Factory Finish and Color	2.2	G														
			Performance Requirements																
			SD-07 Certificates																
			Qualification of Manufacturer	1.4.1	G														
			Qualification of Applicator	1.4.2	G														
			SD-08 Manufacturer's Instructions																
			INSTALLATION MANUAL	1.4.5	G														
			SD-11 Closeout Submittals																
			Warranties	1.8	G														
		07 84 00	SD-02 Shop Drawings																
			Firestopping Materials	2.1	G														
			SD-03 Product Data																
			Signage Schedule	3.3															
			SD-06 Test Reports																
			Inspection	3.4	G														
			SD-07 Certificates																
			Inspector Qualifications	1.4.2															
			Firestopping Materials	2.1															
			Installer Qualifications	1.4.1	G														
		07 92 00	SD-03 Product Data																
			Schedule	2.1	G														
			Sealants	2.1	G														
			Primers	2.2	G														
			Bond breakers	2.3	G														
			Backer Rod	2.4	G														

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		07 92 00	SD-04 Samples															
			Color Charts	2.1	G													
			Mock-up	1.5.3	G													
			SD-07 Certificates															
			Sealant	3.3.6														
			Special Warranty	1.6	G													
		08 22 20	SD-01 Preconstruction Submittals															
			Sample Warranty	1.5														
			SD-02 Shop Drawings															
			Doors	2.2.1	G													
			Frames	2.2.1	G													
			Frames	2.2.1.2	G													
			Frame Anchors	2.2.5	G													
			SD-03 Product Data															
			Doors	2.2.1	G													
			Frames	2.2.1	G													
			Frames	2.2.1.2	G													
			SD-10 Operation and Maintenance Data															
			Warranty	1.6	G													
		08 71 00	SD-02 Shop Drawings															
			Hardware schedule	1.3	G													
			Keying system	2.3.4	G													
			SD-03 Product Data															
			Hardware items	2.3	G													
			SD-08 Manufacturer's Instructions															

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		08 71 00	Installation	3.1														
			SD-10 Operation and Maintenance Data															
			Hardware Schedule	1.3	G													
			Warranty	2.3.7	G													
			SD-11 Closeout Submittals															
			Key Bitting	1.4	G													
		08 91 00	SD-02 Shop Drawings															
			Wall louvers	1.4	G													
			Wall louvers	1.5	G													
			SD-03 Product Data															
			Metal Wall Louvers	2.2	G													
			SD-04 Samples															
			Wall louvers	1.4	G													
			Wall louvers	1.5	G													
		09 29 00	SD-03 Product Data															
			Impact Resistant / Moisture Resistant Gypsum Board	2.1.1	G													
			Accessories	2.1.4														
			Joint Treatment Materials	2.1.2	G													
			SD-07 Certificates															
			Asbestos Free Materials	2.1	G													
			SD-08 Manufacturer's Instructions															
			Material Safety Data Sheets	2.1														
			SD-10 Operation and Maintenance Data															

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		09 29 00	Manufacturer maintenance instructions	2.1														
		09 67 23.13	SD-03 Product Data High performance resinous flooring system	2.1	G													
			SD-04 Samples High performance resinous flooring system	2.1	G													
		09 90 00	SD-03 Product Data Coatings Manufacturer's Technical Data Sheets	2.1 2.1	G													
			SD-04 Samples Color	1.10	G													
			SD-07 Certificates Applicator's qualifications Qualification Testing	1.4 1.5.1.2	G													
			SD-08 Manufacturer's Instructions Application instructions Mixing Manufacturer's Material Safety Data Sheets	3.2.1 3.5.2 1.8.2														
			SD-10 Operation and Maintenance Data Coatings	2.1	G													
		09 97 13.00 40	SD-01 Preconstruction Submittals															

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		09 97 13.00 40	Material, Equipment, and Fixture Lists	1.4														
			Safety Plan	1.4														
			SD-03 Product Data															
			Inorganic Zinc	2.2.1	G													
			Inhibitive Polyamide Epoxy	2.2.1	G													
			Aliphatic Polyurethane	2.2.1	G													
			Blast Cleaning Collection System	3.1.2	G													
			SD-06 Test Reports															
			Inspection Forms	3.5	G													
			SD-07 Certificates															
			Abrasive Blasting Material	2.1	G													
			Coating Systems	2.2.1	G													
			Inhibitive Polyamide Epoxy	2.2.1	G													
			Aliphatic Polyurethane	2.2.1	G													
		23 00 00	SD-02 Shop Drawings															
			Detail Drawings	1.4.5	G													
			SD-03 Product Data															
			Duct Connectors	2.9.1.1	G													
			Duct Access Doors	2.9.2	G													
			Manual Balancing Dampers	2.9.3	G													
			Round Backdraft Dampers	2.9.4	G													
			Control Dampers	2.9.5	G													
			Diffusers	2.9.6	G													
			Registers and Grilles	2.9.6	G													
			Louvers	2.9.7	G													

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION		MAILED TO CONTR/ DATE RCD FRM APPR AUTH	
																		(g)
		23 00 00	In-Line Centrifugal Fans	2.10.1.1	G													
			Dehumidifiers With Remote Condenser Units	2.11	G													
			Electric Heating Coils	2.10.2.1	G													
			Thermostats	2.12	G													
			Humidistats	2.13	G													
			Sampling Sink	2.14.2	G													
			SD-08 Manufacturer's Instructions															
			Manufacturer's Installation Instructions	3.2	G													
			Operation and Maintenance Training	3.8.2	G													
			SD-10 Operation and Maintenance Data															
			Operation and Maintenance Manuals	3.8.1	G													
			In-Line Centrifugal Fans	2.10.1.1	G													
			Dehumidifiers With Remote Condenser Units	2.11	G													
			Electric Heating Coils	2.10.2.1	G													
		23 01 30.41	SD-01 Preconstruction Submittals															
			Record of Existing Conditions	3.2.1	G													
			Coordination Plan	3.2.2	G													
			NADCA Firm	1.4.1	G													
			NADCA Team Assistants	1.4.1	G													

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/	DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE		DATE OF ACTION	MAILED TO CONTR/	DATE RCD FRM APPR AUTH
		23 01 30.41	NADCA Air System Cleaning Specialist (ASCS)	1.4.1	G														
			NADCA Supervisor Qualifications	1.4.1	G														
			Records of Experience in the Field of HVAC System Cleaning	1.4.2	G														
			NADCA Work Execution Schedule	1.6.1	G														
			SD-06 Test Reports																
			Testing Procedures Summary	3.7	G														
			Post-Project Report	3.7	G														
		23 05 15	SD-01 Preconstruction Submittals																
			Material, Equipment, and Fixture Lists	1.2	G														
			SD-02 Shop Drawings																
			Record Drawings	1.2	G														
			Connection Diagrams	1.2	G														
			Coordination Drawings	1.2	G														
			Installation Drawings	3.1	G														
			SD-03 Product Data																
			Pipe and Fittings	2.1	G														
			Piping Specialties	2.2	G														
			Valves	2.3	G														
			Miscellaneous Materials	2.4	G														
			Supporting Elements	2.5	G														
			SD-06 Test Reports																
			Hydrostatic Tests	3.1	G														

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/	DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER			ACTION CODE	DATE OF ACTION
		23 05 15	Air Tests	3.1	G													
			Valve-Operating Tests	3.1	G													
			Drainage Tests	3.1	G													
			Pneumatic Tests	3.1	G													
			Non-Destructive Electric Tests	3.1	G													
			System Operation Tests	3.1	G													
			SD-07 Certificates															
			Listing of Product Installations	1.2	G													
			Records of Existing Conditions	1.2	G													
			Surface Resistance	3.1	G													
			Shear and Tensile Strengths	3.1	G													
			Temperature Ratings	3.1	G													
			SD-10 Operation and Maintenance Data															
			Operation and Maintenance Manuals	3.5	G													
		23 05 93	SD-01 Preconstruction Submittals															
			TAB Agency	1.5.1	G													
			TAB team assistants	1.2	G													
			TAB team engineer	1.2	G													
			TAB team field leader	1.2	G													
			SD-06 Test Reports															
			TAB Work Execution Schedule	3.6	G													
			TAB Procedures Summary	3.6	G													
			Design review report	1.6.2.1	G													
			Design review report	3.6	G													

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/	DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER			ACTION CODE	DATE OF ACTION
		23 05 93	SD-07 Certificates															
			Independent TAB agency and personnel qualifications	1.5.1	G													
			Completed Pre-TAB Work Checklist	3.6	G													
			TAB Submittal and Work Schedule	1.6.2	G													
			Design review report	1.6.2.1	G													
			Design review report	3.6	G													
			Pre-field TAB engineering report	1.6.2.2	G													
			Advanced notice for TAB field work	1.6.2	G													
			Prerequisite HVAC Work Check Out List	1.6.2	G													
			TAB Reports	3.6	G													
		23 07 00	SD-03 Product Data															
			Pipe Insulation Systems	2.3	G													
			Pipe Insulation Systems	3.2	G													
			Duct Insulation Systems	2.4	G													
			SD-08 Manufacturer's Instructions															
			Pipe Insulation Systems	2.3	G													
			Pipe Insulation Systems	3.2	G													
			Duct Insulation Systems	2.4	G													
		23 08 00.00 10	SD-02 Shop Drawings															
			Commissioning Plan	3.1	G													
			SD-03 Product Data															

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/	DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE		DATE OF ACTION	MAILED TO CONTR/	DATE RCD FRM APPR AUTH
		23 08 00.00 10	Pre-Functional Performance Test Checklists	3.3.1	G														
			Functional Performance Tests	3.3.2	G														
			SD-06 Test Reports																
			Commissioning Report	3.5	G														
			SD-07 Certificates																
			Commissioning Firm	1.5.1	G														
			Commissioning Specialist	1.5.2	G														
		26 20 00	SD-02 Shop Drawings																
			Panelboards	2.11	G														
			Wireways	2.22	G														
			Marking strips	3.1.6.1	G														
			SD-03 Product Data																
			Receptacles	2.10	G														
			Circuit breakers	2.11.3	G														
			Switches	2.8	G														
			Enclosed circuit breakers	2.12	G														
			Motor controllers	2.14	G														
			SD-06 Test Reports																
			600-volt wiring test	3.5.2	G														
			Grounding system test	3.5.4	G														
			Ground-fault receptacle test	3.5.3	G														
			SD-07 Certificates																
			Fuses	2.9	G														
			SD-10 Operation and Maintenance Data																

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE		DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH	
																		(g)
		26 20 00	Electrical Systems	1.5.1	G													
		26 51 00	SD-03 Product Data															
			LED Luminaires	2.1	G													
			LED Drivers	1.6.1	G													
			LED Emergency Driver	2.5.1	G													
			Exit signs	2.4	G													
			Occupancy sensors	2.6	G													
			Energy Efficiency	1.6.3.3														
			SD-06 Test Reports															
			Operating test	3.2														
			SD-10 Operation and Maintenance Data															
			Lighting Control System	1.4.1	G													
			Operational Service	1.8														
		27 10 00	SD-02 Shop Drawings															
			Telecommunications drawings	1.6.1.1	G													
			SD-03 Product Data															
			Telecommunications cabling	2.3	G													
			Telecommunications outlet/connector assemblies	2.4	G													
			SD-06 Test Reports															
			Telecommunications cabling testing	3.5.1	G													
			SD-07 Certificates															
			Telecommunications Contractor	1.6.2.1	G													
			Key Personnel	1.6.2.2	G													

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																		(g)
		27 10 00	Manufacturer Qualifications	1.6.2.3	G													
			Test plan	1.6.3	G													
			SD-09 Manufacturer's Field Reports															
			Factory reel tests	2.9.1	G													
			SD-10 Operation and Maintenance Data															
			Telecommunications cabling and pathway system	1.4	G													
			SD-11 Closeout Submittals															
			Record Documentation	1.10.1	G													
		28 31 63.00 20	SD-02 Shop Drawings															
			Battery power calculations	1.6.1														
			SD-03 Product Data															
			Fire alarm control panel (FACP)	2.2.9	G													
			Terminal cabinets	2.2.8.2	G													
			Manual stations	2.2.11	G													
			Batteries	2.2.7.1	G													
			Battery chargers	2.2.7.3	G													
			Smoke sensors	2.2.5	G													
			Wiring	2.2.8.3	G													
			Wiring	2.4	G													
			Notification appliances	2.2.12	G													
			Addressable interface devices	2.2.4	G													
			Annunciator	2.2.10	G													
			Electromagnetic door holders	2.2.13	G													

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		28 31 63.00 20	Smoke sensor testing procedures	2.2.5.3	G														
			Radio transmitter, antenna, and interface panels	2.2.14.1	G														
			SD-07 Certificates																
			Qualifications of installer	1.6.2															
			SD-10 Operation and Maintenance Data																
			INTERIOR FIRE ALARM SYSTEM	2.2	G														
		35 20 23	SD-01 Preconstruction Submittals																
			Construction Operations Plan	1.9	G														
			Hydrographic Survey Methods	1.12	G														
			Letter of Acceptance of Government's Pre-Dredge Hydrographic Survey																
			Method for Computing Overdredge Quantities	1.13	G														
			Material Sampling and Testing Plan (Base Bid)	1.14.1	G														
			SD-02 Shop Drawings																
			Dewatering Plan	1.10	G														
			SD-11 Closeout Submittals																
			Material Test Results	1.14.3	G														
			Post-dredge Hydrographic Survey	1.15	G														
			Overdredge Quantity Calculations	1.15	G														
			Approved Manifest	1.16	G														

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						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/	DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER		ACTION CODE	DATE OF ACTION	MAILED TO CONTR/	DATE RCD FRM APPR AUTH
		35 59 13.16	SD-02 Shop Drawings																
			Fender System	1.4.1	G														
			SD-07 Certificates																
			Plastic Lumber	2.1	G														
		43 21 39.00 20	SD-01 Preconstruction Submittals																
			Qualifications	1.5.1	G														
			SD-02 Shop Drawings																
			Overhaul and Refurbishment	3.3	G														
			Procedures																
			SD-03 Product Data																
			Overhaul and Refurbishment	2.1	G														
			Materials and Equipment																
			SD-06 Test Reports																
			Shop Pump and Motor Tests	3.5.1	G														
			Field Pump and Motor Tests	3.5.2	G														

SECTION 01 35 26.00 22

GOVERNMENTAL SAFETY REQUIREMENTS (PWD ME)

06/14

PART 1 GENERAL

1.1 REFERENCES

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.

AMERICAN SOCIETY OF SAFETY ENGINEERS (ASSE/SAFE)

- |                  |  |
|------------------|--|
| ASSE/SAFE A10.32 | (2004) Fall Protection   |
| ASSE/SAFE A10.34 | (2001; R 2005) Protection of the Public on or Adjacent to Construction Sites           |
| ASSE/SAFE Z359.1 | (2007) Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components |

ASME INTERNATIONAL (ASME)

- |             |  |
|-------------|--|
| ASME B30.22 | (2010) Articulating Boom Cranes              |
| ASME B30.3  | (2009) Tower Cranes                          |
| ASME B30.5  | (2011) Mobile and Locomotive Cranes          |
| ASME B30.8  | (2010) Floating Cranes and Floating Derricks |

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

- |          |  |
|----------|--|
| NFPA 10  | (2010; Errata 2012) Standard for Portable Fire Extinguishers   |
| NFPA 241 | (2013) Standard for Safeguarding Construction, Alteration, and Demolition Operations                             |
| NFPA 51B | (2009; TIA 09-1) Fire Prevention During Welding, Cutting, and Other Hot Work                                     |
| NFPA 70  | (2014; AMD 1 2013; Errata 1 2013; AMD 2 2013; Errata 2 2013; AMD 3 2014; Errata 3 2014) National Electrical Code |
| NFPA 70E | (2012; Errata 1) Electrical Safety in the Workplace  |

U.S. ARMY CORPS OF ENGINEERS (USACE)

- |            |   |
|------------|---|
| EM 385-1-1 | (2008; Errata 1-2010; Changes 1-3 2010; Changes 4-6 2011; Change 7 2012) Safety |
|------------|---|

and Health Requirements Manual

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

10 CFR 20	Standards for Protection Against Radiation
29 CFR 1910	Occupational Safety and Health Standards
29 CFR 1910.146	Permit-required Confined Spaces
29 CFR 1910.147	Control of Hazardous Energy (Lock Out/Tag Out)
29 CFR 1915	Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment
29 CFR 1919	Gear Certification
29 CFR 1926	Safety and Health Regulations for Construction
29 CFR 1926.16	Rules of Construction
29 CFR 1926.500	Fall Protection
CPL 2.100	(1995) Application of the Permit-Required Confined Spaces (PRCS) Standards, 29 CFR 1910.146.

U.S. NAVAL FACILITIES ENGINEERING COMMAND (NAVFAC)

NAVFAC P-307	(2012) Management of Weight Handling Equipment
ATTACHMENT "A"	"CONTRACTOR CRANE, MULTI-PURPOSE MACHINE, FORKLIFT, CONSTRUCTION EQUIPMENT, AND RIGGING GEAR REQUIREMENTS"
ATTACHMENT "B"	"PORTSMOUTH NAVAL SHIPYARD UTILITY LOCATING PROCEDURES"

The attachments are included following the end of this specification section. If attachments are missing from this copy of specification notify the Contracting Officer.

1.2 DEFINITIONS

- a. Competent Person for Fall Protection: A person who is capable of identifying hazardous or dangerous conditions in the personal fall arrest system or any component thereof, as well as their application and use with related equipment, and has the authority to take prompt corrective measures to eliminate the hazards of falling.
- b. High Visibility Accident: Any mishap which may generate publicity or high visibility.
- c. Medical Treatment: Treatment administered by a physician or by registered professional personnel under the standing orders of a

physician. Medical treatment does not include first aid treatment even though provided by a physician or registered personnel.

- d. Operating Envelope: The area surrounding any crane. Inside this "envelope" is the crane, the operator, riggers and crane walkers, rigging gear between the hook and the load, the load and the crane's supporting structure (ground, rail, etc.).
- e. Recordable Injuries or Illnesses: Any work-related injury or illness that results in:
  - (1) Death, regardless of the time between the injury and death, or the length of the illness;
  - (2) Days away from work (any time lost after day of injury/illness onset);
  - (3) Restricted work;
  - (4) Transfer to another job;
  - (5) Medical treatment beyond first aid;
  - (6) Loss of consciousness; or
  - (7) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above.
- f. "USACE" property and equipment specified in USACE EM 385-1-1 should be interpreted as Government property and equipment.
- g. Weight Handling Equipment (WHE) Accident: A WHE accident occurs when any one or more of the eight elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; or collision, including unplanned contact between the load, crane, or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, roll over, etc.). Any mishap meeting the criteria described above shall be documented in both the Contractor Significant Incident Report (CSIR) and using the NAVFAC prescribed Navy Crane Center (NCC) form submitted within five days both as provided by the Contracting Officer. Comply with additional requirements and procedures for accidents in accordance with NAVFAC P-307, Section 12.

### 1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. Submit the following in accordance with Section 01 33 00  
SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Accident Prevention Plan (APP); G

Activity Hazard Analysis (AHA); G

Crane Critical Lift Plan; G

Proof of qualification for Crane Operators; G

SD-06 Test Reports

Notifications and Reports

Submit reports as their incidence occurs, in accordance with the requirements of the paragraph entitled, "Notifications and Reports."

Accident Reports; G

Monthly Exposure Report; G

Crane Reports; G

SD-07 Certificates

Confined Space Entry Permit; G

Hot work permit; G

License certificates; G

Contractor Safety Self-Evaluation Checklist; G

Accident Notification; G

Third Party Certification of Barge-Mounted Mobile Cranes; G

Certificate of Compliance (Crane); G

Submit one copy of each permit/certificate attached to each Daily Production or Quality Control Report

1.4 CONTRACTOR SAFETY SELF-EVALUATION CHECKLIST

Contracting Officer will provide a "Contractor Safety Self-Evaluation checklist" to the Contractor at the pre-construction conference. Complete the checklist monthly and submit with each request for payment voucher. An acceptable score of 90 or greater is required. Failure to submit the completed safety self-evaluation checklist or achieve a score of at least 90, may result in a retention of up to 10 percent of the voucher. Additionally, provide a Monthly Exposure Report and attach to the monthly billing request. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor. Failure to submit the report may result in retention of up to 10 percent of the voucher. The Contracting Officer will submit a copy of the Contractor Safety Self-Evaluation and Monthly Exposure Report to the local safety and occupational health office.

## 1.5 REGULATORY REQUIREMENTS

In addition to the detailed requirements included in the provisions of this contract, comply with the most recent edition of USACE EM 385-1-1, and applicable Federal, State, and local laws, ordinances, criteria, rules and regulations. Submit matters of interpretation of standards to the appropriate administrative agency for resolution before starting work. Where the requirements of this specification, applicable laws, criteria, ordinances, regulations, and referenced documents vary, the most stringent requirements govern.

## 1.6 SITE QUALIFICATIONS, DUTIES AND MEETINGS

### 1.6.1 Personnel Qualifications

#### 1.6.1.1 Site Safety and Health Officer (SSHO)

The SSHO must meet with requirements of EM 385-1-1 Section 1 and ensure that the requirements of 29 CFR 1926.16 are met for this project. Provide a Safety oversight team that includes a minimum of one (1) Competent Person at each project site to function as the Safety and Health Officer (SSHO). The SSHO or an equally-qualified designated representative/alternate shall be at the work site at all times to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The SSHO's training, experience, and qualifications shall be as required by EM 385-1-1 paragraph 01.A.17, entitled SITE SAFETY AND HEALTH OFFICER (SSHO), and all associated sub-paragraphs.

A Competent Person shall be provided for all of the hazards identified in the Contractor's Safety and Health Program in accordance with the accepted Accident Prevention Plan, and shall be on-site at all times when the work that presents the hazards associated with their professional expertise is being performed. Provide the credentials of the Competent Persons(s) to the Contracting Officer for acceptance in consultation with the Safety Office.

#### 1.6.1.2 Contractor Quality Control (QC) Manager

The Contractor Quality Control (QC) Manager cannot be the SSHO on this project even though the QC Manager has safety inspection responsibilities as part of his/her QC duties.

#### 1.6.1.3 Competent Person for Confined Space Entry

Provide a "Competent Person" to supervise the entry into each confined space. That individual must meet the requirements and definition of Competent Person as contained in EM 385-1-1.

#### 1.6.1.4 Crane Operators

Meet the crane operators requirements in USACE EM 385-1-1, Section 16 and Appendix I. In addition, for mobile cranes with Original Equipment Manufacturer (OEM) rated capacities of 2,000 pounds or greater, designate crane operators as qualified by a source that qualifies crane operators (i.e., union, a government agency, or an organization that tests and qualifies crane operators). Provide proof of current qualification. In addition, the Contractor shall comply with Contractor Operated Crane Requirements included in the latest revision of document NAVFAC P-307

Section 1.7.2 "Contractor Operated Cranes," and Appendix P, Figure P-1 and with 29 CFR 1926, Subpart CC.

#### 1.6.2 Personnel Duties

##### 1.6.2.1 Site Safety and Health Officer (SSHO)

The SSHO shall:

- a. Conduct daily safety and health inspections and maintain a written log which includes area/operation inspected, date of inspection, identified hazards, recommended corrective actions, estimated and actual dates of corrections. Attach safety inspection logs to the Contractors' daily production or quality control report.
- b. Conduct mishap investigations and complete required reports. Maintain the OSHA Form 300 and Daily Production reports for prime and sub-contractors.
- c. Maintain applicable safety reference material on the job site.
- d. Attend the pre-construction conference, pre-work meetings including preparatory inspection meeting, and periodic in-progress meetings.
- e. Implement and enforce accepted APP's and AHA's.
- f. Maintain a safety and health deficiency tracking system that monitors outstanding deficiencies until resolution. Post a list of unresolved safety and health deficiencies on the safety bulletin board.
- g. Ensure sub-contractor compliance with safety and health requirements.
- h. Maintain a list of hazardous chemicals on site and their material safety data sheets.

Failure to perform the above duties will result in dismissal of the Project Superintendent, QC Manager, and/or SSHO, and a project work stoppage. The project work stoppage will remain in effect pending approval of a suitable replacement.

#### 1.6.3 Meetings

##### 1.6.3.1 Preconstruction Conference

- a. Contractor representatives who have a responsibility or significant role in accident prevention on the project shall attend the preconstruction conference. This includes the Project Superintendent, Site Safety and Health Officer, Quality Control Manager, or any other assigned safety and health professionals who participated in the development of the APP (including the Activity Hazard Analyses (AHAs) and special plans, program and procedures associated with it).
- b. Discuss the details of the submitted APP to include incorporated plans, programs, procedures and a listing of anticipated AHAs that will be developed and implemented during the performance of the contract. This list of proposed AHAs will be reviewed at the conference and an agreement will be reached between the Contractor and the Contracting Officer's representative as to which phases will require an analysis. In addition, establish a schedule for the

preparation, submittal, review, and acceptance of AHAs to preclude project delays.

- c. Deficiencies in the submitted APP will be brought to the attention of the Contractor at the preconstruction conference, and the Contractor shall revise the plan to correct deficiencies and re-submit it for acceptance. Do not begin work until there is an accepted APP.

#### 1.6.3.2 Safety Meetings

Conduct and document meetings as required by EM 385-1-1. Attach minutes showing contract title, signatures of attendees and a list of topics discussed to the Contractors' daily production or quality control report.

#### 1.7 ACCIDENT PREVENTION PLAN (APP)

Use a qualified person to prepare the written site-specific APP. Prepare the APP in accordance with the format and requirements of USACE EM 385-1-1 and as supplemented herein. Cover all paragraph and subparagraph elements in USACE EM 385-1-1, Appendix A, "Minimum Basic Outline for Accident Prevention Plan". Specific requirements for some of the APP elements are described below. The APP shall be job-specific and address any unusual or unique aspects of the project or activity for which it is written. The APP shall interface with the Contractor's overall safety and health program. Include any portions of the Contractor's overall safety and health program referenced in the APP in the applicable APP element and made site-specific. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors. Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out. The APP shall be signed by the person and firm (senior person) preparing the APP, the Contractor, the on-site superintendent, the designated Site Safety and Health Officer, the Contractor Quality Control Manager, and any designated CSP or CIH.

Submit the APP to the Contracting Officer 15 calendar days prior to the date of the preconstruction conference for acceptance. Work cannot proceed without an accepted APP.

Once accepted by the Contracting Officer, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP will be cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified.

Once work begins, changes to the accepted APP shall be made with the knowledge and concurrence of the Contracting Officer, Project Superintendent, SSO and Quality Control Manager. Should any severe hazard exposure (i.e, imminent danger) become evident, stop work in the area, secure the area, and develop a plan to remove the exposure and control the hazard. Notify the Contracting Officer within 24 hours of discovery. Eliminate/remove the hazard. In the interim, take all necessary action to restore and maintain safe working conditions in order to safeguard onsite personnel, visitors, the public (as defined by ASSE/SAFE A10.34,) and the environment.

Copies of the accepted plan will be maintained at the Contracting Officer's office and at the job site.

Continuously review and amended the APP, as necessary, throughout the life of the contract. Incorporate unusual or high-hazard activities not identified in the original APP as they are discovered.

#### 1.7.1 EM 385-1-1 Contents

In addition to the requirements outlines in Appendix A of USACE EM 385-1-1, the following is required:

- a. Names and qualifications (resumes including education, training, experience and certifications) of all site safety and health personnel designated to perform work on this project to include the designated Site Safety and Health Officer and other competent and qualified personnel to be used such as CSPs, CIHs, STSS, CHSTs. Specify the duties of each position.
- b. Qualifications of competent and of qualified persons: As a minimum, designate and submit qualifications of competent persons for each of the following major areas: excavation; scaffolding; fall protection; hazardous energy; confined space; health hazard recognition, evaluation and control of chemical, physical and biological agents; personal protective equipment and clothing to include selection, use and maintenance.
- c. Confined Space Entry Plan: Develop a confined and/or enclosed space entry plan in accordance with USACE EM 385-1-1, applicable OSHA standards 29 CFR 1910, 29 CFR 1915, and 29 CFR 1926, OSHA Directive CPL 2.100, and any other Federal, State and local regulatory requirements identified in this contract. Identify the qualified person's name and qualifications, training, and experience. Delineate the qualified person's authority to direct work stoppage in the event of hazardous conditions. Include procedure for rescue by Contractor personnel and the coordination with emergency responders. (If there is no confined space work, include a statement that no confined space work exists and none will be created.)
- d. Crane Critical Lift Plan: Prepare and sign weight handling critical lift plans for lifts over 75 percent of the capacity of the crane or hoist (or lifts over 50 percent of the capacity of a barge mounted mobile crane's hoists) at any radius of lift; lifts involving more than one crane or hoist; lifts of personnel; and lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks. Submit 15 calendar days prior to on-site work and include the requirements of USACE EM 385-1-1, paragraph 16.H. and the following:
  - (1) For lifts of personnel, demonstrate compliance with the requirements of 29 CFR 1926.550(g).
  - (2) For barge mounted mobile cranes, barge stability calculations identifying barge list and trim based on anticipated loading; and load charts based on calculated list and trim. The amount of list and trim shall be within the crane manufacturer's requirements.
- e. Fall Protection and Prevention (FP&P) Program Documentation: The Program Documentation shall be site specific and address all fall

hazards in the work place and during different phases of construction. Address how to protect and prevent workers from falling to lower levels when they are exposed to fall hazards above 6 feet in height. A qualified person for fall protection shall prepare and sign the Program Documentation. Include fall protection and prevention systems, equipment and methods employed for every phase of work, responsibilities, assisted rescue, self-rescue and evacuation procedures, training requirements, and monitoring methods. Revise the Fall Protection and Prevention Program Documentation every six months for lengthy projects, reflecting any changes during the course of construction due to changes in personnel, equipment, systems or work habits. Keep and maintain the accepted Fall Protection and Prevention Program Documentation at the job site for the duration of the project. Include the Fall Protection and Prevention Program Documentation in the Accident Prevention Plan (APP).

The FP&P Plan shall include a Rescue and Evacuation Plan in accordance with USACE EM 385-1-1, Section 21.M. The plan shall include a detailed discussion of the following: methods of rescue; methods of self-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility. Include the Rescue and Evacuation Plan in the Fall Protection and Prevention (FP&P) Plan, and as part of the Accident Prevention Plan (APP).

- g. Lead Compliance Plan: The safety and health aspects of lead work, prepared in accordance with Section 02 83 13.00 22 LEAD IN CONSTRUCTION (PWD ME).
- h. Lamp Removal Plan: The safety and health aspects of mercury work, prepared in accordance with Section 02 84 16 HANDLING OF LIGHTING LAMPS CONTAINING MERCURY.
- i. Site Demolition Plan: The safety and health aspects prepared in accordance with Section 02 41 00 DEMOLITION AND DECONSTRUCTION and references sources. Include engineering survey as applicable.

#### 1.8 ACTIVITY HAZARD ANALYSIS (AHA)

The Activity Hazard Analysis (AHA) format shall be in accordance with USACE EM 385-1-1, Section 1. Submit the AHA for review at least 5 calendar days prior to the phase preparatory meeting. Format subsequent AHAs as amendments to the APP. The analysis should be used during daily inspections to ensure the implementation and effectiveness of the Portsmouth Naval Shipyard's safety and health controls.

The AHA list will be reviewed periodically (at least monthly) at the Contractor supervisory safety meeting and updated as necessary when procedures, scheduling, or hazards change.

Develop the activity hazard analyses using the project schedule as the basis for the activities performed. Any activities listed on the project schedule will require an AHA. The AHAs will be developed by the Contractor, supplier or subcontractor and provided to the Prime Contractor for submittal to the Contracting Officer.

#### 1.9 DISPLAY OF SAFETY INFORMATION

Within one calendar day after commencement of work, erect a safety bulletin board at the job site. Where size, duration, or logistics of project do not facilitate a bulletin board, an alternative method, acceptable to the Contracting Officer, that is accessible and includes all mandatory information for employee and visitor review, shall be deemed as meeting the requirement for a bulletin board. Include and maintain information on safety bulletin board as required by EM 385-1-1, Section 01.A.06. Additional items required to be posted include:

- a. Confined space entry permit.
- b. Hot work permit.

#### 1.10 SITE SAFETY REFERENCE MATERIALS

Maintain safety-related references applicable to the project, including those listed in the article "References." Maintain applicable equipment manufacturer's manuals.

#### 1.11 EMERGENCY MEDICAL TREATMENT

Contractors will arrange for their own emergency medical treatment. Government has no responsibility to provide emergency medical treatment.

#### 1.12 NOTIFICATIONS AND REPORTS

##### 1.12.1 Accident Notification

Notify the Contracting Officer as soon as practical, but not later than four hours after any accident meeting the definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than \$2,000, or any weight handling equipment accident. Ensure positive contact is made with GDA as voice mail and e-mail is not acceptable as official notification. Within notification include contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of construction equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted.

##### 1.12.2 Accident Reports

- a. Conduct an accident investigation for recordable injuries and illnesses, for Medical Treatment defined in paragraph DEFINITIONS, property damage accidents resulting in at least \$20,000 in damages, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. Complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS). The Contracting Officer will provide copies of any required or special forms.
- b. Near Misses: Complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit

via the NAVFAC Enterprise Safety Applications Management System (ESAMS).

- c. Conduct an accident investigation for any weight handling equipment accident (including rigging gear accidents) to establish the root cause(s) of the accident, complete the WHE Accident Report (Crane and Rigging Gear) form and provide the report to the Contracting Officer within 30 calendar days of the accident. Do not proceed with crane operations until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer. The Contracting Officer will provide a blank copy of the accident report form.

#### 1.12.3 Crane Reports

Submit crane inspection reports required in accordance with USACE EM 385-1-1, Appendix I and as specified herein (Refer to ATTACHMENT "A"- "CONTRACTOR CRANE, MULTI-PURPOSE MACHINE, FORKLIFT, CONSTRUCTION EQUIPMENT, AND RIGGING GEAR REQUIREMENTS") with Daily Reports of Inspections.

#### 1.12.4 Certificate of Compliance

Provide a Certificate of Compliance for each crane entering the Portsmouth Naval Shipyard under this contract (see Contracting Officer for a blank certificate). State within the certificate that the crane and rigging gear meet applicable OSHA regulations (with the Contractor citing which OSHA regulations are applicable, e.g., cranes used in construction, demolition, or maintenance comply with 29 CFR 1926 and USACE EM 385-1-1 Section 16 and Appendix I. Certify on the Certificate of Compliance that the crane operator(s) is qualified and trained in the operation of the crane to be used. Also certify that all of its crane operators working on the Portsmouth Naval Shipyard have been trained in the proper use of all safety devices (e.g., anti-two block devices). Post certifications on the crane.

#### 1.12.5 Third Party Certification of Barge-Mounted Mobile Cranes

Certify barge-mounted mobile cranes in accordance with 29 CFR 1919 by an OSHA accredited person.

#### 1.13 HOT WORK

Submit and obtain a written permit prior to performing "Hot Work" (welding, cutting, etc.) or operating other flame-producing/spark producing devices, from the Portsmouth Naval Shipyard Fire Department. A permit is required from the Explosives Safety Office for work in and around where explosives are processed, stored, or handled. CONTRACTORS ARE REQUIRED TO MEET ALL CRITERIA BEFORE A PERMIT IS ISSUED. Provide at least one (1) 2A:20 BC rated extinguisher for normal "Hot Work". All extinguishers shall be current inspection tagged, approved safety pin and tamper resistant seal. It is also mandatory to have a designated FIRE WATCH for any "Hot Work" done at Portsmouth Naval Shipyard. The Fire Watch shall be trained in accordance with NFPA 51B and remain on-site for a minimum of 60 minutes after completion of the task or as specified on the hot work permit. Separate hot work permits will be issued for any Hot Asphalt roofing kettle.

When starting work in the facility, require personnel to familiarize

themselves with the location of the nearest fire alarm boxes and place in memory the emergency Portsmouth Naval Shipyard Fire Department phone number. ANY FIRE, NO MATTER HOW SMALL, SHALL BE REPORTED TO THE PORTSMOUTH NAVAL SHIPYARD FIRE DEPARTMENT AND THE CONTRACTING OFFICER IMMEDIATELY.

Obtain services from a NFPA Certified Marine Chemist for "HOT WORK" within or around flammable materials (such as fuel systems, welding/cutting on fuel pipes) or confined spaces (such as sewer wet wells, manholes, vaults, etc.) that have the potential for flammable or explosive atmospheres.

#### 1.14 RADIATION SAFETY REQUIREMENTS

License Certificates and other applicable information for radiation materials and equipment shall be submitted to the Contracting Officer and Radiation Safety Office (RSO), and Contracting Oversight Technician (COT) for all specialized and licensed material and equipment that could cause fatal harm to construction personnel or to the construction project.

A complete list of requirements are available on the PWD Maine's Web site or available for the COTS representative.

[https://portal.navfac.navy.mil/portal/page/portal/navfac/navfac\\_ww\\_pp/navfac\\_navfacmidlant\\_pp/pwbl/maine/construction:general%20contractor%20information:tab3](https://portal.navfac.navy.mil/portal/page/portal/navfac/navfac_ww_pp/navfac_navfacmidlant_pp/pwbl/maine/construction:general%20contractor%20information:tab3)

Workers shall be protected from radiation exposure in accordance with 10 CFR 20, Standards for Protection Against Radiation.

Loss of radioactive material shall be reported immediately to the Contracting Officer.

Actual exposure of the radiographic film or unshielding the source shall not be initiated until after 5 p.m. on weekdays.

In instances where radiography is scheduled near or adjacent to buildings or areas having limited access or one-way doors, no assumptions shall be made as to building occupancy. Where necessary, the Contracting Officer will direct the Contractor to conduct an actual building entry, search, and alert. Where removal of personnel from such a building cannot be accomplished and it is otherwise safe to proceed with the radiography, a fully instructed employee shall be positioned inside such building or area to prevent exiting while external radiographic operations are in process. Transportation of Regulated Amounts of Radioactive Material will comply with 49 CFR, Subchapter C, Hazardous Material Regulations. Local Fire authorities and the site Radiation Safety Officer (RSO) shall be notified of any Radioactive Material use.

Transmitter Requirements: The Portsmouth Naval Shipyard policy concerning the use of transmitters such as radios, cell phones, etc., must be adhered to by all Contractor personnel. They must also obey Emissions Control (EMCON) restrictions.

#### 1.15 FACILITY OCCUPANCY CLOSURE

Streets, walks, and other facilities occupied and used by the Government shall not be closed or obstructed without written permission from the Contracting Officer.

1.16 SEVERE STORM PLAN

In the event of a severe storm warning, the Contractor must:

- a. Secure outside equipment and materials and place materials that could be damaged in protected areas.
- b. Check surrounding area, including roof, for loose material, equipment, debris, and other objects that could be blown away or against existing facilities.
- c. Ensure that temporary erosion controls are adequate.
- d. Comply with requirements as per EM-385 1-1 Section 06.I INCLEMENT WEATHER. Contracting Officer will notify Contractor of COR (Condition of Readiness level 1-5) for severe storms.

1.17 CONFINED SPACE ENTRY REQUIREMENTS

Contractors entering and working in confined spaces while performing general industry work are required to follow the requirements of OSHA 29 CFR 1926 and comply with the requirements in Section 34 of EM 385-1-1 and OSHA 29 CFR 1910.146. Contractors entering and working in confined spaces while performing shipyard industry work are required to follow the requirements of OSHA 29 CFR 1915 Subpart B.

PART 2 PRODUCTS

2.1 CONFINED SPACE SIGNAGE

Provide permanent signs integral to or securely attached to access covers for new permit-required confined spaces. Signs wording: "DANGER--PERMIT-REQUIRED CONFINED SPACE - DO NOT ENTER -" in bold letters a minimum of one inch in height and constructed to be clearly legible with all paint removed. The signal word "DANGER" shall be red and readable from 5 feet.

PART 3 EXECUTION

3.1 CONSTRUCTION AND/OR OTHER WORK

Comply with USACE EM 385-1-1, NFPA 70, NFPA 70E, NFPA 241, the APP, the AHA, Federal and State OSHA regulations, and other related submittals and Portsmouth Naval Shipyard's fire and safety regulations. The most stringent standard prevails.

PPE is governed in all areas by the nature of the work the employee is performing. Use personal hearing protection at all times in designated noise hazardous areas or when performing noise hazardous tasks. Safety glasses must be carried/available on each person.

Mandatory PPE includes:

- a. Hard Hat
- b. Appropriate Safety Shoes
- c. Reflective Vests

### 3.1.1 Hazardous Material Use

Each hazardous material must receive approval from the Contracting Officer or their designated representative prior to being brought onto the job site or prior to any other use in connection with this contract. Allow a minimum of 10 working days for processing of the request for use of a hazardous material.

### 3.1.2 Hazardous Material Exclusions

Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with USACE EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocyanates, lead-based paint are prohibited. The Contracting Officer, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials. Low mercury lamps used within fluorescent lighting fixtures are allowed as an exception without further Contracting Officer approval. Notify the Radiation Safety Officer (RSO) prior to excepted items of radioactive material and devices being brought on Portsmouth Naval Shipyard.

### 3.1.3 Unforeseen Hazardous Material

The design should have identified materials such as PCB, lead paint, dust that could potentially be hazardous, and friable and non-friable asbestos and other OSHA regulated chemicals (i.e., 29 CFR Part 1910.1000). If additional material, not indicated, that may be hazardous to human health upon disturbance during construction operations is encountered, stop that portion of work and notify the Contracting Officer immediately. Within 14 calendar days the Government will determine if the material is hazardous. If material is not hazardous or poses no danger, the Government will direct the Contractor to proceed without change. If material is hazardous and handling of the material is necessary to accomplish the work, the Government will issue a modification pursuant to "FAR 52.243-4, Changes" and "FAR 52.236-2, Differing Site Conditions."

### 3.2 PRE-OUTAGE COORDINATION MEETING

Apply for utility outages at least 15 calendar days in advance. As a minimum, the request should include the location of the outage, utilities being affected, duration of outage and any necessary sketches. Special requirements for electrical outage requests are contained elsewhere in this specification section. Once approved, and prior to beginning work on the utility system requiring shut down, attend a pre-outage coordination meeting with the Contracting Officer to review the scope of work and the lock-out/tag-out procedures for worker protection. No work will be performed on energized electrical circuits unless proof is provided that no other means exist and Contracting Officer written approval is obtained.

### 3.3 CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

Ensure that each employee is familiar with and complies with these procedures and USACE EM 385-1-1, Section 12, Control of Hazardous Energy and 29 CFR 1910.147.

Contracting Officer will, at the Contractor's request, apply lock-out/tag-out tags and take other actions that, because of experience and knowledge, are known to be necessary to make the particular equipment safe to work on.

No person, regardless of position or authority, shall operate any switch, valve, or equipment that has an official lock-out/tag-out tag attached to it, nor shall such tag be removed except as provided in this section.

No person shall work on any equipment that requires a lock-out/tag-out tag unless he, his immediate supervisor, project leader, or a subordinate has in his possession the stubs of the required lockout/tag-out tags.

When work is to be performed on electrical circuits, only qualified personnel shall perform work on electrical circuits.

A supervisor who is required to enter an area protected by a lock-out/tag-out tag will be considered a member of the protected group provided he notifies the holder of the tag stub each time he enters and departs from the protected area.

Shipyards and NAVFAC Personnel use a red lock and a red tag to indicate personnel are working on the systems. Use of a red lock and a red tag is highly encouraged to maintain continuity throughout the installation. The use of another colored locks and tags (blue for Shipyard workers and Yellow for NAVFAC personnel) indicate that the system is out of service for some reason.

Identification markings on building light and power distribution circuits shall not be relied on for established safe work conditions.

Before clearance will be given on any equipment other than electrical (generally referred to as mechanical apparatus), the apparatus, valves, or systems shall be secured in a passive condition with the appropriate vents, pins, and locks.

Pressurized or vacuum systems shall be vented to relieve differential pressure completely.

Vent valves shall be tagged open during the course of the work.

Where dangerous gas or fluid systems are involved, or in areas where the environment may be oxygen deficient, system or areas shall be purged, ventilated, or otherwise made safe prior to entry.

### 3.3.1 Tag Placement

Lock-out/tag-out tags shall be completed in accordance with the regulations printed on the back thereof and attached to any device which, if operated, could cause an unsafe condition to exist.

If more than one group is to work on any circuit or equipment, the employee in charge of each group shall have a separate set of lock-out/tag-out tags completed and properly attached.

When it is required that certain equipment be tagged, the Government will review the characteristics of the various systems involved that affect the safety of the operations and the work to be done; take the necessary

actions, including voltage and pressure checks, grounding, and venting, to make the system and equipment safe to work on; and apply such lockout/tagout tags to those switches, valves, vents, or other mechanical devices needed to preserve the safety provided. This operation is referred to as "Providing Safety Clearance."

### 3.3.2 Tag Removal

When any individual or group has completed its part of the work and is clear of the circuits or equipment, the supervisor, project leader, or individual for whom the equipment was tagged shall turn in his signed lock-out/tag-out tag stub to the Contracting Officer. That group's or individual's lock-out/tag-out tags on equipment may then be removed on authorization by the Contracting Officer.

### 3.4 FALL HAZARD PROTECTION AND PREVENTION PROGRAM

Establish a fall protection and prevention program, for the protection of all employees exposed to fall hazards. Within the program include company policy, identify responsibilities, education and training requirements, fall hazard identification, prevention and control measures, inspection, storage, care and maintenance of fall protection equipment and rescue and evacuation procedures.

#### 3.4.1 Training

Institute a fall protection training program. As part of the Fall Hazard Protection and Prevention Program, provide training for each employee who might be exposed to fall hazards. Provide training by a competent person for fall protection in accordance with USACE EM 385-1-1, Section 21.B.

#### 3.4.2 Fall Protection Equipment and Systems

Enforce use of the fall protection equipment and systems designated for each specific work activity in the Fall Protection and Prevention Plan and/or AHA at all times when an employee is exposed to a fall hazard. Protect employees from fall hazards as specified in EM 385-1-1, Section 21. In addition to the required fall protection systems, safety skiff, personal floatation devices, life rings etc., are required when working above or next to water in accordance with USACE EM 385-1-1, Paragraphs 21.N through 21.N.04. Personal fall arrest systems are required when working from an articulating or extendible boom, swing stages, or suspended platform. In addition, personal fall arrest systems are required when operating other equipment such as scissor lifts if the work platform is capable of being positioned outside the wheelbase. The need for tying-off in such equipment is to prevent ejection of the employee from the equipment during raising, lowering, or travel. Fall protection must comply with 29 CFR 1926.500, Subpart M, USACE EM 385-1-1 and ASSE/SAFE A10.32.

##### 3.4.2.1 Personal Fall Arrest Equipment

Personal fall arrest equipment, systems, subsystems, and components shall meet ASSE/SAFE Z359.1. Only a full-body harness with a shock-absorbing lanyard or self-retracting lanyard is an acceptable personal fall arrest body support device. Body belts may only be used as a positioning device system (for uses such as steel reinforcing assembly and in addition to an approved fall arrest system). Harnesses shall have a fall arrest attachment affixed to the body support (usually a Dorsal D-ring) and

specifically designated for attachment to the rest of the system. Only locking snap hooks and carabiners shall be used. Webbing, straps, and ropes shall be made of synthetic fiber. The maximum free fall distance when using fall arrest equipment shall not exceed 6 feet. The total fall distance and any swinging of the worker (pendulum-like motion) that can occur during a fall shall always be taken into consideration when attaching a person to a fall arrest system.

#### 3.4.3 Fall Protection for Roofing Work

Implement fall protection controls based on the type of roof being constructed and work being performed. Evaluate the roof area to be accessed for its structural integrity including weight-bearing capabilities for the projected loading.

##### a. Low Sloped Roofs:

- (1) For work within 6 feet of an edge, on low-slope roofs, protect personnel from falling by use of personal fall arrest systems, guardrails, or safety nets. A safety monitoring system is not adequate fall protection and is not authorized.
- (2) For work greater than 6 feet from an edge, erect and install warning lines in accordance with 29 CFR 1926.500 and USACE EM 385-1-1.

b. Steep-Sloped Roofs: Work on steep-sloped roofs requires a personal fall arrest system, guardrails with toe-boards, or safety nets. This requirement also includes residential or housing type construction.

#### 3.4.4 Existing Anchorage

Certified (or re-certified) by a qualified person for fall protection existing anchorages, to be used for attachment of personal fall arrest equipment in accordance with ASSE/SAFE Z359.1. Existing horizontal lifeline anchorages must be certified (or re-certified) by a registered professional engineer with experience in designing fall arrest anchorage systems.

#### 3.4.5 Horizontal Lifelines

Design, install, certify and use under the supervision of a qualified person horizontal lifelines for fall protection as part of a complete fall arrest system which maintains a safety factor of 2 (29 CFR 1926.500).

#### 3.4.6 Guardrails and Safety Nets

Design, install and use guardrails and safety nets in accordance with EM 385-1-1 and 29 CFR 1926 Subpart M.

#### 3.4.7 Rescue and Evacuation Procedures

When personal fall arrest systems are used, ensure that the mishap victim can self-rescue or can be rescued promptly should a fall occur. Prepare a Rescue and Evacuation Plan and include a detailed discussion of the following: methods of rescue; methods of self-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility. Include the Rescue and Evacuation Plan within the

Activity Hazard Analysis (AHA) for the phase of work, in the Fall Protection and Prevention (FP&P) Plan, and the Accident Prevention Plan (APP).

### 3.5 SHIPYARD REQUIREMENTS

All personnel who enter the Controlled Industrial Area (CIA) of Portsmouth Naval Shipyard shall wear mandatory personal protective equipment (PPE) at all times and comply with PPE postings of shops both inside and outside the CIA.

### 3.6 SCAFFOLDING

Provide employees with a safe means of access to the work area on the scaffold. A scaffolding competent person shall be present observing erecting, moving, altering, or dismantling any scaffold. Climbing of any scaffold braces or supports not specifically designed for access is prohibited. Access scaffold platforms greater than 20 feet maximum in height by use of a scaffold stair system. Do not use vertical ladders commonly provided by scaffold system manufacturers for accessing scaffold platforms greater than 20 feet maximum in height. The use of an adequate gate is required. Ensure that employees are qualified to perform scaffold erection and dismantling. Do not use scaffold without the capability of supporting at least four times the maximum intended load or without appropriate fall protection as delineated in the accepted fall protection and prevention plan. Stationary scaffolds must be attached to structural building components to safeguard against tipping forward or backward. Give special care to ensure scaffold systems are not overloaded. Side brackets used to extend scaffold platforms on self-supported scaffold systems for the storage of material is prohibited. The first tie-in shall be at the height equal to 4 times the width of the smallest dimension of the scaffold base. Place work platforms on mud sills. Scaffold or work platform erectors shall have fall protection during the erection and dismantling of scaffolding or work platforms that are more than six feet in height. Delineate fall protection requirements when working above six feet or above dangerous operations in the Fall Protection and Prevention (FP&P) Plan and Activity Hazard Analysis (AHA) for the phase of work.

#### 3.6.1 Stilts

The use of stilts for gaining additional height in construction, renovation, repair or maintenance work is prohibited.

### 3.7 EQUIPMENT

#### 3.7.1 Material Handling Equipment

- a. Material handling equipment such as forklifts shall not be modified with work platform attachments for supporting employees unless specifically delineated in the manufacturer's printed operating instructions.
- b. The use of hooks on equipment for lifting of material must be in accordance with manufacturer's printed instructions. Additionally, when material handling equipment is used as a crane it must meet NAVFAC P-307 requirements in paragraphs entitled "Contractor Operated Cranes," an "Investigation and Reporting of Crane and Rigging Gear Accidents."

- c. Operators of forklifts or power industrial trucks shall be licensed in accordance with OSHA.

### 3.7.2 Weight Handling Equipment

- a. Equip cranes and derricks as specified in EM 385-1-1, Section 16.
- b. Notify the Contracting Officer 15 days in advance of any cranes entering the Portsmouth Naval Shipyard so that necessary quality assurance spot checks can be coordinated. Contractor's operator shall remain with the crane during the spot check. (Refer to ATTACHMENT "A" - "CONTRACTOR CRANE, MULTI-PURPOSE MACHINE, FORKLIFT, CONSTRUCTION EQUIPMENT, AND RIGGING GEAR REQUIREMENTS.")
- c. Comply with the crane manufacturer's specifications and limitations for erection and operation of cranes and hoists used in support of the work. Perform erection under the supervision of a designated person (as defined in ASME B30.5). Perform all testing in accordance with the manufacturer's recommended procedures.
- d. Comply with ASME B30.5 for mobile and locomotive cranes, ASME B30.22 for articulating boom cranes, ASME B30.3 for construction tower cranes, and ASME B30.8 for floating cranes and floating derricks.
- e. Under no circumstance shall a Contractor make a lift at or above 90% of the cranes rated capacity in any configuration.
- f. When operating in the vicinity of overhead transmission lines, operators and riggers shall be alert to this special hazard and follow the requirements of USACE EM 385-1-1 section 11 and ASME B30.5 or ASME B30.22 as applicable.
- g. Do not crane suspended personnel work platforms (baskets) unless the Contractor proves that using any other access to the work location would provide a greater hazard to the workers or is impossible. Do not lift personnel with a line hoist or friction crane.
- h. Inspect, maintain, and recharge portable fire extinguishers as specified in NFPA 10, Standard for Portable Fire Extinguishers.
- i. All employees must keep clear of loads about to be lifted and of suspended loads.
- j. Use cribbing when performing lifts on outriggers.
- k. The crane hook/block must be positioned directly over the load. Side loading of the crane is prohibited.
- l. A physical barricade must be positioned to prevent personnel from entering the counterweight swing (tail swing) area of the crane.
- m. Certification records which include the date of inspection, signature of the person performing the inspection, and the serial number or other identifier of the crane that was inspected shall always be available for review by Contracting Officer personnel.
- n. Written reports listing the load test procedures used along with any repairs or alterations performed on the crane shall be available for review by Contracting Officer personnel.

- o. Certify that all crane operators have been trained in proper use of all safety devices (e.g. anti-two block devices).
- p. Take steps to ensure that wind speed does not contribute to loss of control of the load during lifting operations. Prior to conducting lifting operations set a maximum wind speed at which a crane can be safely operated based on the equipment being used, the load being lifted, experience of operators and riggers, and hazards on the work site. This maximum wind speed determination shall be included as part of the activity hazard analysis plan for that operation.

### 3.7.3 Equipment and Mechanized Equipment

- a. Proof of qualifications for operator shall be kept on the project site for review.
- b. Manufacture specifications or owner's manual for the equipment shall be on-site and reviewed for additional safety precautions or requirements that are sometimes not identified by OSHA or USACE EM 385-1-1. Incorporate such additional safety precautions or requirements into the AHAs.

### 3.7.4 USE OF EXPLOSIVES

Use of Explosives are not allowed on Portsmouth Naval Shipyard.

### 3.8 EXCAVATIONS

Perform soil classification by a competent person in accordance with 29 CFR 1926 and EM 385-1-1.

#### a. Trenching Machinery:

Operate trenching machines with digging chain drives only when the spotters/laborers are in plain view of the operator. Provide operator and spotters/laborers training on the hazards of the digging chain drives with emphasis on the distance that needs to be maintained when the digging chain is operating. Keep documentation of the training on file at the project site.

#### b. Shoring Systems:

Trench and shoring systems must be identified in the accepted safety plan and AHA. Manufacture tabulated data and specifications or registered engineer tabulated data for shoring or benching systems shall be readily available on-site for review. Job-made shoring or shielding must have the registered professional engineer stamp, specifications, and tabulated data. Extreme care must be used when excavating near direct burial electric underground cables.

#### 3.8.1 Utility Locations

All underground utilities in the work area must be positively identified by a third party, independent, private utility locating company (cannot be the Government's locating company) in addition to any Portsmouth Naval Shipyard location service and coordinated with the Portsmouth Naval Shipyard utility department.

For work completed at the Portsmouth Naval Shipyard, See Attachment B - "PORTSMOUTH NAVAL SHIPYARD UTILITY LOCATING PROCEDURES."

### 3.8.2 Utility Location Verification

Physically verify underground utility locations, including utility depth, by hand digging using wood or fiberglass handled tools when any adjacent construction work is expected to come within three feet of the underground system.

### 3.8.3 Utilities Within and Under Concrete Slabs, Bituminous Asphalt and Other Impervious Surfaces

Utilities located within and under concrete slabs or pier structures, bridges, parking areas, and the like, are extremely difficult to identify. Whenever contract work involves chipping, saw cutting, or core drilling through concrete, bituminous asphalt or other impervious surfaces, the existing utility location must be coordinated with station utility departments in addition to location and depth verification by a third party, independent, private locating company. The third party, independent, private locating company shall locate utility depth by use of Ground Penetrating Radar (GPR), bore scope, or ultrasound prior to the start of demolition and construction. Outages to isolate utility systems must be used in circumstances where utilities are unable to be positively identified. The use of historical drawings does not alleviate the Contractor from meeting this requirement. Any markings made during the utility investigation must be maintained throughout the contract.

## 3.9 ELECTRICAL

### 3.9.1 Conduct of Electrical Work

Underground electrical spaces must be certified safe for entry before entering to conduct work. Cables that will be cut must be positively identified and de-energized prior to performing each cut. Positive cable identification must be made prior to submitting any outage request for electrical systems. Arrangements are to be coordinated with the Contracting Officer and Portsmouth Naval Shipyard Utilities for identification. The Contracting Officer will not accept an outage request until the Contractor satisfactorily documents that the circuits have been clearly identified. Perform all high voltage cable cutting remotely using hydraulic cutting tool. When racking in or live switching of circuit breakers, no additional person other than the switch operator will be allowed in the space during the actual operation. Plan so that work near energized parts is minimized to the fullest extent possible. Use of electrical outages clear of any energized electrical sources is the preferred method. When working in energized substations, only qualified electrical workers will be permitted to enter. When work requires Contractor to work near energized circuits as defined by the NFPA 70, high voltage personnel must use personal protective equipment that includes, as a minimum, electrical hard hat, safety shoes, insulating gloves with leather protective sleeves, fire retarding shirts, coveralls, face shields, and safety glasses. In addition, provide electrical arc flash protection for personnel as required by NFPA 70E. Insulating blankets, hearing protection, and switching suits may also be required, depending on the specific job and as delineated in the Contractor's AHA.

### 3.9.2 Portable Extension Cords

Size portable extension cords in accordance with manufacturer ratings for the tool to be powered and protected from damage. Immediately remove from service all damaged extension cords. Portable extension cords shall meet the requirements of EM 385-1-1, NFPA 70E, and OSHA electrical standards.

### 3.10 WORK IN CONFINED SPACES

Comply with the requirements in Section 34 of USACE EM 385-1-1, OSHA 29 CFR 1910, OSHA 29 CFR 1910.146, OSHA Directive CPL 2.100 and OSHA 29 CFR 1926. Any potential for a hazard in the confined space requires a permit system to be used.

- a. Entry Procedures. Prohibit entry into a confined space by personnel for any purpose, including hot work, until the qualified person has conducted appropriate tests to ensure the confined or enclosed space is safe for the work intended and that all potential hazards are controlled or eliminated and documented. (See Section 34 of USACE EM 385-1-1 for entry procedures.) All hazards pertaining to the space shall be reviewed with each employee during review of the AHA.
- b. Forced air ventilation is required for all confined space entry operations and the minimum air exchange requirements must be maintained to ensure exposure to any hazardous atmosphere is kept below its' action level.
- c. Sewer wet wells require continuous atmosphere monitoring with audible alarm for oxygen, a flammable gas (methane preferable), hydrogen sulfide and carbon monoxide.

-- End of Section --

SECTION 01 35 26 – ATTACHMENT A  
CONTRACTOR CRANE, MULTI-PURPOSE MACHINE, FORKLIFT, CONSTRUCTION EQUIPMENT,  
AND RIGGING GEAR REQUIREMENTS

1 CONTRACTOR CRANE, MULTI-PURPOSE MACHINE, FORKLIFT, CONSTRUCTION EQUIPMENT, AND RIGGING GEAR REQUIREMENTS

1.1 The following is a list of requirements that contractors shall comply with for all contracts that may result in the use of a category 1 or 4 crane, multi-purpose machines, forklifts, construction equipment, and rigging gear when used on Navy property to lift suspended loads. Non-compliance with the requirements of this instruction may result in denial of access, stopping of operations, or removal from Navy property.

1.2 References

1.2.1 NAVFAC P-307, Management of Weight Handling Equipment

1.2.2 American Society of Mechanical Engineers (ASME) B30.3 (tower cranes), B30.5 (mobile cranes), B30.8 (floating cranes), B30.9 (slings), B30.20 (below the hook lifting devices), B30.22 (articulating booms), B30.26 (rigging hardware); ANSI/ITSDF B56.6 (rough terrain forklifts); Safety Standards for Cableways, Cranes, Derricks, Hoists, Hooks, Jacks, and Slings

1.2.3 CFR, Title 29, Chapter XVII, Part 1917, Marine Terminals.

1.2.4 CFR, Title 29, Chapter XVII, Part 1926, Safety and Health Regulations for Construction

1.2.5 CFR, Title 29, Chapter XVII, Part 1915, Occupational Safety and Health Standards for Shipyard Employment

1.2.6 OPNAVINST 5100.23, Navy Safety and Occupational Health Program Manual

1.2.7 EM 385-1-1, Safety and Health Requirements Manual, U.S. Army Corps of Engineers

1.2.8 NAVFAC Guide Specification NFGS-01525D, Safety Requirements

1.3 These requirements are solely intended to provide for the protection of Government property and personnel and are not intended to, and do not, in any manner whatsoever, relieve the contractor of its responsibility, including, without limitation, its responsibility for the protection of its equipment and personnel.

1.4 Notification Requirement. Contractor shall notify the Contracting Officer 7 calendar days in advance of the intent of bringing a non-Navy owned crane onto Navy property or of any multi-purpose machines, material handling equipment, or construction equipment that may be used in a crane-like application to lift suspended loads. The contractor shall also specify when crane entry onto Navy property is scheduled during back shift, weekend, or holiday hours of operation. All entries shall be through a prearranged entry point. The following documentation shall be provided along with notification: a copy of the Certification of Compliance (reference 1.2.1) and objective evidence of operator qualifications for cranes with rated capacities of 2,000 lbs. or greater. Failure to schedule or provide necessary documentation may result in the crane being denied access to the facility.

1.5 The contractor shall comply with applicable reference 1.2.2 standards (e.g., B30.3 for construction tower cranes, B30.5 for mobile cranes, B30.8 for floating cranes, B30.9 for slings, B30.20 for below the hook lifting devices, and B30.22 for articulating boom cranes), B30.26 for rigging hardware, and ANSI/ITSDF B56.6 for rough terrain forklifts). For barge mounted mobile cranes, require a third party certification from an OSHA accredited organization (or from a state accredited organization for those states with OSHA approved state plans), a load indicating device, a wind-indicating device, and a marine type list and trim indicator readable in one-half degree increments. Third party certification is not required for barge-mounted mobile cranes at naval activities in foreign countries.

## SECTION 01 35 26 – ATTACHMENT A

### CONTRACTOR CRANE, MULTI-PURPOSE MACHINE, FORKLIFT, CONSTRUCTION EQUIPMENT, AND RIGGING GEAR REQUIREMENTS

1.6 Certification of Compliance (reference 1.2.1). The contractor shall complete a certificate of compliance that the crane (or other machine if used to lift suspended loads) and rigging gear meet applicable OSHA and ANSI/ASME regulations (with the contractor citing which OSHA regulations are applicable, e.g., cranes/multi-purpose machines used in cargo transfer shall comply with reference 1.2.3; cranes/multi-purpose machines used in construction, demolition, or maintenance shall comply with reference 1.2.4; cranes/multi-purpose machines used in ship repair shall comply with reference 1.2.5; slings shall comply with ASME B30.9; rigging hardware shall comply with ASME B30.26). For cranes (or other machine if used to lift suspended loads) and rigging equipment at naval activities in foreign countries, the contractor shall certify that the crane and rigging gear conform to the appropriate host country safety standards. The contractor shall also certify that all of its crane (or other machine) operators working on the naval activity have been trained not to bypass safety devices (e.g., anti-two block devices) during lifting operations, and that its operators, riggers, and company officials are aware of the actions required in the event of an accident as specified in the contract. Require that the certifications be posted on the crane. When a crane on Navy property is not authorized for use, the Certification of Compliance shall state, "Operation of this Crane is NOT Authorized."

1.7 The contractor shall certify (reference 1.2.1) that the crane or machine operator is qualified and trained for the operation of the crane to be used. For mobile and commercial truck mounted cranes with OEM rated capacities of greater than 2,000 pounds, the crane operator shall be designated as qualified by a source that qualifies crane operators (i.e., a union, a government agency, or an organization that tests and qualifies crane operators). Proof of current qualification shall be provided.

1.8 For multi-purpose machines, material handling equipment, and construction equipment used to lift loads suspended by rigging equipment, the contractor shall have proof or authorization from the machine OEM that the machine is capable of making lifts of loads suspended by rigging equipment. The contractor shall demonstrate that the equipment is properly configured to make such lifts and is equipped with a load chart.

1.9 All hooks used on cranes, hoists, other machines, and rigging gear shall have self-closing latches or the throat opening shall be "moused" (secured with wire, rope, heavy tape, etc.) or otherwise secured to prevent the attached item from coming free of the hook under a slack condition. The following exceptions apply and shall be approved by the contractor's technical organization: items where the hook throat is fully obstructed and not available for manual securing and lifts where securing the hook throat increases the danger to personnel such as forge shop, dip tank, or underwater work.

#### 1.10 Loading Limitations

CAUTION: Piers and waterfront areas such as along dry docks and quay walls may have load restrictions.

1.10.1 The contractor shall notify the Contracting Officer prior to moving a crane on a pier, dry dock, or other waterfront area. Provide the Contracting Officer with the crane make, model, and configuration in which it is to be used.

1.10.2 The contractor shall comply with crane access routes and load limitations issued with the contract.

1.10.3 Allowable Surface Loads. Loads transferred to soils and pavements shall be minimized to a desired maximum of 3000 pounds per square foot, by placement of cribbing or steel pads under rubber-tired crane outriggers and trailer stanchions/sand shoes, or by placement of mats under treads of crawler cranes. Visually inspect areas adjacent to cribbing or plates and report any unusual bituminous pavement surface conditions, irregularities, or cracking to the Contracting Officer.

1.10.3.1 Outriggers of rubber-tired cranes shall be landed on two layers of timbers of appropriate thickness, oriented at right angles to each other, or landed on properly designed steel pads. Treads of crawler cranes shall run on appropriate mats. Use and design of cribbing, plates and mats shall be in a manner consistent with general construction industry standards.

## SECTION 01 35 26 – ATTACHMENT A

### CONTRACTOR CRANE, MULTI-PURPOSE MACHINE, FORKLIFT, CONSTRUCTION EQUIPMENT, AND RIGGING GEAR REQUIREMENTS

1.10.3.2 Position loads that will remain on trailers detached from tractors to attain a distribution of 65 percent to rear axles and 35 percent to front support stanchions/sand shoes. For example, assuming an 83000 pound maximum gross weight and a soil bearing pressure of 3000 pounds per square foot, the required support under each sand shoe would be 2.5 feet x 2.5 feet. Accordingly, two tiers of timber cribbing at right angles, each 2.5 feet x 2.5 feet x 4 inches, or a properly designed 2.5 feet x 2.5 feet steel pad would be utilized under each trailer stanchion/sand shoe.

1.11 Prior to making any critical lift, the contractor shall provide a critical lift plan for each of the following lifts: lifts over 75 percent of the capacity of the crane, hoist, or other machine (50 percent of the capacity of a barge mounted mobile crane's hoists) at any radius of lift; lifts involving more than one crane, hoist, or other machine; lifts of personnel (lifts of personnel suspended by rigging equipment from multi-purpose machines, material handling equipment, or construction equipment shall not be permitted); lifts made in the vicinity of overhead power lines; erection of cranes; and lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks. The plan shall include the following as applicable:

1.11.1 The size and weight of the load to be lifted, including crane (or other machine) and rigging equipment that add to the weight. The OEM's maximum load capacities for the entire range of the lift shall also be provided.

1.11.2 The lift geometry, including the crane (or other machine) position, boom length and angle, height of lift, and radius for the entire range of the lift. Applies to both single and tandem crane/machine lifts.

1.11.3 A rigging plan, showing the lift points, rigging equipment, and rigging procedures.

1.11.4 The environmental conditions under which lift operations are to be stopped.

1.11.5 For lifts of personnel, the plan shall demonstrate compliance with the requirements of reference

1.11.6 For barge mounted mobile cranes, barge stability calculations identifying crane placement/footprint; barge list and trim based on anticipated loading; and load charts based on calculated list and trim specific to the barge the crane is mounted on. The amount of list and trim shall be within the crane manufacturer's requirements.

1.11.7 For lifts in the vicinity of overhead power lines (i.e., if any part of the crane or other machine, including the fully extended boom of a telescoping boom crane or machine, or the load could approach the distances noted in figure 10-3 of reference 1.2.1 during a proposed operation), the plan shall demonstrate compliance to 29 CFR 1926.550(a)(15).

1.12 The following additional documentation is required for contractor provided tower cranes (those cranes defined by ASME B30.3).

1.12.1 Foundation design and requirements

1.12.2 Installation instructions 1.12.4

1.12.3 Assembly and disassembly instructions including climbing/jumping instructions if applicable

1.12.4 Operating manual, limitations, and precautions

1.12.5 Periodic inspection and maintenance requirements

1.13 Crane and Rigging Gear Accident Reporting and Record Keeping. Contractor's operating cranes on Navy property shall report all WHE accidents that occur incidental to an operation, project, or facility as

## SECTION 01 35 26 – ATTACHMENT A

### CONTRACTOR CRANE, MULTI-PURPOSE MACHINE, FORKLIFT, CONSTRUCTION EQUIPMENT, AND RIGGING GEAR REQUIREMENTS

prescribed by paragraphs (1.10.1) through (1.10.3) requirements below. Contractors shall report directly to their respective Contracting Officer. There are two general categories of accidents as defined below. Crane accidents are those that occur during operation of a crane. Rigging gear accidents are those that occur when gear is used by itself in weight handling operation i.e., without a crane.

1.13.1 Crane Accident: For the purpose of this definition, it is assumed there is an "operating envelope" around any crane, and inside the envelope are the following elements:

- The crane
- The operator
- The rigger(s) and crane walker
- Other personnel involved in the operation (supervisor, mechanic, tag line handler, engineer, etc.)
- The rigging gear between the hook and the load
- The load
- The crane's supporting structure (ground, rail, etc.)
- The lift procedure

1.13.1.1 Definition. A crane accident occurs when any one or more of the six elements in the operating envelope fails to perform correctly during operation, including operation during maintenance, or testing resulting in the following:

- Personnel injury or death. Minor injuries that are inherent in any industrial operation, including strains and repetitive motion related injuries, shall be reported by the normal personnel injury reporting process in lieu of these requirements.
- Material or equipment damage
- Dropped load
- Derailment
- Two-blocking
- Overload (This includes load tests when the test load tolerance is exceeded.)
- Collision, including unplanned contact between the load, crane, and/or other objects.

A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, roll over, etc.). [*Bullets*] 3, 4, 5, 6, and 7 are considered crane accidents even though no material damage or injury occurs.

Exception. If a crane is used as an anchor point for a portable hoist/rigging gear, rigging gear accident as defined in paragraph 1.10.2 below is not considered a crane accident if the crane is not being operated (no functions are in motion) at the time of the rigging gear accident, unless the accident results in an overload or damage to the crane, in which case it shall be reported as a crane accident.

1.13.2 Rigging Gear Accidents: For the purpose of this definition, it is assumed there is an "operating envelope" around any weight handling operation, and inside the envelope are the following:

- Rigging gear and miscellaneous equipment
- The user of the gear or equipment
- Other personnel involved in the operation (supervisor, mechanic, tag line handler, engineer, etc.)
- The load
- The gear or equipment's supporting structure
- The load's rigging path

## SECTION 01 35 26 – ATTACHMENT A

### CONTRACTOR CRANE, MULTI-PURPOSE MACHINE, FORKLIFT, CONSTRUCTION EQUIPMENT, AND RIGGING GEAR REQUIREMENTS

- The rigging procedure

1.13.2.1 Definition. A rigging gear accident occurs when any one or more of the five elements in the operating envelope fails to perform correctly during weight handling operations resulting in the following:

- Personnel injury or death. Minor injuries that are inherent in any industrial operation, including strains and repetitive motion related injuries, shall be reported by the normal personnel injury reporting process of the activity in lieu of these requirements.
- Material or equipment damage that requires the damaged item to be repaired because it can no longer perform its intended function. This does not include superficial damage such as scratched paint, damaged lagging, or normal wear on rigging gear.
- Dropped load.
- Two-blocking of cranes and powered hoists.
- Overload. (This includes load tests when the test load tolerance is exceeded.)

A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped load, damaged load, etc.). [Bullets] 3, 4, and 5 are considered accidents even though no material damage or injury occurs.

1.13.3 The contractor shall notify the Contracting Officer as soon as practical, but not later than four hours, after any WHE accident. The contractor shall secure the accident site and protect evidence until released by the Contracting Officer. The contractor shall conduct an accident investigation to establish the root cause(s) of the accident. Crane operations shall not proceed until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer. The contractor shall provide the Contracting Officer within 30 days of any accident a Crane and Rigging Gear Accident Report using the form provided in reference 1.2.1 consisting of a summary of circumstances, an explanation of causes(s), photographs if available, and corrective actions taken. These notifications and reporting requirements are in addition to those promulgated by reference 1.2.6 and related claimant instructions.

1.14 Each contractor shall perform the following actions prior to conducting crane operations on Navy property:

1.14.1 Inspection Requirements. It shall be the sole responsibility of the contractor to assure the Contracting Officer and/or designated Navy personnel that the crane and associated rigging gear are in good working order and safe for use.

1.14.1.1 Crane Inspection. Perform pre-operational inspection of the crane in the presence of a representative of the Contracting Office of the crane prior to starting work on Navy property. Inspection shall meet all applicable reference 1.2.2, reference 1.2.7 (for NAVFAC construction contracts), and OSHA requirements.

1.14.1.2 Wire Rope Inspection. Perform a Wire Rope Inspection in the presence of a representative of the contracting office to applicable reference 1.2.2, reference 1.2.7 (for NAVFAC construction contracts), and OSHA requirements.

1.14.1.3 Rigging Gear Inspection. Perform a Rigging Gear Inspection in the presence of a representative of the contracting office to applicable reference 1.2.2, reference 1.2.7 (for NAVFAC construction contracts), and OSHA requirements.

**APPENDIX P – CONTRACTOR CRANE (OR ALTERNATE MACHINE USED TO LIFT SUSPENDED LOAD) AND RIGGING GEAR REQUIREMENTS**

<b>CERTIFICATE OF COMPLIANCE</b>	
<p>This certificate shall be signed by an official of the company that provides cranes (or multi-purpose machines, material handling equipment, or construction equipment used to lift loads suspended by rigging gear) or rigging gear for any application under this contract. Post a completed certificate on each crane or alternate machine (or in the contractor’s on-site office for rigging operations) brought onto Navy property.</p>	
<p>CONTRACTING OFFICER’S POINT OF CONTACT (<b>Government Representative</b>)</p>	<p>PHONE</p>
<p>PRIME CONTRACTOR/PHONE</p>	<p>CONTRACT NUMBER</p>
<p>CRANE OR ALTERNATE MACHINE SUPPLIER/PHONE (if different from prime contractor)</p>	<p>CRANE OR ALTERNATE MACHINE NUMBER (i.e., ID number)</p>
<p>CRANE OR ALTERNATE MACHINE MANUFACTURER/TYPE/CAPACITY</p>	
<p>CRANE OR ALTERNATE MACHINE OPERATOR'S NAME(S)</p>	
<p>I certify that</p> <ol style="list-style-type: none"> <li>1. The above noted crane or alternate machine and all rigging gear conform to applicable OSHA regulations (host country regulations for naval activities in foreign countries) and applicable ASME B30 standards. The following OSHA regulations and ASME standards apply: _____</li> <li>2. The operators noted above have been trained and are qualified for the operation of the above noted crane(s) or alternate machine(s).</li> <li>3. The operators noted above have been trained not to bypass safety devices during lifting operations.</li> <li>4. The operators, riggers and company officials are aware of the actions required in the event of an accident as specified in the contract.</li> </ol>	
<p>COMPANY OFFICIAL SIGNATURE</p>	<p>DATE</p>
<p>COMPANY OFFICIAL NAME/TITLE</p>	
<p><b>POST ON CRANE (OR ALTERNATE MACHINE)</b> (IN CAB OR VEHICLE) (or in the contractor’s on-site office for rigging operations)</p>	

FIGURE P-1

SECTION 01 35 26 – ATTACHMENT A  
CONTRACTOR CRANE ENTRY CHECKLIST

1	Crane Company:	<b>Date of Entry:</b>		
	Crane Manufacturer/Crane Model/Crane Number:	<b>Time of Entry:</b>		
2	Date of Annual Inspection Expiration			
3	Date of Quadrennial Inspection Expiration			
4	Name & phone number of Contracting Official (or designated local representative)	<b>Contracting Official</b>		
		<b>Phone Number</b>		
5	Does the package include a routine or critical lift plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6	Location of lift site?			
7	Duration crane will be continuously on the job site (hrs, days, weeks...)			
8	Does plan include certification from contractor that the crane complies with ASME B30 standard [B30.5 (mobile cranes), B30.8 (floating cranes), B30.22 (articulating boom cranes), or B30.3 (construction tower cranes)] as applicable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9	Does plan include a certificate of compliance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10	Which OSHA regulations does the certificate of compliance indicate? (For cranes used in cargo transfer, 29 CFR 1917 applies; for cranes used in construction, demolition, or maintenance, 29 CFR 1926 applies; for cranes used in shipbuilding, ship repair, or ship breaking, 29 CFR 1915 applies).			
11	Does plan include valid medical certificate and proof of operator qualification from a source that qualifies crane operators (union, governmental agency, or an organization that tests and qualifies crane operators)? Verify qualification for each back-up operator (if provided) on the certificate of compliance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
12	Does the plan designate a qualified Rigger-in-Charge	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
13	What is the weight of the heaviest load to be lifted?	<b>lbs.</b>		
14	What is the weight of the rigging gear?	<b>lbs.</b>		
15	What are the crane components (and their weights) that add to the weight of the load (hook, jib, etc.)?	<b>Main Block</b>	<b>lbs.</b>	
		<b>Aux. Block</b>	<b>lbs.</b>	
		<b>Jib (Stowed)</b>	<b>lbs.</b>	
		<b>Jib (Erected)</b>	<b>lbs.</b>	
		<b>Other</b>	<b>lbs.</b>	
16	What is the maximum total crane lift (sum of 13, 14 & 15 above)?	<b>TOTAL</b>	<b>lbs.</b>	
17	What is the capacity of the crane as configured	<b>lbs.</b>		
18	What percentage of crane capacity does this lift represent?	<b>%</b>		

FIGURE P-2

SECTION 01 35 26 – ATTACHMENT A  
CONTRACTOR CRANE ENTRY CHECKLIST

19	What is the main boom length? If a jib will be utilized, indicate the length and offset.	MAIN	JIB	OFFSET	
20	What are the minimum and maximum load radii?	Min	Max		
21	Does the plan include the manufacturer's load chart for entire range of lift(s)?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
22	Does plan include ground loading and outrigger reaction data to determine cribbing requirements, or a Waterfront Operational Permit?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
23	For crawler crane, does the plan indicate area restrictions for operation?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
24	For floating crane, does plan include maximum allowable list?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
25	For mobile crane mounted on barge, is crane equipped with load indicating device? wind indicating device? marine type list and trim indicator (readable in one-half degree increments)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
26	For mobile crane mounted on barge, does plan include revised load chart?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
27	What are the environmental conditions under which crane operations are to be stopped?				
28	Will the crane perform critical lifts? <b>(If no, skip items 29 –49.)</b>			Yes <input type="checkbox"/>	No <input type="checkbox"/>
29	What circumstances require this lift to be classified as a critical lift? (Blind lift, 75% of chart, non-routine rigging, etc.)				
30	What are the exact dimensions of the load? (L x W x H)				
31	Does the plan indicate the crane position? (Overhead view)			Yes <input type="checkbox"/>	No <input type="checkbox"/>
32	What is the maximum lift height of the lift?				
33	What is the minimum boom angle?				
34	What is the maximum boom angle?				
35	What is the name of the operator?				
36	Indicate name(s) of backup operator (if required).				
37	Does the plan show lift points?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
38	Does the plan describe the rigging procedures?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
39	Does the plan indicate rigging hardware requirements?			Yes <input type="checkbox"/>	No <input type="checkbox"/>

FIGURE P-2

SECTION 01 35 26 – ATTACHMENT A  
CONTRACTOR CRANE ENTRY CHECKLIST

40	For personnel lifts, does the plan demonstrate compliance with 29 CFR 1926.550?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
41	Does EM 385-1-1 govern this lift?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
42	What are the coordination and communication requirements for the lift (e.g., radio and hand signals)?			
43	For tandem or tailing crane lifts, does the plan indicate the make and model of the crane, the line, boom, and swing speeds, and the requirement for an equalizer beam?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
44	For floating cranes, refer to questions 20-22?			
45	What is the name of the lift supervisor?			
46	Does the plan indicate the qualifications of the lift supervisor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
47	What are the names of the riggers?			
48	Does the plan indicate the qualifications of the riggers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
49	Did all involved personnel (Operator, Riggers, Lift Supervisor, etc.) sign the critical lift plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Name	Organization	Signature	Date	Phone
Contracting Official:				
Wed By				

FIGURE P-2

FOR OFFICIAL USE ONLY

<b>CRANE AND RIGGING GEAR ACCIDENT REPORT</b>			
<b>Accident Category:</b> <input type="checkbox"/> Crane Accident <input type="checkbox"/> Rigging Gear Accident			
<b>From:</b>		<b>To:</b> Navy Crane Center Bldg 491 NNSY Portsmouth, VA 23709 Fax (757) 967-3808	
<b>UIC:</b> <b>Activity:</b>			<b>Report No.:</b>
<b>Crane No.:</b>	<b>Category:</b>	<b>Accident Date:</b>	<b>Time:</b> hrs
<b>Category of Service:</b> <input type="checkbox"/> SPS <input type="checkbox"/> GPS		<b>Crane Type:</b>	<b>Crane Manufacturer:</b>
<b>Was Crane/Rigging Gear Being Used In SPS?</b> Yes    No		<b>Was Crane/Rigging Gear Being Used In a Complex Lift/Critical non-crane rigging operation?</b> Yes    No	
<b>Location:</b>		<b>Weather:</b>	
<b>Crane Capacity:</b>	<b>Hook Capacity:</b>	<b>Weight of Load on Hook:</b>	
<b>Fatality or Permanent Disability?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Material/Property Cost Estimate:</b>	
<b>Reported to NAVSAFECEN?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Accident Type:</b> <input type="checkbox"/> Personal Injury <input type="checkbox"/> Overload <input type="checkbox"/> Derail <input type="checkbox"/> Damaged Rigging Gear <input type="checkbox"/> Load Collision <input type="checkbox"/> Two Blocked <input type="checkbox"/> Dropped Load <input type="checkbox"/> Damaged Crane <input type="checkbox"/> Crane Collision <input type="checkbox"/> Damaged Load <input type="checkbox"/> Other Specify _____			
<b>Cause of Accident:</b> <input type="checkbox"/> Improper Operation <input type="checkbox"/> Equipment Failure <input type="checkbox"/> Inadequate Visibility <input type="checkbox"/> Improper Rigging <input type="checkbox"/> Switch Alignment <input type="checkbox"/> Inadequate Communication <input type="checkbox"/> Track Condition <input type="checkbox"/> Procedural Failure <input type="checkbox"/> Other Specify _____			
<b>Chargeable to:</b> <input type="checkbox"/> Crane Walker <input type="checkbox"/> Rigger <input type="checkbox"/> Operator <input type="checkbox"/> Maintenance <input type="checkbox"/> Management/Supervision <input type="checkbox"/> Other Specify _____			
<b>Crane Function:</b> <input type="checkbox"/> Travel <input type="checkbox"/> Hoist <input type="checkbox"/> Rotate <input type="checkbox"/> Luffing <input type="checkbox"/> Telescoping <input type="checkbox"/> Other <input type="checkbox"/> N/A			
<b>Is this accident indicative of a recurring problem?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If yes, list Accident Report Nos.:</b> _____			
<b>ATTACH COMPLETE AND CONCISE SITUATION DESCRIPTION AND CORRECTIVE/PREVENTIVE ACTIONS TAKEN AS ENCLOSURE (1). Include probable cause and contributing factors. Assess damages and define responsibility. For equipment malfunction or failure, include specific description of the component and the resulting effect or problem caused by the malfunction or failure. List immediate and long term corrective/preventive actions assigned and respective codes.</b>			
<b>Preparer:</b>	<b>Phone and email</b>	<b>Code</b>	<b>Date</b>
<b>Concurrences:</b>			
		<b>Code</b>	<b>Date</b>
		<b>Code</b>	<b>Date</b>
<b>Certifying Official (Crane Accidents Only):</b>		<b>Code</b>	<b>Date</b>

FOR OFFICIAL USE ONLY  
 FIGURE 12-1 (1 of 2)

#### CRANE AND RIGGING GEAR ACCIDENT REPORT INSTRUCTIONS

This form is designed for fax transmission without a cover page or by e-mail and, with enclosures and signatures, shall be the official document. Electronic submission will be accepted without signatures but the names of the preparer, concurring personnel, and certifying official (for crane accidents only) shall be filled in. The e-mail address is m\_nfsh\_ncc\_accident@navy.mil. The fax number is (757) 967-3808.

1. Accident Category: Indicate either crane accident or rigging gear accident.
2. From: The naval activity that is responsible for reporting the accident and UIC number.
3. Activity: The naval activity where the accident took place.
4. Report No.: The activity assigned accident number (e.g., 95-001).
5. Crane No.: The activity assigned crane number (e.g., PC-5), if applicable.
6. Category: Identify category of crane (i.e., 1, 2, 3, or 4), if applicable.
7. Accident Date: The date the accident occurred.
8. Time: The time (24 hour clock) the accident occurred (e.g., 1300).
9. Category of Service: Check the applicable service (SPS as defined by NAVSEA 0989-030-7000).
10. Crane Type: The type of crane involved in the accident (e.g., mobile, bridge), if applicable.
11. Crane Manufacturer: The manufacturer of the crane (e.g., Dravo, Grove, P&H), if applicable.
12. SPS: Was the crane or rigging gear being used in an SPS lift?
13. Complex lift: Was the crane or rigging gear being used in a complex lift?
14. Location: The detailed location where the accident took place (e.g., building 213, dry dock 5).
15. Weather: The weather conditions at time of accident (e.g., wind, rain, cold).
16. Crane Capacity: The certified capacity of the crane (e.g., 120,000 pounds), if applicable.
17. Hook Capacity: The capacity of the hook involved in the accident at the max radius of the operation, if applicable.
18. Weight of Load on Hook: If applicable, the weight of the load on the hook.
19. Fatality or Permanent Disability?: Check yes or no.
20. Material/Property Cost Estimate: Estimate total cost of damage resulting from the accident.
21. Reported to NAVSAFECEN?: Self-explanatory.
22. Accident Type: Check all that apply.
23. Cause of Accident: Check all that apply.
24. Chargeable to: Check all that apply.
25. Crane Function: Check all functions in operation at time of accident. Check N/A if a rigging gear accident.
26. Is this a recurring problem?: Check yes or no. Identify any other similar accidents.
27. Situation Description/Corrective Actions: Self-explanatory.
28. Preparer: Self-explanatory.
29. Concurrences: Self-explanatory.
30. Certifying Official (Crane Accidents Only): Self-explanatory.

FIGURE 12-1 (2 of 2)

OFFICIAL USE ONLY

CRANE AND RIGGING GEAR NEAR MISS REPORT			
Near Miss Category: <input type="checkbox"/> Crane Near Miss <input type="checkbox"/> Rigging Gear Near Miss			
From:		To: Navy Crane Center Bldg 491 NNSY Portsmouth, VA 23709 Fax (757) 967-3808 nfsn_ncc_accident@navy.mil	
UIC:			Report No:
Activity:			
Crane/Equipment No:	Category:	Near Miss Date:	Time: hrs
Category of Service: <input type="checkbox"/> SPS <input type="checkbox"/> GPS	Crane /Equipment Type:	Crane/Equipment Manufacturer:	
Location:		Weather:	
Crane/Equipment Capacity:	Hook Capacity:	Weight of Load on Hook:	
Is this near miss indicative of a recurring problem? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, list report numbers: _____			
In the space below, include a brief description of the event and corrective actions taken to prevent recurrence:			
Preparer:	Phone and email	Code	Date

FIGURE 12-2 (1 of 2)

## CRANE AND RIGGING GEAR NEAR MISS INSTRUCTIONS

This form is designed for fax transmission without a cover page or by e-mail and, with enclosures and signatures, shall be the official document. Electronic submission will be accepted without signatures but the names of the preparer, concurring personnel, and certifying official (for crane accidents only) shall be filled in. The e-mail address is [nfsh\\_ncc\\_accident@navy.mil](mailto:nfsh_ncc_accident@navy.mil). The fax number is (757) 967-3808.

1. Near Miss Category: Indicate either crane or rigging gear near miss.
2. From: The naval activity that is responsible for reporting the near miss and UIC number.
3. Activity: The naval activity where the near miss took place.
4. Report No.: The activity assigned near miss number (e.g., 95-001).
5. Crane No.: The activity assigned crane number (e.g., PC-5), if applicable.
6. Category: Identify category of crane (i.e., 1, 2, 3, or 4), if applicable.
7. Near Miss Date: The date the near miss occurred.
8. Time: The time (24 hour clock) the near miss occurred (e.g., 1300).
9. Category of Service: Check the applicable service (SPS as defined by NAVSEA 0989-030-7000).
10. Crane Type: The type of crane involved in the near miss (e.g., mobile, bridge), if applicable.
11. Crane Manufacturer: The manufacturer of the crane (e.g., Dravo, Grove, P&H), if applicable.
12. Location: The detailed location where the near miss took place (e.g., building 213, dry dock 5).
13. Weather: The weather conditions at time of the near miss (e.g., wind, rain, cold).
14. Crane Capacity: The certified capacity of the crane (e.g., 120,000 pounds), if applicable.
15. Hook Capacity: The capacity of the hook involved in the near miss at the maximum radius of the operation, if applicable.
16. Weight of Load on Hook: If applicable, the weight of the load on the hook.
17. Is this a recurring problem?: Check yes or no. Identify any other similar near misses or accidents.
18. Situation Description/Corrective Actions: Self-explanatory.
19. Preparer: Self-explanatory.



## SECTION 01 35 26 - ATTACHMENT B

### PORTSMOUTH NAVAL SHIPYARD UTILITY LOCATING PROCEDURES

#### LOCATION OF UNDERGROUND FACILITIES

##### B1.1 General

Excavation or ground penetrating work is defined as any operation in which earth, rock or other material below ground is moved or otherwise displaced, by means of power and hand tools, power equipment which includes grading, trenching, digging, boring, auguring, tunneling, scraping and cable or pipe driving except tilling of soil, gardening or displacement of earth, rock or other material for agricultural purposes. Removal of bituminous concrete pavement or concrete is not considered excavation

Ground penetrating work may include but is not limited to installing fence posts, probes, borings, piles, sign posts, stakes or anchor rods of any kind that penetrates the soil more than 3".

The "Excavator" is defined as the person directly responsible for performing the excavation or ground penetrating work.

##### B1.2 Underground Utilities

The Contractor/Excavator shall fully comply with the State of Maine "DIG SAFE" law (Title 23, MRSA 3360-A).

Existing underground utilities shown on the plans are based on PNS Yard Plates and are shown in their approximate locations only.

The Excavator shall pre-mark the excavation area in "White Paint Only". (Field notes may be done in Pink paint).

The Excavator shall notify "DIG SAFE" (1-888-344-7233) at least within 14 calendar days, but no more than 30 calendar days prior to the commencement of the excavation or ground penetrating activity.

The Excavator shall prepare a PWD ME Dig Safe Utility Locate Request Format least within 14 calendar days prior to the commencement of the excavation or ground penetrating activity and submit the Form to the Contracting Officer. (The PDW ME Dig Safe Form is attached at the end of this Section.)

The Government will locate and mark the underground utilities within 14 calendar days of receiving the Dig Safe Notification.

Excavation or ground penetrating activities cannot commence until the utilities have been marked in the field and the PWD ME Dig Safe Utility Locate Form has been returned indicating the PWD ME Dig Safe review process has been completed and excavation has been approved by the Contracting Officer.

If the excavation or ground penetrating activities do not commence within 27 days of Dig Safe notification or the excavation work is expanded outside the location originally specified in the notification, the Excavator shall re-notify Dig Safe, the Contracting Officer and the PWD ME Dig Safe Coordinator.

## **PORTSMOUTH NAVAL SHIPYARD UTILITY LOCATING PROCEDURES**

The Contractor shall maintain the utility markings through out the contract period. If additional markings are required, the Excavator shall re-notify Dig Safe, the Contracting Officer and the PWD ME Dig Safe Coordinator. Re-markings will be completed at the Contractor's expense.

The Contractor shall contact the PWD ME Dig Safe Coordinator at 207-438-1082 if there are any questions regarding the underground utilities or the Dig Safe notification

SECTION 01 42 00

SOURCES FOR REFERENCE PUBLICATIONS  
08/10

PART 1 GENERAL

1.1 REFERENCES

Various publications are referenced in other sections of the specifications to establish requirements for the work. These references are identified in each section by document number, date and title. The document number used in the citation is the number assigned by the standards producing organization (e.g. ASTM B564 Standard Specification for Nickel Alloy Forgings). However, when the standards producing organization has not assigned a number to a document, an identifying number has been assigned for reference purposes.

1.2 ORDERING INFORMATION

The addresses of the standards publishing organizations whose documents are referenced in other sections of these specifications are listed below, and if the source of the publications is different from the address of the sponsoring organization, that information is also provided. Documents listed in the specifications with numbers which were not assigned by the standards producing organization should be ordered from the source by title rather than by number.

AMERICAN CONCRETE INSTITUTE INTERNATIONAL (ACI)  
38800 Country Club Drive  
Farmington Hills, MI 48331  
Ph: 248-848-3700  
Fax: 248-848-3701  
E-mail: [bkstore@concrete.org](mailto:bkstore@concrete.org)  
Internet: <http://www.concrete.org>

AIR MOVEMENT AND CONTROL ASSOCIATION INTERNATIONAL (AMCA)  
30 West University Drive  
Arlington Heights, IL 60004-1893  
Ph: 847-394-0150  
Fax: 847-253-0088  
E-mail: [amca@amca.org](mailto:amca@amca.org)  
Internet: <http://www.amca.org>

AIR-CONDITIONING, HEATING AND REFRIGERATION INSTITUTE (AHRI)  
2111 Wilson Blvd, Suite 500  
Arlington, VA 22201  
Ph: 703-524-8800  
Fax: 703-528-3816  
E-mail: [fdietz@ahrinet.org](mailto:fdietz@ahrinet.org)  
Internet: <http://www.ahrinet.org>

ALUMINUM ASSOCIATION (AA)  
National Headquarters  
1525 Wilson Boulevard, Suite 600  
Arlington, VA 22209  
Ph: 703-358-2960

Fax: 703-358-2961  
Internet: <http://www.aluminum.org>

AMERICAN ARCHITECTURAL MANUFACTURERS ASSOCIATION (AAMA)  
1827 Walden Office Square  
Suite 550  
Schaumburg, IL 60173-5774  
Ph: 847-303-5664  
Fax: 847-303-5774  
E-mail: [webmaster@aamanet.org](mailto:webmaster@aamanet.org)  
Internet: <http://www.aamanet.org>

AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS  
(AASHTO)  
444 North Capital Street, NW, Suite 249  
Washington, DC 20001  
Ph: 202-624-5800  
Fax: 202-624-5806  
E-Mail: [info@ashto.org](mailto:info@ashto.org)  
Internet: <http://www.aashto.org>

AMERICAN BEARING MANUFACTURERS ASSOCIATION (ABMA)  
2025 M Street, NW, Suite 800  
Washington, DC 20036  
Ph: 202-367-1155  
Fax: 202-367-2155  
E-mail: [info@americanbearings.org](mailto:info@americanbearings.org)  
Internet: <http://www.abma-dc.org>

AMERICAN CONFERENCE OF GOVERNMENTAL INDUSTRIAL HYGIENISTS (ACGIH)  
1330 Kemper Meadow Drive  
Cincinnati, OH 45240  
Ph: 513-742-2020 or 513-742-6163  
Fax: 513-742-3355  
E-mail: [mail@acgih.org](mailto:mail@acgih.org)  
Internet: <http://www.acgih.org>

AMERICAN INDUSTRIAL HYGIENE ASSOCIATION (AIHA)  
3141 Fairview Park Dr, Suite 777  
Falls Church, VA 22042  
Tel: 703-849-8888  
Fax: 703-207-3561  
E-mail: [infonet@aiha.org](mailto:infonet@aiha.org)  
Internet: <http://www.aiha.org>

AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC)  
One East Wacker Drive, Suite 700  
Chicago, IL 60601-1802  
Ph: 312-670-2400  
Fax: 312-670-5403  
Publications: 800-644-2400  
E-mail: [pubs@aisc.org](mailto:pubs@aisc.org)  
Internet: <http://www.aisc.org>

AMERICAN IRON AND STEEL INSTITUTE (AISI)  
1140 Connecticut Avenue, NW, Suite 705  
Washington, DC 20036  
Ph: 202-452-7100  
Fax: 202-463-6577

E-mail: [webmaster@steel.org](mailto:webmaster@steel.org)  
Internet: <http://www.steel.org>

AMERICAN LUMBER STANDARDS COMMITTEE (ALSC)  
P.O. Box 210  
Germantown, MD 20875-0210  
Ph: 301-972-1700  
Fax: 301-540-8004  
E-mail: [alsc@alsc.org](mailto:alsc@alsc.org)  
Internet: <http://www.alsc.org>

AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE)  
1801 Alexander Bell Drive  
Reston, VA 20191-4400  
Ph: 703-295-6300 - 800-548-2723  
Fax: 703-295-6333  
E-mail: [member@asce.org](mailto:member@asce.org)  
Internet: <http://www.asce.org>

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING  
ENGINEERS (ASHRAE)  
1791 Tullie Circle, NE  
Atlanta, GA 30329  
Ph: 800-527-4723 or 404-636-8400  
Fax: 404-321-5478  
E-mail: [ashrae@ashrae.org](mailto:ashrae@ashrae.org)  
Internet: <http://www.ashrae.org>

AMERICAN SOCIETY OF SAFETY ENGINEERS (ASSE/SAFE)  
1800 East Oakton Street  
Des Plaines, IL 60018-2187  
Ph: 847-699-2929  
Fax: 847-768-3434  
E-mail: [customerservice@asse.org](mailto:customerservice@asse.org)  
Internet: <http://www.asse.org>

AMERICAN WATER WORKS ASSOCIATION (AWWA)  
6666 West Quincy Avenue  
Denver, CO 80235  
Ph: 800-926-7337  
Fax: 303-347-0804  
E-mail: [smorrison@awwa.org](mailto:smorrison@awwa.org)  
Internet: <http://www.awwa.org>

AMERICAN WELDING SOCIETY (AWS)  
8669 NW 36 Street, #130550 N.W. LeJeune Road  
Miami, FL 33166-6672  
Ph: 800-443-9353 - 305-443-9353  
Fax: 305-443-7559  
E-mail: [info@aws.org](mailto:info@aws.org) or [customerservice@awspubs.com](mailto:customerservice@awspubs.com)  
Internet: <http://www.aws.org>

AMERICAN WOOD COUNCIL (AWC)  
222 Catoctin Circle SE Suite 201  
Leesburg, VA 20175  
Ph: 800-890-7732  
Fax: 608-232-9354  
E-mail: [publications@awc.org](mailto:publications@awc.org)  
Internet: <http://www.awc.org>

AMERICAN WOOD PROTECTION ASSOCIATION (AWPA)  
P.O. Box 361784  
Birmingham, AL 35236-1784  
Ph: 205-733-4077  
Fax: 205-733-4075  
E-mail: [email@awpa.com](mailto:email@awpa.com)  
Internet: <http://www.awpa.com>

APA - THE ENGINEERED WOOD ASSOCIATION (APA)  
7011 South 19th St.  
Tacoma, WA 98466-5333  
Ph: 253-565-6600  
Fax: 253-565-7265  
E-mail: [help@apawood.org](mailto:help@apawood.org)  
Internet: <http://www.apawood.org>

ASME INTERNATIONAL (ASME)  
Three Park Avenue, M/S 10E  
New York, NY 10016-5990  
Ph: 800-854-7179 or 800-843-2763  
Fax: 212-591-7674  
E-mail: [infocentral@asme.org](mailto:infocentral@asme.org)  
Internet: <http://www.asme.org>

ASSOCIATED AIR BALANCE COUNCIL (AABC)  
1518 K Street, NW  
Washington, DC 20005  
Ph: 202-737-0202  
Fax: 202-638-4833  
E-mail: [info@aabc.com](mailto:info@aabc.com)  
Internet: <http://www.aabchq.com>

ASTM INTERNATIONAL (ASTM)  
100 Barr Harbor Drive, P.O. Box C700  
West Conshohocken, PA 19428-2959  
Ph: 610-832-9585  
Fax: 610-832-9555  
E-mail: [service@astm.org](mailto:service@astm.org)  
Internet: <http://www.astm.org>

BUILDERS HARDWARE MANUFACTURERS ASSOCIATION (BHMA)  
355 Lexington Avenue  
15th Floor  
New York, NY 10017  
Ph: 212-297-2122  
Fax: 212-370-9047  
E-mail: [assocmgmt@aol.com](mailto:assocmgmt@aol.com)  
Internet: <http://www.buildershardware.com>

CONCRETE REINFORCING STEEL INSTITUTE (CRSI)  
933 North Plum Grove Road  
Schaumburg, IL 60173-4758  
Ph: 847-517-1200 or 800-328-6306  
Fax: 847-517-1206  
Internet: <http://www.crsi.org/>

FM GLOBAL (FM)  
270 Central Avenue

P.O. Box 7500  
Johnston, RI 02919  
Ph: 401-275-3000 ext. 1945  
Fax: 401-275-3029  
E-mail: [servicedesk.myrisk@fmglobal.com](mailto:servicedesk.myrisk@fmglobal.com)  
Internet: <http://www.fmglobal.com>

FOUNDATION FOR CROSS-CONNECTION CONTROL AND HYDRAULIC RESEARCH  
(FCCCHR)  
University of South California  
Kaprielian Hall 200  
Los Angeles, CA 90089-2531  
Ph: 213-740-2032 or 866-545-6340  
Fax: 213-740-8399  
E-mail: [fccchr@usc.edu](mailto:fccchr@usc.edu)  
Internet: <http://www.usc.edu/dept/fccchr>

GREEN SEAL (GS)  
1001 Connecticut Avenue, NW  
Suite 827  
Washington, DC 20036-5525  
Ph: 202-872-6400  
Fax: 202-872-4324  
E-mail: [green seal@green seal.org](mailto:green seal@green seal.org)  
Internet: <http://www.green seal.org>

GYPSUM ASSOCIATION (GA)  
6525 Belcrest Road, Suite 480  
Hyattsville, MD 20782  
Ph: 301-277-8686  
Fax: 301-277-8747  
E-mail: [info@gypsum.org](mailto:info@gypsum.org)  
Internet: <http://www.gypsum.org>

ILLUMINATING ENGINEERING SOCIETY OF NORTH AMERICA (IES)  
120 Wall Street, 17th Floor  
New York, NY 10005  
Ph: 212-248-5000  
Fax: 212-248-5018  
E-mail: [IES@IES.org](mailto:IES@IES.org)  
Internet: <http://www.IES.org>

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)  
445 Hoes Lane or 2001 L Street, NW, Suite 700  
Piscataway, NJ 08855-1331 or Washington, DC 20036-4910 USA  
Ph: 732-981-0060 or 800-701-4333  
Fax: 732-562-6380  
E-mail: [onlinesupport@ieee.org](mailto:onlinesupport@ieee.org) or [ieeeusa@ieee.org](mailto:ieeeusa@ieee.org)  
Internet: <http://www.ieee.org>

INSULATED CABLE ENGINEERS ASSOCIATION (ICEA)  
P.O. Box 1568  
Carrollton, GA 30112  
E-mail:  
[http://www.icea.net/Public\\_Pages/Contact/Email\\_Contact.html](http://www.icea.net/Public_Pages/Contact/Email_Contact.html)  
Internet: <http://www.icea.net>

INTERNATIONAL CODE COUNCIL (ICC)  
5360 Workman Mill Road

Whittier, CA 90601  
Ph: 562-699-0541  
Fax: 562-699-8031  
E-mail: [webmaster@iccsafe.org](mailto:webmaster@iccsafe.org)  
Internet: [www.iccsafe.org](http://www.iccsafe.org)

INTERNATIONAL CONCRETE REPAIR INSTITUTE (ICRI)  
3166 South River Road, Suite 132  
Des Plaines, IL 60018  
Ph: 847-827-0830  
Fax: 847-827-0832  
Internet: <http://www.icri.org>

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)  
1, ch. de la Voie-Creuse  
Case Postale 56  
CH-1211 Geneve 20 Switzerland  
Ph: 41-22-749-01-11  
Fax: 41-22-733-34-30  
E-mail: [central@iso.ch](mailto:central@iso.ch)  
Internet: <http://www.iso.org>

MANUFACTURERS STANDARDIZATION SOCIETY OF THE VALVE AND FITTINGS  
INDUSTRY (MSS)  
127 Park Street, NE  
Vienna, VA 22180  
Ph: 703-281-6613  
Fax: 703-281-6671  
E-mail: [info@mss-hq.com](mailto:info@mss-hq.com)  
Internet: <http://www.mss-hq.com>

MASTER PAINTERS INSTITUTE (MPI)  
2800 Engleton Avenue  
Burnaby, BC CANADA V5C 6G7  
Ph: 1-888-674-8937  
Fax: 1-888-211-8708  
E-mail: [info@paintinfo.com](mailto:info@paintinfo.com), [jody@mpi.net](mailto:jody@mpi.net), [bgl@mpi.net](mailto:bgl@mpi.net)  
Internet: <http://www.paintinfo.com/mpi>

METAL BUILDING MANUFACTURERS ASSOCIATION (MBMA)  
1300 Sumner Avenue  
Cleveland, OH 44115-2851  
Ph: 216-241-7333  
Fax: 216-241-0105  
E-mail: [mbma@mbma.com](mailto:mbma@mbma.com)  
Internet: <http://www.mbma.com>

MIDWEST INSULATION CONTRACTORS ASSOCIATION (MICA)  
16712 Elm Circle  
Omaha, NE 68130  
Ph: 800-747-6422  
Fax: 402-330-9702  
E-mail: [mica@tconl.com](mailto:mica@tconl.com)  
Internet: <http://www.micainsulation.org>

NATIONAL AIR DUCT CLEANERS ASSOCIATION (NADCA)  
1518 K Street, NW  
Suite 503  
Washington, DC 20005

Ph: (202) 737-2926  
Fax: (202) 347-8847  
E-mail: [info@nadca.com](mailto:info@nadca.com)  
Internet: <http://www.nadca.com>

NATIONAL ASSOCIATION OF ARCHITECTURAL METAL MANUFACTURERS (NAAMM)  
800 Roosevelt Road, Bldg C, Suite 312  
Glen Ellyn, IL 60137  
Ph: 630-942-6591  
Fax: 630-790-3095  
E-mail: [wlewis7@cox.net](mailto:wlewis7@cox.net) (Vernon Lewis, technical consultant)  
Internet: <http://www.naamm.org>

NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION (NECA)  
3 Bethesda Metro Center, Suite 1100  
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