

SECTION 01 14 00

WORK RESTRICTIONS

11/11

PART 1 GENERAL

1.1 SPECIAL SCHEDULING REQUIREMENTS

- a. The portions of 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.
- b. Permission to interrupt any Activity roads, railroads, and/or utility service must be requested in writing a minimum of 15 calendar days prior to the desired date of interruption.
- c. 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.

1.2 CONTRACTOR ACCESS AND USE OF PREMISES

1.2.1 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. 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.

1.2.1.1 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.

1.2.1.2 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.
- 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.

1.2.1.3 Additional Badge Requirements - NAS Patuxent River

Identification badges will be issued to the Contractor and his employees in accordance with the Naval Air Station Security Regulations. A copy of the security regulations may be obtained from the security office. All badges must be returned or accounted for to the department of Public Safety's Pass and Identification Office upon expiration of the badge or contract, or termination of the employe.

1.2.1.4 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.

1.2.1.5 Personnel Entry Approval

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

1.2.1.6 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.

1.2.2 Working Hours

Regular working hours must consist of an 8 1/2 hour period established by the Contractor Officer, between 7 a.m. and 3:30 p.m., Monday through Friday, excluding Government holidays.

1.2.3 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.

1.2.4 Occupied and Existing Building[s]

The Contractor shall be working in and around existing buildings which are occupied.

The existing buildings and their contents must be kept secure at all times. Provide temporary closures as required to maintain security as directed by the Contracting Officer.

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 approximately 6 feet away from the Contractor's working area as required to perform the work, protect the furniture, and replace the furniture in its original location[s] upon completion of the work. Temporarily disconnect, relocate, protect, and reinstall equipment at the completion of the work and for each phase.

1.2.5 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." 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.

1.3 SECURITY REQUIREMENTS

Contract Clause "FAR 52.204-2, Security Requirements and Alternate II," "FAC 5252.236-9301, Special Working Conditions and Entry to Work Area," and the following apply:

1.3.1 Naval Air Station (NAS), Patuxent River, MD

- a. The Contractor's field crews shall only comprise of personnel who can qualify for UNESCORTED access to the installation. Government escorts will not be made available for Contractor's personnel.
- b. Additional lead time (minimum 72 hours) and requirements may apply to allow access for foreign nationals to include proof of legal residency. Any foreign national requiring Government escort shall not be allowed access to the installation.
- c. Foreign born U.S. citizens shall be required to show documented proof of citizenship.

1.3.2 Personnel List

Submit for approval, at least 15 days prior to the desired date of entry, an original alphabetical list of personnel who require entry into Government property to perform work on the project. Furnish for each person:

- a. Name
- b. Date and place of birth
- c. Citizenship
- d. Home address
- e. Social security number
- f. Current pass expiration date
- g. Naturalization or Alien Registration number
- h. Passport number, place of issue, and expiration date

The request for personnel passes must be accompanied with the following certification:

"I hereby certify that all personnel on this list are either born U.S. citizens, naturalized U.S. citizens with the naturalization number shown[, or legal aliens with the alien registration number indicated]."

Signature/Firm Name

1.3.2.1 DELETED

1.3.3 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

1.3.4 Passes

Submit request for personnel and vehicle passes together. Include the Certificate of Insurance for Contractor and Subcontractor(s) and the Statement of Acknowledgement Form SF 1413 with the submittal. Passes will normally be issued within 21 days.

1.3.4.1 Control

Maintain strict accountability over passes. Immediately report to the source of issue, passes missing or lost and the circumstances. If the Contractor has another active contract or one commencing immediately, employees' names may be transferred from one contract to the other. Final payment will not be effected until employees are transferred to another contract or the records are cleared. Furnish a signed letter, countersigned by the source of issue, stating that passes have been turned in.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

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