Attachment	Spec Item	Description
Section J - Attachment 1	C.3.3	PWD-UTILITY CONNECTION-01
Section J - Attachment 2	C.3.3	Utility Permit Applications
Section J - Attachment 3	C.16.6	PWD-OUTAGE-01
Section J - Attachment 4	C.16.6	Outage Request Form
Section J - Attachment 5	C.16.6	PWD-HYDRANT CONNECTION-01
Section J - Attachment 6	H.11.12	PWD-EXCAVATION-01
Section J - Attachment 7	H.11.12	Excavation Request Form
Section J - Attachment 8		Marathi Base Map 2015 & NSA GDM Complete Jan2016
Section J - Attachment JC6	C.6	Coefficient Schedule
Section J - Attachment 9	C.19	Environmental Checklist
Section J - Attachment 10	L.2	Pre-Proposal Inquiry (PPI)
Section J - Attachment 11	M	Past Performance Questionnaire (PPQ)
Section J - Attachment 12	M	Construction and Design Experience Data Sheet

Section J: Attachment 1

UTILITY CONNECTION PERMIT INSTRUCTIONS

All questions must be answered. DO NOT LEAVE BLANKS. If a question is not applicable, indicate it on the application. The following are instructions for the questions on the permit application.

SECTION A - GENERAL INFORMATION

1. Enter the name of the activity having financial responsibility for the facility being serviced by the proposed utility work.

2. Enter the name and phone number of an activity point of contact responsible for the proposed utility work.

3. Enter the building number and name that is serviced by the proposed utility work.

4. Check the categories that correspond to the majority of the work. Abandonment of utilities should be considered demolition. Check all that apply.

5. Check each utility being altered, added, or upgraded. For each utility checked, complete the appropriate section in the application.

6. Indicate the activity performing the construction or responsible for the administration of the construction contract.

7. Indicate the project title. Enter the construction contract number or job order number that identifies the construction project. Enter COMNAVFACENGCOM, NAVFAC XXXXXX, and/or design activity drawing number. Indicate the type of drawing. Attach all existing design drawings or sketches showing proposed work to the utility systems. Indicate if specifications are included.

8. Enter the name of the organization, a point of contact, and a phone number for the party responsible for the design of the proposed work.

9. Enter the name, job title, application submission date, phone number, and signature of the Engineer in Charge (EIC) or Architect in Charge (AIC) completing the application.

10. Provide all design analyses performed along with drawings and specifications.

SECTION B - WATER

PART A - DOMESTIC WATER SERVICE CONNECTIONS

1. Enter the number of:

    a. Existing domestic water service connections/laterals

disconnected from the Utilities and Energy Management Product Line-owned water distribution system involved in the proposed work.

b. New domestic water service connections/laterals connected to the Utilities and Energy Management Product Line-owned water distribution system involved in the proposed work.

2. Indicate the:

a. Size(s) of the water pipe to be tied into the domestic water distribution system.

b. Type(s) of water pipe material to be tied into the domestic water distribution system (e.g. ductile iron, PVC, copper).

c. Class of water pipe that is to be tied into the domestic water distribution system (e.g. Class 150, Class 250, Schedule 40, and Schedule 80).

d. Design capacity for all new domestic water service connections tying into Utilities and Energy Management Product Line-owned water lines.

e. The design pressure for all new domestic water service connections tying into Utilities and Energy Management Product Line-owned water lines.

f. Size(s) of the water meter to be installed.

g. Type(s) of water meter to be installed (e.g. positive displacement, turbine, dual flow).

h. Indicate whether or not a backflow prevention device is to be installed.

PART B - FIRE PROTECTION (HIGH PRESSURE/NON-POTABLE) WATER SERVICE CONNECTIONS

1. Enter the number of:

a. Existing fire protection (high pressure/non-potable) water service connections disconnected from the Utilities and Energy Management Product Line-owned fire protection water distribution system involved in the proposed work.

b. New fire protection (high pressure/non-potable) water service connections connected to the Utilities and Energy Management Product Line-owned fire protection water distribution system involved in the proposed work.

2. Indicate the:

a. Size(s) of the water pipe to be tied into the fire protection (high pressure/non-potable) water distribution system.

b. The type(s) of water pipe material to be tied into the fire protection (high pressure/non-potable) water distribution system (e.g. ductile iron, PVC, copper).

c. The class of water pipe that is to be tied into the fire protection (high pressure/non-potable) water distribution system (e.g. Class 150, Class 250, Schedule 40, and Schedule 80).

d. The design capacity for all new fire protection (high pressure/non-potable) water service connections tying into the Utilities and Energy Management Product Line-owned fire protection water lines.

e. The design pressure for all new fire protection (high pressure/non-potable) water service connections tying into the Utilities and Energy Management Product Line-owned fire protection water lines.

f. Whether or not a backflow prevention device is to be installed.

SECTION C – SANITARY SEWER

Note: If a permanent sewer connection is required and construction is involved, a Certificate to Construct (CTC)/ Certificate to Operate (CTC) from Virginia Department of Environmental Quality (VDEQ) may be necessary. Please contact the NAVFAC XXXXXX Environmental Business Line (Code EV) to ensure compliance with this regulation.

PART A - SANITARY SEWER LATERAL CONNECTIONS

1. Enter the number of:

a. Existing sanitary sewer laterals disconnected from the Utilities and Energy Management Product Line-owned sanitary sewer collection system involved in the proposed work.

b. New sanitary sewer laterals connected to the Utilities and Energy Management Product Line-owned sanitary sewer collection system involved in the proposed work.

2. Indicate the:

a. Size(s) of the sanitary sewer pipe to be tied into the sanitary sewer collection system.

b. Type(s) of sanitary sewer pipe material to be tied into the sanitary sewer collection system (e.g. ductile iron, PVC).

c. Class or schedule of sewer pipe that is to be tied into the sanitary sewer collection system (e.g. DR 35, DR 18, SDR 32.5, SDR 17).

d. Design capacity for all new sewer laterals connected to Utilities and Energy Management Product Line-owned sanitary sewer collection system.

3. Check all that apply:

a. Building types that will be served by the proposed sanitary sewer connections. If there is a building type that applies and is not listed, check "Other" and indicate type of building.

b. Choices that may discharge to the sanitary sewer through the proposed connections. If none of these apply, check "N/A".

PART B - SANITARY SEWER MAINS

1. Enter the number and/or quantity of:

a. Sanitary sewer manholes abandoned in the proposed work.

b. Sanitary sewer manholes installed in the proposed work.

c. In linear feet, of sanitary sewer main abandoned in the proposed work.

d. In linear feet, of sanitary sewer main abandoned in the proposed work.

e. In linear feet, of sanitary sewer main installed in the proposed work.

2. Indicate the:

a. Size(s) of the sanitary sewer pipe to be used for the new sanitary sewer main.

b. Type(s) of the sanitary sewer pipe material to be used for the new sanitary sewer main (e.g. ductile iron, PVC).

c. Class of pipe that is to be used for the new sanitary sewer main (e.g. DR 35, DR 18, SDR 32.5, SDR 17).

PART C - SANITARY SEWER PUMP STATIONS

1. Enter the number of:

   a. Sanitary sewer pump stations abandoned in the proposed work.

   b. Sanitary sewer pump stations installed in the proposed work.

2. Indicate the:

   a. The number of pumps for each pump station installed in the proposed work.

   b. The size, including horsepower (hp) and rated flow, of each pump for each pump station in the proposed work. Include a manufacturer's cut sheet and pump/system curve for each pump.

3. Provide details for:

   a. The visible and audible alarms and channels.

   b. The bypass pump connections.

   c. The valve and check valve specifications.

   d. The wet well level monitoring system.

SECTION D - ELECTRIC

PART A - PRIMARY ELECTRICAL SYSTEM

Complete this section when any additions, modifications, or deletions are being made to the electrical distribution system.

1. Indicate the voltage rating of the system being modified.

2. Indicate the type of work to be performed (e.g. New transformer installation, switch removal, cable splicing, etc.)

3. Indicate the type of equipment being installed or removed.

4. If new equipment is being installed, indicate the equipment Basic Impulse Levels (BIL) rating (primary and secondary for transformers).

5. Indicate the transformer rating in Kilovolt Amperes (KVA).
Indicate other equipment ratings as applicable (e.g. KVA for transformers, amperage for switches and cables).

6. If installing a new transformer, indicate the type of transformer primary termination being made.

7. Indicate if primary connection is overhead or underground.

8. Indicate the size of the conductors to be installed.

9. Indicate the type of conductors (e.g. ERP, XLP).

10. Indicate the cable insulation level.

11. Indicate if the connection to the utility is to be a termination on an existing distribution switch, a primary cable splice in a manhole, a tap to an existing overhead circuit, or a new distribution switch. If the connection to the utility is by some means other than those listed, check other and indicate the proposed method. Indicate primary circuit to be tapped, if known. Use the Utility and Energy Management Product Line circuit designations.

PART B - SECONDARY ELECTRICAL SYSTEM

1. Indicate if work is to install a new transformer and secondary load, or if work is to upgrade or repair an existing transformer due to a secondary load addition.

2. Indicate if a load study has been performed on the transformer that is having the secondary load increased. If yes, provide a copy of the study. If no, indicate when the study will be completed.

3. Indicate the watt-hour meter form and type to be provided.

<u>SECTION E - STEAM</u>

1. Check all services to be supplied by the proposed connection and indicate the:

   a. Size of the new steam line.

   b. Size of the existing steam line to which service is to be connected.

   c. Design capacity for the system to be supplied by the new connection.

   d. Design pressure of the system to be supplied by the new connection.

e. Model and size of meter being installed.

SECTION F - NATURAL GAS

1. Indicate the:

   a. Pipe size of the new gas line.

   b. Pipe size of the existing gas line to which service is to be connected.

   c. Pipe material of the new gas line to which service is to be connected.

   d. Design capacity for the system to be supplied by the new connection.

   e. Required service pressure for the system to be supplied by the new connection.

   f. Meter manufacturer, model, and size to be installed.

Section J: Attachment 2

UTILITY CONNECTION PERMIT APPLICATION Tracking #:_____

SECTION A - GENERAL INFORMATION

1. Requesting Activity: _____

2. Point of Contact:_____Phone Number: _____

3. Project Location: _____

4. Type of Work: (Check all that apply.)
☐ New Construction ☐ Building Addition ☐ Renovation

☐ Demolition/Utility Disconnection ☐ Repair ☐ Utility Upgrade

5. Work will involve the following utilities: (Check all that apply.)
☐ Water ☐ Sewer ☐ Electric ☐ Steam ☐ Gas

a. If Sewer is checked, will the connection be permanent or temporary?
☐ Permanent ☐ Temporary (Proceed to question 6)

b. If a permanent connection is required and this project involves construction, contact the NAVFAC XXXXXX Environmental Business Line (Code EV) to determine if CTC/CTO is required before proceeding.

6. Work to be performed by:
☐ ROICC Contract ☐ NAVFAC XXXXXX Maintenance Department
☐ Contract ☐ NAVFAC XXXXXX Utilities and Energy Management Product Line
☐ Other: _____

7. Contract Title:_____

Contract/J.O./MAXIMO Number:_____Drawing Number: _____
☐ NAVFAC ☐ NAVFAC XXXXXX ☐ Design Activity ☐ Other:_____

NOTE: Submit a complete set of drawings with the application. Include specifications if available.

SPECIFICATIONS INCLUDED: ☐ YES ☐ NO
DESIGN CALCULATIONS INCLUDED: ☐ YES ☐ NO

8. Designed by Firm/Activity:_____

Point of Contact:_____Phone: _____

9. Submitted by: (This is usually the Engineer in Charge (EIC) or AIC.):

Name: _____ Signature: _____

Title: _____ Request Date: _____ Phone: _____

10. Reviewed by:_____ Date:_____

☐ Approved ☐ Disapproved

SECTION B - WATER

PART A - DOMESTIC WATER SERVICE CONNECTIONS

Complete the following for all domestic water service connections to water distribution system lines.

1. Number of Domestic Water Service Connections

(a) Existing service connections disconnected from water line _____

(b) New service connections connected to water line _____

2. List the following for all new domestic water service connections to water distribution system lines. See Instructions for clarification.

(a) Pipe Size(s) _____

(b) Pipe Material(s) _____

(c) Pipe Class or Schedule _____

(d) Required Capacity (in gpm) _____

(e) Required Pressure (in psi) _____

(f) Meter Size(s) _____

(g) Meter Type(s) _____

(h) Backflow Preventer (Yes/No) _____

PART B - FIRE PROTECTION (HIGH PRESSURE/NON-POTABLE) WATER SERVICE CONNECTIONS

Complete the following for all fire protection (high pressure/non-potable) water service connections to fire protection system lines.

1. Number of Fire Protection (High Pressure/Non-Potable) Water Service Connections

(a) Number of existing service connections disconnected from fire protection line _____

(b) Number of new service connections connected to fire protection line _____

2. List the following for all new fire protection (high pressure/non-potable) water service connections to fire protection system lines. See Instructions for clarification.

(a) Pipe Size(s) _____

(b) Pipe Material(s) _____

(c) Pipe Class or Schedule _____

(d) Required Capacity (in gpm) _____

(e) Required Pressure (in psi) _____

(f) Backflow Preventer (Yes/No) _____

SECTION C - SANITARY SEWER

PART A - SANITARY SEWER LATERAL CONNECTIONS

Complete the following information for work involving all sanitary sewer lateral connections to sanitary sewer mains.

1. Number of Sanitary Sewer Laterals

(a) Existing laterals disconnected from sanitary sewer main_____

(b) New laterals connected to sanitary sewer main _____

2. List the following for all new sanitary sewer lateral connections. See Instructions for clarification.

(a) Pipe Size(s) _____

(b) Pipe Material(s) _____

(c) Pipe Class or Schedule _____

(d) Total Added Design Capacity (gpm)_____

3. Type of Discharge from New Sanitary Sewer Laterals

(a) Building Type: (Check all that apply)

☐ Office ☐ Residential Housing ☐ Recreational ☐ Warehouse ☐ Food Service ☐ Fuel Depot
☐ Commercial ☐ Barracks ☐ Trng. Facility ☐ Medical ☐ Industrial ☐ Aircraft Hangar
☐ Other (Specify)_____

(b) Indicate below any of the operations occurring in the above buildings: (Please check all that apply. If none of these apply, check N/A.)

☐ N/A
☐ Food Preparation Operations
☐ Photo Processing or X-Ray Operations
☐ Laboratory or Clinics
☐ Industrial Laundry or Dry Cleaning
☐ Printing Operations (other than copy machines for office use)
☐ Handling or Collecting Used Oils, Solvents, Degreasers, or HW
☐ Grease Traps

PART B - SANITARY SEWER MAINS

Complete the following information for work involving all sanitary sewer mains.

1. Number of sanitary sewer manholes abandoned _____

2. Number of sanitary sewer manholes installed _____

3. Linear feet of sanitary sewer main abandoned _____

4. Linear feet of sanitary sewer main installed _____

5. List the following for all new sanitary sewer mains:

   (a) Pipe Size(s) _____

   (b) Pipe Material(s)_____

   (c) Pipe Class or Schedule_____

PART C - SANITARY SEWER PUMP STATIONS

Complete the following information for work involving all sanitary sewer pump stations.

1. Number of sanitary sewer pump stations abandoned _____

2. Number of sanitary sewer pump stations installed _____

3. Number of pumps installed at each pump station _____

4. Size of each pump installed _____

5. Attach details for pump station cut sheets, pump/ system curves, visible and audible alarms/ channels, bypass pump connections, valve and check valve connections, and wet well level monitoring systems.

SECTION D - ELECTRIC

PART A - PRIMARY

If the work involves the primary, complete the following:

1. System Voltage: ☐ 34.5 KV ☐ 19.9KV ☐ 13.2 KV ☐ 11.5 KV
| 4.16 KV | 2.4 KV 2.3 KV

TRANSFORMER:

2. Installation: ☐ New ☐ Upgrade Existing ☐ Repair

3. Type: ☐ Pad mount ☐ Unit Substation ☐ Pole mount ☐ Station

4. Primary BIL: ☐ 200 KV ☐ 150 KV ☐ 95 KV ☐ 60 KV
Secondary BIL: ☐ 150 KV ☐ 95 KV ☐ 60 KV ☐ 30 KV

5. Rating:_____KVA

6. Primary Connection: ☐ Live Front ☐ Dead Front

PRIMARY CONNECTION:

7. ☐ Overhead ☐ Underground

8. Conductor Size: _____ ☐ Copper ☐ Aluminum

9. Type: _____

10. Insulation Level: ☐ 133% ☐ 100%

11. Point of Connection to Utility: (Check all that apply)

☐ Existing Distrib. Switch ☐ Splice in Manhole ☐ Overhead Line Tap

☐ New Distribution Switch ☐ Other. (Specify.) _____

Primary Circuit to be connected to (if known):_____

PART B - SECONDARY

If the work involves the secondary, complete the following:

12. Installation: ☐ New ☐ Upgrade (Load study required) ☐ Repair

13. Transformer Load Study Performed: ☐ Yes (Provide) ☐ No - Date expected:

14. Watt-hour meter: Form_____

Type: ☐ Transformer rated ☐ Self-contained

SECTION E - STEAM

1. Purpose of new line/service: (Please check all that apply.)

   ☐ Building Heating ☐ Water Heating ☐ AC/Humidity Control
   ☐ Other (Specify)_____

2. Size of New Line_____

3. Size of Existing Line at Connection Point_____

4. Required Capacity (lbs./hr.)_____

5. Required Pressure (psi)_____

6. Meter model/size: _____

SECTION F - NATURAL GAS

1. Size of New Line_____

2. Size of Existing Line at Connection Point_____

3. Pipe Material_____

4. Required Capacity _____

5. Required Service Pressure_____

6. Meter model/size:_____

Section J Attachment 3

PWD-OUTAGE-01	NAVFAC Public Works Department Souda Bay	
OUTAGE SOP	DATE: **31 March 2016**	Page 1 of 10
DOCUMENT OWNER: PWD	AUTHORIZED BY: PWO	

1. Purpose

Establish a standard operating procedure (SOP) for managing outages both planned and unplanned.

2. Enclosures

2.1. Outage Request Form
2.2. Outage Planning Sheet
2.3. Department Head List by Building
2.4. Building Monitor List
2.5. Substation Service List
2.6. Water System Emergency Response Plan

3. Definitions

3.1. AMI – Advanced Meter Infrastructure
3.2. BH – Branch Head
3.3. BM – Building Monitor
3.4. CE – Construction Electrician
3.5. DEH – Electric Company
3.6. DEYACh – Chania Water Authority
3.7. DH – Department Head
3.8. DWPM – Installation Drinking Water Program Manager who reports to the IEPD
3.9. DWS – Duty Public Works Watch Stander
3.10. ESAFE – NAVFAC Electrical Safety Program
3.11. FEAD – Facilities Engineering and Acquisition Division
3.12. FM&S – Facilities Management and Sustainment
3.13. IEPD – Installation Environmental Program Director
3.14. LOTO – Lock Out/Tag Out
3.15. Maximo – NAVFAC's standard asset life cycle management system
3.16. NAVFAC EURAFSWA – Naval Facilities Engineering Command Europe, Africa, Southwest Asia
3.17. OC – Outage Coordinator
3.18. OPS – Outage Planning Sheet
3.19. ORC – Water Operator Responsible in Charge
3.20. ORF – Outage Request Form (Rev 3)
3.21. PAO – Public Affairs Officer
3.22. PC – Production Controller
3.23. PDD – Production Division Director
3.24. PM – Preventative Maintenance
3.25. PMA – Preventative Medicine Authority
3.26. PPE – Personal Protective Equipment
3.27. PWD – Public Works Department
3.28. PWO – Public Works Officer
3.29. SAIDI/SAIFI – Duration and Frequency of Electrical Outages

3.30. SBFD – Souda Bay Fire Department
3.31. SD –Service Desk
3.32. SOP – Standard Operating Procedure
3.33. STP – Sewage Treatment Plant
3.34. UICAP – Utilities Infrastructure Condition Assessment Program
3.35. UEM – Utility and Energy Management Branch Head

4. General Requirement

4.1. To provide the best procedure possible for notification of outages, both planned and unplanned, to our customers and our workforce.
4.2. Primary roles and responsibilities
4.2.1. FEAD
4.2.1.1. For contractor requested outages FEAD will submit the ORF with the top portion through item 5 completed to PC at least 15 business days prior to requested outage date.
4.2.2. PD
4.2.2.1. PC accepts the ORF from FEAD or PD BH and assigns serial number and OC for the outage.
4.2.2.2. OC processes the outage request form and gets the PWO signature.
4.2.2.3. PC serializes the signed requests and submits to SD.
4.2.2.4. PD staffs required technicians (ESAFE, PC, OC, Shops support).
4.2.3. Requirements
4.2.3.1. SD informs customers by email three business days prior to the outage.
4.2.3.2. SD informs customers when service is restored.

5. General Procedures for All Planned Outages

5.1. Outage Request Form Top Part (Enclosure 2.1):

5.1.1. See Table 1 below for timeline.
5.1.2. All requests for outages will be provided with 15 business days minimum notice to the PWD Production Division by submitting the ORF to the PC.
5.1.3. PC cognizes the ORF and assigns an OC for the outage.
5.1.4. FEAD assists contractors in completing items 1through 5 of the ORF and submit the outage on their behalf.
5.1.5. A separate ORF will be required for each work site.
5.1.6. If a scheduled outage is rescheduled a new ORF is required from the requestor with the new outage date.
5.1.7. OC briefs PWO with proposed dates and affected buildings.
5.1.8. PWO notifies Department Heads of proposed dates and affected buildings.

5.2. Outage Planning Sheet (Enclosure 2.2)

The OC meets with the appropriate PD BH (UEM for utility outages, FM&S for road/parking outages, PDD for other outages) and Shop Supervisors and:

5.2.1.

5.2.2. Reviews all drawings and prepare the OPS.

5.2.3. Determines if a work order or work orders are required to pay for shop personnel to plan and execute the outage.

5.2.4. If the outage involves electrical work within a facility, assigns lock out / tag out team (CE Shop).

5.2.5. If the outage involves medium or high voltage works, assigns ESAFE Coordinator and Operations Center.

5.2.6. Determines the affected buildings.

5.2.7. If working in a permit required confined space, schedules gas free testing for permit.

5.2.8. Consults with SBFD to determine if fire watches are needed.

5.2.9. Determines if overtime will be needed to support the outage.

5.2.10. Notes any other requirements for the outage.

5.2.11. Completes items 6 and 7 on the ORF.

5.3. **Outage Request Form Routing (Enclosure 2.1):**

OC:

5.3.1. Routes the ORF to all the branches of PDD for signature of each shop supervisor within 3 business days of receiving request.

5.3.2. Notifies the BMs of the effected buildings by email and telephone within 10 business days prior to the outage using the BM List by Building (Enclosure 2.4) and record the contact in the notification section of the ORF.

5.3.3. Notifies emergency services, security, dispatch, and environmental (as appropriate) by telephone.

5.3.4. Briefs the PWO or DPWO (in the PWO's absence) to explain the outage planning.

5.3.5. Obtains the PWO or DPWO signature on the ORF.

5.3.6. If disapproved, works with all parties to resolve issues, coordinate an acceptable time and date, restart routing procedure.

5.3.7. Returns the approved ORF to the PC for serialization and filing within 4 business days of the outage date.

5.4. **Notification of the Outage by the Service Desk:**

5.4.1. PC submits the serialized ORF to the Service Desk within 1 business day of receiving the signed ORF.

5.4.2. Service Desk notifies the effected buildings three business days before the outage by email.

5.5. **Pre-Outage Meeting**

OC and outage personnel (including PD shops, FEAD ETs and contractors):

5.5.1. Review the OPS and confirm that all conditions are met for the outage.

5.5.2. Review any Work Orders that were placed in support of the outage.

5.6. **During the Outage**

OC will confirm:

5.6.1. ESAFE personnel on site if required.

5.6.2. Control points are secured.
5.6.3. Lock out/ tag out has been performed if required.
5.6.4. Gas free has been performed if required.
5.6.5. ORC is notified of main water valves status (on/off)

5.6.6. Utility service is out at the effected buildings.
5.6.7. Site perimeter is secured (caution tape, traffic cones, etc.).
5.6.8. PPE is properly utilized.

OC will notify the UEM or PDD if the following occur:
5.6.9. Unexpected buildings are experiencing an outage.
5.6.10. The outage will extend beyond approved hours.
5.6.11. Subsurface utilities are compromised.
5.6.12. Unforeseen conditions or safety concerns arise.
5.6.13. A breach of protocol occurs.

If the UEM or PDD decide to continue the outage in spite of 5.6.8 and 5.6.9 the Service Desk will be notified and the effected customers will be informed.

If the UEM or PDD decide to postpone the outage, the utility will be restored following the post-outage procedures.

5.7. Post-Outage Procedures

OC will confirm:
5.7.1. Control points are cleared.
5.7.2. Lock out/ tag out has been removed if installed.
5.7.3. Utility service is restored at the effected buildings.
5.7.4. OC informs Service Desk and PWO of utility restoration.
5.7.5. Service Desk notifies effected buildings by email.
5.7.6. Notify UEM of the outage duration and affected buildings.
5.7.7. UEM will record outage date, duration and number of buildings affected on the Maximo work order for SAIDI/SAIFI reporting purposes.

Multi-Building Outage																
Business Days to Outage	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	Outage Day
5.1.1 OC Submit Completed ORF to PC																
5.1.6 OC Brief PWO																
5.1.7 PWO Notifies DHs of effected buildings																
5.2 PD BHs/OC Prepare the OPS																
5.3.1 PC Route the ORF to PD BH																
5.3.1 PC Returns the ORF to the OC																
5.3.2 OC Notifies BMs of effected buildings																
5.3.4 OC Briefs PWO (DPWO) of outage planning																
5.3.7 OC Returns the ORF to PC for serialization																
5.4.1 PC Submits the Serialized ORF to SD																
5.4.2 SD notifies effected buildings by email																
5.5 OC holds pre-outage meeting																
Outage takes place																
5.7.4 OC Informs SD of Utility Restoration																
5.7.5 SD Notifies Effected Buildings by email																
5.7.6 OC Notifies UEM of Duration																

Table 1

6. Single Building Outage

Planned single building outages can be streamlined from guidelines in section 5 of this SOP as follows:

6.1 Planning

6.1.1. See Table 2 below for time line.
6.1.2. The OC can be the FEAD ET for the project.
6.1.3. OC briefs PWO with proposed dates and affected building 5 business days before the outage date.
6.1.4. PWO notifies DHs of proposed dates and affected building.
6.1.5. OC Prepare the ORF and OPS in conjunction with the PD and routes the ORF.
6.1.5.1. Determine if a work order or work orders are required to pay for shop personnel to plan, coordinate ESAFE/LOTO, and execute the outage.

6.1.5.2. If the outage involves electrical work within a facility, assign LOTO team (CE Shop).
6.1.5.3. If the outage involves medium or high voltage works, assign ESAFE Coordinator and Operations Center.
6.1.5.4. If working in a permit required confined space, schedule gas free testing for permit.
6.1.5.5. If work requires securing main water distribution notify ORC
6.1.5.6. Consult with SBFD to determine if fire watches are needed.
6.1.5.7. Determine if overtime will be needed to support the outage.
6.1.5.8. Note any other requirements for the outage.
6.1.6. OC notify the BM by email and telephone within 4 business days prior to the outage using the Building Monitor List by Building (Enclosure 2.4).
6.1.7. OC notify emergency services and dispatch by telephone.
6.1.8. Brief the PWO or DPWO (in the PWO's absence) to explain the outage planning.
6.1.9. If disapproved, work with all parties to resolve issues.

6.2. Pre-Outage Meeting

OC and outage personnel (including PD shops, FEAD ETs and contractors):
6.2.1. Review the OPS and confirm that all conditions are met for the outage.
6.2.2. Review any Work Orders that were placed in support of the outage.

6.3. During the Outage

OC will confirm:
6.3.1. ESAFE personnel on site if required.
6.3.2. Control points are secured.
6.3.3. Lock out/ tag out has been performed if required.
6.3.4. Gas free has been performed if required.
6.3.5. Utility service is out.
6.3.6. ORC is notified of main water valves status (on/off)
6.3.7. Site perimeter is secured (caution tape, traffic cones, etc.).
6.3.8. PPE is properly utilized.
6.3.9. Notify the BM when the outage starts and when service is restored.

OC will notify the UEM or PDD if the following occur:
6.3.10. Unexpected buildings are experiencing an outage.
6.3.11. The outage will extend beyond approved hours.
6.3.12. Subsurface utilities are compromised.
6.3.13. Unforeseen conditions or safety concerns arise.
6.3.14. A breach of protocol occurs.

The OC will decide to continue the outage in spite of 10.8 and 10.9 and notify Building Monitor.

If the OC decide to postpone the outage the utility will be restored following the post-outage procedures.

6.4. Post-Outage Procedures

OC will confirm:

6.4.1. Control points are cleared.
6.4.2. Lock out/ tag out has been removed if installed.
6.4.3. Utility service is restored at the effected buildings.
6.4.4. UEM is notified of the outage duration and affected buildings..
6.4.5. UEM will record outage date, duration and number of buildings affected on the Maximo work order for SAIDI/SAIFI reporting purposes.

Single-Building Outage						
Business Days to Outage	5	4	3	2	1	Outage Day
7.1.1 OC Brief PWO						
7.1.2 PWO Notifies DHs of effected building						
7.1.3 PD BH/OC Prepare the OPS						
7.1.4 OC Notifies BMs of effected buildings						
7.1.5 OC Notifies emergency service and dispatch						
7.1.6 Brief PWO (DPWO) of outage planning						
7.2 OC holds pre-outage meeting						
7.3.8 OC Notifies BM of outage start						
Outage takes place						
7.3.8 OC Notifies BM of restored service						
7.4.4 OC Notify the UEM of Duration						

Table 2

7. Unplanned Utility Outage and Emergency Contingency Plan

7.1. General Guidelines, Electrical Emergency:

7.1.1. During a loss of commercial power, the Building 28 Generator System should provide backup power to all of NSA. Should backup power at Building 28 fail to initiate automatically within 15 minutes, the primary effort of the UEM Branch will be to determine the cause of the failure and attempt to perform corrective actions.
7.1.2. If corrective actions are not completed with 1 hour, the UEM Branch will divert staff to provide backup power to critical facilities by placing temporary generators or initiating switchover to tertiary generators if the transfer switch capability exists and generators are available .
7.1.3. **Critical Customer Listing:** The following is a listing of customers, which have been identified as having critical service needs.

7.1.3.1. **Critical Public Service:**

7.1.3.1.1. Building 93 Public Safety Building (Police, Fire, EMO) (has generator, manual startup).
7.1.3.1.2. Building 14 Potable Water Pump House (has generator, manual startup).

7.1.3.1.3. Building 1 Admin & Command Suite.
7.1.3.1.4. Building 54 &95 Public Works.
7.1.3.1.5. Building 19 Medical Clinic.
7.1.3.1.6. Lift Station adjacent to STP.

7.1.3.2. **Critical Mission Service:**

7.1.3.2.1. Building 4 NCTAMS (has generator, automatic startup).
7.1.3.2.2. Building 50 CROF.
7.1.3.2.3. Building 22 Air Operations.

7.1.4. Temporary generators would be placed until NSA and local supplies are exhausted. Requests for additional generators shall be placed through Mutual Aid Agreements, other installations in theatre and the EXWC MUSE Program.
7.1.5. In the event of a failure of the transmission line, the commercial provider (DEH) will be contacted to perform repairs. UEM Branch would proceed with steps 6.1.1 to 6.1.4.
7.1.6. In the event of a failure of a component of our distribution system (distribution line, substation, etc.), PW High Voltage Electrician will isolate the failed component and attempt to restore power to the remainder of NSA.
7.1.7. UEM will record a Maximo work order for SAIDI/SAIFI reporting purposes to report the outage date, duration and number of effected buildings.

7.2. General Guidelines, Water Emergency: See WATER SYSTEM EMERGENCY RESPONSE PLAN, U.S. NAVAL SUPPORT ACTIVITY SOUDA BAY, CRETE, GREECE, JULY 2011, Attachment 2.6

8. Grid Loss Notification Procedure

8.1. Planned
8.1.1. Service desk receives notification from utility provider (DEH, HAF, DEYACh, etc.).
8.1.2. Service desk notifies UEM and PWO.
8.1.3. PWO notifies NSA Command Suite.
8.1.4. For planned water outages, UEM ensures water storage tanks are at maximum level. Prepares for possible water conservation measures.
8.1.5. For planned electrical outages, UEM ensures generator plant is fully fueled and ready for operation. This includes all generator sets, NSA, Marathi, Malaxa, etc.
8.1.6. UEM monitors utility systems during outage and informs PWO of status to include restoration of utility service from provider.
8.1.7. UEM will record outage date, duration and number of buildings affected on the Maximo work order for SAIDI/SAIFI reporting purposes.

8.2. Unplanned
8.2.1. When a loss of service is detected, Service Desk contacts utility provider and determines cause and duration.
8.2.2. Service desk notifies UEM and PWO.

8.2.3. For water outages, UEM ensures water storage tanks are at maximum level. Prepares for possible water conservation measures.

8.2.4. For electrical outages, UEM ensures generator plant is fully fueled and ready for operation. This includes all generator sets, NSA, Marathi, Malaxa, etc.

8.2.5. UEM monitors utility systems during outage and informs PWO of status to include restoration of utility service from provider.

8.2.6. UEM will record outage date, duration and number of buildings affected on the Maximo work order for SAIDI/SAIFI reporting purposes.

9. Road / Parking

OC (can be FEAD):

9.1. Use multi-building outage timeline (Table 1) and ORF for planning.

9.2. Coordinate with Base Security and Fire to plan alternate routes, additional personnel requirements, and cone and barrier placement.

9.3. Brief the PWO or DPWO (in the PWO's absence) to explain the outage planning.

9.4. Obtain the PWO or DPWO signature on the ORF.

9.5. If disapproved, work with all parties to resolve issues.

9.6. Return the approved ORF to the PC for serialization and filing within 4 business days of the outage date.

9.7.

PC:

9.8. Submit the serialized ORF to the Service Desk within 4 business days prior to the outage.

9.9.

Service Desk:

9.10. Service Desk will notify the effected buildings three business days before the outage by email.

10. Records

10.1. ORF, signed and serialized

10.2. OPS

10.3. Maximo entries for SAIDI/SAIFI

11. References

11.1. Environmental Final Governing Standards for Greece

11.2. OPNAVINST 5090.1D

11.3. Standard Operating Procedure UEM-DW-03 Water Main Disinfection Procedures

Responsible Party	Responsibilities
PWO	1. Notify CO/DH of the outage 2. Sign ORF
PDD	1. Assign PC and OC from within the PD
UEM	1. Act for PDD when PDD is not available 2. Identify utility configurations needed for the safe performance of the outage 3. Record the outage in Maximo
PC	1. Receive the ORF and cognize (track the progress) 2. Serialize the completed ORF 3. Send ORF to SD four days before the outage
OC	1. Follow procedure as documented in pertinent SOPs and as directed by PDD/UEM
FEAD	1. Act as OC for single building outages and simple road/parking outages
SD	1. Notify the affected buildings by email three days before the outage 2. Notify the affected buildings when services are restored
ESAFE Coordinator	1. Complete all ESAFE forms before the outage 2. Ensure that all ESAFE procedures/SOPs are followed during the outage 3. Maintain all ESAFE records

12. Approval

ORIGINATED BY: _____

Gregory Woods, PWO Date

CONCURRED BY:

_____ _____

Antonio Leite, PDD Date Chat Abeywickrama, FEAD Date

Section J: Attachment 4

OUTAGE REQUEST FORM

DATE: __

FROM: _____ COMPANY _____ CELL _

TO: Outage Coordinator, Public Works Department Souda Bay

FEAD POC (if CTR requested): _____

Complete Items 1 through 6 and then submit to Outage Coordinator 15 days prior to interruption.

1. Request authorization for the scheduled utility interruption involving the following utilities (double click):

☐ Electric ☐ Water ☐ Roads
☐ Sewer ☐ Parking ☐ Other_____

2. Location: _____

3. Interruption Date and Time: _____

4. Completion Date and Time: _____

5. Contract Number and/or Job Description: _____

_____

6. Affected Buildings: _____

7. Shop Support WO#: _____

Routing

PWD CE Shop: _____ DATE: __

PWD UT Shop: _____ DATE: __

PWD UEM: _____ DATE: __

ESAFE/Gas Free: _____ DATE: __

Building Monitor Notification by Telephone

PERSON NOTIFIED: _____ DATE: __

PERSON NOTIFIED: _____ DATE: __

PERSON NOTIFIED: _____ DATE: __

PERSON NOTIFIED: _____ DATE: __

Contact Emergency Services (IF NEEDED)

FIRE DEPT: _____ DATE: __

DISPATCH: _____ DATE: __

SECURITY: _____ DATE: __

ENVIRONMENTAL: _____ DATE: __

◉ APPROVAL ○ DISAPPROVAL

_____
SIGNATURE (PWO/DPWO)

Section J: Attachment 5

PWD-HYDRANT CONNECTION-01	**NAVFAC Public Works Department Souda Bay**	
HYDRANT CONNECTION SOP	DATE: **31 March 2016**	Page 1 of 2
DOCUMENT OWNER: PWD	AUTHORIZED BY: PWO	

1. Purpose

Establish a standard operating procedure (SOP) for connecting to fire hydrants on the Naval Support Activity (NSA) Souda Bay water distribution system.

2. Enclosures

2.1. Hydrant Permit Form
2.2. AWWA Standards/Greece Final Governing Standards

3. Definitions

3.1. BFD – Back Flow Device
3.2. DWPM – Installation Drinking Water Program Manager who reports to the IEPD
3.3. FEAD – Facilities Engineering and Acquisition Division
3.4. FGS – Final Governing Standards
3.5. FM&S – Facilities Management and Sustainment
3.6. IEPD – Installation Environmental Program Director
3.7. ORC – Water Operator Responsible in Charge
3.8. PDD – Production Division Director
3.9. PWD – Public Works Department
3.10. SBFD – Souda Bay Fire Department
3.11. SOP – Standard Operating Procedure
3.12. USB – Utility Services Branch

4. General Requirement

4.1. To provide the best procedure possible for notification and permitting of hydrant connection.
4.2. Primary roles and responsibilities
4.2.1. FEAD
4.2.1.1. For contractor requested hydrant connections FEAD will contact the NSA Souda Bay ORC to request a hydrant connection permit on behalf of the contractor.
4.2.2. PD
4.2.2.1. For PWD shops requested hydrant connections the shop supervisor will contact he NSA Souda Bay ORC to request a hydrant connection permit.
4.2.3. SBFD
4.2.3.1. For emergency connections to hydrants the requirement for a permit is waived.
4.2.3.2. For non-emergency hydrant connections the Fire Department will contact the NSA Souda Bay water system ORC to request a hydrant connection permit.
4.2.4. ORC
4.2.4.1. Issues hydrant connection permits.
4.2.5. FEAD/PD/SBFD
4.2.5.1. Displays permit at the hydrant connection for the duration of the connection.

5. General Procedures for All Non-Emergency Hydrant Connections

5.1. A permit is required to connect to a fire hydrant. A BACKFLOW PREVENTER IS **ALWAYS** REQUIRED.
5.2. To obtain a permit the base representative (not contractor) will contact the Utilities Services Branch ORC in advance. The issuance of the permit shall be within the following time frames:
  5.2.1. To use a hydrant: 8 hours. The backflow preventer shall be installed and tested by a licensed Backflow Prevention Testor prior to issuance of the permit.
  5.2.2. Permits will be issued without advance notice in non-fire related emergencies.
5.3. A copy of the AWWA Standards/Greece FGS will be issued with the permit.
5.4. Any hydrant connections will be inspected by the water system ORC.
5.5. Back flow devices and hydrant connections shall be sanitized prior to installation.
5.6. For contractor connections, back flow devices shall be installed by the contractor and tested. Test paperwork shall be submitted to the ORC prior to the permit being issued.
5.7. For shops/SBFD connections, back flow devices shall be installed and tested by the ORC.
5.8. Permits will be displayed at the construction site during the work and returned to the Utilities Services Branch when the work is complete.
5.9. Permits expire one year after issuance. Projects that take longer than a year shall reapply for a new permit prior to expiration.
5.10. Failure to have a permit may result in an immediate work stoppage.

Responsible Party	Responsibilities
PDD/FEAD/SBFD	1. Request and display hydrant connection permit 2. Ensure backflow device tested and used at all times
USB	1. Maintain log of Hydrant Permits Issued
ORC	1. Issue Hydrant Permits 2. Inspect Hydrant Connection 3. Perform tests on BFDs as needed by contractors, shops and SBFD

6. Approval

ORIGINATED BY: _____
Gregory Woods, PWO Date

CONCURRED BY:

_____ _____
Anthony Chinyere, PDD Date Chathuranga Abeywickrama, FEAD Date

1. Purpose

1.1. Establish a standard operating procedure (SOP) to manage excavations and to ensure underground utilities are not damaged during ANY kind of excavation (digging) being performed at Naval Support Activity (NSA) Souda Bay.

2. Enclosures

2.1. Excavation Permit Request Form
2.2. Excavation Permit

3. Definitions

3.1. BM – Building Monitor
3.2. DEH – Electric Company
3.3. DH – Department Head
3.4. DWPM – Installation Drinking Water Program Manager who reports to the IEPD
3.5. EC - Excavation Coordinator
3.6. EP – Excavation Permit
3.7. ERF – Excavation Request Form
3.8. ESAFE – NAVFAC Electrical Safety Program
3.9. FEAD – Facilities Engineering and Acquisition Division
3.10. FM&S – Facilities Management and Sustainment
3.11. IEPD – Installation Environmental Program Director
3.12. Maximo – NAVFAC's standard asset life cycle management system
3.13. NAVFAC EURAFSWA – Naval Facilities Engineering Command Europe, Africa, Southwest Asia
3.14. ORC – Water Operator Responsible in Charge
3.15. PD – Production Division
3.16. PDD – Production Division Director
3.17. PMA – Preventative Medicine Authority
3.18. PPE – Personal Protective Equipment
3.19. PWD – Public Works Department
3.20. PWO – Public Works Officer
3.21. SBFD – Souda Bay Fire Department
3.22. SD –Service Desk
3.23. SOP – Standard Operating Procedure
3.24. UICAP – Utilities Infrastructure Condition Assessment Program
3.25. USBL – Utility Services Branch Lead

4. General Requirement

4.1. To prevent damage to underground utilities and infrastructure at NSA Souda Bay.
4.2. To provide the best procedure possible for notification of excavations to our command, customers, and workforce.
4.3. Primary roles and responsibilities
4.3.1. FEAD/PD shop initiating the request (requestor)

4.3.1.1. Submit the ERF with items 1-8 completed to EC at least 10 business days prior to requested excavation date.

4.3.2. EC

4.3.2.1. Accepts the ERF from FEAD or PD shop and assigns serial number for the excavation.

4.3.2.2. Validates the data, researches the underground utilities and infrastructure in the excavation area, gets the shops and USBL, and PWO concurrence.

4.3.2.3. Forwards completed EP to requestor and gets the requestors acknowledgement of receipt and the permitting process.

4.3.2.4. Files permit in excavation log book and share drive.

4.3.2.5. Forwards a copy to the SD

4.3.3. SD

4.3.3.1. Cognizes the EP for situational awareness.

4.3.4. Requestor

4.3.4.1. Displays signed permit at the work site.

4.3.5. FEAD/PW Shop

4.3.5.1. Reports any previously unknown utilities found during the excavation to the Utilities Services Branch immediately upon discovery.

5. General Procedures for All Planned Excavations

5.1. Excavation Permit Request Form (Enclosure 1):

5.1.1. Excavation requests (ERFs) will be submitted at least 10 business days prior to the proposed start date of the excavation.

5.1.2. ERFs will be submitted to the PWD Production Division EC.

5.1.3. If contractor initiated, FEAD assists contractors in completing items 1through 8 of the ERF and submits the excavation permit request to the EC on their behalf.

5.1.4. If PD shop initiated the shop supervisor completes items 1through 8 of the ERF and submits the excavation permit request to the EC.

5.1.5. EC cognizes the ERF and assigns the excavation serial number.

5.1.6. A separate ERF will be required for each work site.

5.1.7. If a scheduled excavation is rescheduled more than 10 days from the originally requested dates a new ERF is required from the requestor with the new excavation dates.

5.1.8. EC briefs PWO with proposed excavation site and dates.

5.2. Excavation Permit (Enclosure 2)

The EC researches excavation site using the most current utility maps maintained by the Utility Services Branch and

5.2.1. Consults with FEAD/Contractor/PDD shop to visit the site and understand the excavation area boundries and proposed procedure

5.2.2. Consults with Utilities Services and/or FM&S Branch Head for utilities/facilities concerns:

5.2.2.1. Access to roads and facilities

5.2.2.2. Known underground utilities and structures

5.2.2.3. Fire Hydrant accessibility/availability

5.2.3. Consults with Building Monitors (BM)

5.2.3.1. Access to building is impaired
5.2.4. Consults with NSA Security for
5.2.4.1. Associated road outage requirements
5.2.4.2. Security fence breaches/issues
5.2.5. Consults with the Fire Department (FD)
5.2.5.1. Access to fire hydrants impared
5.2.6. Determines if shop support is needed and if so initiates Maximo work order
5.2.7. Creates a PDF from the most current utilities maps with all known utilities and other infrastructure clearly marked in excavation site area.
5.2.8. Completes the NSA Souda Bay Excavation Permit form Items 1-15

5.3. **Excavation Permit Routing (Enclosure 2):**

5.3.1. EC routes EP internally within the PD
5.3.2. EC briefs the PWO or DPWO (in the PWO's absence) to explain the excavation details.
5.3.3. Obtains the PWO or DPWO signature on the EP.
5.3.4. If disapproved, works with all parties to resolve issues, coordinate an acceptable time and date, restart routing procedure.
5.3.5. Returns the approved EP to the requestor within 4 business days of the excavation start date with copy to SD for situational awareness.

5.4. **Excavation Requestor:**

5.4.1. Displays the EP on the job site at all times
5.4.2. Informs the PD/FEAD of any unmarked utilities or underground structures found during the excavation.
5.4.3. Informs the PD/FEAD of any utilities/structures damaged by the requestor during the excavation.
5.4.4. PD/FEAD informs Utility Services Branch in the event of 5.4.2 or 5.4.3.

6. Emergency Excavations

6.1 Emergency excavations are defined as any excavation needed to restore lost utility service. Examples include a break in any underground utility due to infrastructure failure, acts of nature, or contractor/PD shop activity.
6.2. The following points of contact will be notified immediately of the failure:
6.2.1. PWO (who will notify the Duty Officer and/or ICO as needed)
6.2.2. PDD or USBL (UEM)
6.2.3. SBFD/Dispatch
6.2.4. SD
6.3. PDD or USBL will determine the affected buildings/service and the shutdown procedure for the affected utility.
6.4. PDD or USBL take action to notify following:

6.4.1. **Critical Customer Listing:** The following is a listing of customers, which have been identified as having critical service needs.

6.4.1.1. **Critical Public Service:**

6.4.1.1.1. Building 93 Public Safety Building (Police, Fire, EMO) (has generator, manual startup).
6.4.1.1.2. Building 14 Potable Water Pump House (has generator, manual startup).
6.4.1.1.3. Building 1 Admin & Command Suite.
6.4.1.1.4. Building 54 &95 Public Works.
6.4.1.1.5. Building 19 Medical Clinic.
6.4.1.1.6. Lift Station adjacent to STP.

6.4.1.2. **Critical Mission Service:**

6.4.1.2.1. Building 4 NCTAMS (has generator, automatic startup).
6.4.1.2.2. Building 50 CROF.
6.4.1.2.3. Building 22 Air Operations.

6.4.2. Utilities Branch will determine the method of repair and excavation and proceed with the repair.

6.5. General Guidelines, Water Emergency: See WATER SYSTEM EMERGENCY RESPONSE PLAN, U.S. NAVAL SUPPORT ACTIVITY SOUDA BAY, CRETE, GREECE, JULY 2011, Attachment 2.6

7. Records

7.5. ERF
7.6. EP, signed and serialized, filed in binder and share folder
7.7. OPS
7.8. Maximo entries for SAIDI/SAIFI (if needed)

8. References

8.5. Environmental Final Governing Standards for Greece
8.6. OPNAVINST 5090.1D
8.7. Standard Operating Procedure UEM-DW-03 Water Main Disinfection Procedures

Responsible Party	Responsibilities
PWO	1. Notify CO/DH of the excavation 2. Sign EP
PDD	1. Assign EC from within the PD
USBL	1. Act for PDD when PDD is not available 2. Team lead for EC
EC	1. Receive the ERF and cognize (track the progress) 2. Serialize the completed EP 3. Identify underground utilities and structure configurations for the requestor and clearly mark them on a map. 4. Meet with contractor/shop to review excavation area and outage needs. 5. Notify all affected parties. 6. Generate work orders for shop assistance (as needed). 7. Send approved EP to Requestor and SD four days before the outage
FEAD	1. Assist contractors in completing the ERF. 2. Ensure that the ERF is submitted to the EC 10 working days prior to the requested excavation. 3. Informs PDD or USBL of any infrastructure damaged during the excavation. 4. Informs PDD or USBL of any previously unknown (not marked on the drawing received with the excavation permit) infrastructure found during the excavation.
SD	1. Receive the EP for situational awareness

9. Approval

ORIGINATED BY: _____

Gregory Woods, PWO Date

CONCURRED BY:

_____ _____

Anthony Chinyere, PDD Date Chat Abeywickrama, FEAD Date

PWD SOUDA BAY EXCAVATION PERMIT REQUEST FORM

DATE: ____

FROM: _____ COMPANY _____ CELL ____

TO: Excavation Coordinator, Public Works Department Souda Bay

FEAD POC (if CTR requested): _____

Complete Items 1 through 8 and then submit to Excavation Coordinator 10 days prior to dig.

1. Site Location: _____
2. Depth: _____
3. Start Date and Time: _____
4. Completion Date and Time: _____
5. Contract Number and/or Job Description: _____

_____

_____

6. Affected Buildings: _____
7. Utility/Road Outage Required**:** _____

_____

8. Attach map with excavation area clearly marked.
9. Shop Support WO#: _____
10. Outage Serial Number: _____

Contact Emergency Services (IF NEEDED)

FIRE DEPT: _____ DATE: __

DISPATCH: _____ DATE: __

SECURITY: _____ DATE: __

ENVIRONMENTAL: _____ DATE: __

Signature: _____
Requestor

Section J: Attachment 8

K10,12,14
MARATHI PIER

MARATHI PIER
HARDENED GUARD FACIUIY
PERIMETER LIGHTING
CR 288/SECURIIY LIGHTING
POL

BOAT RAMP AT MARATHI

PERMANENT BOAT DOCK

CR2-868 / RENOVATE MARATHI WAREHOUSE

PEB FOR FP BOATS AT MARATiil

PROPOSED JOINT TACTICAL OPERATION CENTER

MARATI-11 STP EXPANSION

GUARD HOUSE DROP ARM
GUARD
HOUSE

TRUCK FUEL STAND MA R AT HI

GIANT MNS SYSTEM

- - - - — VS GUARD SHACK
— — JTOC IBS
— — K-10 BUILDING
— — OIL RESPONSE
— — PAINT BUILDING
— — EAST DOCK

— — W/CENTER DOCK

MARATHI PIER LEGEND

200. SOFTBALL FIELD
201. PAVILON
202. PAVILON
203. PUBLIC TOILETS

205. VOl.1..EYBALL COURTS

206. HORSESHOE PITS

204. BASKETIW.l.. COURTS

208. STP
209. STORAGE

210. CONTROL BUILDING
212. WASHRACI<
213. FLOATING DOCI<S
214. ARG NAUT-MARATHI REC. CENTER

— — E/CENTER DOCK

— — ARGONAUT CLUB

— — — WEST DOCK

215. 0 RESPONSE BOAT SHOP
217. JTOC A
218. EOD ADMIN.
219. JTOC B

CAMERAS VIS

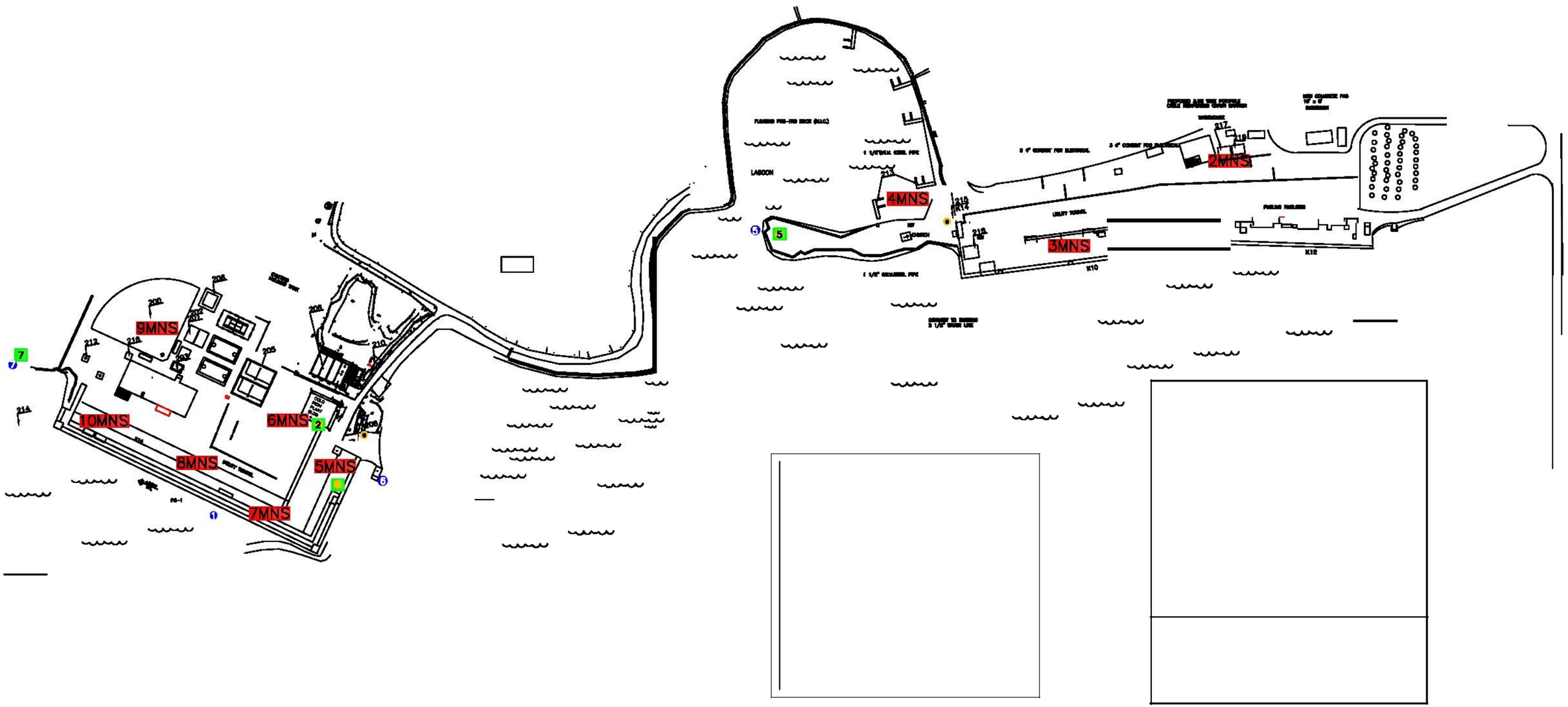
CAMERAS TIS

SWIMMER DETECTION SONAR

GREEK CAMERA

NAYFAC EURAFSWA
PM> SCIUDA BAY

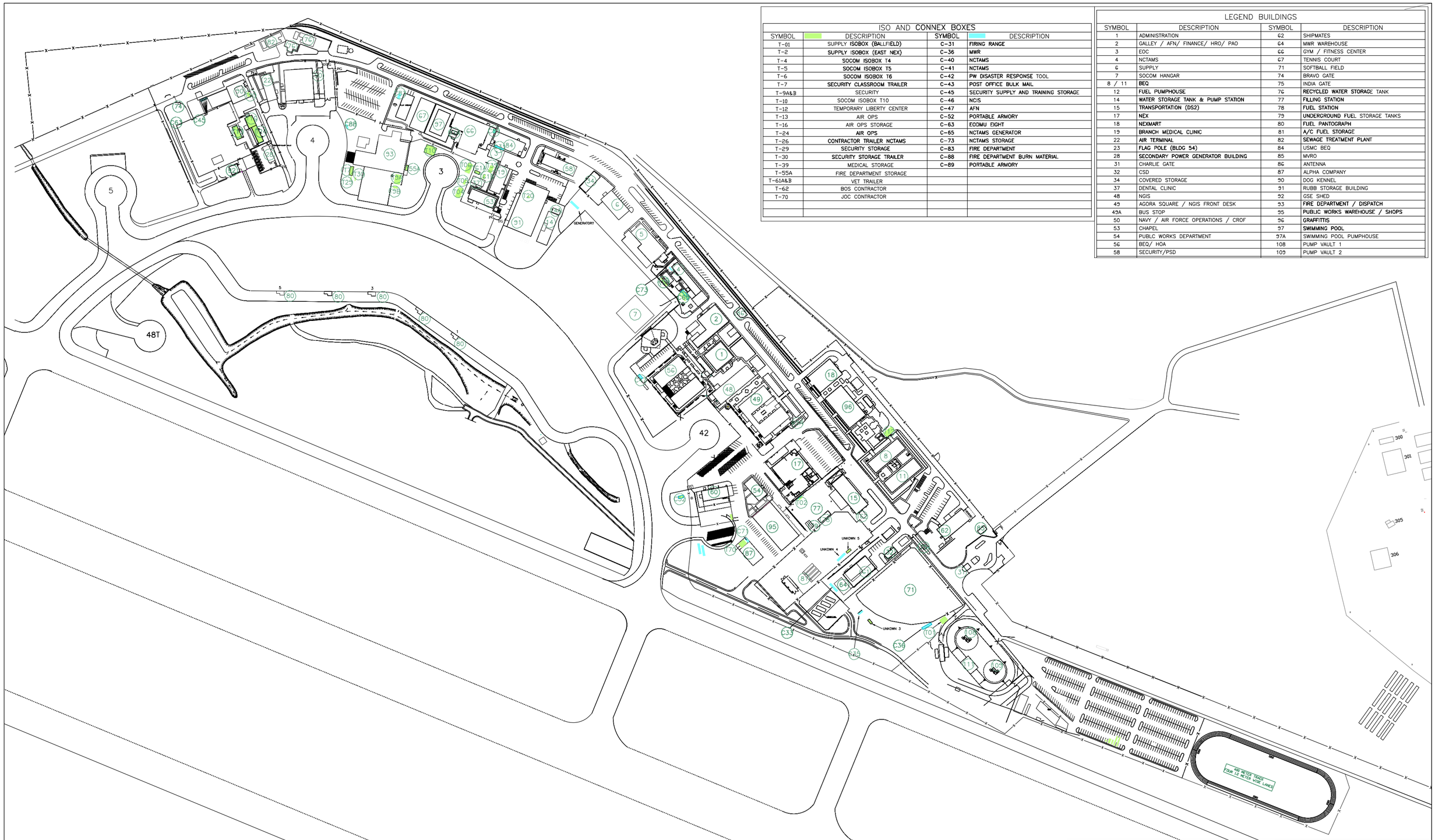
NSA SOUDA BAY
MARAIHI PR



NAVAL SUPPORT ACTIVITY SOUDA BAY, CRETE, GREECE

DWN: DATE: 22AUG2001

CHK: SCALE: 1:1000 A3 SIZE



ISO AND CONNEX BOXES

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
T-01	SUPPLY ISOBOX (BALLFIELD)	C-31	FIRING RANGE
T-2	SUPPLY ISOBOX (EAST NEX)	C-36	MWR
T-4	SOCOM ISOBOX T4	C-40	NCTAMS
T-5	SOCOM ISOBOX T5	C-41	NCTAMS
T-6	SOCOM ISOBOX T6	C-42	PW DISASTER RESPONSE TOOL
T-7	SECURITY CLASSROOM TRAILER	C-43	POST OFFICE BULK MAIL
T-9A&B	SECURITY	C-45	SECURITY SUPPLY AND TRAINING STORAGE
T-10	SOCOM ISOBOX T10	C-46	NCIS
T-12	TEMPORARY LIBERTY CENTER	C-47	AFN
T-13	AIR OPS	C-52	PORTABLE ARMORY
T-16	AIR OPS STORAGE	C-63	EODMU EIGHT
T-24	AIR OPS	C-65	NCTAMS GENERATOR
T-26	CONTRACTOR TRAILER NCTAMS	C-73	NCTAMS STORAGE
T-29	SECURITY STORAGE	C-83	FIRE DEPARTMENT
T-30	SECURITY STORAGE TRAILER	C-88	FIRE DEPARTMENT BURN MATERIAL
T-39	MEDICAL STORAGE	C-89	PORTABLE ARMORY
T-55A	FIRE DEPARTMENT STORAGE		
T-61A&B	VET TRAILER		
T-62	BOS CONTRACTOR		
T-70	JOC CONTRACTOR		

LEGEND BUILDINGS

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
1	ADMINISTRATION	62	SHIPMATES
2	GALLEY / AFN/ FINANCE/ HRO/ PAO	64	MWR WAREHOUSE
3	EOC	66	GYM / FITNESS CENTER
4	NCTAMS	67	TENNIS COURT
6	SUPPLY	71	SOFTBALL FIELD
7	SOCOM HANGAR	74	BRAVO GATE
8 / 11	BEQ	75	INDIA GATE
12	FUEL PUMPHOUSE	76	RECYCLED WATER STORAGE TANK
14	WATER STORAGE TANK & PUMP STATION	77	FILLING STATION
15	TRANSPORTATION (DS2)	78	FUEL STATION
17	NEX	79	UNDERGROUND FUEL STORAGE TANKS
18	NEXMART	80	FUEL PANTOGRAPH
19	BRANCH MEDICAL CLINIC	81	A/C FUEL STORAGE
22	AIR TERMINAL	82	SEWAGE TREATMENT PLANT
23	FLAG POLE (BLDG 54)	84	USMC BEQ
28	SECONDARY POWER GENERATOR BUILDING	85	MVRO
31	CHARLIE GATE	86	ANTENNA
32	CSD	87	ALPHA COMPANY
34	COVERED STORAGE	90	DOG KENNEL
37	DENTAL CLINIC	91	RUBB STORAGE BUILDING
48	NGIS	92	GSE SHED
49	AGORA SQUARE / NGIS FRONT DESK	93	FIRE DEPARTMENT / DISPATCH
49A	BUS STOP	95	PUBLIC WORKS WAREHOUSE / SHOPS
50	NAVY / AIR FORCE OPERATIONS / CROF	96	GRAFFITTIS
53	CHAPEL	97	SWIMMING POOL
54	PUBLC WORKS DEPARTMENT	97A	SWIMMING POOL PUMPHOUSE
56	BEQ/ HOA	108	PUMP VAULT 1
58	SECURITY/PSD	109	PUMP VAULT 2

50 0 50 100 150 200
METERS

NAVFAC EURAFSWA
PWD SOUDA BAY

NAVAL SUPPORT
ACTIVITY SOUDA BAY,
CRETE, GREECE

NSA SOUDA BAY
BASE GDM

DWN:	DATE:
CHK:	SCALE:

Section J: Attachment JC6

Description	COEFFICIENT
Pre-Priced (RS Means)	
Material and Equipment Coefficient	
Labor Coefficient	
NON Pre-Priced	
Material and Equipment Coefficient	
Labor Coefficient	

NOTES

(1) **All coefficient prices remain in effect through the life of contract including all option periods.**

(2) Coefficients are not to exceed more than two places to the right of the decimal.

(3) The completed **Coefficient Schedule** is to be submitted with the Price Proposal and will become a part of the contract award.

Section J: Attachment 9

Environmental Project Checklist

ISSUE	Yes or No?	If Yes Provide details	
1. Will the project result in a physical change to the project site?		Describe change	
2. Will the proposed project use or add any air emissions source? (e.g sand blasting, boilers, Fuel fired equipment (ex. space heaters, pumps, compressors); Gasoline/fuel dispensing devices; Generators; Laboratory Equipment; Paint Booths; Solvent Cleaning/Degreasing Units; or Woodworking Equipment)		Provide details on proposed air emissions source	
3. Will the proposed project affect any part of the drinking water system, including hydrants, valves, piping, pumps, etc.?		Provide system part & ensure disinfection procedure is followed	
4. Will the proposed project generate or result in any discharge to the sanitary sewer including via a new or existing oil water separator?		Describe	
5. Will the proposed project generate or result in any discharge to the storm sewer including via a new or existing oil water separator?		Describe	
6. Will the proposed disturb any soil or unpaved areas or require dewatering ?		Note which specific protection measures from EV Mgmt Plan will be used	
7. Will the proposed project utilize any hazardous materials?		Describe storage and signage	
8. Will the project generate any hazardous waste?		Describe disposal process if not in JOC EV plan. Provide copies of waste manifests as deliverables.	
10. Will the project install, remove, renovate or otherwise impact any tank, including above and below ground?		Tank # of existing tank or size of new tank	
11. Are all spill risks covered by the contractor's spill plan? Are there specific unique risks associated with this project?		Describe risk & mitigation controls	
12. Will the project have any other environmental impacts?			

Section J: Attachment 10

PRE-PROPOSAL INQUIRY

Solicitation: N33191-16-R-0601 PPI No. _____

SOLICITATION: Souda Bay Multiple Award Construction Contract

NOTE: ALL PRE-PROPOSAL INQUIRIES SHALL BE SUBMITTED BY E-MAIL, ON THIS FORM TO THE FOLLOWING E-MAIL ADDRESSES.

PCO E-mail: lindsay.baker@eu.navy.mil

DATE OF PROPOSAL INQUIRY:

FROM: FIRM: POC:

ADDRESS:

PHONE NO.: FAX NO.:

E-MAIL ADDRESS:

PROPOSAL INQUIRY: (Please **type** or **print** clearly)

(Include Solicitation Section, page number, and paragraph if applicable)

GOVERNMENT RESPONSE:

RESPONDER'S SIGNATURE/DATE: _____

Section J: Attachment 11 PPQ

NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)

CONTRACT INFORMATION (Contractor to complete Blocks 1-4)

1. Contractor Information

Firm Name: CAGE Code:
Address: DUNs Number:
Phone Number:
Email Address:
Point of Contact: Contact Phone Number:

2. Work Performed as: ☐ Prime Contractor ☐ Sub Contractor ☐ Joint Venture ☐ Other (Explain)
Percent of project work performed:
If subcontractor, who was the prime (Name/Phone #):

3. Contract Information

Contract Number:
Delivery/Task Order Number (if applicable):
Contract Type: ☐ Firm Fixed Price ☐ Cost Reimbursement ☐ Other (Please specify):
Contract Title:
Contract Location:

Award Date (mm/dd/yy):
Contract Completion Date (mm/dd/yy):
Actual Completion Date (mm/dd/yy):
Explain Differences:

Original Contract Price (Award Amount):
Final Contract Price (*to include all modifications, if applicable*):
Explain Differences:

4. Project Description:

Complexity of Work ☐ High ☐ Med ☐ Routine
How is this project relevant to project of submission? (*Please provide details such as similar equipment, requirements, conditions, etc.*)

CLIENT INFORMATION (Client to complete Blocks 5-8)

5. Client Information

Name:
Title:
Phone Number:
Email Address:

6. Describe the client's role in the project:

7. Date Questionnaire was completed (mm/dd/yy)**:**

8. Client's Signature:

NOTE: NAVFAC REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO NAVFAC WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON NAVFAC SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO NAVFAC. PLEASE CONTACT THE OFFEROR FOR NAVFAC POC INFORMATION. THE GOVERNMENT RESERVES THE RIGHT TO VERIFY ANY AND ALL INFORMATION ON THIS FORM.

SOURCE SELECTION SENSITIVE INFORMATION
DISCLOSURE LIMITATIONS AS OUTLINED IN FAR 2.101 & 3.104 APPLY

ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE

RATING	DEFINITION	NOTE
(E) Exceptional	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
(VG) Very Good	Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.
(S) Satisfactory	Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
(M) Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.
(U) Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.	An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.
(N) Not Applicable	No information or did not apply to your contract	Rating will be neither positive nor negative.

SOURCE SELECTION SENSITIVE INFORMATION
DISCLOSURE LIMITATIONS AS OUTLINED IN FAR 2.101 & 3.104 APPLY

Contractor Information (Firm Name): _____
Client Information (Name): _____

TO BE COMPLETED BY CLIENT

PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.

1. QUALITY:						
a) Quality of technical data/report preparation efforts	E	VG	S	M	U	N
b) Ability to meet quality standards specified for technical performance	E	VG	S	M	U	N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E	VG	S	M	U	N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E	VG	S	M	U	N
2. SCHEDULE/TIMELINESS OF PERFORMANCE:						
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. *(If liquidated damages were assessed or the schedule was not met, please address below)*	E	VG	S	M	U	N
b) Rate the contractor's use of available resources to accomplish tasks identified in the contract	E	VG	S	M	U	N
3. CUSTOMER SATISFACTION:						
a) To what extent were the end users satisfied with the project?	E	VG	S	M	U	N
b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E	VG	S	M	U	N
c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	E	VG	S	M	U	N
d) Overall customer satisfaction	E	VG	S	M	U	N
4. MANAGEMENT/ PERSONNEL/LABOR						
a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force?	E	VG	S	M	U	N
b) Ability to hire, apply, and retain a qualified workforce to this effort	E	VG	S	M	U	N
c) Government Property Control	E	VG	S	M	U	N
d) Knowledge/expertise demonstrated by contractor personnel	E	VG	S	M	U	N
e) Utilization of Small Business concerns	E	VG	S	M	U	N
f) Ability to simultaneously manage multiple projects with multiple disciplines	E	VG	S	M	U	N
g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes	E	VG	S	M	U	N
h) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E	VG	S	M	U	N
5. COST/FINANCIAL MANAGEMENT						
a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E	VG	S	M	U	N

SOURCE SELECTION SENSITIVE INFORMATION
DISCLOSURE LIMITATIONS AS OUTLINED IN FAR 2.101 & 3.104 APPLY

Contractor Information (Firm Name): _____
Client Information (Name): _____

b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E	VG	S	M	U	N
c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)	E	VG	S	M	U	N
d) Is the Contractor's accounting system adequate for management and tracking of costs? *If no, please explain in Remarks section.*		Yes			No	
e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? *Indicate if show cause or cure notices were issued, or any default action in comment section below.*		Yes			No	
f) Have there been any indications that the contractor has had any financial problems? *If yes, please explain below.*		Yes			No	
6. SAFETY/SECURITY						
a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)	E	VG	S	M	U	N
b) Contractor complied with all security requirements for the project and personnel security requirements.	E	VG	S	M	U	N
7. GENERAL						
a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues).	E	VG	S	M	U	N
b) Compliance with contractual terms/provisions *(explain if specific issues)*	E	VG	S	M	U	N
c) Would you hire or work with this firm again? *(If no, please explain below)*		Yes			No	
d) In summary, provide an overall rating for the work performed by this contractor.	E	VG	S	M	U	N

Please provide responses to the questions above (*if applicable*) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk *(please attach additional pages if necessary)***:**

SOURCE SELECTION SENSITIVE INFORMATION
DISCLOSURE LIMITATIONS AS OUTLINED IN FAR 2.101 & 3.104 APPLY

Section J: Attachment 12

CONSTRUCTION & DESIGN EXPERIENCE PROJECT DATA SHEET

Project No. (check one) : ☐ CON #1 ☐ CON #2 ☐ CON #3 ☐ CON #4 ☐ CON #5

☐ DESIGN #1 ☐ DESIGN #2 ☐ DESIGN #3 ☐ DESIGN #4 ☐ DESIGN #5

1. Experience for: ☐ Offeror ☐ Joint-Venture ☐ Other (Explain)

Firm Name:
Address:
Phone Number:
Point of Contact: Contact Phone Number:

2. Work Performed as: ☐ Prime Contractor ☐ Sub Contractor ☐ Joint Venture ☐ Other (Explain)

Percent of project work performed:
If subcontractor, who was prime (Name/Phone #):

3. Contract Number: Delivery/Task Order Number:

Title:
Location:

4. Award Date (mm/dd/yy): Completion Date (mm/dd/yy):

5. Type of work:

☐ New Construction ☐ Renovation ☐ Repair ☐ Alteration ☐ Other (explain):

6. Type of Contract/Task Order: (**Check <u>ALL</u> that apply**)

☐ Firm-Fixed Price ☐ Cost/Time and Material ☐ Other (explain):

Complete Block 7 for Construction Projects. Complete Block 8 for Design Projects.

7. Construction Project:

Award Amount: Final Price:

Type of Contract/Task Order: (**Check <u>ALL</u> that apply**)

☐ Design-Build ☐ Design-Bid-Build ☐ Delivery/Task Order (IDIQ) ☐ Other (explain):

If Design-Build, identify the Lead Design Firm:_____

8. Design Project:

A/E Design Fee: Total Construction Value:

Type of Contract/Task Order: (**Check <u>ALL</u> that apply**)

☐ Design-Build ☐ RFP Development ☐ Designer of Record ☐ Engineering Services ☐ Full Plans & Specs

☐ Other (explain):

9. Provide a detailed description of the project and the relevancy to the project requirements of this RFP (i.e.: unique features, square footage, construction methods), including any sustainable features or USGBC LEED certifications. If design-build, include a description of the design-effort.

10. Provide a detailed description of what work your firm self-performed on this project:

11. Other Information: