

**1502000 – OPERATION AND MAINTENANCE OF ONSLOW BEACH BRIDGE**

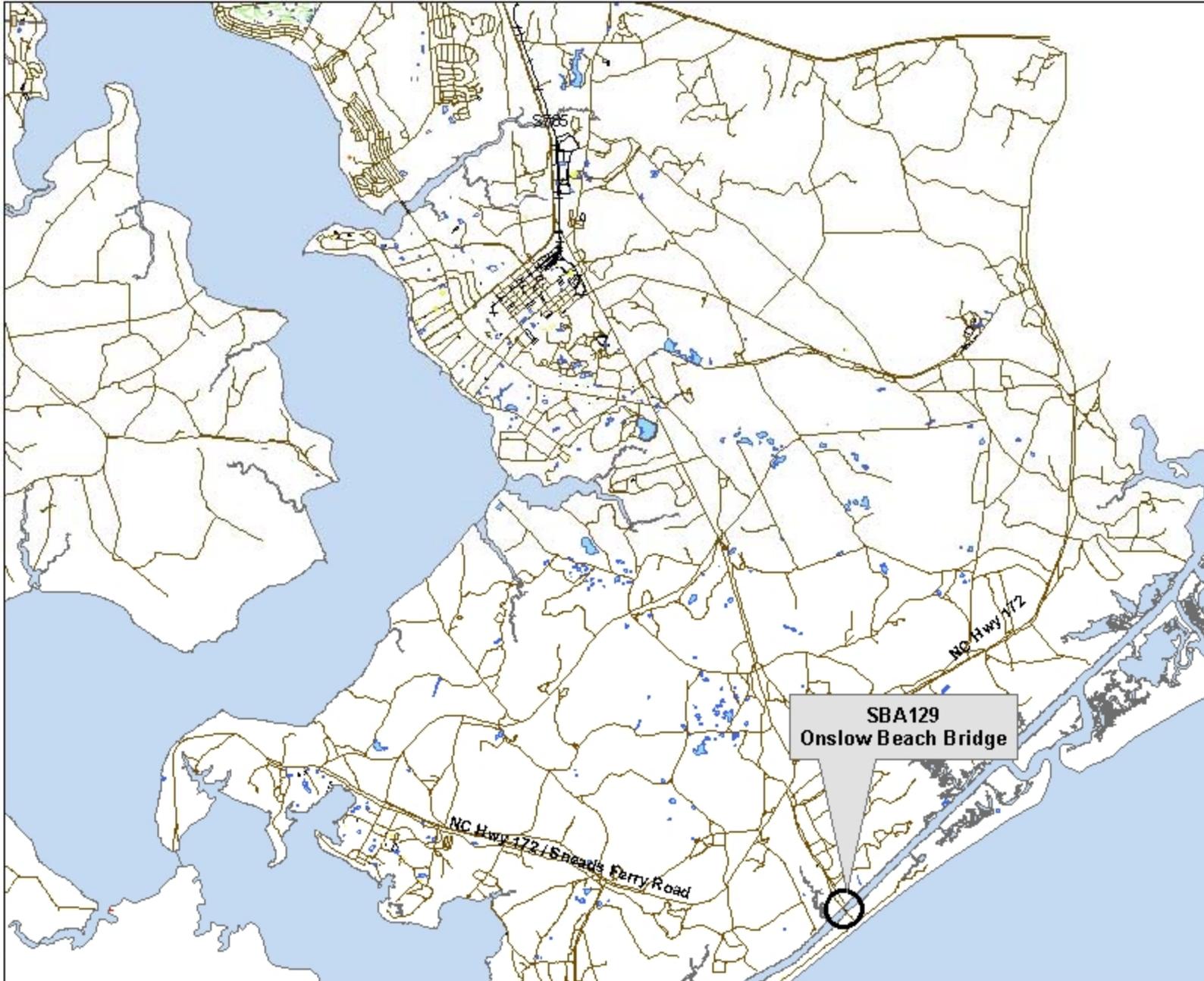
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3	FFP Work	<p>The Contractor shall provide all personnel, material, and equipment required to operate and perform minor maintenance on the Onslow Beach Bridge, SBA-129</p>	<p>The minimum staffing requirement is one operator on duty 24 hours a day, 365 days per year. At the beginning of each shift, the operator shall sign in on the Daily Operation/Maintenance Log, as shown in Attachment J-1502000-02, reviewing the previous shift daily log operation for abnormalities/ problems pertaining to conditions that could affect safe operation of the bridge.</p> <p>A location map is shown in Attachment J-1502000-01.</p> <p>The bridge shall be opened for military, commercial, or U.S. Coast vessels on demand at any time between the hours of 7:00 AM and 7:00 PM. The bridge shall be opened for pleasure vessels at (30) minute intervals, commencing at 7:00 AM. After 7:00 PM and prior to 7:00 AM, the bridge shall be opened for pleasure vessels on demand in accordance with Bridge Operating Instructions in J attachment J-1502000-03 and Intracoastal Waterway J attachment J-1502000-04.</p> <p>The bridge operator shall communicate with professionalism at all times in accordance and log passing vessels into the boat traffic log, J attachment J-1502000-07. Any accidents will be reported on the Vessel Accident Report, Attachment J-1502000-08.</p> <p>The bridge operator shall enforce the Bridge Weight Limit and Tract Vehicle Crossing Directive from the Base Order 3570.1C in J attachment J-1502000-05 and J-1502000-06.</p> <p>The Government will provide a base station radio equipped with</p>	<p>Inspections and minor preventative maintenance to bridge, supporting facilities and equipment are performed in order to ensure that the Facilities, systems, and equipment are in an operable condition and function properly.</p> <p>Bridge span openings and closings are performed in a safe, prompt and efficient manner allowing passages of vessels traveling on the intra-coastal waterway in accordance with J-1502000-03.</p> <p>All reports are completed and submitted to the Government as required.</p>

**1502000 – OPERATION AND MAINTENANCE OF ONSLOW BEACH BRIDGE**

			U.S. Coast Guard Station at Swansboro, North Carolina. In the event of radio communication failure, the bridge operator shall use sound or visual signals as specified in Attachment J-1502000-04, Bridge Operating Contractor personnel shall wear Government provided U.S. Coast Guard approved life vests at all times on the jobsite, except when in the bridge tower.	
3.1	Minor Maintenance	Preventative maintenance to the bridge, supporting facilities, and equipment is performed as scheduled. Maintenance is documented on a daily checklist.	The daily maintenance checklist included in J-1502000-09.	Minor maintenance and cleaning are performed professionally, consistently, and in accordance with the checklist in J-1502000-09.
3.2	Custodial Services for Tower and Bridge Grounds Area	The Contractor shall ensure all areas of responsibility are cleaned weekly, including the control tower, center plat-form, surrounding areas and grounds.	Cleaning includes windows, walls, floors, counter-tops, furnishing, fixtures, and trash and debris removal.	Custodial services are performed professionally, consistently, and in accordance with the checklist in J-1502000-09.

J-1502000-01

**ONSLOW BEACH  
BRIDGE SITE LOCATION**





**Attachment J-1502000-03**  
**BRIDGE OPERATING INSTRUCTIONS**

<b>CONDITION</b>	<b>BRIDGE OPERATOR ACTION</b>	<b>MECHANICAL RESPONSE</b>
Bridge closed, traffic gates up, vehicular traffic passing at will, no approaching water traffic that exceeds clearance height	None	None
Request to open bridge received from vessel (radiotelephone, sound, visual)	Respond to request	None
	Notifying approaching/waiting vessel of intent to open bridge	None
Requesting vessel notified, vehicular traffic bridge	Rotate TRAFFIC LIGHTS SWITCH on bridge control console to "on" position	Traffic gate arm lights and flasher signal lights are energized
	Ensure that vehicular traffic has cleared and oncoming traffic has stopped	None
	Rotate GATE SWITCH on bridge control console to "close" position	Traffic gates lower and stop in down position
Traffic gates in lowered position	Ensure that bridge is clear	
	Depress and release OPEN SWITCH on bridge control console	Jacks raise bridge span, wedges draw, and span rotates
Bridge fails to open (Abnormal condition)	Attempt to open by hand (ONLY IN CASE OF AN EMERGENCY, ex. Tug Boat unable to stop)	
	(1) Turn off hydraulic pump switch.	
	(2) Press Emergency Stop button on console	
	(3) Verify whether hydraulic pumps are operating	
	(4) If pumps are operating, visually check for leaks	

**Attachment J-1502000-03**  
**BRIDGE OPERATING INSTRUCTIONS**

CONDITION	BRIDGE OPERATOR ACTION	MECHANICAL RESPONSE
	If leaks are detected, report failure	
	If pumps are operating and no leaks are detected, turn pump switch on console to hand.	
	(5) Extend jacks	
	(6) Retract center wedges	
	(7) Retract end wedges	
	(8) Retract jacks	
	(9) Depress and release JOG SWITCH	
	(10) Open bridge	
Span stopped in fully open position (Abnormal condition)	Depress and release JOG OPEN SWITCH on bridge control console	Bridge span moves into fully open position Note: If job is unsuccessful, report failure
Span stopped in fully open position (Normal condition)		None
Vessel through bridge, clear of span	Depress and release CLOSE SWITCH on bridge control console	Bridge span rotates to closed position, jacks raise span, wedges drive, jacks lower
Bridge fails to close (Abnormal condition)	Attempt to close by hand	
	(1) Press Emergency Stop button on console	
	(2) Verify whether hydraulic pumps are operating	
	(3) If pumps are operating, visually check for leaks	
	If leak is detected, report failure (see Spec Item 3.2 in Section C)	

**Attachment J-1502000-03**  
**BRIDGE OPERATING INSTRUCTIONS**

<b>CONDITION</b>	<b>BRIDGE OPERATOR ACTION</b>	<b>MECHANICAL RESPONSE</b>
	If pumps are operating and no leaks are detected, turn pump switch on console to "hand"	
	(4) Operate hydraulic control lever by hand	
	(VERY GENTLY) to close span	
	(5) Extend jacks	
	(6) Extend end wedges	
	(7) Retract jacks	
	(8) Extend center wedges	
	(9) Turn pump off	
Span stopped in nearly full closed position (Abnormal Condition)	Depress and release JOG CLOSED SWITCH on bridge control console	Bridge span moves into fully closed position Note: if jog is unsuccessful, report failure
Span stopped in fully closed position, wedges driven (Normal condition)	Rotate GATE SWITCH on bridge control console to "open" position	Traffic gates raise and stop in upright position
	Rotate TRAFFIC LIGHTS switch on bridge control console to "off" position	Traffic gate arm lights and flasher signal lights are deenergized

ATTACHMENT J-1502000-04  
INFORMATION BULLETIN ON ATLANTIC INTRACOASTAL WATERWAY

Wilmington District, Corps of Engineers  
Post Office Box 1890  
Wilmington, North Carolina 28402-1890

INFORMATION BULLETIN ON ATLANTIC INTRACOASTAL  
WATERWAY, NORFOLK, VA, TO ST. JOHNS RIVER, FL,  
WILMINGTON DISTRICT

NOVEMBER 2000

SPECIAL NOTICE

This bulletin will be issued annually in loose-leaf form and the appendixes accompanying the bulletin will contain the latest information on the condition of the channel and other current data of value to navigation interests. If found necessary, the appendixes will be revised quarterly. Otherwise, you will be advised that there has been no change in the conditions previously reported. Revised pages should be attached to the bulletin as received and the old pages should be destroyed.

Navigation interests are required to instruct their personnel using these waterways to become familiar with the contents of this bulletin as an aid in avoiding accidents and in the protection of life and property.

SPECIAL REGULATIONS

Vessels operating in all waterways tributary to the Atlantic Ocean south of Chesapeake Bay and waterways tributary to the Gulf of Mexico south and east of St. Marks, Florida.

THE LAW

"It shall be the duty of the Secretary of War to prescribe such regulations for the use, administration, and navigation of the navigable waters of the United States as in his judgment the public necessity may require for the protection of life and property, or of operations of the United States in channel improvement, covering all matters not specifically delegated by law to some other executive department. Such regulations shall be posted in conspicuous and appropriate places for the information of the public; and every person and every corporation which shall violate such regulations shall be deemed guilty of a misdemeanor and on conviction thereof in District Court of the United States within whose territorial jurisdiction such offense may have been committed shall be punished by a fine not exceeding \$500 or by imprisonment (in the case a natural person) not exceeding 6 months, at the discretion of the court."  
(Section 7, River and Harbor Act of August 8, 1917)

THE REGULATIONS

Pursuant to the Statutory Directive, the Secretary of the Army has prescribed regulations with respect to the speed of vessels operating in the waterway and the use of the waterway by navigation interests. General regulations governing the use of the Intracoastal Waterways are those set forth in the publication entitled "Rules and Regulations to Govern the Use, Administration and Navigation of All Waterways Tributary to the Atlantic Ocean South of Chesapeake Bay and All Waterways Tributary to the Gulf of St. Marks, Florida."

Copies of the above Rules and Regulations may be secured without charge upon application to the U.S. Army Engineer District, Wilmington, 69 Darlington Avenue, Wilmington, North Carolina. Excerpts for the above regulations are as follows:

VESSELS SHALL PROCEED AT A SPEED WHICH WILL NOT ENDANGER OTHER VESSELS OR STRUCTURES, AND WILL NOT INTERFERE WITH ANY WORK IN PROGRESS INCIDENT TO MAINTAINING, IMPROVING, SURVEYING, OR MARKING THE CHANNEL.

OFFICIAL SIGNS INDICATING LIMITING SPEEDS THROUGH CRITICAL PORTIONS OF THE WATERWAYS SHALL BE STRICTLY OBEYED.

VESSELS APPROACHING AND PASSING THROUGH A BRIDGE SHALL SO GOVERN THEIR SPEED AS TO INSURE PASSAGE THROUGH THE BRIDGE WITHOUT DAMAGE TO THE BRIDGE OR ITS FENDERS.

MASTERS AND OWNERS OF VESSELS USING THE WATERWAYS ARE RESPONSIBLE FOR ANY DAMAGE CAUSED BY THEIR OPERATIONS TO REVETMENTS, BRIDGES, OR APPROACHES THERETO, OR OTHER GOVERNMENT STRUCTURES, AND FOR DISPLACING OR DAMAGING OF BUOYS, STAKES, SPARS, RANGE LIGHTS, OR OTHER AIDS TO NAVIGATION. SHOULD ANY PART OF A REVETMENT, BRIDGE, OR APPROACH THERETO BE DAMAGED, THEY SHALL REPORT THE FACT AND FURNISH A CLEAR STATEMENT OF HOW THE DAMAGE OCCURRED BY MAIL TO THE U.S. ARMY ENGINEER DISTRICT, WILMINGTON, POST OFFICE BOX 1890, WILMINGTON, NORTH CAROLINA, 28402-1890, OR E-MAIL [Robert.e.Sattin@usace.army.mil](mailto:Robert.e.Sattin@usace.army.mil) WHO IS IN LOCAL CHARGE OF THE WATERWAY IN WHICH THE DAMAGE OCCURRED.

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INFORMATION BULLETIN ON ATLANTIC INTRACOASTAL WATERWAY

ALL VESSELS DRAWING TOWS NOT EQUIPPED WITH RUDDERS SHALL USE TWO TOW LINES OR A BRIDLE AND SHORTEN THEM TO THE GREATEST POSSIBLE EXTENT SO AS TO HAVE FULL CONTROL AT ALL TIMES. THE VARIOUS PARTS OF A TOW SHALL BE SECURELY ASSEMBLED WITH THE INDIVIDUAL UNITS CONNECTED BY LINES AS SHORT AS PRACTICABLE. IF NECESSARY, AS IN THE CASE OF LENGTHY OR CUMBERSOME TOWS, OR TOWS IN RESTRICTED CHANNELS, THE DISTRICT ENGINEER MAY REQUIRE THAT TOWS BE BROKEN UP AND MAY REQUIRE THE INSTALLATION OF A RUDDER, DRAG, OR OTHER APPROVED STEERING DEVICE ON THE TOW IN ORDER TO AVOID OBSTRUCTING NAVIGATION OR DAMAGING THE PROPERTY OF OTHERS, INCLUDING AIDS TO NAVIGATION MAINTAINED BY THE UNITED STATES OR UNDER ITS AUTHORIZATION BY COLLISION OR OTHERWISE.

The Commandant, United States Coast Guard, Vice Secretary of the Army, has prescribed Drawbridge Operation Regulations for the waterways along the Atlantic and Gulf Coasts, as published in the Federal Register, Volume 32, No. 239, Part II, 12 December 1967. Part 117 is quoted as follows for the information and guidance of those concerned.

PART 117 – DRAWBRIDGE OPERATION REGULATIONS

WATERWAYS ALONG ATLANTIC AND GULF COASTS

117.240 Navigable waters discharging into the Atlantic Ocean south of Delaware Bay (including the Lewes and Rehobeth Canal, DE) and into the Gulf of Mexico (including coastal waterways contiguous thereto and tributaries to such waterways and the Lower Atchafalya River, LA) except the Mississippi River and its tributaries and outlets; bridges.

(a) Corporations or persons owning or controlling a drawbridge shall provide the same with the necessary tenders and the proper mechanical appliances for the safe, prompt, and efficient opening of the draw for the passage of vessels.

(b) If the weather conditions are good and sound signals can be heard when a vessel approaches a drawbridge and desires to pass through the draw, one prolonged blast (4-6 seconds) followed by one short blast (1 second duration) shall be given within reasonable hearing distance of the bridge.

(1) When the draw of the bridge can be opened immediately, the drawtender shall reply by one prolonged and one short blast of a whistle or horn.

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(2) When the draw of the bridge cannot be opened immediately or when the bridge is opened and is to be closed immediately, the drawtender shall reply by five short distinct blasts of a whistle or horn, not more than 30 seconds after the opening signal, repeated at regular intervals until acknowledged by a signal which has the same meaning from the vessel. As soon as the draw can be opened, the drawtender shall sound the opening signal and open the draw for any vessel waiting to pass.

(c) Visual signals. These signals shall be used if weather, noise, or other conditions may prevent sound signals from being heard or if sound producing devices are not properly functioning. Sound signals may be used in conjunction with visual signals. If a drawbridge does not have visual signals individually specified in this Part, the following shall be used.

(1) Signal to request opening of draw. A white flag of sufficient size to be readily visible for a distance of 1/2 mile by day or a white or green light of sufficient intensity to be readily visible for a distance of 1/2 mile by night, raised and lowered vertically in full sight of the drawtender, repeated until acknowledged by the drawtender (mechanical devices or other objects using fixed or flashing lights which produce essentially the same signal are permitted).

(2) Acknowledging signal by the drawtender.

(a) When the draw will open promptly. Same as signal to request opening, displayed not more than 30 seconds after the opening signal.

(b) When the draw cannot open promptly or is open and must be closed promptly. A red flag of sufficient size to be readily visible for a distance of 1/2 mile by day or a red light of sufficient intensity to be readily visible by night, swung back and forth horizontally in full sight of the vessel not more than 30 seconds after the opening signal is observed, and repeated until acknowledged by the vessel with a signal which carries the same meaning (mechanical devices or other objects using fixed or flashing lights which produce essentially the same signal are acceptable). As soon as the draw can open, the drawtender shall give the opening signal and open the draw for any vessels waiting to pass.

(d) Draw will not open. When the signal from the bridge indicates that the draw will not open, the vessel shall not attempt to pass the closed draw until an opening signal is received from the bridge. However, if there is sufficient room, the vessel may advance into the fender system until the draw opens.

(e) Radiotelephones. When the request for draw opening and the answering acknowledgement is given by radiotelephone, sound or visual signals need not be used. Both vessel and bridge must continue to monitor the selected channel until the vessel has cleared the draw. If radiotelephone contact cannot be maintained, sound or visual signals shall be used.

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(f) Contiguous drawbridges. When a vessel wishes to pass two or more drawbridges close together, the opening signal shall be given for the first bridge. After acknowledgement from the first bridge that it will open promptly, the opening signal shall be given for the second bridge and so on until all bridges that the vessel desires to pass have been given the opening signal and have acknowledged that they will open promptly.

(g) Vessels approaching a drawbridge. When two or more vessels are approaching the same drawbridge at nearly the same time from the same or opposite direction with the draw open or closed, each of these vessels shall signal independently for the opening of the draw, and the drawtender shall reply in turn to the signal of each vessel.

(h) When a vessel approaches a drawbridge in the open position, the vessel shall sound the opening signal. If no response is received, the vessel may proceed through the draw.

(i) The following provisions shall not relieve the owner of, or agency controlling, a drawbridge from opening the draw for the passage of vessels in accordance with paragraphs (a) through (i) of this section.

(1) A vessel shall not require the opening of the draw when such opening is needed only to provide additional clearance for appurtenances unessential to navigation of the vessel, or for appurtenances essential to navigation but which may be altered by hinging, telescoping, collapsing, or otherwise, so as to require no greater clearance than the highest fixed and essentially unalterable point of the vessel.

(2) Appurtenances unessential to navigation shall include, but not be limited to, fishing outriggers, radio antennae which are or can reasonably be made flexible or collapsible, television antennae, false stacks, and masts purely for ornamental purposes. Appurtenances unessential to navigation shall not include radar antennae, flying bridges, sailboat masts, piledriver leads, spud frame on hydraulic dredges, drilling derricks, derrick substructures and/or buildings, cranes on drilling or construction vessels, or other items of permanent and fixed equipment clearly necessary to the intended use of the vessel.

(3) Owners of, or agencies controlling, drawbridges shall report to the District Commander in charge of the locality the names of any vessels causing bridge openings considered to be in violation of this paragraph. The District Commander may at any time cause an inspection to be made of any craft so reported and is empowered to decide in each case whether or not the appurtenances are unessential to navigation. If the District Commander decides a vessel has appurtenances unessential to navigation, he shall notify the vessel owner of his decision, specifying a reasonable time for making necessary alterations. If the vessel owner is aggrieved by the decision of the District

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Commander, he may, within 30 days after receipt of the request to perform necessary alterations, appeal the decision to the Commandant in writing. If the Commandant rules that an appurtenance is unessential to navigation, the District Commander shall again specify to the vessel owner a reasonable time for making necessary alterations to the appurtenance, and after the expiration of the time specified, any operation of the vessel in such a manner as to require drawbridge openings shall be deemed in violation of the regulations of this paragraph unless the necessary alternations shall have been made.

(4) The provisions of subparagraphs (1), (2), and (3) of this paragraph shall not be applicable to ocean or coastwise vessels engaged in foreign or domestic commerce.

(j) Clearance gages, of a type to be approved by the Commandant, shall be installed on the upstream and downstream sides of each drawbridge by and at the expense of the owner of, or agency controlling, the bridge and such gages shall be kept in good repair and legible condition.

NOTE: The special regulations contained in Section 117.245 to 117.491, prescribed where local conditions require to govern the operation of certain bridges, supplement the general regulations in Section 117.240.

Wrightsville Beach Bridge (Atlantic Intracoastal Waterway) North  
Carolina State Highway Commission Bridge at Wrightsville Beach

117.359 AIWW 283.1, Wrightsville Beach, NC, Bridge

(a) From November 1 through May 31, the drawbridge shall open on signal for the passage of pleasure craft.

(b) From June 1 through October 31:

(1) The drawbridge shall open for the passage of pleasure craft on the hour from 7 a.m. to 7 p.m. every day.

(2) The drawbridge shall open on signal for the passage of pleasure craft on the hour from 7 a.m. to 7 p.m. every day.

(3) If a pleasure boat is approaching the drawbridge and cannot reach the draw exactly on the hour, the drawtender may delay the hourly opening up to 10 minutes past the hour for the passage of the approaching pleasure boat and any other pleasure boats that are waiting to pass.

(c) The drawbridge shall open on signal at any time for vessels owned by the United States, commercial vessels, and any vessel in an emergency involving danger to

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life or property. The signal to request an emergency opening is four or more short blasts of a whistle or horn.

(d) A copy of the regulations in this section shall be posted on both sides of the bridge.

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B-1. Intracoastal Waterway and Tributary Channels. The project for that portion of the waterway from the northern limit of this District (the North Carolina-Virginia State Line about 1/4 mile south of Green Point Beacon No. 59) to Morehead City authorizes a channel 12 feet deep at mean low water, with bottom widths varying from 90 feet in land cuts and narrow portions of creeks to 250 feet in the wider portions of rivers and sounds, and 300 feet in North River Bar Channel. The project for the portion from Morehead City to Cape Fear River authorizes a channel 12 feet deep at mean low water with a bottom width of 90 feet. At the southern end of this section, the waterway follows the improved channel of the Cape Fear River below Wilmington which has a project depth of 38 feet and a 400-foot width. From the Cape Fear River at Southport, North Carolina, to Little River, South Carolina, the project authorizes a depth of 12 feet at mean low water with a bottom width of 90 feet.

B-2. Tides and Current Velocities. In the section from the northern limit of the District to the head of Core Creek, the route lies through Albemarle and Pamlico Sounds and their estuaries where lunar tides have little effect on the elevation of the water surface. Moderate winds will affect the elevation of the water by as much as 1.5 feet, while severe winds have a greater effect. Near the inlets between Beaufort and the Cape

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Fear River, the mean rise of the tide is from 2.5 to 3.5 feet, diminishing considerably at points between inlets. Between Southport and Little River, the rise is from 4 to 5 feet, diminishing slightly between inlets. Strong crosscurrents may be encountered opposite some of the inlets. Normal velocities seldom exceed 2.5 miles per hour.

B-3. Aids to Navigation. The marking of the waterway within the Wilmington District is under the jurisdiction of the Commander of the Fifth Coast Guard District, Federal Building, 431 Crawford Street, Portsmouth, Virginia 23705. All aids are shown on the charts of the National Ocean Survey and are listed in U.S. Coast Guard Light List Volume 1, CG 158, published by the U.S. Coast Guard, which may be obtained from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. Approximate chart numbers for various sections of the waterway in the Wilmington District are given on the maps which follow paragraph B-12.

Coast Guard Stations within the Wilmington District with search and rescue capabilities are listed below. All of these stations monitor VFH-FM Channel 16 (156.8 MHz) to aid vessels in distress.

Elizabeth City	- About 3.5 miles southeastward of Air Station on the south shore of Pasquotank River Phone: (252) 335-6089
Oregon Inlet	- South end of Bodie Island Phone: (252) 441-1685
Cape Hatteras	- Southwest of Cape Hatteras Light, about 0.8 mile Phone: (252) 995-6408
Hatteras Inlet	- South end of Hatteras Island, about 1 mile southwest of Town of Hatteras Phone: (252) 986-2685
Hobucken	- On the west side of the land cut between Goose Creek and Jones Bay, just north of the bridge Phone: (252) 745-3131
Ocracoke	- North of Ocracoke Light, 0.5 mile Phone: (252) 928-3711
Fort Macon	- East side of Beaufort Inlet, adjacent to Morehead City Channel Buoy "17" Phone: (252) 247-4581
Swansboro	- One mile east of Bogue Inlet at west end of Bogue Banks Phone: (252) 354-2719

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- |                    |  |
|--------------------|--|
| Wrightsville Beach | - At Masonboro Inlet on south end of Wrightsville Beach<br>Phone: (910) 256-3469           |
| Oak Island         | - On eastern end of Oak Island about 1.5 miles south of Southport<br>Phone: (910) 278-5592 |

B-4. Anchorage and Wharves. Sheltered anchorages are available on the North River; on the west side of the river near mile 53, between Day Beacons "133" and "134;" and both on the north and south sides of Buck Island, depending on the wind direction. Broad Creek, near the mouth of the North River, also offers an excellent protected anchorage. South of Albemarle Sound anchorages can be found at the entrance to Little Alligator River and adjacent to Deep Point, Tuckahoe Point, and Point Lookout at the head of the Alligator River at mile 105. It is suggested that the anchor be buoyed with a tripline along this reach since numerous cypress snags exist on the bottom. No anchorage space is available in any of the land cuts, and few in the cuts through marshlands. Anchorage space is available at Belhaven, Oriental, Beaufort, Morehead City, Swansboro, Wrightsville Beach, Wilmington, and Southport. All of these places except Wrightsville Beach have municipal wharves which may be used overnight without charge. At the places named, there are other wharves which may be used for little or no charge when not required by owners. The available depth at the wharves is 12 feet at all points, except at Oriental which has 8 feet and Southport which has 6 feet.

B-5. Marinas and Related Facilities Along the Atlantic Intracoastal Waterway Having Marine Toilet Pump-Out Facilities.

Whittaker Creek Marina Whittaker Point Road Oriental, NC 28571	184
Sheraton Hotel and Marina New Bern, NC 28460	209 (24 miles west of waterway mile 185)
Beaufort Docks 500 Front Street Beaufort, NC 28516	204
Wrightsville Beach Marina 1 Marina Drive Wrightsville Beach, NC 28480	282
Sea Path Boatominum Marina The Causeway, Box 185 Wrightsville Beach, NC 28480	283.5

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Southport Marina  
606 West West Street  
Southport, NC 28461

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B-6. Exposure. The most exposed portions of the route are the crossing of Albemarle Sound, 12.5 miles; the crossing of Pamlico River, 5 miles; and the portion in Neuse River between the mouth of Bay River and the entrance to Adams Creek, 18.1 miles. At these points, vessels are exposed to wind and wave action. High winds, especially those from the north and east, combined with shallow depths produce short period waves which make navigation difficult and dangerous for small craft. The remainder of the route lies in more protected waters.

B-7. Communications. Mail, telegraph, and telephone facilities and highway connections are available at a number of points on or near the waterways; the principals points, and their population as given by the 1990 census, except as noted, are as follows: Belhaven, 2,259; Oriental, 804; Beaufort, 3,808; Morehead City, 6,046; and Wilmington, 76,000. The same, except telegraph facilities, are available at Swansboro, 1,600; Coinjock, 250; Jarvisburg, 550; and Southport, 2,680.

B-8. Supplies. Fuel, supplies, and repair facilities are available at all points listed in the preceding paragraph. The larger towns have more extensive facilities for machine and boat repairs.

B-9. Publications. Tide tables, tidal current tables, and the United States Coast Pilot, Atlantic Coast, Cape Henry to Key West, and charts of the Atlantic Intracoastal Waterway (Inside Route) can be obtained from the U.S. Department of Commerce, NOAA NOS, Distribution Division, Riverdale, Maryland 20840, (301) 436-6990, and from the following authorized nautical chart agents.

Beaufort:	Chadwick Brothers Service Station, Route 2 Hampton Mariners Museum, 120 Turner Street Harborside Marina & Ship Chandlery, 218 Front Street
Belhaven:	River Forest Manor, 680 Main Street
Elizabeth City:	The Pelican, Inc., 43 Camden Causeway
Morehead City:	Carteret Marine Resources Center, Route 1 *Dee Gees Gift Shop, 509 Evans Street Morehead City Yacht Basin, 208 Arendell Street 70 West Marina, Highway 70 West Spooners Creek Yacht Harbor, Route 2

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Southport: Southport Marina, Inc., West Street

Wrightsville Beach: Carolina Yacht Sales, 1322 Airlie Road  
Seapath Marina, The Causeway  
Wrightsville Marina

Wilmington: \*O-E Durant, Inc., NC State Ports Authority

\*Agents handle U.S. Coast Guard publications.

B-10. Marine Weather Forecasts. Mariners may obtain specific marine weather forecasts and information from National Weather Service offices located in the following cities.

	<u>Telephone Number</u>	<u>Office Hours</u>
Wakefield, VA	(757) 899-4200*	24 hours daily
Wilmington, NC	(910) 762-3240*	24 hours daily
Charleston, SC	(843) 744-0303*	24 hours daily
Morehead City, NC	(252) 223-5122*	24 hours daily

\*Recorded

Continuous VHF marine weather broadcasts are transmitted from the following cities.

	<u>Frequency MHz</u>
Wakefield, VA	162.55
Morehead City, NC	162.55
New Bern, NC	162.40
Wilmington, NC	162.55
Myrtle Beach, SC	162.40
Charleston, SC	162.55

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B-11. Table of Distances.

Distances measured along the waterway channel from the foot of West Main Street, Norfolk, Virginia, to Little River, South Carolina, are as follows:

	<u>Statute Miles</u>	<u>Nautical Miles</u>
VA, NC State Line (Northern Limit Of Wilmington District)	34.0	29.5
Coinjock, NC	49.9	43.4
Jarvisburg, NC	64.3	55.9
Mouth of North River (Bell Buoy)	66.5	57.8
Mouth of Alligator River (Bell Buoy)	79.0	68.6
Mouth of Little Alligator River	82.3	71.5
East End of Land Cut	104.8	91.1
Fairfield Bridge	113.8	98.9
West End of Land Cut	126.7	110.1
Durants Point Beacon	135.5	117.7
Belhaven	138.0	119.9
Wade Point Light	146.6	127.4
Mouth of Goose Creek	150.0	130.4
Hobucken Bridge	157.2	136.6
Maw Pt. Shoal (Bell Buoy)	167.0	145.1
Oriental	183.2	159.2
Mouth of Adams Creek	184.9	160.7
Core Creek Bridge	195.8	170.1
Beaufort, via Gallants Channel	204.1	177.4
Morehead City Terminal	204.1	177.4
Morehead City	205.4	178.5
Emerald Isle Bridge	226.0	196.4
Swansboro	229.5	199.4
New River	245.8	213.6
Wrightsville Beach Bridge	283.1	246.0
Carolina Beach Bridge	295.6	256.9
Cape Fear River Ship Channel	298.9	259.7
Wilmington, via Wilmington Short Cut	310.4	269.7
Wilmington, via Ship Channel	314.0	272.9
Southport	308.7	268.3
Fort Caswell Bridge	311.8	271.0
Lockwoods Folly River	320.3	278.3
Holden Beach Bridge	323.7	281.3
Shalotte River	329.7	286.5
Little River (Southern Limit of Wilmington District)	342.0	297.2

ATTACHMENT J-1502000-04  
INFORMATION BULLETIN ON ATLANTIC INTRACOASTAL WATERWAY

B-12. Similar Information Available from Other Districts. Similar information for other sections of the Atlantic Intracoastal Waterway may be obtained upon application to the following:

Norfolk, VA, to the Virginia-North Carolina State Line, about 1/4 mile south of Green Point Beacon No. 59 - District Engineer, U.S. Army Engineer District, Norfolk, 803 Front Street, Norfolk, VA 23510-1096.

Little River, SC, to Beaufort, SC - District Engineer, U.S. Army Engineer District, Charleston, Post Office Box 919, Charleston, SC 29402-0919.

Beaufort, SC, to Fernandina, FL - District Engineer, U.S. Army Engineer District, Savannah, Post Office Box 889, Savannah, GA 31402-0889.

Fernandina, FL, to Key West, FL - District Engineer, U.S. Army Engineer District, Jacksonville, Post Office Box 4970, Jacksonville, FL 32232-0019.

B-13. Maps. Appendix 1 to this bulletin for controlling dimensions of the channel and survey maps of the Atlantic Intracoastal Waterway, Wilmington, North Carolina, are available and updated regularly on the internet at <http://www.saw.usace.army.mil>.

Encls

JAMES W. DELONY  
Colonel, EN  
Commanding

ATTACHMENT J-1502000-04  
INFORMATION BULLETIN ON ATLANTIC INTRACOASTAL WATERWAY

Appendixes to Bulletin on the Atlantic Intracoastal Waterway, Wilmington, N.C., District, November 1998

A-1. Controlling Dimensions of Channel. Based on the latest surveys, the controlling dimensions of the Atlantic Intracoastal Waterway in this District are as follows:

	N.O.S. Chart No.	Waterway Mile Measured From Norfolk, VA	Reach Length Stat Mile	PROJECT		Date of Latest Surveys
				Width (ft)	Depth (ft)	
VA Line to NC Cut	12206	34	14.30	250	12	Jun 97
NC Cut	12206	48.30	3.20	90	12	Jun 97
NC Cut to Albemarle Sound	12206	51.50	13.50	250-300	12	Jun 97
Albemarle Sound	12206	65	15.00	(a)	(a)	
Albemarle Sound-Alligator Pungo Cut	11553	80	25.00	250	12	Jun 97
Alligator-Pungo River Land Cut	11553	105	21.00	90	12	NOV 99
Pungo River Land Cut-Durants Point	11553	126	9.00	250	12	
Durants Point to Mouth of Goose Creek	11553	135	15.00	(a)	(a)	
Goose Creek to Bay River Land Cut	11553	150	5.50	250	12	
Bay River Land Cut	11553	155.50	5.00	250	12	
Bay River to Neuse River	11553	160.5	5.00	(a)	(a)	
Neuse River to Mouth of Adams Creek	11541	165.5	19.50	(a)	(a)	
Adams Creek to Core Creek Land Cut	11541	185	6.00	90	12	Jul 97
Core Creek to Beaufort-Morehead Bridge	11541	191	12.75	125-250	12	Apr 99
Beaufort-Morehead Bridge to Broad Creek	11541	203.75	14.25	90	12	Aug 99
Broad Creek to Guthrie Point	11541	218	5.75	90	12	Aug 98
Guthrie Point to Swansboro	11541	223.75	5.75	90	12	Jun 98
Swansboro to Bear Creek	11541	229.50	5.80	90	12	Mar 00
Bear Creek to New River	11541	235.30	10.70	90	12	Mar 00
New River to Dixon Point	11541	246.00	11.50	90	12	Mar 00
Dixon Point to Virginia Creek	11541	257.5	6.00	90	12	Jul 99
Virginia Creek to Old Point	11541	263.5	6.25	90	12	Jul 99
Old Point to Wrightsville Beach Bridge	11541	269.75	13.40	90	12	May 99
Wrightsville Beach to Snows Cut	11541	283.15	12.00	90	12	Aug 00
Snows Cut to Cape Fear River	11534	295.15	1.75	90	12	Aug 00
Cape Fear River to Southport	11534	296.90	11.60	(a)	(a)	
Southport to Lockwoods Folly River	11534	308.50	11.80	90	12	Jul 99
Lockwoods Folly River to Shallotte River	11534	320.30	9.20	90	12	May 00
Shallotte River to Seaside	11534	329.50	6.90	90	12	Aug 99
Seaside to Little River	11534	336.40	5.50	90	12	May 99

NOTE: (a) Natural channels exceed project depth.

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INFORMATION BULLETIN ON ATLANTIC INTRACOASTAL WATERWAY

Controlling Dimensions of Channel. Based on the latest surveys, the controlling dimensions of the Atlantic Intracoastal Waterway in the District as follows:

WATERWAY LOCATION	MILE MARKER		PROJECT				MINIMUM DEPTHS				Date of Latest Survey
	LOCATION		N.O.S. Chart No.	Width (feet)	Depth (feet)	PROCEEDINGS SOUTH		PROCEEDINGS SOUTH			
	FROM	TO				Left Outside Quarter Feet (mlw)	Middle Half of Channel Feet (mlw)	Right Outside Quarter Feet (mlw)	Right Outside Quarter Feet (mlw)		
VA Line to NC Cut	34	48.3	12206	250	12	3.3	6	2.4		Nov-99	
NC Cut	48.3	50.5	12206	90	12	11	11	9.2		Nov-99	
NC Cut to Albemarle Sound	50.5	65	12206	250-300	12	4.7	9.4	3.3		Nov-99	
Albemarle Sound	65	80	12206	(a)	(a)	(a)	(a)	(a)			
Albemarle Sound-Alligator Pungo Cut	80	105	11553	250	12	6	7.5	8.5		Feb-79	
Alligator-Pungo River Land Cut	105	126.5	11553	90	12	7	10.6	9.2		Nov-99	
Pungo River Land Cut-Durants Point	126.5	135	11553	250	12	(a)	(a)	(a)			
Durants Point to Mouth of Goose Creek	135	150	11553	(a)	(a)	(a)	(a)	(a)			
Goose Creek to Bay River Land Cut	150	155.5	11553	250	12	(a)	(a)	(a)			
Bay River Land Cut	155.5	159.2	11553	250	12	7.5	12	11		May-81	
Bay River to Neuse River	160.9	166.8	11553	(a)	(a)	(a)	(a)	(a)			
Neuse River to Mouth of Adams Creek	166.8	185	11541	(a)	(a)	(a)	(a)	(a)			
Adams Creek to Core Creek Land Cut	185	191	11541	90	11	10.1	11.7	4.5		Aug-00	
Core Creek to Beaufort-Morehead Bridge	191	203.8	11541	125-250	12	11.9	12.1	8.6		Aug-00	
Beaufort-Morehead Bridge to Broad Creek	203.8	218	11541	90	12	3.6	10.9	7.4		Nov-00	
Broad Creek to Guthrie Point	218	223	11541	90	12	8.7	9.9	8		Oct-00	
Guthrie Point to Swansboro	223	229	11541	90	12	12.3	13.1	9.8		Mar-00	
Swansboro to Bear Creek	229	235.3	11541	90	12	9.1	9.7	11.1		Sep-00	
Bear Creek to New River	235.3	246	11541	90	12	8.1	9.5	9.5		Aug-00	
New River to Dixon Point	246	257.6	11541	90	12	8	11.7	9.2		Sep-00	
Dixon Point to Virginia Creek	257.6	263	11541	90	12	9.2	11.6	10.8		Oct-00	
Virginia Creek to Old Point	263	269.8	11541	90	12	9.3	11.3	9.6		Nov-00	
Old Point to Wrightsville Beach Bridge	269.9	283.1	11541	90	12	7.7	10.9	7.1		Nov-00	
Wrightsville Beach to Snows Cut	283.1	295.2	11541	90	12	9.9	8.7	6.4		Sep-00	
Snows Cut to Cape Fear River	295.2	299	11534	90	12	7	7.5	6.9		Aug-00	
Cape Fear River to Southport	299	309	11534	(a)	(a)	(a)	(a)	(a)			
Southport to Lockwoods Folly River	309	320.3	11534	90	12	6.1	10.5	5.2		Sep-00	
Lockwoods Folly River to Shallotte River	320.3	329.5	11534	90	12	8.6	9.5	2		Jul-00	
Shallotte River to Seaside	329.5	336.4	11534	90	12	2.1	10.3	9.1		Nov-00	
Seaside to Little River	336.4	342	11534	90	12	9.3	11.3	8.2		Jul-00	

NOTE: (a) Natural channels exceed project dimensions.  
Minimum depths will be updated and posted on the U.S. Army Corps Of Engineers, Wilmington District, Navigation Branch's web site quarterly  
<http://www.saw.usace.army.mil/nav.htm>

ATTACHMENT J-1502000-04  
INFORMATION BULLETIN ON ATLANTIC INTRACOASTAL WATERWAY

A-2. Bridges, Ferries, and Other Structures Crossing the Waterways. The following table shows the clearance available at the bridge, ferry, and overhead wire crossings in this District with distances measured southerly along the channel from Norfolk, Virginia. Also provided are maps showing bridges where extreme caution should be exercised in passage.

Table A-2.

BRIDGES AND OTHER STRUCTURES CROSSING WATERWAY

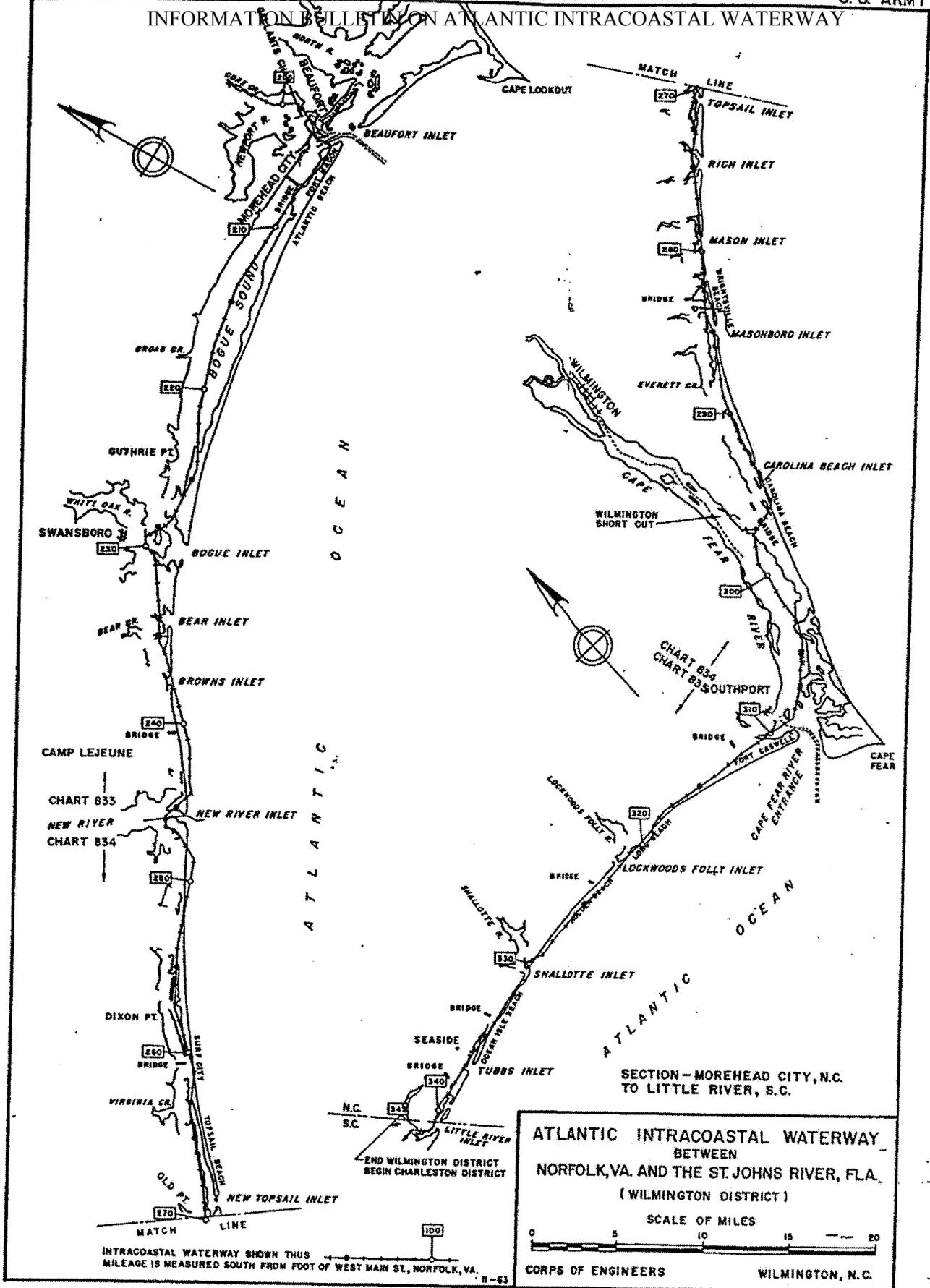
Name	Type	How Operated	Clearance Vertical Above m.h.w.	Feet Horizontal	Distance Southward From Norfolk, VA (statute miles)	Telephone Number
V.E.&P. Co., Wire	Overhead	-	85.0(b)	-	49.7	
Coinjock Bridge	Fixed	Power	65.0	100	49.9	
Alligator River Br	Fixed	-	65.0	90	84.2	
Fairfield Bridge	Swing	Power	7.0(a)(e)	80	113.8	(252) 796-7261
V.E.&P. Co., Wire	Overhead	-	101.0(b)	-	114.0	
R.E.A. Wire	Overhead	-	102.5(b)	-	125.9	
Wilkerson Creek Br	Fixed	-	65.0	80	125.9	
Hobucken Bridge	Fixed	-	65.0(d)	90	157.2	
C.P.&L. Co., Wire	Overhead	-	85.0(b)	-	157.2	
R.E.A. Wire	Overhead	-	96.0(b)	-	195.8	
Core Creek Bridge	Fixed	-	65.0	100	195.8	
C.P.&L. Co., Wire	Overhead	Power	85.0(b)	-	195.8	
Newport River Br	Fixed	-	65.0(d)	80	203.8	
C.P.&L. Co., Wire	Overhead	Power	88.5(b)	-	203.8	
B&M RR Bridge	Bascule	Power	4.8(c)	80	203.8	
Atlantic Beach Br	Fixed	-	65.0	90	206.7	
C.P.&L. Co., Wire	Overhead	Power	91.0(b)	499	206.7	
Emerald Isle Br	Fixed	-	65.0	90	226.0	
Marine Corps, Wire	Overhead	Power	74.0(b)	255	240.7	
Hurst Beach Br	Swing	Power	12.0(a)	80	240.7	(910) 450-7376
Topsail Island Br	Fixed	-	65.0	90	252.3	
R.E.A. Wire	Overhead	Power	85.0(b)	-	252.3	
R.E.A. Wire	Overhead	Power	105.0(b)	-	260.7	
Sears Landing Br	Swing	Power	12.5(a)	92	260.7	(910) 328-4291
C.P.&L. Co., Wire	Overhead	-	85.0(b)	-	278.1	
Figure Eight Beach Bridge	Swing	-	20.0	92	278.1	(910) 686-2017

ATTACHMENT J-1502000-04  
 INFORMATION BULLETIN ON ATLANTIC INTRACOASTAL WATERWAY

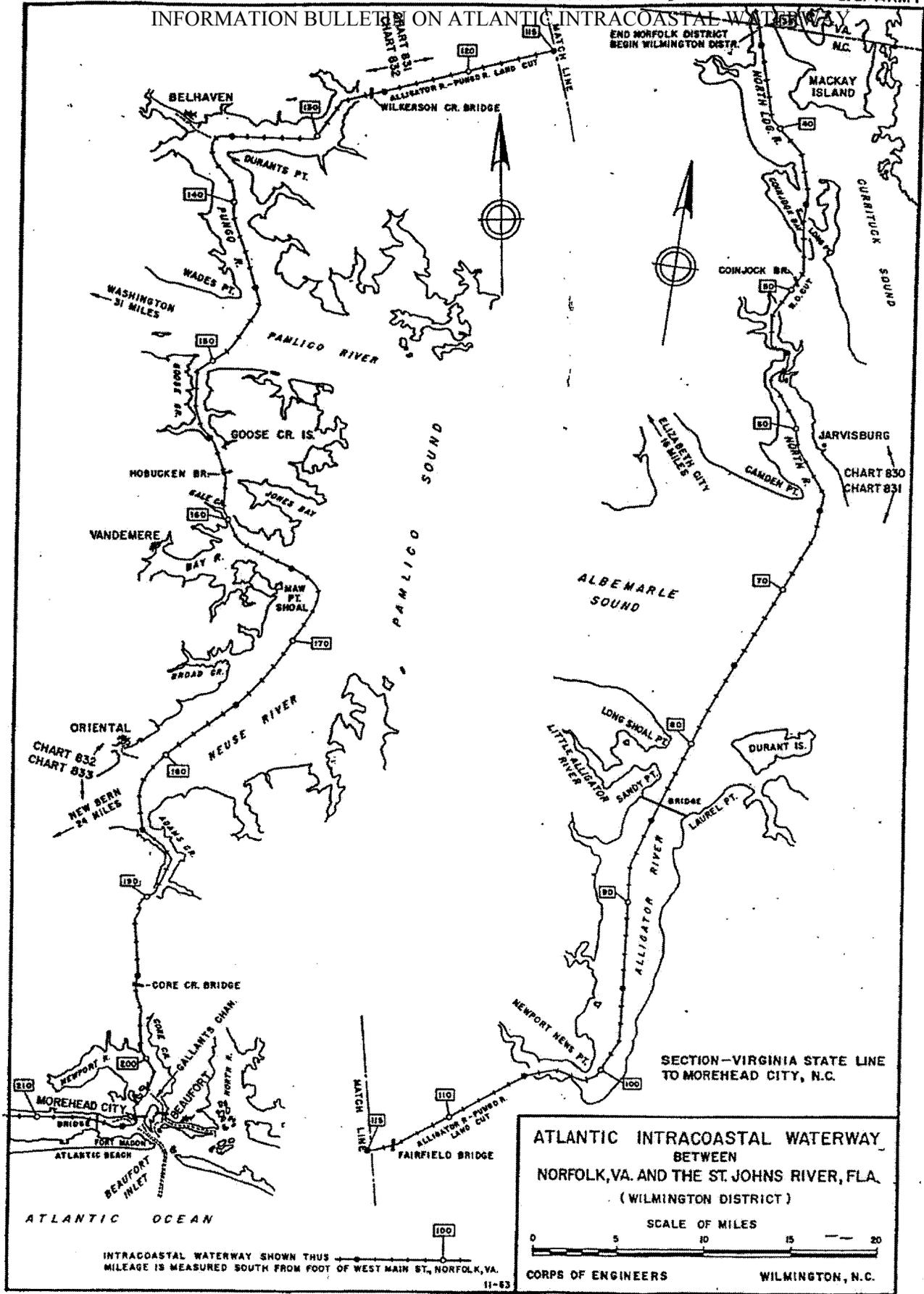
C.P.&L. Co., Wire	Overhead	-	72.0(b)	-	283.1	
Wrightsville Beach Bridge	Bascule	Power	20.7(a)(d)	90	283.1	(910) 256-2886
Carolina Beach Br	Fixed	-	65.0	100	295.7	
C.P.&L. Co., Wire	Overhead	-	85.5(b)	-	295.8	
Fort Caswell Br	Fixed	-	65.0	90	311.8	
R.E.A. Wire	Overhead	-	90.0	-	311.8	
R.E.A. Wire	Overhead	-	100.0	-	316.6	
Holden Beach Br	Fixed	-	65.0	90	323.6	
R.E.A. Wire	Overhead	-	90.0(b)	-	323.6	
R.E.A. Wire	Overhead	-	85.0(b)	-	331.0	
R.E.A. Wire	Overhead	Power	93.0(b)	-	333.7	
Ocean Isle Bridge	Fixed	-	65.0	90	333.7	
R.E.A. Wire	Overhead	-	85.0(b)	-	337.9	
Sunset Beach Br	Pontoon	Power	-	90	337.9	(910) 579-6473

- (a) Draw closed.
- (b) Actual clearance shown. These wires carry high voltage and a margin of safety should be allowed when approaching.
- (c) Extreme caution advised when approaching and passing this drawbridge with a fair tide (see "The Regulations").
- (d) Clearance shown is at center span.
- (e) New bridge under construction.

INFORMATION BULLETIN ON ATLANTIC INTRACOASTAL WATERWAY



INFORMATION BULLETIN ON ATLANTIC INTRACOASTAL WATERWAY



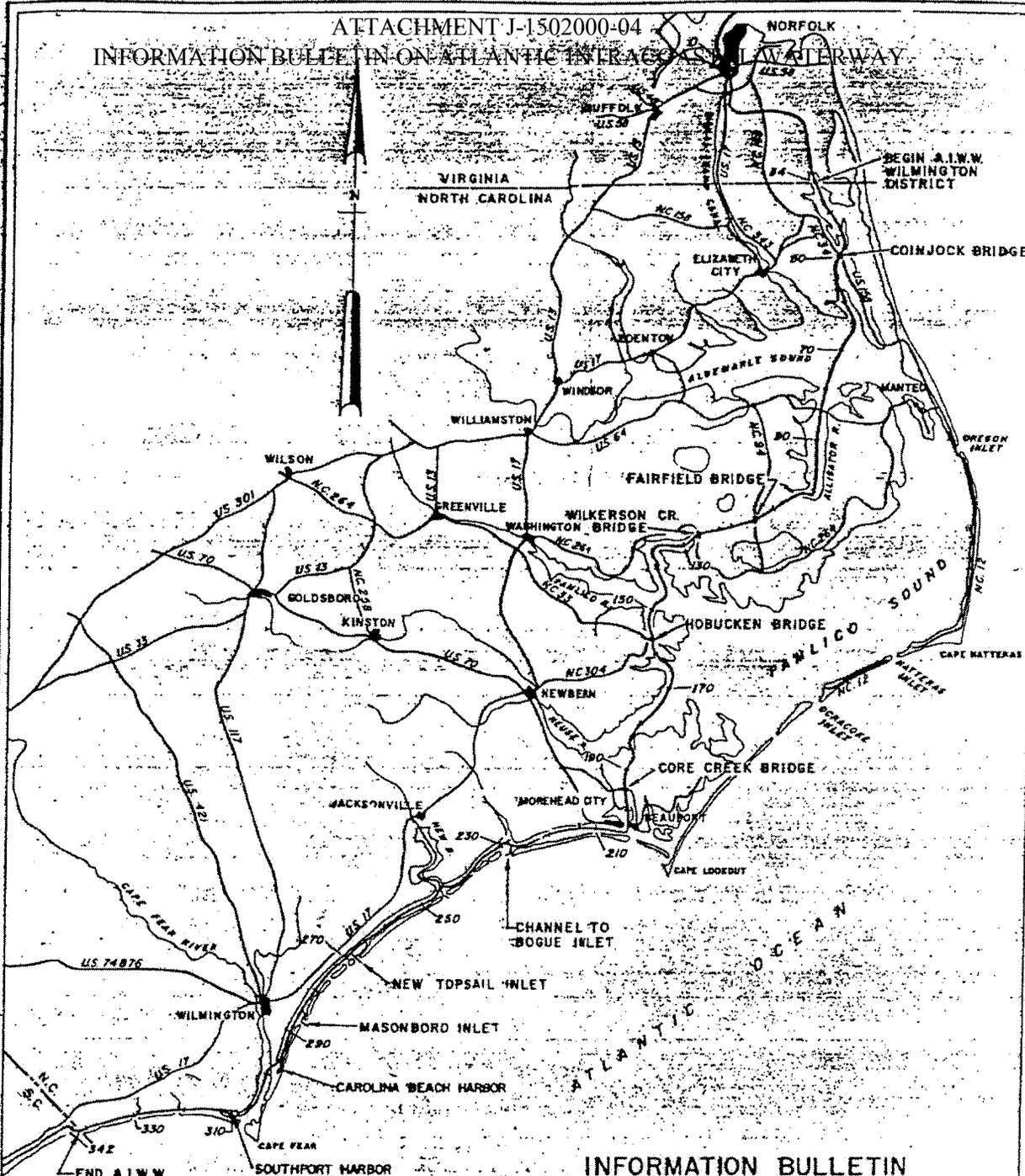
INTRACOASTAL WATERWAY SHOWN THUS MILEAGE IS MEASURED SOUTH FROM FOOT OF WEST MAIN ST., NORFOLK, VA.

ATLANTIC INTRACOASTAL WATERWAY BETWEEN NORFOLK, VA. AND THE ST. JOHNS RIVER, FLA. (WILMINGTON DISTRICT)

SCALE OF MILES

CORPS OF ENGINEERS WILMINGTON, N.C.

ATTACHMENT J-1502000-04  
 INFORMATION BULLETIN ON ATLANTIC INTRACOASTAL WATERWAY

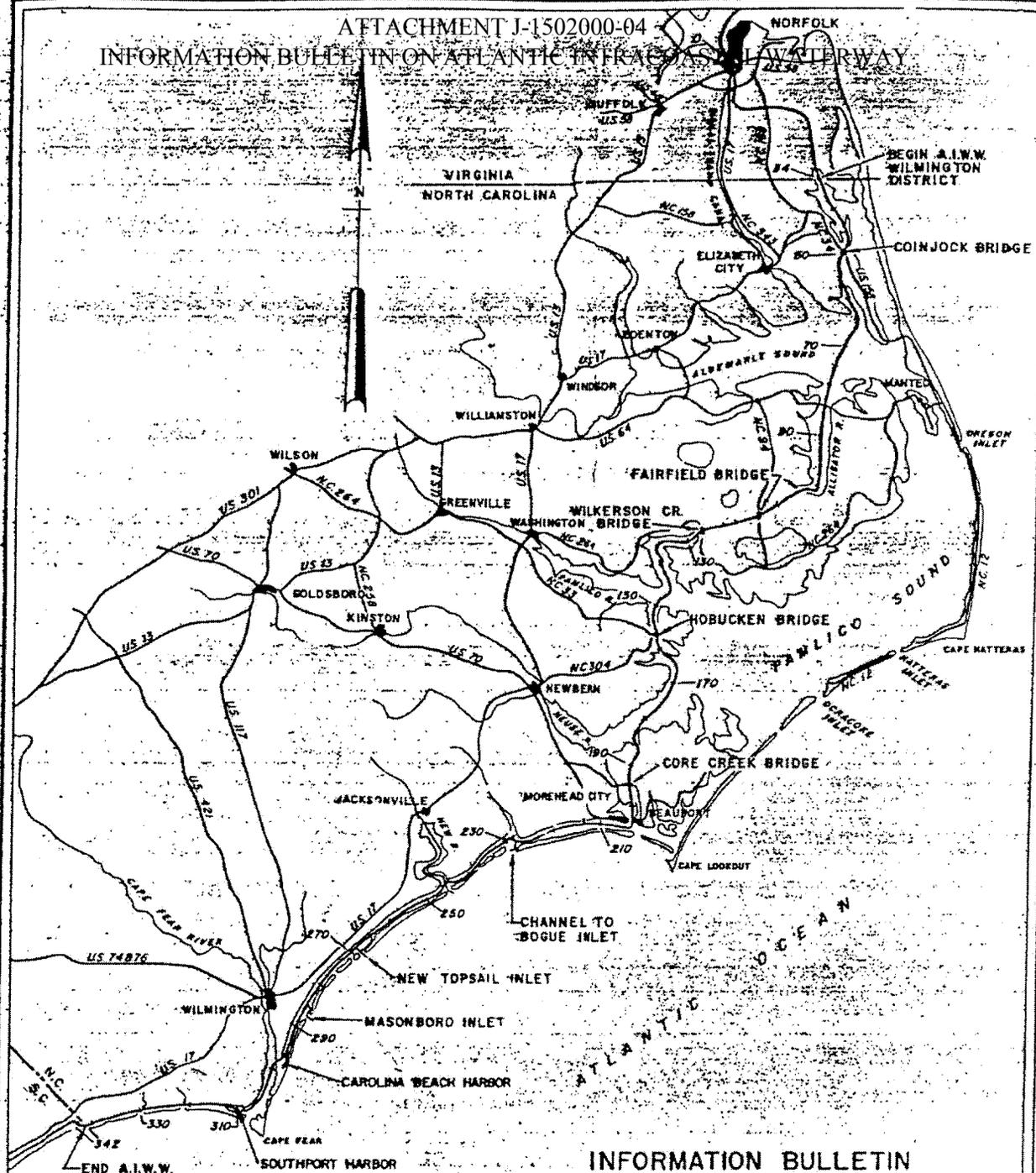


**INFORMATION BULLETIN**  
 ON ATLANTIC INTRACOASTAL WATERWAY,  
 NORFOLK, VA. TO SAINT JOHNS RIVER, FLA.  
 WILMINGTON DISTRICT



**US Army Corps**  
**of Engineers**  
 Wilmington District

AATTACHMENT J-1502000-04  
 INFORMATION BULLETIN ON ATLANTIC INTRACOASTAL WATERWAY



INFORMATION BULLETIN  
 ON ATLANTIC INTRACOASTAL WATERWAY,  
 NORFOLK, VA. TO SAINT JOHNS RIVER, FLA.  
 WILMINGTON DISTRICT



US Army Corps  
 of Engineers  
 Wilmington District

Attachment J-1502000-05  
VEHICLE WEIGHT CAPACITY POSTER

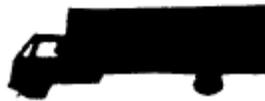
VEHICLE WEIGHT CAPACITY: VARIOUS, AS ILLUSTRATED BELOW



5 AXLES  
92 TONS (184,000 LBS.)



3 AXLES  
54 TONS (108,000 LBS.)



2 AXLES  
36 TONS (72,000 LBS.)

## **ATTACHMENT J-1502000-06**

### **TRACKED VEHICLE CROSSING INSTRUCTIONS/WEIGHT LIMITATIONS**

The following SOP relates proper weight and travel restrictions relevant to all tracked vehicles approaching the bridge span which crosses the Intracoastal Waterway at Onslow Beach, Marine Corps Base, Camp Lejeune, North Carolina.

Under NO circumstances will two tracked vehicles be allowed on the Onslow Beach bridge or bridge approach at any given time. Should a tracked vehicle be inoperative and must cross the bridge, it shall be transported by truck and trailer. Tracked vehicles will cross the bridge span with speed not to exceed two (2) MPH and will travel in the center of the bridge (yellow line indicates center of span).

Amphibious Assault Vehicles will be allowed to tow another Amphibious Assault Vehicle across the bridge span providing there is a towing device that will maintain a minimum of fifteen (15) feet between the two vehicles. These vehicles shall also observe the two (2) MPH speed limitation and will travel in the center of the bridge.

Weight limitations are posted at each end of the bridge structure. A copy of the posted limitations is included in J-1502000-05.

Each bridge tender shall enforce this SOP as stated. If assistance is required, phone your supervisor, the duty at Work Reception at 451-3001, or the SCM at 451-5783 during regular hours.





**Attachment J-1502000-09  
MAINTENANCE/OPERATIONS CHECKLIST**

DATE: \_\_\_\_\_

<b>DAILY OPERATIONS</b>	<b>1st Shift</b>	<b>2nd Shift</b>	<b>3rd Shift</b>	<b>COMMENTS</b>
<b>TRAFFIC GATES</b>	*	**	***	
Check Operation Up/Down	*	**	***	
Check Warning Bell/Flashing Lights				
<b>BRIDGE &amp; FENDER CLEARANCE LIGHTS</b>	*	**	***	
Check Operation	*	**	***	
Check Proper Illumination	*	**	***	
<b>HYDRAULICS</b>	*	**	***	
Check Wedge and Jack Cylinders	*	**	***	
Check hydraulic lines and fluid levels	*	**		
<b>WEEKLY OPERATIONS</b>				
<b>BRIDGE CENTER PLATFORM</b>	*			
Check for Rocks and Debris	*			
Sweep and Remove Debris as Needed				
<b>CENTER PIN</b>	*			
Check Oil & Fill as Required (Remove Plug)	*			
Inspect For Loose or Broken Parts				
<b>MONTHLY</b>				
<b>JACKS AND WEDGES</b>				
Apply Anti-Seize Compound				
<b>FIRE EXTINGUISHER</b>				
CHECK & CERTIFY				***
CHECK Seal				***
CHECK Pressure Gauge (Read in Green)				***
CHECK Hose/Nozzle for Cracks				***
DATE & Sign Inspection Tag				***
<b>CLEANING</b>				
1. Head and Kitchen				
2. Sweep Upper Deck				
3. Mop Upper Deck				
4. Sweep Lower Deck				
5. Mop Lower Deck				
6. Control Panel				
7. Windows Inside				
8. Windows Outside				
9. Take Out Trash				
10. Dusted Tower Area				
11. Dusted Kitchen Area				
ADDITIONAL DUTIES/OPERATOR ASSIGNED				

**PERFORMANCE  
ASSESSMENT  
PLAN**

**N40085-15-R-0805  
[Onslow Beach Bridge]**

**[MCB Camp Lejeune]  
[Jacksonville, N.C., 28542]**

**PREPARED BY:**

**[PUBLIC WORKS]  
[BUILDING 1005 MCB CAMP LEJEUNE N.C.]**

**[12 NOV 2014]**

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# Performance Assessment Plan

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## 1. Introduction

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### 1.1 Purpose

The Performance Assessment Plan (PAP) establishes Performance Assessment (PA) provisions for Contract *Onslow Beach Bridge on MCB Camp Lejeune NC*.

The PAP describes the methodology for assessing the Contractor's performance that will be used to provide Contractor feedback, update Contractor Performance Assessment Rating System (CPARS), and, determine eligibility in earning incentives. The PAP includes the Functional Assessment Plan (FAP), Attachment A, and standard Performance Assessment Worksheets (PAW), Attachment B, to document and report Government observations of Contractor performance. The Government's role is to assess Contractor's work against measurable performance standards, and per the principles of Performance Based Services Acquisition (PBSA), the Contractor's role is to ensure its quality through successful implementation of its Quality Management System (QMS). Per FAR Subpart 46.4, Government PA "shall be performed at such times and places as may be necessary to determine that the supplies or services conform to contract requirements" in order to ensure payments are made only for services that meet performance standards specified in the contract.

### 1.2 Partnering

Effective partnering and establishing a positive relationship between the Government and the Contractor is essential in fulfilling a performance-based requirement. The Government's relationship with the Contractor should be one that promotes a strong and positive business alliance to achieve mutually beneficial goals, such as timely delivery and acceptance of high-quality services through the use of efficient business practices. Business relationships should seek to create a cooperative environment to ensure effective communication between the parties. Teamwork, cooperation, and good-faith performance are important for meeting mission objectives and resolving conflicts and problems. Each party should clearly understand the goals, objectives, and needs of the other. It is essential that the Government and the Contractor work together as a team to communicate expectations, agree on common goals, develop a common understanding of measurable standards, and identify and address problems early in the contract to achieve desirable outcomes.

## 2. Roles and Responsibilities

---

The Government's key roles and responsibilities for performance assessment are as follows:

**FSC Management and Facility Services (FMFS) Branch Head.** The FMFS Branch Head provides direct supervision of SPARs, PARs, Spec Writers, etc assigned to the FMFS Branch. The FMFS branch head is responsible for ensuring adequate funding and staffing to support the specification development, contract management, and performance assessment function of the branch as well as all personnel management responsibilities. The FMFS Branch Head is assigned as FSCM and COR for this contract.

**Facilities Support Contract Manager (FSCM).** The FSCM is the overall technical lead for the management of Facility Support Contract requirements from cradle to grave. FSCM duties are assigned to the FMFS Branch Head for this contract.

**Contracting Officer (KO).** The ACO and/or PCO assigned to the contract. The KO has final responsibility for Contractor PA per FAR Part 42—Contract Administration and Audit Services, non-conformance modifications, and unilateral determination of incentives.

**Contracting Officer's Representative (COR).** The COR is responsible for monitoring the Contractor's technical compliance and progress based on the contract requirements specified in the PWS and in accordance with the PAP. The COR performs a variety of contract administration duties that includes oversight of PA, documenting and rating Contractor performance, reviewing invoices, and acceptance of work.

**Senior PAR (SPAR).** The SPAR is responsible for coordinating efforts of multiple PARs assigned to this contract. The SPAR reviews PA schedules and PA documentation for sufficiency and consistency of oversight.

**Performance Assessment Representative (PAR).** The PAR is assigned as a Technical Point of Contact (TPOC) / Subject Matter Expert (SME) to the COR to perform duties as the on-site representative who assesses Contractor performance. The PAR periodically observes Contractor performance, reviews delivered services, reviews quality management corrective actions, periodically assesses and documents Contractor performance on Performance Assessment Worksheets (PAWs) and the Monthly Performance Assessment Summary (MPAS), and communicates findings as necessary with the Contractor, Senior PAR (SPAR), and Contracting Officer Representative (COR).

Note: Throughout NAVFAC policy, processes, and training, the term Performance Assessment Representative (PAR) refers to anyone responsible for conducting assessments of a NAVFAC administered Facility Support Contract. The term PAR will be used in reference to any individual assigned as a TPOC/SME to provide support to the COR, including as a collateral duty of other PWD or customer personnel, regardless of billet. All personnel assigned these duties must follow the guidance and direction provided to PARs.

**Performance Assessment Board (PAB).** The PAB is comprised of key technical and administrative personnel appointed in writing by the KO. The PAB will convene on a regular basis to review Contractor performance documentation for the prior evaluation period, and prepare and forward a summary report of findings and recommendations to the KO. The PAB makes recommendations for CPARS and provides input for the determination of contract incentives, if applicable. Details of PAB membership and the process for convening the PAB are provided in paragraph 11.4 below.

### 3. Training

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To effectively implement the PA Program, individuals who monitor the Contractor's performance should be experienced in the annex/sub-annex areas for which they are assigned and adequately trained. Mandatory training standards for all personnel performing PA of NAVFAC contracts are specified in BMS B-14.3, Performance Assessment. Additionally, safety training requirements are detailed in BMS B-14.18, FSC Safety and training for those assigned as CORs is promulgated by NFAS 1.602 and detailed in NAVFAC Instruction 4200.1.

CORs assigned to provide oversight of this contract must meet the applicable training requirements and must be appointed in writing by the KO per BMS S-18.3.6. PARs providing support as TPOC/SME for the COR must meet the applicable training requirements and must be assigned in writing by per BMS S-18.3.6 and B-14.3.

#### 4. Safety

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Proper oversight of Contractor safety is an integral part of effective performance assessment. The PAR must ensure that the Contractor is in compliance with safety requirements specified in Spec Item 2.9.8 of the contract. The PAR should be present during any local Safety briefings. If the PAR observes a violation of any safety requirements by the Contractor, the PAR should:

- Report the safety hazard resulting from unsafe acts or conditions, defective tools, materials, or equipment used by the Contractor to the COR.
- When imminent danger is apparent (where, if the hazard is not immediately corrected, there is a high probability that a serious accident will occur, life will be in danger or there will be extensive property damage), immediately inform the Contractor and request immediate action be taken to correct the hazard. If the Contractor does not voluntarily take corrective action, require the Contractor to stop work and immediately notify the COR.

Further detail of safety assessment procedures is provided in paragraph 10.4.3 below.

#### 5. Security

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The PAR should become familiar with all security requirements specified in Spec Item 2.8 of the contract and report any observed violations to the KO.

#### 6. Submittals

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The PAR should review reports and other submittals identified in Section F to ensure they comply with applicable requirements and specifications.

##### **6.1 Quality Management Plan Submittal**

The Quality Management System Pre-Performance Review Checklist, Attachment C, should be used for the review of the Contractor's QM Plan submittal and as a guideline for discussion of the Contractor's QMS during the post-award kickoff/pre-performance conference. The PAR, SPAR, Contractor Quality Manager and Project Manager, and any applicable subcontractor quality representatives should sign off on the QMS review checklist.

##### **6.2 Accident Prevention Plan Submittal**

Per BMS B-14.18, FSC Safety, the FMFS Pre-Performance Safety Checklist should be used for the review of the Contractor's Accident Prevention Plan submittal (including Activity Hazard Analyses (AHAs) and Occupational Risk and Compliance Plans and Programs) and as a guideline for discussion of the Contractor's Safety Program during the post-award kickoff/pre-performance conference. The PAR should coordinate with the local command Safety Representative for assistance in review of Contractor's APP. The PAR, SPAR, Contractor Site Safety and Health Officer (SSHO) and Project Manager, and any applicable subcontractor safety representatives should sign off on the Safety review checklist. The Contractor must submit and have an approved APP

before any work may begin on site. Additionally, new or revised AHAs must be submitted and reviewed at the beginning of each work phase, when new hazards are identified, or when a new work crew is brought on site.

## 7. Meetings

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The PAR should attend and be prepared for required meetings, including partnering sessions. The PAR should be familiar with the Spec Items in Annex 2 titled “Required Conferences and Meetings” and “Partnering.” The FSC Partnering process is addressed in BMS B-14.16.

## 8. Methods of Assessment (MOA)

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The PAR will periodically assess services for conformance to contract performance objectives and standards using the following MOAs:

- Periodic Sampling (PS) – requires a pre-determined plan for assessing a portion of the work, using sample size and frequency at the applicable assessment level.
- Validated Customer Comments (VCC) – consists of customers observing the performance of services they have received and using a pre-determined procedure to provide feedback and/or report observations to the PAR for validation.
- Unscheduled Visits (UV) – impromptu assessments of performance standards and objectives whenever practical.
- Customer’s Evaluation (CE) – consists of collected survey data of Contractor performance from the customer’s perspective through the use of a feedback form.

The MOAs used for assessment of each performance objective and standard are identified within the FAP included in Attachment A.

## 9. Quality Management System (QMS)

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When the Government’s assessment of the Contractor’s performance reveals that the quality management efforts are not effective in ensuring performance objectives and standards are achieved, further action is required. The PAR will conduct a review of the Contractor’s QMS processes and quality inspection and surveillance records for the work item(s) where deficiencies are noted to validate the accuracy and effectiveness of the Contractor’s QMS.

For QMS to be considered acceptable, the Contractor must demonstrate to the Government through quality management and QC corrective and preventive actions that the risk of failure to meet performance standards has been satisfactorily mitigated.

Further detail of the QMS review process is provided within the assessment procedures in paragraph 10.4 below.

## 10. Performance Assessment Process

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### 10.1 Post-Award Planning

Performance Assessment personnel should review and understand the final contract requirements, including any amendments made during the solicitation period, paying particular attention to performance objectives and standards and any changes in the scope of work. Performance Assessment personnel should also review the Contractor's technical proposal received in response to the solicitation and initial submittals, such as the QMS program (including Quality Management Plan), Accident Prevention Plan (including Activity Hazard Analyses (AHAs) and Occupational Risk and Compliance Plans and Programs), list of key personnel and employee listing.

Performance Assessment personnel should also meet with customer representatives to review details of the contract and discuss the process for reporting and handling of customer comments and review the contract requirements for partnering and the process described in BMS B-14.16, FSC Partnering, to be prepared for these meetings.

### 10.2 Scheduling Assessments

Performance Assessment personnel should develop a planned assessment schedule based upon factors such as selected MOAs, Contractor's recurring performance schedule, population of work, and local priorities and conditions. Certain work requirements may necessitate increased assessment based on performance risk considerations, e.g., services that are mission critical or have life safety impacts. Increased assessment may be conducted by adding AL2 or AL3 assessments or by targeting specific samples during routine AL1 assessment. Risk is measured based on two things: the likelihood (or probability) and event will occur and the consequence (or impact) if the event does occur.

The FAP, Attachment A, along with the starting point for assessments based on risk determination should be compared against the Contractor's work schedules as applicable to develop the initial assessment schedule. This schedule may be adjusted when required based on Contractor performance as detailed within the assessment procedures in paragraph 10.4 below.

### 10.3 IDIQ Task Orders

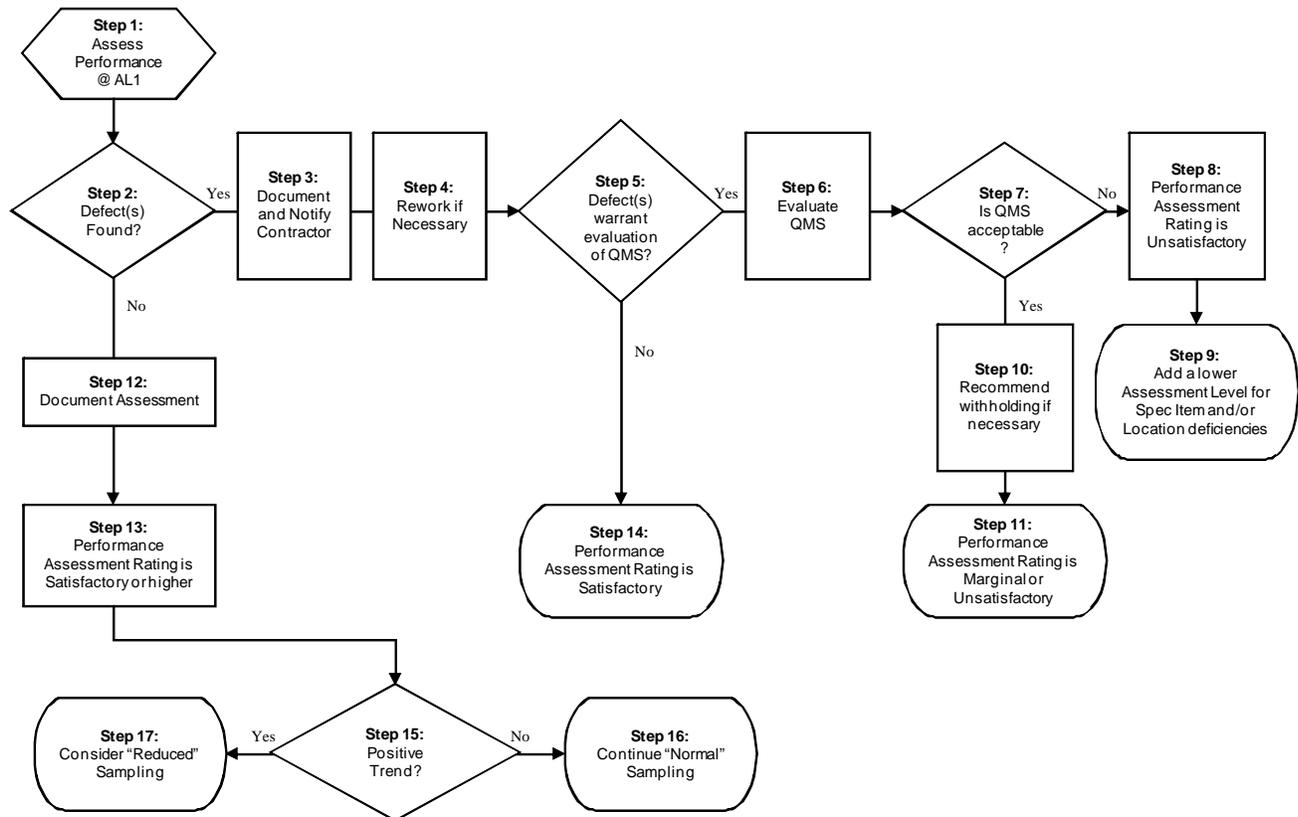
IDIQ Task Orders (TO) require 100% assessment. This means that all TOs must be verified as satisfactorily complete prior to payment. For EMALL Task Orders, verification is performed by the customer through the validation of the credit card payment and acceptance in EMALL. For all other IDIQ TOs, validation is the responsibility of PA personnel. Scheduling of assessments must be planned based on the nature of the work (i.e. simple, short duration tasks performed at a single location vs. complex work performed over a longer period at multiple locations) and added to the assessment schedule after TO award.

### 10.4 Assessment Procedures

Every assessment must be documented on a Performance Assessment Worksheet (PAW) using the form provided in Attachment B. The assessment procedures based on the scheduled level of assessment performed are detailed below.

## 10.4.1 AL1 Assessments

The flowchart in Figure 1 below and corresponding descriptions shown below detail the performance assessment process used by the PAR to observe, assess, and document Contractor's performance for 2-digit Spec Items (AL1).



**Figure 1. Performance Assessment Process for Assessment Level 1 (AL1)**

**Step 1: Assess Performance at AL1** – This is the typical starting point of assessment. Assess the Contractor's performance using the MOA, frequencies, and sample sizes indicated at AL1 of the FAP. The starting point may include additional PA at lower assessment levels for mission critical, safety, or environmental related services as determined based on the risk assessment performed during post-award planning. A Performance Assessment Worksheet (PAW) must be used for each assessment indicating this is an AL1 assessment. A PAW is the form used to document and report Government observations and rate Contractor performance.

**Step 2: Defect(s) Found** – The PAR should evaluate the Contractor's performance of work looking for both failures to comply with performance objectives and standards as well as instances of value-added services or work that exceeds performance standards. Any observation of work that fails to meet any of the specified performance standards will be documented as a defect. Instances of non-conforming work discovered during unscheduled visits (UV) should also be documented as defects. Where customer comments are received (VCC), all alleged defects must be evaluated within a reasonable time to validate that the performance standards were not met. Documentation will be

completed using the Customer Comment Record, Attachment D. Documentation of UVs will be completed on a PAW. DECISION: If a defect is found, continue. If not, jump to Step 12.

**Step 3: Document and Notify Contractor** – Document any observed negative performance that fails to meet contract performance standards with supporting narrative on the Performance Assessment Worksheet (PAW). If defects are found, the PAR will forward a copy of the PAW to the Contractor. The Contractor shall sign and return the PAW within the specified timeframe to acknowledge receipt of the document. The Contractor’s signature does not constitute agreement with the Government’s assessment, it merely acknowledges that the Contractor has been notified of a Government observed defect. Should the Contractor disagree with the Government’s observations, discussions should be conducted to reach a common understanding of performance objectives and standards.

**Step 4: Rework if Necessary** – In the case of unsatisfactory or non-performed work, the Government may, at its option, allow the Contractor an opportunity to correct by reperformance at no additional cost to the Government. Rework shall be completed within the timeframe specified in Section E, Consequences of Contractor’s Failure to Perform Required Services clause of the contract.

**Step 5: Defect(s) Warrant Evaluation of QMS?** – Defects warrant evaluation of QMS if: 1) they are “Significant”, 2) a “Trend” has been established, or 3) the work is not considered “Substantially Complete”. Significant defects include the Contractor’s failure to meet performance objectives and standards that result in damage to the Government, or incomplete major or critical work items. Significant defects are subjective and should be discussed in initial partnering sessions with the Contractor. Trends are defects that may be considered minor but are recurring and have not been corrected through the Contractor’s QMS. Trends are typically defects found in the same or similar work requirements repeated consistently over several periods of the assessment frequency. Substantially complete means that the performance standard is fully met except for minor or trivial non-conformances per FAR 46.407. A service will be judged to be fully conforming to the contract performance standards if the nonconformance is minor or trivial and there is no omission of essential work, and approximately 95% of the total work (population) assessed meets the performance standard. Substantial completion can be measured based on the total work requirement being assessed or based on any one element of work performance. DECISION: If QMS evaluation is warranted, continue. If not, jump to Step 14.

**Step 6: Evaluate QMS** – The PAR should evaluate the Contractor’s QMS to verify proper controls are in place to ensure the delivery of quality services. The PAR should follow the QMS In-Process Review Checklist, Attachment E, and document findings on this form. This review should begin with a focus on the Spec Items and/or location where defects have been found as opposed to a complete audit of the Contractor’s QMS (use Parts A & B of the checklist). The evaluation should identify corrective actions the Contractor is taking for specific discrepancies and identify any QMS changes the Contractor is implementing to preclude systemic problems, avoid repeat discrepancies, and regain Quality Control (QC). If the initial evaluation identifies deficiencies in the Contractor’s QMS with insufficient planned corrective actions or QMS changes, or, if corrective actions and QMS changes planned during previous QMS reviews have been ineffective, then broaden the evaluation to a more comprehensive review of the Contractor’s QMS program (use Parts C through F of the checklist).

**Step 7: Is QMS Acceptable?** – The Contractor must demonstrate to the Government that they have taken corrective actions and identified QMS changes to preclude systemic problems, avoid repeat discrepancies, and regain QC. QMS is considered “Acceptable” if the Contractor’s actions will satisfactorily reduce the risk of continued failure to meet performance standards. DECISION: If QMS is unacceptable, continue. If QMS is acceptable, jump to Step 10.

**Step 8: Performance Assessment Rating is Unsatisfactory** – If the Contractor’s QMS is unacceptable, then the PAR should document all findings, including a summary of the findings associated with the Contractor’s QMS, on the PAW. The PAR should rate the Contractor Unsatisfactory in accordance with the evaluation ratings definitions included in the PAB Rating Summary. The PAR should also document recommendations for withholding of payment on the PAW for non-conforming services when defects cannot be corrected by reperformance.

**Step 9: Add a lower Assessment Level for Spec Item and/or Location deficiencies** – When the Contractor’s performance is Unsatisfactory at AL1 and QMS is Unacceptable, additional PA at Assessment Level 2 or 3 (AL2 or AL3) should be conducted for the Spec Item and/or location deficiencies as shown in Figure 3. [End of this assessment]

**Step 10: Recommend withholding if necessary** – Even if the QMS is acceptable and the Contractor has implemented or planned appropriate corrective actions, withholdings may still be warranted. The PAR should document recommendations for withholding of payment on the PAW for non-conforming services when defects cannot be corrected by reperformance.

**Step 11: Performance Assessment Rating is Marginal or Unsatisfactory** – The PAR shall document all findings, including a summary of the findings associated with the Contractor’s QMS evaluation, on the PAW. The PAR should rate the Contractor Marginal or Unsatisfactory in accordance with the evaluation ratings definitions included in the PAB Rating Summary. The PAR should continue sampling the size identified as “Normal” in the FAP at AL1. [End of this assessment]

**Step 12: Document Assessment** – Document results of assessment particularly noting how it was validated that performance complied with contract requirements and detailing any instances of value-added services or work that exceeds contract performance standards, with supporting narrative on the PAW.

**Step 13: Performance Assessment Rating is Satisfactory or Higher** – If the Contractor has performed all work in accordance with the performance objectives and standards, then a performance rating of Satisfactory or higher should be assigned. The PAR should rate the Contractor Satisfactory, Very Good, or Exceptional in accordance with the evaluation ratings definitions included in the PAB Rating Summary. Jump to Step 15.

**Step 14: Performance Assessment Rating is Satisfactory** – The PAR shall document all findings, including details of the failures to comply with performance objectives and standards on the PAW. Per the evaluation ratings definitions included in the PAB Rating Summary, Satisfactory is defined as "contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory." Therefore, the PAR should rate the Contractor Satisfactory and continue sampling the size identified as “Normal” in the FAP at AL1. [End of this assessment]

**Step 15: Positive Trend Established?** – If the Contractor has established a trend of Satisfactory, Very Good or Exceptional performance, repeated consistently over several periods of the assessment

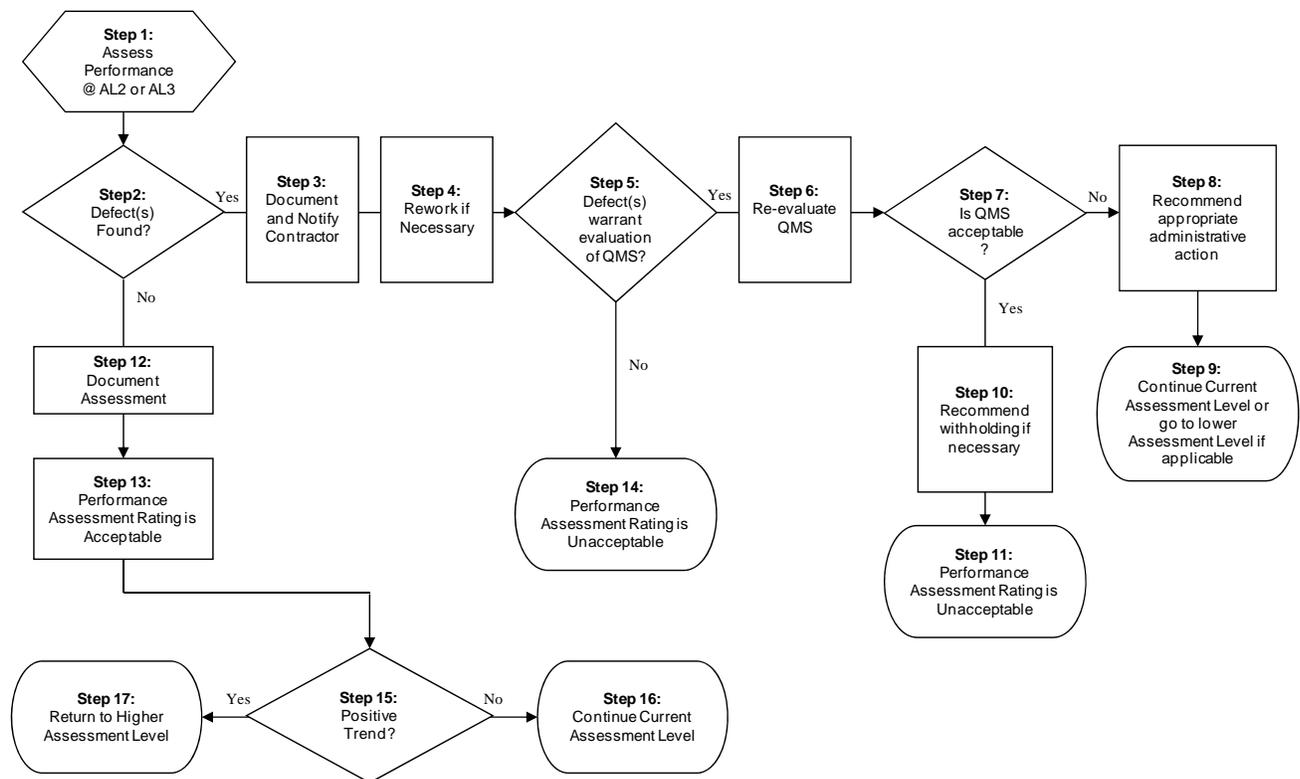
frequency, the PAR should consider sampling at the reduced level (Jump to Step 17). If a trend has not yet been established the PAR should continue normal sampling.

**Step 16: Continue “Normal” Sampling** – The PAR should continue sampling the size identified as “Normal” in the FAP at AL1. [End of this assessment]

**Step 17: Consider “Reduced” Sampling** – The PAR should adjust sampling to the size identified as “Reduced” in the FAP at AL1. [End of this assessment]

### 10.4.2 AL2/3 Assessments

The flowchart in Figure 2 below and corresponding descriptions shown below detail the performance assessment process used by the PAR to observe, assess, and document Contractor’s performance for 3-digit and 4-digit Spec Items (AL2/3).



**Figure 2. Performance Assessment Process for Assessment Level 2 or 3 (AL2 or AL3)**

**Step 1: Assess Performance at AL2 or AL3** – Start additional assessment(s) at a lower level if the rating on PAW 1 was Unsatisfactory and QMS was unacceptable. Certain work requirements may necessitate normal assessment at AL2 or AL3 based on performance risk considerations, e.g., services that are mission critical or have life safety impacts. Assess the Contractor’s performance using the MOA, frequencies, and sample sizes indicated at the appropriate assessment level, e.g., AL2 or AL3 of the FAP.

**Step 2: Defect(s) Found** – If the Contractor has performed all work in accordance with the performance objectives and standards, then a performance rating of Acceptable should be assigned. The PAR will document any instances of value-added services or work that exceeds performance standards with supporting narrative on the Performance Assessment Worksheet (PAW). When the assessed work fails to comply with performance objectives and standards, the PAR will document the defect on the PAW and notify the Contractor. Instances of non-conforming work discovered during unscheduled visits (UV) should also be documented as defects. Where customer comments (VCC) are received, all alleged defects must be evaluated within a reasonable time to validate that the performance standards were not met. Documentation will be completed using the Customer Comment Record, Attachment D. Documentation of UV will be completed on a PAW. **DECISION:** If defect is found, continue. If not, jump to Step 12.

**Step 3: Document and Notify Contractor** – Document instances of value-added performance that exceeds contract performance standards, and negative performance that fails to meet contract performance standards, with supporting narrative on the PAW. If defects are found the PAR will forward a copy of the PAW to the Contractor. The Contractor shall sign and return the PAW within the specified timeframe to acknowledge receipt of the document. The Contractor's signature does not constitute agreement with the Government's assessment, it merely acknowledges that the Contractor has been notified of a Government observed defect. Should the Contractor disagree with the Government's observations, discussions should be conducted to reach a common understanding of performance objectives and standards.

**Step 4: Rework if Necessary** – In the case of unsatisfactory or non-performed work, the Government may, at its option, allow the Contractor an opportunity to correct by re-performance at no additional cost to the Government. Rework shall be completed within the timeframe specified in Section E, Consequences of Contractor's Failure to Perform Required Services clause of the contract.

**Step 5: Defect(s) Warrant Evaluation of QMS?** – Defects warrant evaluation of QMS if 1) they are "Significant", 2) a "Trend" has been established, or 3) the work is not considered "Substantially Complete". Significant defects include the Contractor's failure to meet performance objectives and standards that result in damage to the Government, or incomplete major or critical work items. Significant defects are subjective and should be discussed in initial partnering sessions with the Contractor. Trends are defects that may be considered minor but are recurring and have not been corrected through the Contractor's QMS. Substantially complete means that the performance standard is fully met except for minor or trivial non-conformances per FAR 46.407. A service will be judged to be fully conforming to the contract performance standards if the nonconformance is minor or trivial and there is no omission of essential work, and approximately 95% of the total work (population) assessed meets the performance standard. **DECISION:** If QMS evaluation is warranted, continue. If not, jump to Step 14.

**Step 6: Re-evaluate QMS** – The PAR should reevaluate the Contractor's QMS to verify proper controls are in place to ensure the delivery of quality services. This review should be limited to the Spec Items and/or location where defects have been found as opposed to a complete audit of the Contractor's QMS. The evaluation should identify corrective actions the Contractor is taking for specific discrepancies, and identify any QMS changes the Contractor is implementing to preclude systemic problems, avoid repeat discrepancies, and regain Quality Control (QC).

**Step 7: Is QMS Acceptable?** – The Contractor must demonstrate to the Government that they have taken corrective actions and identified QMS changes to preclude systemic problems, avoid repeat discrepancies, and regain QC. QMS is considered “Acceptable” if the Contractor’s actions will satisfactorily reduce the risk of continued failure to meet performance standards. **DECISION:** If QMS is unacceptable, continue. If QMS is acceptable, jump to Step 10.

**Step 8: Recommend appropriate administrative action** – The PAR should make recommendations to the Contracting Officer via the SPAR/COR/FSCM for appropriate administrative actions. Administrative actions may include additional performance review meetings, issuance of a Contract Discrepancy Report (CDR), Attachment F, withholding of payment including liquidated damages, or interim CPARS rating. The PAR should also document recommendations for withholding of payment on the PAW for non-conforming services when defects cannot be corrected by reperformance.

**Step 9: Continue Current Assessment Level or go to lower Assessment Level if applicable** – The PAR shall continue sampling at the size and frequency identified in the FAP at the appropriate assessment level or can move to a lower level of assessment if applicable. Additionally, if there is a negative trend in Contractor performance, the PAR should consider modification of the MOAs, sample sizes, and frequencies included in the FAP.

**Step 10: Recommend withholding if necessary** – If the Contractor’s QMS is acceptable, then the PAR may still consider recommending withholding of payment for non-conforming services when defects cannot be corrected by re-performance by documenting on the PAW.

**Step 11: Document Performance Assessment Rating as Unacceptable** – The PAR shall document all findings, including findings associated with the Contractor’s QMS, which justify rating the Contractor’s performance as Unacceptable. The PAR shall continue sampling the size identified in the FAP at the current assessment level. [End of this assessment]

**Step 12: Document Assessment** – Document results of assessment with supporting narrative on the PAW, particularly noting how it was validated that performance complied with contract requirements.

**Step 13: Document Performance Assessment Rating as Acceptable at appropriate assessment level** – The PAR shall document all findings which justify rating the Contractor’s performance as Acceptable. Jump to Step 15.

**Step 14: Document Performance Assessment Rating as Unacceptable** – The PAR shall document all findings which justify rating the Contractor’s performance as Unacceptable. The PAR shall continue sampling the size identified in the FAP at the current assessment level. [End of this assessment]

**Step 15: Positive Trend Established?** – If the Contractor has established a trend of acceptable performance over a period of time, e.g., three months, the PAR should return to a higher assessment level (Jump to Step 17). If a positive trend has not yet been established the PAR should continue at the current assessment level.

**Step 16: Continue Current Assessment Level** – The PAR should continue sampling at the size and frequency identified in the FAP at the appropriate assessment level. [End of this assessment]

**Step 17: Return to Higher Assessment Level** – The PAR should discontinue the additional lower level assessment and move to a higher assessment level or reduce to normal AL1 assessment. [End of this assessment]

### **10.4.3 Safety Assessment**

As detailed in BMS B-14.18, FSC Safety, proper oversight of Contractor safety is an integral part of effective performance assessment. There are two preferred methods for assessing a Contractor's safety performance: 1) Assessing safety while conducting regular periodic sampling; and 2) Documenting "unscheduled visits" to specifically assess safety anytime the performance of work can be observed.

Note: Anytime a safety issue is observed, the PAR should take appropriate immediate action to stop work as necessary until the unsafe practices are properly corrected.

The PAR shall record all safety assessments on the PAW including a supporting narrative regarding the safety issues observed in the comments block. The FSC Safety Assessment Checklist, Attachment G, should be used to identify the specific areas where safety issues were noted and attached to the PAW. Similar to the assessment process detailed above, the PAR should consider the significance of safety issues and any trends observed in evaluating the need for further review of the Contractor's safety program and the addition of more scheduled assessments.

If a detailed review of the Contractor's safety program is deemed necessary, the PAR should evaluate the Contractor's Accident Prevention Plan (APP)/Activity Hazard Analysis (AHA) to verify proper safety controls are in place to ensure their employees are performing work in accordance with EM 385-1-1. This review shall ensure the APP/AHA is site specific and relevant to the service process. The safety program review should identify discrepancies between the Contractor's APP/AHA with the EM 385-1-1 and identify any corrective actions the Contractor is implementing to preclude systemic problems and avoid repeat safety issues. The PAR should coordinate with the local command Safety Representative for assistance in review of Contractor's APP.

The PAR must also be familiar with other safety responsibilities detailed in BMS B-14.18, including assisting with Occupational Safety and Health Administration (OSHA) inspections and ensuring Contractors follow the proper procedure for mishap notification.

### **10.4.4 Management and Administration Assessment**

Contractor compliance with contract requirements, including those specified in Annex 0200000 or Spec Item 2 of the functional annex, can generally be evaluated through the assessment of work performed. For example, the Contractor must provide properly trained and qualified personnel to perform work in order to meet the standards specified in the contract. However, there remain certain overall management and administration requirements that cannot be effectively assessed through PA scheduled per the FAPs. Therefore, the COR will conduct a monthly assessment to evaluate the Contractor's compliance with management and administration requirements as specified in Annex 0200000 using the checklist provided in Attachment H.

### **10.4.5 Contract Discrepancy Reports**

Contract Discrepancy Reports (CDRs) are a formal administrative action intended to document and track Contractor corrective actions for resolution of continued unsatisfactory performance. CDRs

will be issued for repeated failures where the Contractor has an unacceptable QMS that has not been effectively corrected. That is, the following conditions have occurred:

- 1) Defects at AL1 led to a QMS evaluation,
- 2) The Contractor's QMS was found to be unacceptable and additional assessments were scheduled for the AL2/3 level,
- 3) AL2/3 assessments revealed further defects and the QMS evaluation was again unacceptable.

Issuance of a CDR requires the Contractor to evaluate the noted discrepancy, determine root cause of the failure to perform, and develop a plan to ensure contract requirements are met. CDRs require Contractor response and Government acceptance of the Contractor's corrective action. CDRs must be tracked until officially closed out by the Government. The Contract Discrepancy Report format is included in Attachment F.

## 11. Assessment Summary and Evaluation

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### 11.1 Monthly Performance Assessment Summary (MPAS)

The PAR and SPAR will collect, review, and evaluate the results of all performance assessments including PAW documentation, safety assessments, validated customer comments, customer evaluations, trend data, and Contractor QMS corrective and preventive actions. The PAR summarizes PA information and completes the comments block on the MPAS for each annex/sub-annex. The MPAS for each annex/sub-annex is included with the applicable FAP, Attachment A. The SPAR reviews completed annex/sub-annex MPAS, provides recommended actions as applicable, assigns an overall technical rating for the function, and validates the MPAS by signing it. The SPAR/COR consolidates all annex/sub-annex ratings with supporting comments on the MPAS Coversheet, Attachment I, provides a recommended overall rating for the Contractor's performance, and validates the MPAS Coversheet by signing it. Supporting information (e.g. copies of completed PAWs, VCCs, Customer Evaluation forms, and other assessment documentation) should be made available with the MPAS.

### 11.2 Invoice Validation and Withholdings

Results of performance assessments and other PA information should also be used as part of the validation of the Contractor's monthly invoice amount. The COR will make a determination for the value of the estimated damages to the Government for non-conforming or non-performed work and recommend to the KO the appropriate withholding including liquidated damages (LDs). Documentation must be provided to support the reduced value of services and/or the estimated cost and related profit to correct deficiencies and complete unfinished work.

The COR is designated as a Departmental Accountable Official (DAO) due to the duties for invoice verification and the responsibility to ensure that payment recommendations are made only for services received that meet the performance standards of the contract. The COR must review the submitted invoices for accuracy and completion of required supporting documentation. The COR should reference MPASs with associated PAWs and other assessment documentation to verify completion of required services and determine if any withholdings or deductions are warranted.

For invoices submitted through Wide Area Work Flow (WAWF), the COR performs the inspector role as detailed in BMS S-17.4.14.2 Process Wide Area Work Flow (WAWF) Invoices. For non-WAWF invoices, follow local process for documenting invoice reviews.

### **11.3 COR Activity File**

In order to provide an auditable trail of documentation supporting the assessment of Contractor performance, the COR is required to maintain a file for each contract/order assigned. A list of items that must be included (at a minimum) in a COR file can be found in NAVFAC Instruction 4200.1, Contracting Officer's Representative. The COR File will be maintained until the end of contract performance, when it is then turned over to the Contracting Officer for inclusion as part of the official contract file.

Hardcopy files are maintained by the COR in a folder(s) annotated with the contract number and period of performance for the included documentation. Supporting documentation (e.g. PAWs) for the current period of performance may be located in individual files retained by each PAR. All content in electronic format is located on a secure shared drive at the following path:

X://PWD Anywhere/FEAD/FMFS/Contract NXXXXXX-YY-Z-1234

### **11.4 Performance Assessment Board (PAB)**

The Performance Assessment Board membership consists of the following:

PAB Chairperson – COR

PAB Member – SPAR

PAB Member – KO

The PAB will convene to review and evaluate Contractor performance. The date, time, and location of PAB meetings will be established by the PAB Chairperson and communicated to all PAB members.

Additional participants may include Small Business Specialist, Site Safety Manager, Customer representative as specifically requested or approved by the PAB Chairperson. The personnel may participate in the discussion of Contractor performance, but will have no vote on consensus ratings.

The COR (with support as required from PARs/SPARs) should be prepared to brief the PAB on the monthly summary information and trend data and offer a recommended consensus rating to the PAB based on assessment results. Each PAB member should consider the information presented and individually document ratings with supporting comments for each area defined in CPARS on the PAB Rating Summary form, Attachment J. The PAB Chairperson should develop a consensus rating for each factor and document comments relevant to each rating factor from the PAB review. At, or near, the end of each performance period, the PAB should review previous PAB Rating Summaries in addition to performance during the most recent evaluation period to develop overall input for official CPARS ratings and relevant comments. This final PAB report should be used by the Assessing Official Representative (AOR) for entry into CPARS for the performance period.

Specific details of the PAB process are provided in BMS B-14.26, Performance Assessment Board.

## 12. Summary

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The PAP is based on the premise that the Contractor is responsible for managing and ensuring that quality controls meet the terms of the contract. The PAP facilitates consistent and effective tiered PA to verify the accuracy and completeness of the Contractor's QMS and to assess overall compliance with performance objectives and standards. The Government will evaluate Contractor performance through appropriate assessment methods to ensure payments are made only for services that comply with contract requirements. This PAP is a "living" document that will be revised or modified as circumstances warrant.

**Attachment A: Functional Assessment Plan (FAP)**

<<*Note to Spec Writer/PAR:* Insert appropriate tailored FAP(s) and associated MPAS(s).>>

## PERFORMANCE ASSESSMENT WORKSHEET

ANNEX/SUB-ANNEX: \_\_\_\_\_

### Attachment B: Performance Assessment Worksheet

PAW (Indicate Level)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> IDIQ
CONTRACT NO:		PAR NAME:		
SAMPLE ID:		DATE:		
SAMPLE LOCATION:				
SPEC ITEM / TO #:		TITLE:		
SAFETY ASSESSMENT: Issues found? <input type="checkbox"/> No <input type="checkbox"/> Yes   (document details below)				
COMMENTS: (Document findings/observations of how performance complies with contract requirements and detail any value-added or negative performance, and trends)				
RATING: <b>(For AL-2/3)</b>		<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
PAR (signature): _____ DATE: _____				
CONTRACTOR (signature): _____ DATE: _____				
REWORK:	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> N/A	
QMS EVALUATION: (Document effectiveness of contractor's QMS to detect/correct negative performance and reverse trends. Attach QMS review checklist.)				
QMS RATING:	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> N/A	
<b>PERFORMANCE ASSESSMENT RATING: (FOR AL-1 or IDIQ)</b>				
<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory

## QUALITY MANAGEMENT SYSTEM PRE-PERFORMANCE REVIEW CHECKLIST

### Attachment C: QMS Pre-performance Review Checklist

GENERAL INFORMATION			
	NAME	PHONE	EMAIL
CONTRACTOR Project Manager			
CONTRACTOR Quality Manager			
SUB-CONTRACTOR QC			
SUB-CONTRACTOR QC			
PERFORMANCE ASSESSMENT REPRESENTATIVE (PAR)			
SUPERVISORY PAR / COR			
CONTRACT INFORMATION			
TITLE:			
Contract #:	TO#	LOCATION:	
START:	END:	CONTRACT PRICE:	

**ACCEPTANCE OF CONTRACTOR'S QUALITY APPROACH DOES NOT LIMIT CONTRACTING OFFICER FROM REQUIRING ADDITIONAL MEASURES IF PERFORMANCE IS UNACCEPTABLE.**

QUALITY MANAGEMENT BRIEFING CHECKLIST	
CHECKPOINT (Y/N)	COMMENTS
<b>QUALITY ORGANIZATION:</b>	
Is the QM plan submitted in accordance with Annex 0200000 and Section F requirements?	
Is the Quality organization clearly identified (e.g., org chart) and a list of all Quality personnel provided?	
Are the responsibilities of Quality personnel detailed and lines of authority explained (e.g., Quality staff and Quality Manager reports directly to Prime Contractor management)?	
Are the training and qualification requirements for Quality staff specified and does the Contractor's staff meet these requirements?	
Does the Quality organization show relationship between the Prime Contractor's Quality staff and Subcontractor's management or Quality?	

## QUALITY MANAGEMENT SYSTEM PRE-PERFORMANCE REVIEW CHECKLIST

QUALITY APPROACH:		
	Is the QM plan current and specifically tailored for this contract?	
	Does the Contractor's Quality Management System and management approach indicate a clear understanding of the contract requirements?	
METHODS AND PROCEDURES FOR PERFORMANCE OF WORK:		
	Does the Contractor provide detail of their work planning and control to ensure first time quality? This could include:	
	a. Proper selection and training of personnel	
	b. Tracking and verification of training and certification requirements	
	c. Work center supervisor/lead personnel oversight of work performance	
	d. Detailed SOPs and procedures for work requirements	
	e. Routine training and meetings	
	f. Selection procedures for subcontractors	
	g. Management control of subcontracted work	
SURVEILLANCE AND INSPECTION PROCEDURES:		
	Does the Contractor provide detailed procedure for the selection of samples (e.g., percentage of work inspected, process for selection of samples, in-process vs. completed work.)?	
	Does the QM plan detail procedures for the collection, recording, and analysis of inspection and surveillance results?	
	Does the QM plan include processes for utilization analysis of inspection and surveillance results to determine cause and implement corrective actions?	
	Does the QM plan provide a process for preventing recurrence of quality issues and continuous improvement of work performance?	
	Does the QM plan detail specific procedures for the oversight of subcontracted work or the review and analysis of subcontractor quality?	

## QUALITY MANAGEMENT SYSTEM PRE-PERFORMANCE REVIEW CHECKLIST

<b>DOCUMENTATION AND RECORDS MANAGEMENT:</b>	
	Does the Contractor have a process for the control and retention of Quality documentation and records?
	Does the Contractor provide the controls in place to ensure all Quality records are documented, maintained reviewed and properly filed?
	Does the QM plan have a process for the review of documentation for completeness, accuracy, and consistency? (This may include management reviews or internal audit plan.)
	Does the QM Plan provide a process for tracking and ensuring all submittal requirements are met?
<b>COMMUNICATION WITH GOVERNMENT:</b>	
	Does the QM plan address the level, format, and frequency of communications with the government? This could include:
	a. Routine, yet informal communications between contractor, quality staff, and Government PARs
	b. Established meeting requirements between Contractor Quality and/or management staff with Government PA and/or contracting personnel.
	c. Progressive reporting and communication based on the frequency or severity of the issue being addressed (e.g., Quality staff to PAR, Quality Manager to SPAR/FSCM, Project Manager to PWO
	d. Details of protocol for attendance at meetings required by contract, including partnering sessions.
<b>REVIEW SIGNATURES</b>	
PAR:	DATE:
SPAR/COR:	DATE:
CONTRACTOR QUALITY MANAGER:	DATE:
CONTRACTOR PROJECT MANAGER:	DATE:
SUBCONTRACTOR:	DATE:
SUBCONTRACTOR:	DATE:

## CUSTOMER COMMENT RECORD

ANNEX/SUB-ANNEX: \_\_\_\_\_

### Attachment D: Customer Comment Record

CONTRACT NO:	DATE/TIME RECEIVED:		
RECEIVED BY:			
SOURCE OF COMMENT			
ORGANIZATION: _____ INDIVIDUAL: _____ PHONE: _____			
LOCATION:			
SPEC ITEM:	TITLE:		
<u>DETAILS OF OBSERVATION:</u> (Provide specific details of the requirement observed.)			
Comment Validation:	<input type="checkbox"/> Valid	<input type="checkbox"/> Non-valid	
<u>COMMENTS:</u>			
PAR (signature): _____			DATE: _____
CONTRACTOR (signature): _____			DATE: _____
REWORK:	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> N/A
PAR (signature): _____			DATE: _____

# QMS IN-PROCESS REVIEW CHECKLIST

## Attachment E: QMS In-process Review Checklist

CONTRACT #:	TITLE:
PAR NAME:	DATE:
ANNEX/SUB-ANNEX:	
SPEC ITEM:	TITLE:

QMS REVIEW CHECKLIST	
If observed defects warrant evaluation of QMS, the initial review should be limited to the Spec Items and/or location where defects have been found. This process begins with Part A & B below.	
CHECKPOINT (Y/N)	COMMENTS
A. QUALITY SURVEILLANCE AND INSPECTION SCHEDULES	
1. Is there a quality surveillance and inspection schedule? Does it include:	
a. Surveillance and inspections to be performed?	
b. Frequency of surveillance and inspections?	
2. Is there a current schedule?	
3. Does the schedule reflect all contractual requirements?	
4. Are the number and frequency of surveillance and inspections sufficient?	
5. Do the schedules match the QM plan?	
6. Is the schedule being followed?	
B. DOCUMENTATION AND ANALYSIS OF QUALITY DATA	
1. Are the results of all surveillance and inspections properly documented?	
2. Are quality deficiencies properly resolved and tracked?	
3. Is quality documentation of deficiencies analyzed for trends and root cause?	
4. Is appropriate action taken or planned to prevent recurrence of quality issues?	
5. Is there verification process to ensure corrective and preventative actions are effective?	
6. Are appropriate continuous improvement plans in place and communicated to workforce?	

## QMS IN-PROCESS REVIEW CHECKLIST

Comments: (Document corrective actions taken or QMS changes being implemented. If QMS is unsatisfactory, document findings and rationale for additional review conducted below.)

If review conducted above identifies deficiencies in the Contractor's QMS with insufficient planned corrective actions or QMS changes, or, if corrective actions and QMS changes planned during previous QMS reviews have been ineffective, then continue review with Parts C through F below.

CHECKPOINT (Y/N)	COMMENTS
<b>C. QUALITY MANAGEMENT PLAN</b>	
1. Is the written QM plan available on site?	
2. Is the QM Plan current?	
3. Does the QM staff meet the requirements designated in QM plan (in terms of staff provided and qualifications and training)?	
<b>D. WORK PROCESSES AND PROCEDURES</b>	
1. Are work instructions, processes and procedures documented?	
2. Are work instructions, processes and procedures available and used by affected personnel?	
3. Is there a process to communicate work instructions, processes and procedures throughout the project and organization?	
4. Are training records properly maintained for employees who are performing the work?	
<b>E. SURVEILLANCE AND INSPECTION PROCESS</b>	
1. Does the documented surveillance and inspection system match the requirements of the QM plan?	
2. Are surveillance and inspection forms used systematically that document both conformances and non-conformances?	
3. Are the surveillance and inspection criteria linked to the performance objectives and standards of the contract?	
4. Does the communication and follow-up on deficiencies follow the process detailed in the QM plan?	
5. Is analysis performed on surveillance and inspection data to identify trends and opportunities for improvement?	
6. Are there examples of process improvements based on surveillance and inspection data?	

## QMS IN-PROCESS REVIEW CHECKLIST

CHECKPOINT (Y/N)	COMMENTS		
<b>F. CUSTOMER COMMUNICATION</b>			
1. Are required meetings being held and attended as scheduled?			
2. Is there documentation of the meetings and associated follow-up activities, i.e. action registers, meeting minutes, agendas?			
3. Is there proper response and tracking of issues identified by Government personnel?			
4. Is there a written documentation of issues, e.g., complaint/compliments logs, registers, records?			
5. Is there a system for correction of defects/problems to satisfy customers?			
6. Is there an escalation procedure if defects/problems are not addressed satisfactorily?			
<p><b>Comments:</b> (Document corrective actions taken or QMS changes being implemented. If QMS is unsatisfactory, document recommendation to move to a lower assessment level or take appropriate administrative action.)</p>			
QMS RATING:	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> N/A
<b>REVIEW SIGNATURES</b>			
PAR:		DATE:	
CONTRACTOR QUALITY REPRESENTATIVE:		DATE:	

## Attachment F: Contract Discrepancy Report (CDR)

<b>CONTRACT DISCREPANCY REPORT</b>		1. CONTRACT NUMBER
<b>GOVERNMENT ACTION</b>		
2. TO (Contractor and Manager Name)	3. FROM (Name of Government Representative)	
4. DISCREPANCY OR PROBLEM		
5. CONTRACTOR NOTIFIED (Date, Time, Contact Name)		
6. SIGNATURE OF CONTRACTING OFFICER		7. DATE
<b>CONTRACTOR ACTION</b>		
8. TO (Contracting Officer)		9. FROM (Contractor)
10. CONTRACTOR RESPONSE (Cause, corrective actions to prevent recurrence. Attach continuation sheet if necessary.)		
11. SIGNATURE OF CONTRACTOR REPRESENTATIVE		12. DATE
<b>GOVERNMENT CLOSE OUT</b>		
13. GOVERNMENT EVALUATION (Acceptance, partial acceptance. Attach continuation sheet if necessary.)		
14. GOVERNMENT ACTIONS (Payment deduction, cure notice, show cause, other.)		
15. SIGNATURE OF CONTRACTING OFFICER		16. DATE
17. SIGNATURE OF REVIEWING OFFICIAL		18. DATE

## FSC SAFETY ASSESSMENT CHECKLIST

ANNEX/SUB-ANNEX: \_\_\_\_\_

### Attachment G: FSC Safety Assessment Checklist

CONTRACT NO:				PAR NAME:				
SAMPLE ID:				DATE:				
SAMPLE LOCATION:								
SPEC ITEM / TO #:			TITLE:					
SAFETY ASSESSMENT: Issues found? <input type="checkbox"/> No <input type="checkbox"/> Yes (indicate area of safety deficiency below)								
<b>Administrative</b>						<b>Issue</b>	<b>No Issue</b>	<b>N/A</b>
Is the Contractor staff knowledgeable of Activity Hazard Analyses (AHAs) and Occupational Risk and Compliance Plans and Programs related to the work performed?								
Is the Contractor Site Safety Plan (AHA) on site?								
Have all potential hazards been identified and appropriate controls implemented?								
Are there Emergency Planning/Communication procedures in place?								
Are there First Aid and CPR Trained personnel on site as required?								
<b>Safety Hazards</b>	<b>Issue</b>	<b>No Issue</b>	<b>N/A</b>	<b>Safety Hazards</b>	<b>Issue</b>	<b>No Issue</b>	<b>N/A</b>	
Chemical hazards/MSDS				Accident Prevention (signs, tags, barricades, covers, etc)				
Site Cleanliness (floor care, signage removal, etc)				Hot Work (Welding/Grinding)				
Environmental Conditions (Heat/Cold stress, weather)				Fall Protection/Working at Heights (Ladder Safety, Scaffolding/Staging, Aerial Lifts, etc)				
Lead Paint/Asbestos				Slips, Trips, and Falls				
Biological Hazards (Animals, insects, etc)				Personal Protective Equipment (PPE)				
Soil Disturbance				Respirator Protection				
Underground Utilities/Utility Clearance				Confined and Enclosed Space				
Vehicle Operation and Condition				Trenching/Excavations				
Weight Handling Equipment Safety				Electrical Safety				
Crane Safety				Lockout/Tagout (Control of Hazardous Energy)				
Traffic Control				Ergonomics and Musculoskeletal Hazards				
Equipment Use and Condition				Fire Safety				
Material Handling				Compressed Gas				
<i>Note: Include detailed comments related to Safety assessment on the PAW</i>								

## **Attachment H: Annex 2 – Management and Administration Evaluation Checklist**

See checklist that begins on next page.

## ANNEX 2 – MANAGEMENT AND ADMINISTRATION EVALUATION CHECKLIST

Contract #: N40085-15-R-0805

Title: \_\_\_\_\_

Period Assessed: \_\_\_\_\_

<<Note to Spec Writer: Edit Spec Items and requirements to correlate to contract PWS. Tailor as appropriate to add/delete requirements based on local conditions.>>

Quality					
Spec Item	Title	Requirement	YES	NO	N/A
2.5	Contractor-Furnished Items	Does the Contractor provide all equipment, materials, parts, supplies, components and facilities to perform the requirements of this contract?			
2.5	Contractor-Furnished Items	Are inadequate or unsafe items removed and replaced by the Contractor at no cost to the Government?			
2.5	Contractor-Furnished Items	Are materials asbestos, lead, and polychlorinated biphenyls (PCBs) free?			
2.5	Contractor-Furnished Items	Are energy efficient tools and equipment used when available?			
2.5	Contractor-Furnished Items	Are samples, Material Safety Data Sheets (MSDS) or Manufacturer’s Data Cut Sheets of Materials provided upon request?			
2.6	Management				
2.6.4	Deliverables	Are records and reports accurate, complete and submitted within the times specified as per Section F?			
2.6.6	Government’s Computerized Maintenance Management Systems (CMMS)	Are the records stored in the Government’s Computerized Maintenance Management Systems (CMMS) maintained accurate and complete?			
2.6.7	Quality Management System (QMS)	Is the Contractor's Quality Management System (QMS) an effective and efficient means of identifying and correcting problems throughout the entire scope of operations?			
2.6.9	System and Equipment Replacement	Are replacement components the same model/style or equivalent as the component being replaced?			
2.6.9	System and Equipment Replacement	Are all substitute replacement components accepted by the KO prior to use?			
2.12	Technical Library	Does the Contractor continually update library material to ensure all data is current, complete, accurate and suitable for intended use?			
2.12	Technical Library	Does the Contractor monitor the use of the libraries to ensure materials are returned and data integrity is not compromised?			
2.13	Warranty Management	Is the Contractor aware of which equipment and components are covered by the original warranty and the warranty duration?			
2.13	Warranty Management	Does the Contractor report any defect in workmanship, material, or parts, and any improper installation of equipment and components that are covered by a warranty?			
<b>COMMENTS:</b> (Document findings of how performance complies with contract requirements and detail any value-added or negative performance, and trends)					
<input type="checkbox"/> <b>Exceptional</b> <input type="checkbox"/> <b>Very Good</b> <input type="checkbox"/> <b>Satisfactory</b> <input type="checkbox"/> <b>Marginal</b> <input type="checkbox"/> <b>Unsatisfactory</b>					

**ANNEX 2 – MANAGEMENT AND ADMINISTRATION EVALUATION CHECKLIST**

Contract #: N40085-15-R-0805

Title: \_\_\_\_\_

Period Assessed: \_\_\_\_\_

Schedule					
Spec Item	Title	Requirement	YES	NO	N/A
2.6	Management				
2.6.1	Work Reception	Does the Contractor receive, prioritize, correspond, and respond to trouble/service calls and task orders during Government regular working hours and provide a point of contact at a local or toll free number who can perform the above function during other than Government regular working hours?			
2.6.2	Work Control	Has the Contractor implemented all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress.			
2.6.2	Work Control	Does the Contractor plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards?			
2.6.2	Work Control	Are status updates provided within the times specified?			
2.6.3	Work Schedule	Does the Contractor work interfere with normal Government business?			
2.6.3	Work Schedule	In those cases where some interference is unavoidable, does the Contractor minimize the impact and effects of the interference?			
2.6.3	Work Schedule	Does the Contractor provide advance access to all of their work schedules and notify the KO of any difficulty in scheduling work due to Government controls?			
2.6.6	Government’s Computerized Maintenance Management Systems (CMMS)	Are the records stored in the Government’s Computerized Maintenance Management Systems (CMMS) updated within the times specified?			
<b>COMMENTS:</b> (Document findings of how performance complies with contract requirements and detail any value-added or negative performance, and trends)					
<input type="checkbox"/> <b>Exceptional</b> <input type="checkbox"/> <b>Very Good</b> <input type="checkbox"/> <b>Satisfactory</b> <input type="checkbox"/> <b>Marginal</b> <input type="checkbox"/> <b>Unsatisfactory</b>					

## ANNEX 2 – MANAGEMENT AND ADMINISTRATION EVALUATION CHECKLIST

Contract #: N40085-15-R-0805

Title: \_\_\_\_\_

Period Assessed: \_\_\_\_\_

Management					
Spec Item	Title	Requirement	YES	NO	N/A
2.3	General Administrative Requirements				
2.3.1	Required Conferences and Meetings	Does the Contractor attend all required conferences and meetings?			
2.3.2	Training for Maintenance and Operation of New and Replacement Systems and Equipment	Does the Contractor attend Government provided training for maintenance and operation of new and replacement systems and equipment?			
2.3.3	Partnering	Do key members of the prime contractor and subcontractors teams (including senior management) participate?			
2.3.3	Partnering	Did partnering demonstrate cohesiveness between the Government and Contractor?			
2.3.6	Protection of Government Property	Does the Contractor protect Government property and return areas damaged as a result of negligence under this contract to their original condition?			
2.4	Government-Furnished Property, Materials and Services	Does the Contractor maintain Government-Furnished Property in accordance with FAR 52.245, GOVERNMENT PROPERTY and NAVFAC Clause 5252.245-9300, GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES?			
2.6.7	Quality Management System (QMS)	Does the Contractor provide proactive management of subcontractor performance?			
2.6.8	Property Management Plan	Has the Property Management Plan shall be submitted per Section F?			
2.6.8	Property Management Plan	Does the contractor's Property Management Plan identify the Contractor's policies, procedures, and practices in receiving and performing physical inventories, repairing and maintaining, preserving and protecting, and reporting the disposition of accepted government property in its possession?			
2.7	Personnel Requirements				
2.7.1	Key Personnel	Has the Contractor submitted a List of Key Personnel, Qualifications and an Organizational Chart that includes the names of personnel and their position title?			
2.7.1	Key Personnel	Does the contractor meet the qualifications of the key position, as described in the contract, with who filled the key position?			
2.7.2	Employee Requirements	Do the Contractor key personnel manage their employees to ensure personnel are fully knowledgeable of all safety, environmental, and energy requirements associated with the work they perform?			
2.7.2	Employee Requirements	Do the key personnel ensure that all personnel are legal residents, speak, read, and comprehend English to the extent that they can perform the contract requirements and comply with installation emergency procedures?			
2.8	Security Requirements	Do the Contractor key personnel ensure that employees are in compliance with all Federal, state, and local security statutes, regulations, requirements, and ensure that all security/entrance clearances are			

**ANNEX 2 – MANAGEMENT AND ADMINISTRATION EVALUATION CHECKLIST**

**Contract #:** N40085-15-R-0805      **Title:** \_\_\_\_\_      **Period Assessed:** \_\_\_\_\_

		obtained?			
2.11	Disaster Preparedness	Does the Contractor comply with the installation's Contingency Instruction and support the installation Contingency Response Plan, as directed by the KO?			
2.14	FFP Work Procedures	Does the Contractor take full responsibility for work up to the FFP limits that are specified in subsequent annexes or sub-annexes			
2.15	IDIQ Work	Does the contractor submit proposals for task orders on time?			
2.15	IDIQ Work	Does the contractor provide reasonable price proposals for task orders?			
<b>COMMENTS:</b> (Document findings of how performance complies with contract requirements and detail any value-added or negative performance, and trends)					
<input type="checkbox"/> <b>Exceptional</b> <input type="checkbox"/> <b>Very Good</b> <input type="checkbox"/> <b>Satisfactory</b> <input type="checkbox"/> <b>Marginal</b> <input type="checkbox"/> <b>Unsatisfactory</b>					

**ANNEX 2 – MANAGEMENT AND ADMINISTRATION EVALUATION CHECKLIST**

Contract #: N40085-15-R-0805

Title: \_\_\_\_\_

Period Assessed: \_\_\_\_\_

Regulatory Compliance					
Spec Item	Title	Requirement	YES		NO
2.3.4	Permits and Licenses	Has the Contractor obtained and submitted to the KO within the time specified all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable Federal, state and local laws and regulations?			
2.9	Contractor Safety Program	Is the Contractor’s safety program in compliance with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1 and Public Law 91-596, Occupational Safety and Health Act?			
2.9	Contractor Safety Program	Has the Contractor develop and implement an APP (which includes the AHA and the Occupational Risk and Compliance Plans) in accordance with the requirements in Annex 2.			
2.10	Environmental Management and Sustainability	Has the contractor complied with specifications or other contractual requirements requiring the delivery or use of environmentally preferable products, energy-efficient products, products containing recovered materials, and biobased products?			
2.10	Environmental Management and Sustainability	Has the contractor complied with specifications, laws, regulations, and executive orders, and with base-wide instructions related to environmental protection?			
<b>COMMENTS:</b>					
<input type="checkbox"/> Exceptional		<input type="checkbox"/> Very Good		<input type="checkbox"/> Satisfactory	
		<input type="checkbox"/> Marginal		<input type="checkbox"/> Unsatisfactory	

COR (signature): \_\_\_\_\_

DATE: \_\_\_\_\_

COR (printed name): \_\_\_\_\_

**MONTHLY PERFORMANCE ASSESSMENT SUMMARY COVERSHEET**

Contract #: N40085-15-R-0805

Month/Year: \_\_\_\_\_

**Attachment I: MPAS Coversheet**

<<Note to Spec Writer: Insert any annexes/sub-annexes as appropriate. Remove annexes/sub-annexes that are not used and add more rows as necessary for additional annexes/sub-annexes.>>

Annex/ Sub- annex	Title	Functional Annex/ Sub-annex Rating (mark using "X")					
		E	VG	S	M	U	N/A
150200	Facility Investment						
	<b>Comments:</b>						
	<b>Comments:</b>						
	<b>Comments:</b>						
	<b>Comments:</b>						
OVERALL RATING FOR FFP AND IDIQ WORK							
SPAR: _____							
Signature: _____		Date: _____					

## PERFORMANCE ASSESSMENT BOARD RATING SUMMARY

Contract #: N40085-15-R-0805

Period of Rating: \_\_\_\_\_

### Attachment J: Performance Assessment Board Rating Summary

Note: Refer to “Guidance for the Contractor Performance Assessment Reporting System (CPARS)” for additional information on each of the evaluation areas listed below.

<p><b><u>Quality</u></b>                  Assess the contractor’s conformance to contract/order requirements, specifications and standards of good workmanship (e.g., commonly accepted technical, professional, environmental, or safety and health standards). Include, as applicable, information on the following:</p> <ul style="list-style-type: none"> <li>• Are reports/data accurate?</li> <li>• Does the product or service provided meet the specifications of the contract/order?</li> <li>• Does the contractor’s work measure up to commonly accepted technical or professional standards?</li> <li>• What degree of Government technical direction was required to solve problems that arise during performance?</li> </ul>					
	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
<b>Rating (place an X in the appropriate box)</b>					
<b>Comments:</b>					
<p><b><u>Schedule</u></b>                  Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, and administrative requirements (e.g., efforts that contribute to or affect the schedule variance). Questions to consider include the following:</p> <ul style="list-style-type: none"> <li>• Did the contractor adequately schedule the work?</li> <li>• Has the contractor met administrative milestone dates?</li> <li>• Has the contractor met physical milestone dates specified by contract or agreed to in the project schedule?</li> <li>• If the schedule has slipped through the contractor’s fault or negligence, has he taken appropriate corrective action of his own volition?</li> <li>• Has the contractor furnished all required deliverables on or ahead of schedule?</li> <li>• Has the contract furnished updated project schedules on a timely basis?</li> </ul>					
	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
<b>Rating (place an X in the appropriate box)</b>					
<b>Comments:</b>					

**PERFORMANCE ASSESSMENT BOARD RATING SUMMARY**

Contract #: N40085-15-R-0805

Period of Rating: \_\_\_\_\_

**Cost Control (Not required for Fixed Price type contracts/orders).**

**Management**

Assess the integration and coordination of all activity needed to execute the contract/order, specifically the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals, the contractor's history of reasonable and cooperative behavior (to include timely identification of issues in controversy), customer satisfaction, timely award and management of subcontracts. Include, as applicable, information on the following:

- Is the contractor oriented toward the customer?
- Is interaction between the contractor and the government satisfactory or does it need improvement?
- Include the adequacy of the contractor's accounting, billing, and estimating systems and the contractor's management of Government Furnished Property (GFP) if a substantial amount of GFP has been provided to the contractor under the contract/order.
- Address the timeliness of awards to subcontractors and management of subcontractors, including subcontract costs. Consider efforts taken to ensure early identification of subcontract problems and the timely application of corporate resources to preclude subcontract problems from impacting overall prime contractor performance.
- Assess the prime contractor's effort devoted to managing subcontracts and whether subcontractors were an integral part of the contractor's team. Are the contractor's management, on-site, and home office personnel exhibiting the capacity to adequately plan, schedule, resource, organize and otherwise manage the work? If not, describe and relate to other rated elements.

Consider the following aspects of performance:

- Management Responsiveness
- Subcontract Management
- Program Management and Other Management
- Management of Key Personnel

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
<b>Rating (place an X in the appropriate box)</b>					

**Comments:**

**Utilization of Small Business**

FAR Subpart 19.7 and 15 U.S.C. 637 contains statutory requirements for complying with the Small Business Subcontracting Program. Assess whether the contractor provided maximum practicable opportunity for Small Business to participate in contract/order performance consistent with efficient performance of the contract/order.

Assess compliance with all terms and conditions in the contract/order relating to Small Business participation (including FAR 52.219-8, Utilization of Small Businesses and FAR 52.219-9, Small Business Subcontracting Plan (when required)). Assess any small business participation goals which are stated separately in the contract/order. Assess achievement on each individual goal stated within the contract/order or subcontracting plan including good faith effort if the goal was not achieved.

## PERFORMANCE ASSESSMENT BOARD RATING SUMMARY

Contract #: N40085-15-R-0805

Period of Rating: \_\_\_\_\_

	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
<b>Rating (place an X in the appropriate box)</b>					
<b>Comments:</b>					
<p><b><u>Regulatory Compliance</u></b></p> <p>Assess compliance with all terms and conditions in the contract/order relating to applicable regulations and codes. Consider aspects of performance such as compliance with financial, environmental (example: Clean Air Act, Clean Water Act), safety, and labor regulations as well as any other reporting requirements in the contract. Consider questions such as the following:</p> <ul style="list-style-type: none"> <li>• Has the contractor complied with all contract clauses and reporting requirements (e.g., FAPIIS, FAR Subsection 9.104-6, FAR Clause 52.209-9)?</li> <li>• Has the contractor complied with the reporting requirements relating to recovered material content utilized in contract performance (see FAR Subpart 23.4)?</li> <li>• Has the contractor complied with contractual safety requirements and labor laws (see FAR Subsection 22.407, FAR Clauses 52.222-4, 52.222-34, 52.222-20)?</li> <li>• Has the contractor complied with Hazardous Material Identification and Material Safety Data (see FAR Subpart 23.3, FAR Clauses 52.223-3)?</li> <li>• Has the contractor complied with specifications or other contractual requirements requiring the delivery or use of environmentally preferable products, energy-efficient products, products containing recovered materials, and biobased products (FAR Subparts 23.2, 23.4, 23.7)?</li> <li>• Has the contractor implemented an effective safety program; one which minimizes/mitigates potential accidents (FAR Subsection 36.513, FAR Clause 52.236-13)?</li> <li>• Is the contractor complying with affirmative action and EEO compliance requirements (see FAR Subpart 22.8, FAR Clauses 52.222-26, 52.222-27)?</li> <li>• Has the contractor complied with combating trafficking in persons (see FAR Subpart 22.17, FAR Clause 52.222-50)?</li> </ul>					
	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
<b>Rating (place an X in the appropriate box)</b>					
<b>Comments:</b>					

## PERFORMANCE ASSESSMENT BOARD RATING SUMMARY

Contract #: N40085-15-R-0805

Period of Rating: \_\_\_\_\_

Evaluation Ratings Definitions (Excluding Utilization of Small Business)		
Rating	Definition	Note
Exceptional	Performance meets contractual requirements and exceeds many to the Government'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.	To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the Government. 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.
Very Good	Performance meets contractual requirements and exceeds some to the Government'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 was effective.	To justify a Very Good rating, identify a significant event and state how it was a benefit to the Government. There should have been no significant weaknesses identified.
Satisfactory	Performance meets 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.	To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. 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.
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.	To justify Marginal performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the Government. A Marginal rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g., management, quality, safety, or environmental deficiency report or letter).
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 a serious problem(s) for which the contractor's corrective actions appear or were ineffective.	To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the Government. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g., management, quality, safety, or environmental deficiency reports, or letters).