

SECTION 01 14 00

WORK RESTRICTIONS

11/11

PART 1 GENERAL

1.1 DEFINITIONS

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

1.3 SPECIAL SCHEDULING REQUIREMENTS

- a. Have materials, equipment, and personnel required to perform the work at the site prior to the commencement of the work.
- b. The building will remain in operation during the entire construction period. The Contractor must conduct his operations so as to cause the least possible interference with normal operations of the activity.
- c. Permission to interrupt any Activity roads, railroads, and/or utility service must be requested in writing a minimum of 45 calendar days prior to the desired date of interruption.
- d. The work under this contract requires special attention to the scheduling and conduct of the work in connection with existing operations. Identify on the construction schedule each factor which constitutes a potential interruption to operations. The following conditions apply:
 - (1) From April 15 to September 15 the long-eared bat is active. Trees with a diameter of 3 inches or greater at chest height cannot be removed during this period. Trees with a diameter of less than 3 inches at chest height may be removed at any time. General construction activities may also proceed during this time.
- e. Per Section 01 11 00, Section 1.4.1, there are 3 definable areas of work. Each project shall have its own independent schedule without ties to the other areas of work.

1.4 CONTRACTOR ACCESS AND USE OF PREMISES

1.4.1 Activity Regulations

Ensure that Contractor personnel employed on the Activity become familiar with and obey Activity regulations including safety, fire, traffic and security regulations. Keep within the limits of the work and avenues of ingress and egress. Ingress and egress of Contractor vehicles at the

Activity is limited to the H-3 gate. To minimize traffic congestion, delivery of materials must be outside of peak traffic hours (6:30 to 8:00 a.m. and 3:30 to 5:00 p.m.) unless otherwise approved by the Contracting Officer. Wear hard hats in designated areas. Do not enter any restricted areas unless required to do so and until cleared for such entry. Mark Contractor equipment for identification.

1.4.1.1 Subcontractors and Personnel Contacts

Provide 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.

1.4.1.2 Identification Badges and Installation Access

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 Base Pass and Identification Office. Costs for obtaining passes through the NCACS are the responsibility of the Contractor. One-day passes, issued through the Base 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.

- a. 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 NCACS 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> 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.
 - (1) Delivery companies submitting NCACS applications must only be granted access if the prime Contractor has included the company on a participant's spreadsheet provided in advance to the Contracting Officer. This form must be provided by the Government upon request.
 - (2) Delivery companies NOT participating in NCACS must have documentation identifying the destination location (building no., street, etc.), Project title, Contract No., Prime Contractor organization, Bill of Lading & Proof of Citizenship. Otherwise, no access will be allowed.

(3) For those companies that do not have a bill of lading or proof of citizenship the prime contractor must fill out the Short Term Visitor Request form and provide to the Contracting Officer no less than 5 workdays prior to the delivery date.

- b. 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.

1.4.1.3 Employee List

The Contractor must provide to the Contracting officer, in writing, the names of two designated representatives authorized to request personnel and vehicle passes for employees and subcontractor's employees prior to commencement of work under this contract. The Contractor must adhere to the requirements of "Important Clarifications - Contractors - How to Gain Access," dated 31 October 1995, in obtaining access to the Naval Air Station complex for the life of the contract. A copy of these requirements will be provided at the preconstruction meeting.

1.4.1.4 Personnel Entry Approval

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

1.4.1.5 Security Requirements for Marine Corps Base Quantico (MCBQ), Quantico, VA

All Contractor and its employees performing services on Marine Corps Base, Quantico (MCBQ) requiring physical access to the installation shall be properly screened. Screening consists of identity proofing and vetting in accordance with the standards set forth in current Marine Corps Base Order 4200.3. The Contractor shall request a copy of this policy from the Contracting Officer. Contractor personnel will not be admitted to the work site without approval by the Contracting Officer.

The Contractor shall comply with the following additional Marine Corps Base Quantico security requirements:

- a. Do not publicly disclose any information concerning any aspect of the materials or services relating to this Contract without prior written approval of the Contracting Officer.
- b. Do not disclose or cause to be disseminated any information concerning the operations of the Activity's security or interrupt the continuity of its operations.
- c. Do not disclose any information to any person not entitled to receive it. Failure to safeguard any classified information that may come to the Contractor or any person under his control, may subject the Contractor, his agents or employees to criminal liability under 18 U.S.C., Sections 793 and 798.
- d. Direct to the Contracting Officer and or Installation Security Officer for resolution all inquiries, comments or complaints arising from any matter observed, experienced, or learned as a result of or in connection with the performance of this contract, the resolution of which may require the dissemination of official information.

e. Unofficial photography is prohibited in the installation. When operationally required, submit a written request containing specific justifications and details to the Security Officer prior to release. Some areas restrict or prohibit photographing Government property. Deviations from or violations to any of the provisions of this paragraph, will, in addition to all other criminal and civil remedies provided by law, subject the Contractor to immediate termination for default and withdrawal of the Government's acceptance and approval of employment of the individuals involved.

1.4.1.6 No Smoking Policy

Smoking is prohibited within and outside of all buildings on installation, except in designated smoking areas. This applies to existing buildings, buildings under construction and buildings under renovation. Discarding tobacco materials other than into designated tobacco receptacles is considered littering and is subject to fines. The Contracting Officer will identify designated smoking areas.

1.4.2 Working Hours

Regular working hours must consist of an 8 1/2 hour work day, Monday-Friday, no weekend, holiday or after hours work will be permitted unless met by base line 1.43 of this specification.

1.4.3 Work Outside Regular Hours

Work outside regular working hours requires Contracting Officer approval. Make application 15 calendar days prior to such work to allow arrangements to be made by the Government for inspecting the work in progress, giving the specific dates, hours, location, type of work to be performed, contract number and project title. Based on the justification provided, the Contracting Officer may approve work outside regular hours. During periods of darkness, the different parts of the work must be lighted in a manner approved by the Contracting Officer. Make utility cutovers after normal working hours or on Saturdays, Sundays, and Government holidays unless directed otherwise.

1.4.4 Occupied and Existing Building

The Contractor shall be working in an existing building which is occupied. Do not enter the building without prior approval of the Contracting Officer.

The existing buildings and their contents must be kept secure at all times.

Provide dust covers or protective enclosures to protect existing work that remains and Government material located in the building during the construction period.

Relocate movable furniture as required to perform the work, protect the furniture, and replace the furniture in its original location upon completion of the work. Leave attached equipment in place, and protect it against damage, or temporarily disconnect, relocate, protect, and Re-install it at the completion of the work.

The Government will remove and relocate other Government property in the

areas of the building scheduled to receive work.

1.4.5 Utility Cutovers and Interruptions

- a. Make utility cutovers and interruptions after normal working hours or on Saturdays, Sundays, and Government holidays. Conform to procedures required in the paragraph "Work Outside Regular Hours."
- b. Ensure that new utility lines are complete, except for the connection, before interrupting existing service.
- c. Interruption to water, sanitary sewer, storm sewer, telephone service, electric service, air conditioning, heating, fire alarm, compressed air are considered utility cutovers pursuant to the paragraph entitled "Work Outside Regular Hours." Such interruptions are further limited to 4 hours. This time limit includes time for deactivation and reactivation.
- d. Operation of Station Utilities: The Contractor must not operate nor disturb the setting of control devices in the station 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 must notify the Contracting Officer giving reasonable advance notice when such operation is required.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

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