

PROJECT TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

- 01010 SCOPE OF WORK
- 01312 QUALITY CONTROL SYSTEM (QCS)
- 01320 PROJECT SCHEDULE
- 01330 SUBMITTAL PROCEDURES
- 01420 SOURCES FOR REFERENCE PUBLICATIONS
- 01430 ENVIRONMENTAL PROTECTION
- 01451 CONTRACTOR QUALITY CONTROL
- 01780 CLOSEOUT SUBMITTALS
- 01900 MISCELLANEOUS PROVISIONS

-- End of Project Table of Contents --

## SECTION 01010

### SCOPE OF WORK

#### 1.0 General Requirements

This is a performance-based contract. The Contractor will be responsible for developing its own schedule, means, and methods for accomplishing the work within the time frame and conditions stated.

For all residential buildings in the Aliamanu Military Reservation (AMR), install new service laterals between the existing transformer and existing distribution service panel on the building. There are a total of 60 transformers. The actual number and locations of the transformers to be included in this contract will be identified prior to award. Each transformer is typically connected to 4-10 buildings. The existing direct-buried service laterals may be abandoned in place. See as-built drawings for building locations and existing electrical system layout.

Regardless of the number of line items/transformers awarded, all work onsite, including testing, site restoration and cleanup must be completed no later than 31 July 2004.

All work shall comply with the current editions of the NFPA 70 National Electrical Code, ANSI C2 National Electrical Safety Code, Hawaiian Electric Company (HECO) Electric Service Installation Manual, HECO Standards and Specifications for materials, installation details, and application requirements, and applicable Army Technical Manuals, except where noted.

#### 2.0 Material Requirements

New service laterals shall be copper conductors in direct-buried PVC ducts. All new materials shall conform to the latest HECO standards.

#### 3.0 Sizing Requirements

All new conductors shall be sized equal or larger than the amperage capacity of the existing aluminum conductors that are being replaced. Shop drawings shall be submitted that indicate both the existing aluminum conductor size and the size of the new copper conductor.

#### 4.0 Layout Requirements

The Contractor is responsible for the layout and alignment of all new laterals. However, shop drawings shall be submitted and reviewed with the Contracting Officer prior to beginning work on an area.

As much as practicable, the new laterals shall be located to avoid existing hardscape and landscape features. Where disturbance of existing hardscaping and landscaping is unavoidable, the Contractor shall restore the area upon completion of his work in that area and shall ensure the viability of the plants in the restored area for the next 30 calendar days. Landscaping that does not survive restoration shall be replaced by the Contractor at no additional cost to the Government.

All new laterals shall maintain minimum horizontal and vertical clearances from other utilities as required in the HECO standards. Concrete-encased ducts shall be used as required. Contractors shall make their own determination as to the quantity of concrete encasement needed and shall include this cost in their lump sum prices.

#### 5.0 System Requirements

When used, pull boxes shall be HECO-approved, suitable for an underground secondary distribution system and for secondary services for a complete raceway system. At each building service entrance, provide a suitable underground splice/pull box next to the building distribution panel. This splice/pull box will aid in the future replacement by others of the existing distribution panel with a metering center.

Work at the distribution service panels shall include providing new neutral ground bus and bonding and wiring connections. Grounding of the distribution service panel shall be per the latest edition of the NEC. Additional work may be required at some of the existing distribution service panels, such as: providing supplemental ground rods, new grounding electrode conductor; and connecting communications ground conductor. The cost for all of these additional items of work shall be included in the applicable line item.

#### 6.0 Testing.

Each lateral conductor shall be meggered from the transformer to the distribution service panel. A test report identifying the transformer, cable size, all parameters of the tests and pass/fail results shall be documented in a logical sequence and submitted to the government for acceptance upon completion of all work. The grounding system at the distribution service panel shall also be tested per the latest edition of the NEC. Test results shall be documented similar to the lateral conductor testing. All lump sum prices bid shall include all repairs and/or additions needed to meet the latest HECO and NEC standards.

#### 7.0 As-Builts.

The Contractor shall prepare and submit as-built drawings in accordance with Section 01780.

#### 8.0 Safety.

In addition to the safety requirements contained in EM 385-1-1, Safety and Health Requirements Manual, every effort shall be made to protect the public from harm during construction. Barricades shall be erected around all work areas. Areas with open trenches shall be protected from public access. All trenches shall be covered whenever there is no ongoing work in the area. Where sidewalks, driveways, or roadways are impacted, an alternate route shall be provided at all times during construction. All pedestrian and vehicular access ways, including parking stalls shall be returned to service during non-working hours.

#### 9.0 Outages.

Power outages shall be kept to a minimum and shall be limited to weekdays, excluding federal holidays, between the hours of 0800 and 1600. Outages

of a transformer may not be scheduled for consecutive days. All outage requests shall be coordinated a minimum of 30 calendar days in advance of the date of the outage. Details for the requests will be discussed during the preconstruction conference. The Contractor will be responsible for notifying affected residents a minimum of 7 calendar days in advance of all power outages. Any outage extending past 1600 hours will be subject to liquidated damages as follows:

\$1,760/transformer + \$115/hour, or fraction thereof

There is no grace period. These damages are in addition to the liquidated damages stated in Section 00700. In addition, the Contractor may be held liable for food spoilage, if any, should an outage exceed the allotted hours. The use of generators between the hours of 1600 and 0800 will not be allowed.

#### 10.0 Other Requirements

All disturbed areas shall be restored to existing condition or better, including landscaping, sidewalks, roads, driveways, etc. Concrete used to repair sidewalks shall have a minimum compressive strength of 2500 psi.

The Contractor shall be responsible for his own site investigation, including toning for existing underground utilities, permitting, scheduling, testing and acceptance of the completed system. Any damage to existing utilities shall be repaired at the Contractor's expense and at no additional cost to the Government.

The Government will provide existing as-built drawings as available. However, the Government makes no assurance as to the accuracy and/or completeness of any provided drawings.

Limited onsite parking is available. Contractor vehicles shall not park in assigned stalls, nor in designated No Parking areas. Parked vehicles shall not impede the safe flow of traffic.

The Government will provide a storage area within AMR for use by the contractor. Materials and equipment for use on this contract may be stored in this area. Onsite storage of materials and equipment will not be allowed. At the end of each workday, all equipment and any unused materials shall be removed to the contractor's storage area. The Contractor is responsible for his own security in the storage area, as well as all worksites.

Upon completion of the work, the Contractor shall provide the Government with a signed statement by an authorized officer of the company attesting to the company's compliance with all applicable HECO standards in performance of this work.

SECTION TABLE OF CONTENTS  
DIVISION 01 - GENERAL REQUIREMENTS  
SECTION 01312  
QUALITY CONTROL SYSTEM (QCS)

PART 1 GENERAL

- 1.1 GENERAL
  - 1.1.1 Correspondence and Electronic Communications
  - 1.1.2 Other Factors
- 1.2 REFERENCES
- 1.3 QCS SOFTWARE
- 1.4 SYSTEM REQUIREMENTS
- 1.5 RELATED INFORMATION
  - 1.5.1 QCS User Guide
  - 1.5.2 Contractor Quality Control(CQC) Training
- 1.6 CONTRACT DATABASE
- 1.7 DATABASE MAINTENANCE
  - 1.7.1 Administration
    - 1.7.1.1 Contractor Information
    - 1.7.1.2 Subcontractor Information
    - 1.7.1.3 Correspondence
    - 1.7.1.4 Equipment
    - 1.7.1.5 EM 385-1-1, Corps of Engineers Safety Manual and RMS Linkage
  - 1.7.2 Finances
    - 1.7.2.1 Pay Activity Data
    - 1.7.2.2 Payment Requests
  - 1.7.3 Quality Control (QC)
    - 1.7.3.1 Daily Contractor Quality Control (CQC) Reports.
    - 1.7.3.2 Deficiency Tracking.
    - 1.7.3.3 Three-Phase Control Meetings
    - 1.7.3.4 Accident/Safety Tracking.
    - 1.7.3.5 Features of Work
    - 1.7.3.6 QC Requirements
  - 1.7.4 Submittal Management
  - 1.7.5 Schedule
  - 1.7.6 Import/Export of Data
- 1.8 IMPLEMENTATION
- 1.9 DATA SUBMISSION VIA COMPUTER DISKETTE OR CD-ROM
  - 1.9.1 File Medium
  - 1.9.2 Disk or CD-ROM Labels
  - 1.9.3 File Names
- 1.10 MONTHLY COORDINATION MEETING
- 1.11 NOTIFICATION OF NONCOMPLIANCE

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

-- End of Section Table of Contents --

SECTION 01312

QUALITY CONTROL SYSTEM (QCS)

PART 1 GENERAL

1.1 GENERAL

The Government will use the Resident Management System for Windows (RMS-W) to assist in its monitoring and administration of this contract. The Contractor shall use the Government-furnished Construction Contractor Module of RMS-Windows, referred to as QCS (QC for Quality Control), to record, maintain, and submit various information throughout the contract period. This joint Government-Contractor use of RMS-W and QCS will facilitate electronic exchange of information and overall management of the contract. QCS provides the means for the Contractor to input, track, and electronically share information with the Government in the following areas:

- Administration
- Finances
- Quality Control
- Submittal Monitoring
- Scheduling
- Import/Export of Data

1.1.1 Correspondence and Electronic Communications

For ease and speed of communications, both Government and Contractor will, to the maximum extent feasible, exchange correspondence and other documents in electronic format. Correspondence, pay requests and other documents comprising the official contract record shall also be provided in paper format, with signatures and dates where necessary. Paper documents will govern, in the event of discrepancy with the electronic version.

1.1.2 Other Factors

Particular attention is directed to Contract Clause, "Schedules for Construction Contracts", Contract Clause, "Payments", Section 01320, "Project Schedule", Section 01330, SUBMITTAL PROCEDURES, and Section 01451, CONTRACTOR QUALITY CONTROL, which have a direct relationship to the reporting to be accomplished through QCS. Also, there is no separate payment for establishing and maintaining the QCS database; all costs associated therewith shall be included in the contract pricing for the work.

1.2 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.

ENGINEERING MANUALS (EM)

EM 385-1-1

U.S. Army Corps of Engineers Safety and Health Requirement Manual

### 1.3 QCS SOFTWARE

QCS is a Windows-based program that can be run on a stand-alone personal computer or on a network. The Government will make available the QCS software to the Contractor after award of the construction contract. Prior to the Pre-Construction Conference, the Contractor shall be responsible to download, install and use the latest version of the QCS software from the Government's RMS Internet Website. Upon specific justification and request by the Contractor, the Government can provide QCS on 3-1/2" high-density diskettes or CD-ROM. Any program updates of QCS will be made available to the Contractor via the Government RMS Website as they become available.

### 1.4 SYSTEM REQUIREMENTS

The following listed hardware and software is the minimum system configuration that the Contractor shall have to run QCS:

#### **Hardware**

IBM-compatible PC with 200 MHz Pentium or higher processor

32+ MB RAM

4 GB hard drive disk space for sole use by the QCS system

3 1/2 inch high-density floppy drive

Compact disk (CD) Reader

Color monitor

Laser printer compatible with HP LaserJet III or better, with minimum 4 MB installed memory.

Connection to the Internet, minimum 28 BPS

#### **Software**

MS Windows 95 or newer version operating system (MS Windows NT 4.0 or newer is recommended)

Word Processing software compatible with MS Word 97 or newer

Internet browser

The Contractor's computer system shall be protected by virus protection software that is regularly upgraded with all issued manufacturer's updates throughout the life of the contract.

Electronic mail (E-mail) compatible with MS Outlook

### 1.5 RELATED INFORMATION

#### 1.5.1 QCS User Guide

After contract award, the Contractor shall download instructions for the installation and use of QCS from the Government RMS Internet Website; the Contractor can obtain the current address from the Government. In case of justifiable difficulties, the Government will provide the Contractor with a

CD-ROM containing these instructions.

#### 1.5.2 Contractor Quality Control(CQC) Training

The use of QCS will be discussed with the Contractor's QC System Manager during the mandatory CQC Training class.

#### 1.6 CONTRACT DATABASE

Prior to the pre-construction conference, the Government will provide the Contractor with basic contract award data to use for QCS. The Government will provide data updates to the Contractor as needed, generally by files attached to E-mail. These updates will generally consist of submittal reviews, correspondence status, QA comments, and other administrative and QA data.

#### 1.7 DATABASE MAINTENANCE

The Contracting Officer the Contractor shall establish, maintain, and update data for the contract in the QCS database at the Contractor's site office. Data updates to the Government shall be submitted by E-mail with file attachments, e.g., daily reports, schedule updates, payment requests. If permitted by the Contracting Officer, a data diskette or CD-ROM may be used instead of E-mail (see Paragraph DATA SUBMISSION VIA COMPUTER DISKETTE OR CD-ROM). The QCS database typically shall include current data on the following items:

##### 1.7.1 Administration

###### 1.7.1.1 Contractor Information

The database shall contain the Contractor's name, address, telephone numbers, management staff, and other required items. Within 14 calendar days of receipt of QCS software from the Government, the Contractor shall deliver Contractor administrative data in electronic format via E-mail.

###### 1.7.1.2 Subcontractor Information

The database shall contain the name, trade, address, phone numbers, and other required information for all subcontractors. A subcontractor must be listed separately for each trade to be performed. Each subcontractor/trade shall be assigned a unique Responsibility Code, provided in QCS. Within 14 calendar days of receipt of QCS software from the Government, the Contractor shall deliver subcontractor administrative data in electronic format via E-mail.

###### 1.7.1.3 Correspondence

All Contractor correspondence to the Government shall be identified with a serial number. Correspondence initiated by the Contractor's site office shall be prefixed with "S". Letters initiated by the Contractor's home (main) office shall be prefixed with "H". Letters shall be numbered starting from 0001. (e.g., H-0001 or S-0001). The Government's letters to the Contractor will be prefixed with "C".

###### 1.7.1.4 Equipment

The Contractor's QCS database shall contain a current list of equipment planned for use or being used on the jobsite, including the most recent and

planned equipment inspection dates.

#### 1.7.1.5 EM 385-1-1, Corps of Engineers Safety Manual and RMS Linkage

Upon request, the Contractor can obtain a copy of the current version of the Safety Manual, EM 385-1-1, on CD. Data on the CD will be accessible through QCS, or in stand-alone mode.

#### 1.7.2 Finances

##### 1.7.2.1 Pay Activity Data

The QCS database shall include a list of pay activities that the Contractor shall develop in conjunction with the construction schedule. The sum of all pay activities shall be equal to the total contract amount, including modifications. Pay activities shall be grouped by the Contract Line Item Number (CLIN), and the sum of the activities shall equal the amount of each CLIN. The total of all CLINs equals the Contract amount.

##### 1.7.2.2 Payment Requests

All progress payment requests shall be prepared using QCS. The Contractor shall complete the payment request worksheet and include it with the payment request. The work completed under the contract, measured as percent or as specific quantities, shall be updated at least monthly. After the update, the Contractor shall generate a payment request report using QCS. The Contractor shall submit the payment requests with supporting data by E-mail with file attachment(s). If permitted by the Contracting Officer, a data diskette may be used instead of E-mail. A signed paper copy of the approved payment request is also required, which shall govern in the event of discrepancy with the electronic version.

#### 1.7.3 Quality Control (QC)

QCS provides a means to track implementation of the 3-phase QC Control System, prepare daily reports, identify and track deficiencies, document progress of work, and support other contractor QC requirements. The Contractor shall maintain this data on a daily basis. Entered data will automatically output to the QCS generated daily report. The Contractor shall provide the Government a Contractor Quality Control (CQC) Plan within the time required in Section 01451, CONTRACTOR QUALITY CONTROL. Within seven calendar days of Government acceptance, the Contractor shall submit a data diskette or CD-ROM reflecting the information contained in the accepted CQC Plan: schedule, pay activities, features of work, submittal register, QC requirements, and equipment list.

##### 1.7.3.1 Daily Contractor Quality Control (CQC) Reports.

QCS includes the means to produce the Daily CQC Report. The Contractor may use other formats to record basic QC data. However, the Daily CQC Report generated by QCS shall be the Contractor's official report. Data from any supplemental reports by the Contractor shall be summarized and consolidated onto the QCS-generated Daily CQC Report. Daily CQC Reports shall be submitted as required by Section 01451, CONTRACTOR QUALITY CONTROL. Reports shall be submitted electronically to the Government using E-mail or diskette within 24 hours after the date covered by the report. Use of either mode of submittal shall be coordinated with the government representative. The Contractor shall also provide the Government a signed, printed copy of the daily CQC report.

#### 1.7.3.2 Deficiency Tracking.

The Contractor shall use QCS to track deficiencies. Deficiencies identified by the Contractor will be numerically tracked using QC punch list items. The contractor shall maintain a current log of its QC punch list items in the QCS database. The Government will log the deficiencies it has identified using its QA punch list. The Government's QA punch list items will be included in its export file to the Contractor. The Contractor shall regularly update the correction status of both QC and QA punch list items.

#### 1.7.3.3 Three-Phase Control Meetings

The Contractor shall maintain scheduled and actual dates and times of preparatory and initial control meetings in QCS.

#### 1.7.3.4 Accident/Safety Tracking.

The Government will issue safety comments, directions, or guidance whenever safety deficiencies are observed. The Government's safety comments will be included in its export file to the Contractor. The Contractor shall regularly update the correction status of the safety comments. In addition, the Contractor shall utilize QCS to advise the Government of any accidents occurring on the jobsite. This brief supplemental entry is not to be considered as a substitute for completion of mandatory reports, e.g., ENG Form 3394 and OSHA Form 200.

#### 1.7.3.5 Features of Work

The Contractor shall include a complete list of the features of work in the QCS database. A feature of work may be associated with multiple pay activities. However, each pay activity (see subparagraph "Pay Activity Data" of paragraph "Finances") will only be linked to a single feature of work.

#### 1.7.3.6 QC Requirements

The Contractor shall develop and maintain a complete list of QC testing, transferred and installed property, and user training requirements in QCS. The Contractor shall update all data on these QC requirements as work progresses, and shall promptly provide this information to the Government via QCS.

#### 1.7.4 Submittal Management

The Government will provide the initial submittal register, ENG Form 4288, SUBMITTAL REGISTER, in electronic format. Thereafter, the Contractor shall maintain a complete list of all submittals, including completion of all data columns as described in Section 01330, SUBMITTAL PROCEDURES. Dates on which submittals are received and returned by the Government will be included in its export file to the Contractor. The Contractor shall use QCS to track and transmit all submittals. ENG Form 4025, submittal transmittal form, and the submittal register update, ENG Form 4288, shall be produced using QCS. RMS-W will be used to update, store and exchange submittal registers and transmittals, but will not be used for storage of actual submittals.

#### 1.7.5 Schedule

The Contractor shall develop a construction schedule consisting of pay activities, in accordance with Section 01320, PROJECT SCHEDULE, as applicable. This schedule shall be input and maintained in the QCS database either manually or by using the Standard Data Exchange Format (SDEF) (see Section 01320 PROJECT SCHEDULE). The updated schedule data shall be included with each pay request submitted by the Contractor.

#### 1.7.6 Import/Export of Data

QCS includes the ability to export Contractor data to the Government and to import submittal register and other Government-provided data, and schedule data using SDEF.

#### 1.8 IMPLEMENTATION

Contractor use of QCS as described in the preceding paragraphs is mandatory. The Contractor shall ensure that sufficient resources are available to maintain its QCS database, and to provide the Government with regular database updates. QCS shall be an integral part of the Contractor's management of quality control.

#### 1.9 DATA SUBMISSION VIA COMPUTER DISKETTE OR CD-ROM

The Government-preferred method for Contractor's submission of updates, payment requests, correspondence and other data is by E-mail with file attachment(s). For locations where this is not feasible, the Contracting Officer may permit use of computer diskettes or CD-ROM for data transfer. Data on the disks or CDs shall be exported using the QCS built-in export function. If used, diskettes and CD-ROMs will be submitted in accordance with the following:

##### 1.9.1 File Medium

The Contractor shall submit required data on 3-1/2" double-sided high-density diskettes formatted to hold 1.44 MB of data, capable of running under Microsoft Windows 95 or newer. Alternatively, CD-ROMs may be used. They shall conform to industry standards used in the United States. All data shall be provided in English.

##### 1.9.2 Disk or CD-ROM Labels

The Contractor shall affix a permanent exterior label to each diskette and CD-ROM submitted. The label shall indicate in English, the QCS file name, full contract number, project name, project location, data date, name and telephone number of person responsible for the data.

##### 1.9.3 File Names

The Government will provide the file names to be used by the Contractor with the QCS software.

#### 1.10 MONTHLY COORDINATION MEETING

The Contractor shall update the QCS database each workday. At least monthly, the Contractor shall generate and submit an export file to the Government with schedule update and progress payment request. As required in Contract Clause "Payments", at least one week prior to submittal, the contractor shall meet with the Government representative to review the

planned progress payment data submission for errors and omissions. The contractor shall make all required corrections prior to Government acceptance of the export file and progress payment request. Payment requests accompanied by incomplete or incorrect data submittals will be returned. The Government will not process progress payments until an acceptable QCS export file is received.

#### 1.11 NOTIFICATION OF NONCOMPLIANCE

The Contracting Officer will notify the Contractor of any detected noncompliance with the requirements of this specification. The Contractor shall take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the work site, shall be deemed sufficient for the purpose of notification.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

-- End of Section --

SECTION TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01320

PROJECT SCHEDULE

PART 1 GENERAL

- 1.1 ELECTRONIC SCHEDULE REQUIREMENT
- 1.2 SUBMITTALS
- 1.3 QUALIFICATIONS

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

- 3.1 GENERAL
- 3.2 BASIS FOR PAYMENT
- 3.3 ELECTRONIC PROJECT SCHEDULE
  - 3.3.1 Use of the Critical Path Method
  - 3.3.2 Level of Detail Required
    - 3.3.2.1 Activity Durations
    - 3.3.2.2 Procurement Activities
    - 3.3.2.3 Government Activities
    - 3.3.2.4 Responsibility
    - 3.3.2.5 Work Areas
    - 3.3.2.6 Modification or Claim Number
    - 3.3.2.7 Bid Item
    - 3.3.2.8 Feature of Work
  - 3.3.3 Scheduled Project Completion
    - 3.3.3.1 Project Start Date
    - 3.3.3.2 Constraint of Last Activity
    - 3.3.3.3 Early Project Completion
  - 3.3.4 Interim Completion Dates
  - 3.3.5 Default Progress Data Disallowed
  - 3.3.6 Out-of-Sequence Progress
  - 3.3.7 Extended Non-Work Periods
  - 3.3.8 Negative Lags
- 3.4 PROJECT SCHEDULE SUBMISSIONS
  - 3.4.1 Preliminary Project Schedule Submission
  - 3.4.2 Initial Project Schedule Submission
  - 3.4.3 Periodic Schedule Updates
  - 3.4.4 Standard Activity Coding Dictionary
- 3.5 SUBMISSION REQUIREMENTS
  - 3.5.1 Data Disks
    - 3.5.1.1 File Medium
    - 3.5.1.2 Disk Label
    - 3.5.1.3 File Name
  - 3.5.2 Narrative Report
  - 3.5.3 Approved Changes Verification
  - 3.5.4 Schedule Reports

- 3.5.4.1 Activity Report
- 3.5.4.2 Logic Report
- 3.5.4.3 Total Float Report
- 3.5.4.4 Earnings Report
- 3.5.5 Network Diagram
  - 3.5.5.1 Continuous Flow
  - 3.5.5.2 Project Milestone Dates
  - 3.5.5.3 Critical Path
  - 3.5.5.4 Banding
  - 3.5.5.5 S-Curves
  - 3.5.5.6 Bar Chart
- 3.6 PERIODIC PROGRESS MEETINGS
  - 3.6.1 Meeting Attendance
  - 3.6.2 Update Submission Following Progress Meeting
  - 3.6.3 Progress Meeting Contents
    - 3.6.3.1 Start and Finish Dates
    - 3.6.3.2 Time Completion
    - 3.6.3.3 Cost Completion
    - 3.6.3.4 Logic Changes
    - 3.6.3.5 Other Changes
- 3.7 REQUESTS FOR TIME EXTENSIONS
  - 3.7.1 Justification of Delay
  - 3.7.2 Submission Requirements
  - 3.7.3 Additional Submission Requirements
- 3.8 DIRECTED CHANGES
- 3.9 OWNERSHIP OF FLOAT

-- End of Section Table of Contents --

SECTION 01320

PROJECT SCHEDULE

PART 1 GENERAL

1.1 ELECTRONIC SCHEDULE REQUIREMENT

The Project Schedule to be prepared by the Contractor shall be electronically prepared using software capable of generating a data file in the Standard Data Exchange Format (SDEF). The Project Schedule shall consist of a network analysis system as described below. In preparing this system the scheduling of Construction is the sole responsibility of the contractor. The requirement for the system is included to assure adequate planning in the execution of the work and to assist the Contracting Officer in appraising the reasonableness of the proposed schedule and evaluating progress of the work for the purposes of payment.

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. The following shall be submitted in accordance with Section 01330 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Preliminary Project Schedule; G.  
Initial Project Schedule; G.  
Periodic Schedule Updates; G.

Two copies of the schedules showing codes, values, categories, numbers, items, etc., as required.

Periodic schedule updates schedules shall be submitted together with the monthly progress payment request.

SD-06 Test Reports

Narrative Report.  
Schedule Reports.

Two copies of the reports showing numbers, descriptions, dates, float, starts, finishes, durations, sequences, etc., as required.

SD-07 Certificates

Qualifications; G.

Documentation showing qualifications of personnel preparing schedule reports.

### 1.3 QUALIFICATIONS

The Contractor shall designate an authorized representative who shall be responsible for the preparation of all required project schedule reports. This person shall have previously created and reviewed computerized schedules. Qualifications of this individual shall be submitted to the Contracting Officer for review with the Preliminary Project Schedule submission

### PART 2 PRODUCTS (Not Applicable)

### PART 3 EXECUTION

#### 3.1 GENERAL

Pursuant to the Contract Clause, SCHEDULE FOR CONSTRUCTION CONTRACTS, a Project Schedule as described below shall be prepared. The scheduling of construction shall be the responsibility of the Contractor. Contractor management personnel shall actively participate in its development. Subcontractors and suppliers working on the project shall also contribute in developing and maintaining an accurate Project Schedule. The approved Project Schedule shall be used to measure the progress of the work, to aid in evaluating time extensions, and to provide the basis of all progress payments.

#### 3.2 BASIS FOR PAYMENT

The schedule shall be the basis for measuring Contractor progress. Lack of an approved schedule or scheduling personnel shall result in an inability of the Contracting Officer to evaluate Contractor progress for the purposes of payment. Failure of the Contractor to provide all information, as specified below, shall result in the disapproval of the entire Project Schedule submission and the inability of the Contracting Officer to evaluate Contractor progress for payment purposes. In the case where Project Schedule revisions have been directed by the Contracting Officer and those revisions have not been included in the Project Schedule, then the Contracting Officer may hold retainage up to the maximum allowed by contract, each payment period, until revisions to the Project Schedule have been made.

#### 3.3 ELECTRONIC PROJECT SCHEDULE

The computer software system utilized by the Contractor to produce the Project Schedule shall be capable of providing all requirements of this specification. Failure of the Contractor to meet the requirements of this specification shall result in the disapproval of the schedule. Manually generated schedules will not be accepted.

The system noted below is capable of generating a file in the Standard Data Exchange Format (SDEF). All electronic data submittals shall be in SDEF. SDEF information is available from the Contracting Officer.

Vendor/System with SDEF support:

Primavera Systems                      PRIMAVERA PROJECT PLANNER (P3)

##### 3.3.1 Use of the Critical Path Method

The Critical Path Method (CPM) of network calculation shall be used to generate the Project Schedule. The Contractor shall provide the Project Schedule in either the Precedence Diagram Method (PDM) or the Arrow Diagram Method (ADM).

### 3.3.2 Level of Detail Required

With the exception of the preliminary schedule submission, the Project Schedule shall include an appropriate level of detail. Failure to develop or update the Project Schedule or provide data to the Contracting Officer at the appropriate level of detail, as specified by the Contracting Officer, shall result in the disapproval of the schedule. The Contracting Officer will use, but is not limited to, the following conditions to determine the appropriate level of detail to be used in the Project Schedule.

#### 3.3.2.1 Activity Durations

Contractor submissions shall follow the direction of the Contracting Officer regarding reasonable activity durations. Reasonable durations are those that allow the progress of activities to be accurately determined between payment periods (usually less than 2 percent of all non-procurement activities' Original Durations shall be greater than 20 days).

#### 3.3.2.2 Procurement Activities

Tasks related to the procurement of long lead materials or equipment shall be included as separate activities in the project schedule. Long lead materials and equipment are those materials that have a procurement cycle of over 90 days. Examples of procurement process activities include, but are not limited to: submittals, approvals, procurement, fabrication, delivery, installation, start-up, and testing.

#### 3.3.2.3 Government Activities

Government and other agency activities that could impact progress shall be shown. These activities include, but are not limited to: approvals, inspections, utility tie-in, Government Furnished Equipment (GFE) and notice to proceed for phasing requirements.

#### 3.3.2.4 Responsibility

All activities shall be identified in the project schedule by the party responsible to perform the work. Responsibility includes, but is not limited to, the subcontracting firm, contractor work force, or government agency performing a given task. The responsible party for each activity shall be identified by the Responsibility Code.

#### 3.3.2.5 Work Areas

All activities shall be identified in the project schedule by the work area in which the activity occurs. Activities shall not be allowed to cover more than one work area. The work area of each activity shall be identified by the Work Area Code.

#### 3.3.2.6 Modification or Claim Number

Any activity that is added or changed by contract modification or used to justify claimed time shall be identified by a mod or claim code that

changed the activity. Activities shall not belong to more than one modification or claim item. The modification or claim number of each activity shall be identified by the Mod or Claim Number.

#### 3.3.2.7 Bid Item

All activities shall be identified in the project schedule by the Bid Item to which the activity belongs. An activity shall not contain work in more than one bid item. The bid item for each appropriate activity shall be identified by the Bid Item Code.

#### 3.3.2.8 Feature of Work

All activities shall be identified in the project schedule according to the feature of work to which the activity belongs. Feature of work refers, but is not limited to a work breakdown structure for the project. The feature of work for each activity shall be identified by the Feature of Work Code.

#### 3.3.3 Scheduled Project Completion

The schedule interval shall extend from notice-to-proceed to the contract completion date.

##### 3.3.3.1 Project Start Date

The schedule shall start no earlier than the date that the Notice to Proceed (NTP) was acknowledged. The Contractor shall include as the first activity in the project schedule an activity called "Start Project". The "Start Project" activity shall have: a "ES" constraint, a constraint date equal to the date that the NTP was acknowledged, and a zero day duration.

##### 3.3.3.2 Constraint of Last Activity

Completion of the last activity in the schedule shall be constrained by the contract completion date. Calculation on project updates shall be such that if the early finish of the last activity falls after the contract completion date, then the float calculation shall reflect a negative float on the critical path. The Contractor shall include as the last activity in the project schedule an activity called "End Project". The "End Project" activity shall have: a "LF" constraint, a constraint date equal to the completion date for the project, and a zero day duration.

##### 3.3.3.3 Early Project Completion

In the event the project schedule shows completion of the project prior to the contract completion date, the Contractor shall identify those activities that have been accelerated and/or those activities that are scheduled in parallel to support the Contractor's "early" completion. Contractor shall specifically address each of the activities noted at every project schedule update period to assist the Contracting Officer in evaluating the Contractor's ability to actually complete prior to the contract period.

##### 3.3.4 Interim Completion Dates

Contractually specified interim completion dates shall also be constrained to show negative float if the early finish date of the last activity in that phase falls after the interim completion date.

### 3.3.5 Default Progress Data Disallowed

Actual Start and Finish dates shall not be automatically updated by default mechanisms that may be included in CPM scheduling software systems. Actual Start and Finish dates on the CPM schedule shall match those dates provided from Contractor Quality Control Reports. Failure of the Contractor to document the Actual Start and Finish dates on the Daily Quality Control report for every in-progress or completed activity and ensure that the data contained on the Daily Quality Control reports is the sole basis for schedule updating shall result in the disapproval of the Contractor's schedule and the inability of the Contracting Officer to evaluate Contractor progress for payment purposes.

### 3.3.6 Out-of-Sequence Progress

Activities that have posted progress without predecessors being completed (Out-of-Sequence Progress) will be allowed only on a case-by-case approval of the Contracting Officer. The Contracting Officer may direct that changes in schedule logic be made to correct any or all out-of-sequence work.

### 3.3.7 Extended Non-Work Periods

Designation of Holidays to account for non-work periods of over 5 days will not be allowed. Non-work periods of over 5 days shall be identified by addition of activities that represent the delays. Modifications to the logic of the project schedule shall be made to link those activities that may have been impacted by the delays to the newly added delay activities.

### 3.3.8 Negative Lags

Lag durations contained in the project schedule shall not have a negative value.

## 3.4 PROJECT SCHEDULE SUBMISSIONS

The Contractor shall provide the submissions as described below. The data disk, reports, and network diagrams required for each submission are contained in paragraph SUBMISSION REQUIREMENTS.

### 3.4.1 Preliminary Project Schedule Submission

The Preliminary Project Schedule, defining the Contractor's planned operations for the first 90 calendar days shall be submitted for approval within 20 calendar days after Notice to Proceed is acknowledged. The approved preliminary schedule shall be used for payment purposes not to exceed 90 calendar days after Notice to Proceed.

### 3.4.2 Initial Project Schedule Submission

The Initial Project Schedule shall be submitted for approval within 60 calendar days after Notice to Proceed. The schedule shall provide a reasonable sequence of activities which represent work through the entire project and shall be at a reasonable level of detail.

### 3.4.3 Periodic Schedule Updates

Based on the result of progress meetings, specified in "Periodic Progress

Meetings," the Contractor shall submit periodic schedule updates. These submissions shall enable the Contracting Officer or to assess Contractor's progress. If the Contractor fails or refuses to furnish the information and project schedule data, which in the judgement of the Contracting Officer or authorized representative, is necessary for verifying the contractor's progress, the Contractor shall be deemed not to have provided an estimate upon which progress payment may be made.

#### 3.4.4 Standard Activity Coding Dictionary

The Contractor shall submit, with the Initial Project Schedule, a coding scheme that shall be used throughout the project for all activity codes contained in the schedule. The coding scheme submitted shall list the values for each activity code category and translate those values into project specific designations. For example, a Responsibility Code Value, "ELE", may be identified as "Electrical Subcontractor." Activity code values shall represent the same information throughout the duration of the contract. Once accepted with the Initial Project Schedule submission, changes to the activity coding scheme must be accepted by the Contracting Officer.

#### 3.5 SUBMISSION REQUIREMENTS

The following items shall be submitted by the Contractor for the initial submission, and every periodic project schedule update throughout the life of the project:

##### 3.5.1 Data Disks

Two data disks or two sets of data disks containing the project schedule shall be provided. Data on the disks shall be in the Standard Data Exchange Format (SDEF), in accordance with ER-1-1-11, PROGRESS, SCHEDULES, AND NETWORK ANALYSIS SYSTEMS, Appendix A, Standard Data Exchange Format Specification (attached at the end of this Project Schedule specification.

##### 3.5.1.1 File Medium

Required data shall be submitted on 3.5-inch disks, formatted to hold 1.44 MB of data, under the MS-Windows operating system.

##### 3.5.1.2 Disk Label

A permanent exterior label shall be affixed to each disk submitted. The label shall indicate the type of schedule (Initial, Update, or Change), full contract number, project name, project location, data date, name and telephone number or person responsible for the schedule, and the operating system and version used to format the disk.

##### 3.5.1.3 File Name

Each file submitted shall have a name related to either the schedule data date, project name, or contract number. The Contractor shall develop a naming convention that will ensure that the names of the files submitted are unique. The Contractor shall submit the file naming convention to the Contracting Officer for approval.

##### 3.5.2 Narrative Report

A Narrative Report shall be provided with each update of the project

schedule. This report shall be provided as the basis of the Contractor's progress payment request. The Narrative Report shall include: a description of activities along the critical path(s), a description of current and anticipated problem areas or delaying factors and their impact, and an explanation of corrective actions taken.

### 3.5.3 Approved Changes Verification

Only project schedule changes that have been previously approved by the Contracting Officer shall be included in the schedule submission. The Narrative Report shall specifically reference, on an activity by activity basis, all changes made since the previous period and relate each change to documented, approved schedule changes.

### 3.5.4 Schedule Reports

The format for each activity for the schedule reports listed below shall contain: Activity Numbers, Activity Description, Original Duration, Remaining Duration, Early Start Date, Early Finish Date, Late Start Date, Late Finish Date, Total Float. Actual Start and Actual Finish Dates shall be printed for those activities in progress or completed.

#### 3.5.4.1 Activity Report

A list of all activities sorted according to activity number and then sorted according to Early Start Date. For completed activities the Actual Start Date shall be used as the secondary sort.

#### 3.5.4.2 Logic Report

A list of Preceding and Succeeding activities for every activity in ascending order by activity number and then sorted according to Early Start Date. For completed activities the Actual Start Date shall be used as the secondary sort.

#### 3.5.4.3 Total Float Report

A list of all activities sorted in ascending order of total float. Activities which have the same amount of total float shall be listed in ascending order of Early Start Dates.

#### 3.5.4.4 Earnings Report

A compilation of the Contractor's Total Earnings on the project from the Notice to Proceed until the most recent Monthly Progress Meeting. This report shall reflect the Earnings of specific activities based on the agreements made in the field and approved between the Contractor and Contracting Officer at the most recent Monthly Progress Meeting. Provided that the Contractor has provided a complete schedule update, this report shall serve as the basis of determining Contractor Payment. Activities shall be grouped by bid item and sorted by activity numbers. This report shall: sum all activities in a bid item and provide a bid item percent; and complete and sum all bid items to provide a total project percent complete. The printed report shall contain, for each activity: Activity Number or "i-node" and "j-node", Activity Description, Original Budgeted Amount, Total Quantity, Quantity to Date, Percent Complete (based on cost), Earnings to Date.

### 3.5.5 Network Diagram

The network diagram shall be required on the initial schedule submission and on monthly schedule update submissions. The network diagram shall depict and display the order and interdependence of activities and the sequence in which the work is to be accomplished. The activity or event number, description, duration, and estimated earned value shall be shown on the diagram. The Contracting Officer will use, but is not limited to, the following conditions to review compliance with this paragraph:

#### 3.5.5.1 Continuous Flow

Diagrams shall show a continuous flow from left to right with no arrows from right to left. The activity or event number, description, duration, and estimated earned value shall be shown on the diagram.

#### 3.5.5.2 Project Milestone Dates

Dates shall be shown on the diagram for start of project, any contract required interim completion dates, and contract completion dates.

#### 3.5.5.3 Critical Path

The critical path shall be clearly shown.

#### 3.5.5.4 Banding

Activities shall be grouped to assist in the understanding of the activity sequence. Typically, this flow will group activities by category of work, work area and/or responsibility.

#### 3.5.5.5 S-Curves

A graph of anticipated earnings (S-Curves) showing cumulative earnings for the duration of the project. The vertical scale shall show earnings/percent complete from 0%-100%. The horizontal scale shall be a time scale showing the calendar months of the project. Three curves shall be plotted on the same graph; the earnings/percent complete based on early finish dates; the earnings/percent complete based on late finish dates; the actual earnings/percent complete to date.

#### 3.5.5.6 Bar Chart

A bar chart covering the previous month's activities and progress, and the planned activities over 3 months projected into the future. The chart shall also include actual and anticipated earnings.

### 3.6 PERIODIC PROGRESS MEETINGS

Progress meetings to discuss payment shall include a monthly onsite meeting or other regular intervals mutually agreed to at the preconstruction conference. During this meeting the Contractor shall describe, on an activity by activity basis, all proposed revisions and adjustments to the project schedule required to reflect the current status of the project. The Contracting Officer will approve activity progress, proposed revisions, and adjustments as appropriate.

#### 3.6.1 Meeting Attendance

The Contractor's Project Manager and Scheduler shall attend the regular

progress meeting.

### 3.6.2 Update Submission Following Progress Meeting

A complete update of the project schedule containing all approved progress, revisions, and adjustments, based on the regular progress meeting, shall be submitted not later than 4 working days after the monthly progress meeting.

### 3.6.3 Progress Meeting Contents

Update information, including Actual Start Dates, Actual Finish Dates, Remaining Durations, and Cost-to-Date shall be subject to the approval of the Contracting Officer. The following is a minimum set of items which the Contractor shall address, on an activity by activity basis, during each progress meeting.

#### 3.6.3.1 Start and Finish Dates

The Actual Start and Actual Finish dates for each activity currently in-progress or completed activities.

#### 3.6.3.2 Time Completion

The estimated Remaining Duration for each activity in-progress. Time-based progress calculations must be based on Remaining Duration for each activity.

#### 3.6.3.3 Cost Completion

The earnings for each activity started. Payment will be based on earnings for each in-progress or completed activity. Payment for individual activities will not be made for work that contains quality defects. A portion of the overall project amount may be retained based on delays of activities.

#### 3.6.3.4 Logic Changes

All logic changes pertaining to Notice to Proceed on change orders, change orders to be incorporated into the schedule, contractor proposed changes in work sequence, corrections to schedule logic for out-of-sequence progress, lag durations, and other changes that have been made pursuant to contract provisions shall be specifically identified and discussed.

#### 3.6.3.5 Other Changes

Other changes required due to delays in completion of any activity or group of activities include: 1) delays beyond the Contractor's control, such as strikes and unusual weather. 2) delays encountered due to submittals, Government Activities, deliveries or work stoppages which make re-planning the work necessary, and 3) a schedule which does not represent the actual prosecution and progress of the work.

### 3.7 REQUESTS FOR TIME EXTENSIONS

In the event the Contractor requests an extension of the contract completion date, he shall furnish such justification, project schedule data and supporting evidence as the Contracting Officer may deem necessary for a determination as to whether or not the Contractor is entitled to an extension of time under the provisions of the contract. Submission of proof of delay, based on revised activity logic, duration, and costs

(updated to the specific date that the delay occurred) is obligatory to any approvals.

### 3.7.1 Justification of Delay

The project schedule shall clearly display that the Contractor has used, in full, all the float time available for the work involved with this request.

The Contracting Officer's determination as to the number of allowable days of contract extension shall be based upon the project schedule updates in effect for the time period in question, and other factual information. Actual delays that are found to be caused by the Contractor's own actions, which result in the extension of the schedule, will not be a cause for a time extension to the contract completion date.

### 3.7.2 Submission Requirements

The Contractor shall submit a justification for each request for a change in the contract completion date of under 2 weeks based upon the most recent schedule update at the time of the Notice to Proceed or constructive direction issued for the change. Such a request shall be in accordance with the requirements of other appropriate Contract Clauses and shall include, as a minimum:

- a. A list of affected activities, with their associated project schedule activity number.
- b. A brief explanation of the causes of the change.
- c. An analysis of the overall impact of the changes proposed.
- d. A sub-network of the affected area.

Activities impacted in each justification for change shall be identified by a unique activity code contained in the required data file.

### 3.7.3 Additional Submission Requirements

For any requested time extension of over 2 weeks, the Contracting Officer may request an interim update with revised activities for a specific change request. The Contractor shall provide this disk within 4 days of the Contracting Officer's request.

## 3.8 DIRECTED CHANGES

If Notice to Proceed (NTP) is issued for changes prior to settlement of price and/or time, the Contractor shall submit proposed schedule revisions to the Contracting Officer within 2 weeks of the NTP being issued. The proposed revisions to the schedule will be approved by the Contracting Officer prior to inclusion of those changes within the project schedule. If the Contractor fails to submit the proposed revisions, the Contracting Officer may furnish the Contractor suggested revisions to the project schedule. The Contractor shall include these revisions in the project schedule until revisions are submitted, and final changes and impacts have been negotiated. If the Contractor has any objections to the revisions furnished by the Contracting Officer, the Contractor shall advise the Contracting Officer within 2 weeks of receipt of the revisions. Regardless of the objections, the Contractor shall continue to update the schedule with the Contracting Officer's revisions until a mutual agreement in the revisions is reached. If the Contractor fails to submit alternative

revisions within 2 weeks of receipt of the Contracting Officer's proposed revisions, the Contractor will be deemed to have concurred with the Contracting Officer's proposed revisions. The proposed revisions will then be the basis for an equitable adjustment for performance of the work.

### 3.9 OWNERSHIP OF FLOAT

Float available in the schedule, at any time, shall not be considered for the exclusive use of either the Government or the Contractor.

-- End of Section --

SECTION TABLE OF CONTENTS  
DIVISION 01 - GENERAL REQUIREMENTS  
SECTION 01330  
SUBMITTAL PROCEDURES

PART 1 GENERAL

- 1.1 SUBMITTAL IDENTIFICATION
- 1.2 SUBMITTAL CLASSIFICATION
  - 1.2.1 Government Approved
  - 1.2.2 Information Only
- 1.3 APPROVED SUBMITTALS
- 1.4 DISAPPROVED SUBMITTALS
- 1.5 WITHHOLDING OF PAYMENT
- 1.6 SUBMITTALS

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

- 3.1 GENERAL
- 3.2 SUBMITTAL REGISTER
- 3.3 SCHEDULING
- 3.4 TRANSMITTAL FORM (ENG FORM 4025)
  - 3.4.1 USE
  - 3.4.2 NUMBERING
- 3.5 SUBMITTAL PROCEDURE
  - 3.5.1 Procedures
  - 3.5.2 Deviations
- 3.6 COORDINATION OF LAYOUTS
- 3.7 CONTROL OF SUBMITTALS
  - 3.7.1 Monthly Updates of Submittal Register
- 3.8 GOVERNMENT APPROVED SUBMITTALS
- 3.9 INFORMATION ONLY SUBMITTALS
- 3.10 STAMPS

-- End of Section Table of Contents --

SECTION 01330

SUBMITTAL PROCEDURES

PART 1 GENERAL

1.1 SUBMITTAL IDENTIFICATION

Submittals required are identified by SD numbers and titles as follows:

SD-01 Preconstruction Submittals

Project Schedule.  
Submittal Register.  
Safety Plan.  
Construction Quality Control Plan.  
Environmental Control Plan.  
Waste Management Plan.

SD-06 Test Reports

Report signed by an authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been tested in accord with the specified requirements. (Testing must have been within three years of date of contract award for the project, unless otherwise specified.)  
Report which includes findings of a test required to be performed by the contractor on an actual portion of the work or prototype prepared for the project before shipment to the job site.  
Report which includes findings of a test made at the job site or on a sample taken from the job site, on portion of work during or after installation.  
Investigation reports.  
Final testing and acceptance reports.

SD-07 Certificates

Statements signed by a responsible official of the company that manufactured a product, system or material attesting that product, system or material meets the specified requirements. Must be dated after award of the project contract, clearly name the project and identify the product, system or material being certified, including the specified required being met.  
Documentation required of the Contractor, or of a supplier, installer or subcontractor through the contractor, the purpose of which is to verify the orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications.

1.2 SUBMITTAL CLASSIFICATION

Submittals are classified as follows:

1.2.1 Government Approved

Governmental approval is required for extensions of design, critical

materials, deviations, equipment whose compatibility with the entire system must be checked, and other items as designated by the Contracting Officer. Within the terms of the Contract Clause entitled "Specifications and Drawings for Construction," they are considered to be "shop drawings."

#### 1.2.2 Information Only

All submittals not requiring Government approval will be for information only. They are not considered to be "shop drawings" within the terms of the Contract Clause referred to above.

#### 1.3 APPROVED SUBMITTALS

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

#### 1.4 DISAPPROVED SUBMITTALS

The Contractor shall make all corrections required by the Contracting Officer and promptly furnish a corrected submittal in the form and number of copies specified for the initial submittal. If the Contractor considers any correction indicated on the submittals to constitute a change to the contract, a notice in accordance with the Contract Clause "Changes" shall be given promptly to the Contracting Officer.

#### 1.5 WITHHOLDING OF PAYMENT

Payment for materials incorporated in the work will not be made if required approvals have not been obtained and/or complete, satisfactory "FIO" submittals have not been received by the Government.

#### 1.6 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. The following shall be submitted in accordance with this Section.

##### SD-01 Preconstruction Submittals

Submittal Register (ENG Form 4288); G.  
Monthly updates (ENG form 4288)

Four copies of the completed ENG Form 4288.

Two copies of the monthly update as specified shall be submitted together with the monthly progress payment requests.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

### 3.1 GENERAL

The Contractor shall make submittals as required by the specifications. The Contracting Officer may request submittals in addition to those specified when deemed necessary to adequately describe the work covered in the respective sections. Units of weights and measures used on all submittals shall be the same as those used in the contract drawings. Each submittal shall be complete and in sufficient detail to allow ready determination of compliance with contract requirements. Prior to submittal, all items shall be checked and approved by the Contractor's Quality Control (CQC) representative and each item shall be stamped, signed, and dated by the CQC representative indicating action taken. Proposed deviations from the contract requirements shall be clearly identified. Submittals shall include items such as: Contractor's, manufacturer's, or fabricator's drawings; descriptive literature including (but not limited to) catalog cuts, diagrams, operating charts or curves; test reports; test cylinders; samples; O&M manuals (including parts list); certifications; warranties; and other such required submittals. Submittals requiring Government approval shall be scheduled and made prior to the acquisition of the material or equipment covered thereby. Samples remaining upon completion of the work shall be picked up and disposed of in accordance with manufacturer's Material Safety Data Sheets (MSDS) and in compliance with existing laws and regulations.

### 3.2 SUBMITTAL REGISTER

At the end of this section is one set of Submittal Forms listing items of equipment and materials for which submittals are required by the specifications; this list may not be all inclusive and additional submittals may be required. The Contractor shall use the government-provided software, QCS (see Section 01312), to create the ENG Form 4288. The Contractor is responsible for completing the columns labeled: Activity Number, Transmittal Number, and Contract Schedule Dates on the submittal register form. The completed Submittal Register shall be submitted to the Contracting Officer for approval within 30 calendar days after Notice to Proceed. The submit dates and need dates in the submittal register shall be coordinated with the dates in the Contractor's progress schedule. Updates to the Submittal Register showing the Contractor action codes and actual submittal dates with Government action codes and action dates shall be submitted monthly together with the monthly payment request, or until all submittals have been satisfactory completed. When the progress schedule is revised, the submittal register shall also be revised and both resubmitted for approval. The approval submittal register will serve as a scheduling document for submittals and will be used to control submittal actions throughout the contract period.

### 3.3 SCHEDULING

Submittals covering component items forming a system or items that are interrelated shall be scheduled to be coordinated and submitted concurrently. Certifications to be submitted with the pertinent drawings shall be so scheduled. Adequate time (a minimum of 30 calendar days exclusive of mailing time) shall be allowed and shown on the register for review and approval. No delay damages or time extensions will be allowed for time lost in incorrect, incomplete and/or late submittals. An additional 15 calendar days shall be allowed and shown on the register for review and approval of submittals for food service equipment, fire sprinkler and fire alarm systems, and refrigeration and HVAC control systems.

### 3.4 TRANSMITTAL FORM (ENG FORM 4025)

The sample transmittal form (ENG Form 4025) attached to this section shall be used for submitting both Government approved and information only submittals in accordance with the instructions on the reverse side of the form. These forms will be furnished to the Contractor. This form shall be properly completed by filling out all the heading blank spaces and identifying each item submitted. Special care shall be exercised to ensure proper listing of the specification paragraph and/or sheet number of the contract drawings pertinent to the data submitted for each item.

#### 3.4.1 USE

A transmittal form (ENG Form 4025) shall be used for submitting both Government approved and information only submittals. The Contractor shall use the government provided software, QCS (see Section 01312), to create the Eng Form 4025. A separate transmittal form shall be used for each specification section. This form shall be properly completed by filling out all the heading blank spaces and identifying each item submitted. Special care shall be exercised to ensure proper listing of the specification paragraph and/or sheet number the contract drawings pertinent to the date submitted or each item.

#### 3.4.2 NUMBERING

Transmittals shall be numbered. The transmittal number shall consist of 2 parts, the specification number and the sequence number, e.g. 01330-001. Each specification section shall begin with the sequence number, 001. Resubmittals shall be identified by a decimal number appended to the original transmittal number, e.g. 01330-001.1, shall identify resubmittals.

### 3.5 SUBMITTAL PROCEDURE

Submittals shall be made as follows:

#### 3.5.1 Procedures

The Contractor shall establish procedures for purchasing materials and equipment, subcontracting, and processing of shop drawings, outlining the responsibilities at each level to insure that adequate review and approval, timely delivery, verification of procedures and proper storage are provided. Delays in the review and approval process shall not be given consideration for a time extension or additional cost, when such delays are the result of the Contractor's late submittal or failure to provide proper submittals; or make corrections in compliance with the contract documents or the Contracting Officer's comments; or provide a resubmittal because of an unacceptable original submittal.

Submittals to the Contracting Officer are required in the number of copies identified in paragraphs 3.7 and 3.8 and shall be submitted to:

U.S. Army Corps of Engineer District, Honolulu  
Fort Shafter Resident Office  
Bldg 230  
Fort Shafter, Hawaii 96858-5440

#### 3.5.2 Deviations

a. For submittals which include proposed deviations requested by the Contractor, the column "variation" of ENG Form 4025 shall be checked. The Contractor shall set forth in writing the reason for any deviations and annotate such deviations on the submittal. The Government reserves the right to rescind inadvertent approval of submittals containing unnoted deviations.

b. In cases where "trade names or equal" are used in the plans and/or Technical Specifications, any "equal" substitution by the Contractor is considered a variance and will require the Government's approval. Approval action by the Contracting Officer will not relieve the Contractor of his quality control responsibility and compliance with the contract, except for those specific portions of the submittal which clearly highlight the departures from the contract, and which are brought to the attention of the Government. The Contractor shall be responsible for all corrective actions, when submittals containing provisions of non-compliance with the contract are not specifically brought to the Government's attention. Any associated cost or time loss from such corrective actions shall not be made subject to a claim against the Government.

c. Variations from the contract requirements may require an appropriate contract modification prior to acceptance by the Government; however, such pending action shall not be a basis of claim for time or additional cost against the Government, since the Contractor still has the option to comply with the original contract requirements. If the variation is of a minor nature and does not affect a change in cost or time of performance, a modification may not be issued. All variations shall meet the standards set by the contract documents.

### 3.6 COORDINATION OF LAYOUTS

The Contractor Quality Control (CQC) organization is responsible for insuring that the shop drawings and submittals of the different trades are coordinated in order that space conflicts during installation/construction of mechanical, electrical, architectural, civil, structural and other items of work are avoided. The Contractor shall be required to prepare/develop coordinated working layout drawings prior to commencement of any feature of work, at any contractor tier, unless otherwise directed by the Contracting Officer. These layout drawings shall be reviewed and certified by the CQC organization prior to the start of work in any area. The CQC shall insure that layout drawings indicate all necessary features of work, providing for a coordinated arrangement of the various installations, giving full consideration for access to installed equipment/systems and the future maintenance of these items. Interference between equipment and systems or construction materials which cannot be resolved between Contractor and subcontracting tiers shall be resolved by the Contracting Officer at no additional cost to the Government, if it is determined that adequate space was available and installations could have been accommodated within the designated construction area through properly coordinated layout drawings. One (1) CQC certified copy of all layout drawings shall be available for Government's review five (5) working days prior to scheduled commencement of the work. Submission shall be made upon Government's request.

### 3.7 CONTROL OF SUBMITTALS

The Contractor shall carefully control his procurement operations to ensure that each individual submittal is made on or before the Contractor scheduled submittal date shown on the approved "Submittal Register."

### 3.7.1 Monthly Updates of Submittal Register

Monthly updates of the initially accepted Submittal Registers, ENG Form 4288, shall be submitted in duplicate at the time the monthly progress payment is requested and be current to within one (1) week of the date of submission. When a monthly payment is not being requested, the update shall be submitted on the 15th of each month or the workday closest to the 15th. If the Contractor fails to provide the Government acceptable initial submittal registers or monthly updates within the specified time frames, the Government may issue a stop work order and/or withhold a portion of pending progress payments due to non-performance. Any resulting cost or time loss to the Contractor due to such Government action shall not be subject to a claim for the time extensions, additional cost or for damages by the Contractor. Furnishing of the submittal registers by the Contractor and subsequent review/acceptance by the Government do not relieve the Contractor of the obligation to comply with all of the contract submittal requirements; for example, even if a required submittal was not originally listed on the initial register accepted by the Government, the Contractor will still be responsible for providing such submittal in accordance with the contract. The following shall be provided on the monthly updates to the initially accepted schedule:

- a. Activity No., Transmittal No., and entries under other columns, as appropriate.
- b. Distinguish those submittals which are VARIANCES, as appropriate.
- c. Furnish a separate LISTING of required SUBMITTALS, together with the Government's review comments, and appropriate Contractor's status report on pending resubmittal actions.
- d. Furnish a separate LISTING of SUBMITTALS provided by the Contractor to the Government; and another separate LISTING of SUBMITTALS returned by the Government to the Contractor, for the particular month the update is furnished.

### 3.8 GOVERNMENT APPROVED SUBMITTALS

Upon completion of review of submittals requiring Government approval, the submittals will be identified as having received approval by being so stamped and dated. 3 copies of the submittal will be retained by the Contracting Officer and 1 copy of the submittal will be returned to the Contractor.

### 3.9 INFORMATION ONLY SUBMITTALS

Submittals provided For Information Only (FIO) to the Government shall be submitted in three (3) copies, including resubmittals. Normally submittals for information only will not be returned. Approval of the Contracting Officer is not required on information only submittals. The Government reserves the right to require the Contractor to resubmit any item found not to comply with the contract. This does not relieve the Contractor from the obligation to furnish material conforming to the plans and specifications; will not prevent the Contracting Officer from requiring removal and replacement of nonconforming material incorporated in the work; and does not relieve the Contractor of the requirement to furnish samples for testing by the Government laboratory or for check testing by the Government in those instances where the technical specifications so prescribe.

3.10 STAMPS

Stamps used by the Contractor on the submittal data to certify that the submittal meets contract requirements shall be similar to the following:

<p>CONTRACTOR</p> <p>(Firm Name)</p> <p>_____ I hereby certify that the (material) (equipment) (article) shown and marked in this submittal and proposed to be incorporated in Contract No. (DACA83- - - ), is in compliance with the contract drawings and specifications, can be installed in the allocated spaces, and is approved for use.</p> <p>SIGNATURE: _____</p> <p>TITLE: _____</p> <p>DATE: _____</p>
--

-- End Of Section --

# SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION FY03 FHMA H-65 Install Electrical Secondary Distribution						CONTRACTOR											
ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH	GOVT CLASSIFICATION	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION		APPROVING AUTHORITY				MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS	
						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE			DATE OF ACTION
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01320	SD-01 Preconstruction Submittals														
			Preliminary Project Schedule														
			Initial Project Schedule														
			Periodic Schedule Updates														
			SD-06 Test Reports														
			Narrative Report														
			Schedule Reports														
			SD-07 Certificates														
			Qualifications														
		01330	SD-01 Preconstruction Submittals														
			Submittal Register (ENG Form 4288); G.														
			Monthly updates (ENG form 4288)														
		01430	SD-06 Test Reports														
			Environmental Protection Plan		G												
		01780	SD-02 Shop Drawings														
			As-Built Drawings														
			SD-03 Product Data														
			As-Built Record of Equipment and Materials														
			Warranty Management Plan														
			Warranty Tags														
			Final Clean-Up														
		01900	SD-01 Preconstruction Submittals														
			Organization Plan		G												
			Accident Prevention Plan		G												

# SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION						CONTRACTOR											
FY03 FHMA H-65 Install Electrical Secondary Distribution																	
ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH	GOVT CLASSIFICATION REVIEWER	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION		APPROVING AUTHORITY				MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS	
						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE			DATE OF ACTION
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01900	Activity Hazard Analyses		G												
			SD-03 Product Data														
			Equipment Data														
			Recovered Material Report														
			SD-06 Test Reports														
			Inspection of Existing Conditions														
			Dust Control		G												
			Excavation/Trenching Clearance														
			Condition of Contractor's Operation or Storage Area														
			SD-07 Certificates														
			Products Containing Recovered Materials														



## INSTRUCTIONS

1. Section I will be initiated by the Contractor in the required number of copies.
2. Each transmittal shall be numbered consecutively in the space provided for "Transmittal No." This number, in addition to the contract number, will form a serial number for identifying each submittal. For new submittals or resubmittals mark the appropriate box; on resubmittals, insert transmittal number of last submission as well as the new submittal number.
3. The "Item No." will be the same "Item No." as indicated on ENG FORM 4288-R for each entry on this form.
4. Submittals requiring expeditious handling will be submitted on a separate form.
5. Separate transmittal form will be used for submittals under separate sections of the specifications.
6. A check shall be placed in the "Variation" column when a submittal is not in accordance with the plans and specifications -- also, a written statement to that effect shall be included in the space provided for "Remarks."
7. Form is self-transmittal, letter of transmittal is not required.
8. When a sample of material or Manufacturer's Certificate of Compliance is transmitted, indicate "Sample" or "Certificate" in column c, Section I.
9. U.S. Army Corps of Engineers approving authority will assign action codes as indicated below in space provided in Section I, column i, to each item submitted. In addition they will ensure enclosures are indicated and attached to the form prior to return to the contractor. The Contractor will assign action codes as indicated below in Section I, column g, to each item submitted.

### THE FOLLOWING ACTION CODES ARE GIVEN TO ITEMS SUBMITTED

- |      |  |       |   |
|------|--|-------|---|
| A -- | Approved as submitted.   | E --  | Disapproved (See attached).   |
| B -- | Approved, except as noted on drawings.   | F --  | Receipt acknowledged.   |
| C -- | Approved, except as noted on drawings.<br>Refer to attached sheet resubmission required. | FX -- | Receipt acknowledged, does not comply as<br>noted with contract requirements. |
| D -- | Will be returned by separate correspondence.   | G --  | Other (Specify)   |

10. Approval of items does not relieve the contractor from complying with all the requirements of the contract plans and specifications.

(Reverse of ENG Form 4025-R)

**STANDARD DATA EXCHANGE FORMAT SPECIFICATION****PART 1- GENERAL**

**1. Application of This Provision:** The Standard Data Exchange Format (SDEF) provides a non-proprietary protocol to exchange project planning and progress data between scheduling systems.

**2. File Type and Format:** The data file shall consist of a 132 character, freed format, "ASCII" file. Text shall be left-justified and numbers shall be right-justified in each field. Data records must conform, exactly, to the sequence, column position, maximum length, mandatory values, and field definitions described below to comply with the SDEF. Unless specifically stated, all numbers shall be whole numbers. Fields containing numbers shall not be zero filled. All data columns shall be separated by a single blank column. The file shall not contain blank lines.

**3. Usage Notes:** Where appropriate, notes regarding proper usage of systems to support the SDEF have been included in brackets ( [ ] ). These notes are included to assist users in creating SDEF-compatible files, given the variety of software systems that support the SDEF.

**4. Recommended Systems:** Several systems have been tested to determine the accuracy of importing and exporting SDEF files. For information on the current list of recommended systems, please contact Mr. Stan Green at HQUSACE, (202) 761-0206. Although the currently listed system have been tested other systems may also be acceptable provided those systems correctly import and export SDEF files.

**5. SDEF Checker Program:** A program that checks whether a file meets the SDEF is available free of charge. A copy of this program may be obtained by written request to: U.S. Army Corps of Engineers, ATTN: Mr. Bill East (CECER-FFA), P.O. Box 9005, Champaign, IL 61826-90005. A description of the SDEF Checker is also available on the Internet and CivilNet.

**PART 2- SDEF SPECIFICATION**

**6. SDEF Organization:** The SDEF shall consist of the following records provided in the exact sequence shown below:

15 Jun 95

## Paragraph Record

<u>Reference</u>	<u>Description</u>	<u>Remarks</u>
6.a	Volume Record	Mandatory First Line of File
6.b	Project Record	Mandatory Second Line of File
6.c	Calendar Record(s)	Mandatory One Record Minimum
6.d	Holiday Record(s)	Mandatory if Holidays Used
6.e	Activity Record(s)	Mandatory Records
6.f	Precedence Record(s)	Mandatory for Precedence
6.g	Unit Cost Record(s)	Mandatory for Unit Costs
6.h	Progress Record(s)	Mandatory Records
6.i	File End Record	Mandatory Last Line of Disk/File

**6.a. Volume Record:** The Volume Record shall be used to control the transfer of data that may not fit on a single disk. The first line in every file used to store SDEF data shall be the Volume Record. The Volume Record shall sequentially identify the number of the data transfer disk(s). The Volume Record shall have the following format:

<u>Description</u>	<u>Column Position</u>	<u>Max. Len.</u>	<u>Req. Value</u>	<u>Type</u>	<u>Notes</u>
RECORD IDENTIFIER	1 - 4	4	VOLM	Fixed	Filled
DISK NUMBER	6 - 7	2	√	Number	Right Justified

6.a.(1) The RECORD IDENTIFIER is the first four characters of this record. The required value for this field shall be "VOLM". The VOLM record must appear on the first line of the SDEF data file.

6.a.(2) The DISK NUMBER field shall identify the number of the data disk used to store the data exchange information. If all data may be contained on a single disk, this field shall contain the value of "1". If more disks are required, then the second disk shall contain the value "2", the third disk shall be designated with a "3", and so on. Identification of the last data disk is accomplished in the Reject End Record.

**6.b. Project Record:** The Project Identifier Record shall contain general project information. Because more than one SDEF file may be required for data transfer between large projects, the PROJ record shall be the second line of the first SDEF file transferred. The PROJ record shall contain information in the following format:

15 Jun 95

<u>Description</u>	<u>Column Position</u>	<u>Max. Len.</u>	<u>Req. Value</u>	<u>Type</u>	<u>Notes</u>
RECORD IDENTIFIER	1- 4	4	PROJ	Fixed	Filled
DATA DATE	6- 12	7	√	ddmmyy	Filled
PROJECT IDENTIFIER	14-17	4	√	Alpha.	Left Justified
PROJECT NAME	19-66	48	√	Alpha.	Left Justified
CONTRACTOR NAME	68-103	36	√	Alpha.	Left Justified
ARROW OR PRECEDENCE	105-105	1	A,P	Fixed	Filled
CONTRACT NUMBER	107-112	6	√	Alpha.	Left Justified
PROJECT START	114-120	7	√	ddmmyy	Filled
PROJECT END	122-128	7	√	ddmmyy	Filled

6.b.(1) The RECORD IDENTIFIER is the first four characters of this record. The required value for this field shall be "PROJ". This record shall contain the general project information and indicates which scheduling method shall be used.

6.b.(2) The DATA DATE is the date of the schedule calculation. The abbreviation "ddmmyy" refers to a date format that shall translate a date into two numbers for the day, three letters for the month, and two numbers for the year. For example, March 1, 1999 shall be translated into 01Mar99. This same convention for date formats shall be used throughout the entire data format. To ensure that dates are translated consistently, the following abbreviations shall be used for the three character month code:

Abbreviation Month

JAN	January
FEB	February
MAR	March
APR	April
MAY	May
JUN	June
JUL	July
AUG	August
SEP	September
OCT	October
NOV	November
DEC	December

15 Jun 95

6.b.(3) The PROJECT IDENTIFIER is a maximum four character abbreviation for the schedule. These four characters shall be used to uniquely identify the project and specific update as agreed upon by Contractor and Contracting Officer. When utilizing scheduling software these four characters shall be used to select the project. Software manufacturers shall provide information to users to ensure that data importing programs do not automatically overwrite other schedules with the same PROJECT IDENTIFIER.

6.b.(4) The PROJECT NAME field shall contain the name and location of the project edited to fit the space provided. The data appearing here shall appear on scheduling software reports. The abbreviation "Alpha." refers to an "Alphanumeric" field value and shall be used throughout the remainder of this specification.

6.b.(5) The CONTRACTOR NAME field shall contain the Construction Contractor's name, edited to fit the space provided.

6.b.(6) The ARROW OR PRECEDENCE field shall indicate which method shall be used for calculation of the schedule. The value "A" shall signify the Arrow Diagramming Method. The value "P" shall signify the Precedence Diagramming Method. The ACTIVITY ID field of the Activity Record shall be interpreted differently depending on the value of this field. The Precedence Record shall be required if the value of this field is "P". [Usage note: software systems may not support both arrow and precedence diagramming. It is recommended that the selection of the type of network be based on the capabilities of the software used by project partners.]

6.b.(7) The CONTRACT NUMBER field shall contain the contract number for the project. For example, the construction contract number DACA85-89-C-0001 shall be entered into this field as "890001".

6.b.(8) The PROJECT START field shall contain the date that the Contractor acknowledges the Notice to Proceed (NTP). [Usage note: Software systems may use a project start date to constrain the first activity of a network. To ensure consistent scheduling calculations across products, it is recommended that the first activity in the schedule contain an EARLY START constraint and a software system's PROJECT START date only be used to report on the project's start date.]

6.b.(9) The PROJECT END field shall contain the date that the Contractor plans to complete the work as approved by the Contracting Officer. [Usage note: software systems may use a project end date to constrain the last activity of a network. To ensure consistent scheduling calculations across products, it is recommended that the last activity in the schedule contain an EARLY START constraint and a software system's PROJECT END date only be used to report on the project's end date.]

**6.c. Calendar Record:** The Calendar Record(s) shall follow the Project Identifier Record in the first disk of data transferred. A minimum of one Calendar Record shall be required for all data exchange activity files. The format for the Calendar Record shall be as follows:

15 Jun 95

<u>Description</u>	<u>Column Position</u>	<u>Max. Len.</u>	<u>Req. Value</u>	<u>Type</u>	<u>Notes</u>
RECORD IDENTIFIER	1 - 4	4	CLDR	Fixed	Filled
CALENDAR CODE	6 - 6	1	√	Alpha.	Filled
WORKDAYS	8 - 14	7	SMTWTFS	Fixed	Filled
CALENDAR DESCRIPTION	16-45	30	√	Alpha.	Left Justified

6.c.(1) The RECORD IDENTIFIER shall always begin with "CLDR" to identify it as a Calendar Record. Each Calendar Record used shall have this identification in the first four columns. [Usage note: Systems contain a variety of calendar options. It is recommended that the least common denominator of calendar features between the systems be used as the basis for creating the SDEF file for a given project.]

6.c.(2) The CALENDAR CODE shall be used in the activity records to signify that this calendar is associated with the activity. [Usage note: Some systems do not allow for alphanumeric CALENDAR CODES, but only allow positive integers from 1 to 9. It is recommended that only positive integers be used for the CALENDAR CODE field to support the widest variety of scheduling systems.]

6.c.(3) The WORKDAYS field shall contain the work-week pattern selected with "Y", for Yes, and "N", for No. The first character shall be Sunday and the last character Saturday. An example of a typical five (5) day work-week would be NYYYYYN. A seven (7) day work-week would be YYYYYYY.

6.c.(4) The CALENDAR DESCRIPTION shall be used to briefly describe the calendar used.

**6.d. Holiday Record:** The Holiday Record(s) shall follow the Calendar Record(s) in the first disk of data transferred. There may be calendars without any holidays designated or several Holiday Records for each Calendar Record(s). The format for the Holiday Record shall be as follows:

15 Jun 95

<u>Description</u>	<u>Column Position</u>	<u>Max. Len.</u>	<u>Req. Value</u>	<u>Type</u>	<u>Notes</u>
RECORD IDENTIFIER	1-4	4	HOLI	Fixed	Filled
CALENDAR CODE	6-6	1	√	Alpha.	Filled
HOLIDAY DATE	8-14	7	√	ddmmyy	Filled
HOLIDAY DATE	16-22	7	-	ddmmyy	May be Filled
HOLIDAY DATE	24-30	7	-	ddmmyy	May be Filled
HOLIDAY DATE	32-38	7	-	ddmmyy	May be Filled
HOLIDAY DATE	40-46	7	-	ddmmyy	May be Filled
HOLIDAY DATE	48-54	7	-	ddmmyy	May be Filled
HOLIDAY DATE	56-62	7	-	ddmmyy	May be Filled
HOLIDAY DATE	64-70	7	-	ddmmyy	May be Filled
HOLIDAY DATE	72-78	7	-	ddmmyy	May be Filled
HOLIDAY DATE	80-86	7	-	ddmmyy	May be Filled
HOLIDAY DATE	88-94	7	-	ddmmyy	May be Filled
HOLIDAY DATE	96-102	7	-	ddmmyy	May be Filled
HOLIDAY DATE	104-110	7	-	ddmmyy	May be Filled
HOLIDAY DATE	112-118	7	-	ddmmyy	May be Filled
HOLIDAY DATE	120-126	7	-	ddmmyy	May be Filled

6.d.(1) The RECORD IDENTIFIER shall always begin with "HOLI". Each Holiday Record used shall have this identification in the first four columns.

6.d.(2) The CALENDAR CODE indicates which work-week calendar the holidays shall be applied to. More than one HOLI record may be used for a given CALENDAR CODE.

6.d.(3) The HOLIDAY DATE shall contain the date of each individual non-work day.

**6.e. Activity Records:** Activity Records shall follow any Holiday Record(s). If there are no Holiday Record(s), then the Activity Records shall follow the Calendar Record(s). There shall be one Activity Record for every activity in the network. Each activity shall have one record in the following format:

<u>Description</u>	<u>Column Position</u>	<u>Max. Len.</u>	<u>Req. Value</u>	<u>Type</u>	<u>Notes</u>
RECORD IDENTIFIER	1-4	4	ACTV	Fixed	Filled
ACTIVITY ID	6-15	10	√	Integer	See Comment Below
ACTIVITY DESCR.	17-46	30	√	Alpha.	Left Justified
ACTIVITY DURATION	48-50	3	√	Integer	Right Justified
CONSTRAINT DATE	52-58	7		ddmmyy	May be Filled
CONSTRAINT TYPE	60-61	2		ES or LF	May be Filled
CALENDAR CODE	63-63	1	√	Alpha.	Filled
HAMMOCK CODE	65-65	1	Y, blank	Fixed	May be Filled
WORKERS PER DAY	67-69	3		Integer	Right Justified
RESPONSIBILITY CODE	71-74	4		Alpha.	Left Justified
WORK AREA CODE	76-79	4		Alpha.	Left Justified
MOD OR CLAIM NO.	81-86	6		Alpha.	Left Justified
BID ITEM	88-93	6		Alpha.	Left Justified
PHASE OF WORK	95-96	2		Alpha.	Left Justified
CATEGORY OF WORK	98-98	1		Alpha.	May be Filled
FEATURE OF WORK	100-128	30		Alpha.	Left Justified

6.e.(1) The RECORD IDENTIFIER for each activity description record must begin with the four character "ACTV" code. This field shall be used for both the Arrow Diagram Method (ADM) and Precedence Diagram Method (PDM).

6.e.(2) The ACTIVITY ID consists of coding that shall differ, depending on whether the ADM or PDM method was selected in the Project Record. If the ADM method was selected then the field shall be interpreted as two right-justified fields of five (5) integers each. If the PDM method was selected the field shall be interpreted as one (1) right-justified field of ten (10) integers each. The maximum activity number allowed under this arrangement is 99999 for ADM and 999999999 for the PDM method. [Usage note: Many systems allow alphanumeric ACTIVITY IDs. While the SDEF does not strictly allow the use of alphanumeric values, users may agree to use the ACTIVITY ID field to exchange alphanumeric data. It is recommended that the ACTIVITY ID be restricted to integers when one or more of the systems being used for scheduling allows only integer ACTIVITY ID values.]

6.e.(3) The ACTIVITY DESCRIPTION shall be a maximum of 30 characters. Descriptions must be limited to the space provided.

6.e.(4) The ACTIVITY DURATION contains the estimated original duration for the activity on the schedule. The duration shall be based upon the work-week designated by the activity's related calendar.

6.e.(5) The CONSTRAINT DATE field shall be used to identify a date that the scheduling system may use to modify float calculations. If there is a date in this field, then there must be a valid entry in the CONSTRAINT TYPE field.

15 Jun 95

6.e.(6) The CONSTRAINT TYPE field shall be used to identify the way that the scheduling system shall use the CONSTRAINT DATE to modify schedule float calculations. If there is a value in this field, then there must be a valid entry in the CONSTRAINT DATE field. The valid values for the CONSTRAINT TYPE are as follows:

<u>Code</u>	<u>Definition</u>
ES	The CONSTRAINT DATE shall replace an activity's early start date, if the early start date is prior to the CONSTRAINT DATE.
LF	The CONSTRAINT DATE shall replace an activity's late finish date, if the late finish date is after the CONSTRAINT DATE.

[Usage note: Systems provide a wide variety of constraint types that may not be supported by other systems. It is recommended that constraint types be restricted to the values above regardless of the capabilities of the various systems being used for scheduling.]

6.e.(7) The CALENDAR CODE relates this activity to an appropriate work-week calendar. The ACTIVITY DURATION must be based on the valid work-week referenced by this CALENDAR CODE field.

6.e.(8) The HAMMOCK CODE indicates that a particular activity does not have its own independent duration, but takes its start dates from the start date of the preceding activity (or node) and takes its finish dates from the finish dates of its succeeding activity (or node). If the value of the HAMMOCK CODE field is "Y", then the activity is a hammock activity.

6.e.(9) The WORKERS PER DAY shall contain the average number of workers expected to work on the activity each day the activity is in progress. If this code is required by project scheduling specifications, values for this data will be right justified. Activities without workers per day shall have a value of "0".

6.e.(10) The RESPONSIBILITY CODE shall identify the subcontractors or major trade involved with completing the work for the activity. If this code is required by project scheduling specifications, value for this data will be left justified.

6.e.(11) The WORK AREA CODE shall identify the location of the activity within the project. If this code is required by project scheduling specifications, value for this data will be left justified.

6.e.(12) The MOD OR CLAIM NUMBER shall uniquely identify activities that are added or changed on a construction contract modification, or activities that justify any claimed time extensions. If this code is required by project scheduling specifications, value for this data will be left justified.

15 Jun 95

6.e.(13) The BID ITEM shall identify the bid item number associated with each activity. If this code is required by project scheduling specifications, value for this data will be left justified.

6.e.(14) The PHASE OF WORK shall identify the timing of a specific activity within the entire project. If this code is required by project scheduling specifications, value for this data will be left justified.

6.e.(15) The CATEGORY OF WORK shall identify the general type of work performed by every activity. If this code is required by project scheduling specifications, value for this data will be placed in the field.

6.e.(16) The FEATURE OF WORK shall identify a very broad designation of the general type of work that is being accomplished by the activity. If this code is required by project scheduling specifications, value for this data will be left justified. [Usage note: Many systems require that FEATURE OF WORK values be placed in several activity code fields. It is recommended that users review SDEF documentation to determine the correct way to use a given software system to produce the FEATURE OF WORK code.]

**6.f. Precedence Record:** The Precedence Record(s) shall follow the Activity Records if a Precedence Diagram Method schedule (PDM) is identified in the ARROW OR PRECEDENCE field of the Project Record. The Precedence Record has the following format:

<u>Description</u>	<u>Column</u>	<u>Max.</u>	<u>Req.</u>	<u>Type</u>	<u>Notes</u>
	<u>Position</u>	<u>Len.</u>	<u>Value</u>		
RECORD IDENTIFIER	1 - 4	4	PRED	Fixed	Filled
ACTIVITY ID	6-15	10	√	Integer	See Comment Below
PRECEDING ACTIVITY	17 - 26	10	√	Integer	See Comment Below
PREDECESSOR TYPE	28-28	1	√	S, F, C	Filled
LAG DURATION	30-33	4	√	Integer	Right Justified

6.f.(1) The RECORD IDENTIFIER shall begin with the four characters "PRED" in the first four columns of the record.

6.f.(2) The ACTIVITY ID identifies the activity whose predecessor shall be specified in this record.

6.f.(3) The PRECEDING ACTIVITY number is the number of an activity that precedes the activity noted in the ACTIVITY ID field.

6.f.(4) The PREDECESSOR TYPE field indicates the type of relation that exists between the chosen pair of activities. Valid PREDECESSOR TYPE fields areas follows:

15 Jun 95

<u>Code</u>	<u>Definition</u>
S	Start-to-Start relation
F	Finish-to-Finish relation
C	Finish-to-Start relation

[Usage note: Some systems provide additional predecessor types that may not be supported by all other systems. It is recommended that predecessor types be restricted to the values above regardless of the capabilities of the various systems being used for scheduling.]

6.f.(5) The LAG DURATION field contains the number of days delay between the preceding and current activity. [Usage note: Some systems allow negative values for the LAG DURATION. Because these values are not supported by all other systems, it is recommended that values be restricted to zero and positive integers.]

**6.g. Unit Cost Record:** The Unit Cost Record shall follow all Precedence Records. If the schedule utilizes the Arrow Diagram Method, then the Unit Cost Record shall follow any Activity records. There shall be one Unit Cost Record for every activity that is not a lump sum activity. [Usage note: (1) It is recommended that users who wish to exchange unit cost data contact SDEF vendor representatives to determine the ability of the software system to import/export unit cost information. (2) If the software being used by each member of the project team supports unit cost data then users may wish to conduct a trial run of the SDEF data exchange with a two or three-activity network to ensure that unit cost data transfers as expected. If problems are found please consult vendor representatives for resolution prior to exchange of full project schedules. (3) Unit cost record data does not, in most systems, result in the correct values being placed in the ACTIVITY COST and COST TO DATE fields of the Progress (PROG) Record. Users must, at this time, manually transfer the data from the Unit Cost Record to the Progress Record.]

The fields for this record shall take the following format:

<u>Description</u>	<u>Column Position</u>	<u>Max. Len.</u>	<u>Req. Value</u>	<u>Type</u>	<u>Notes</u>
RECORD IDENTIFIER	1-4	4	UNIT	Fixed	Filled
ACTIVITY ID	6-15	10	√	Integer	See Comment Below
TOTAL QTY	17-29	13	√	Format 8.4	Right Justified
COST PER UNIT	31-43	13	√	Format 8.4	Right Justified
QTY TO DATE	45-57	13	√	Format 8.4	Right Justified
UNIT OF MEASURE	59-61	3	√	Alpha.	Left Justified

6.g.(1) The RECORD IDENTIFIER shall be identified with the four characters "UNIT" placed in the first four columns of the record.

15 Jun 95

6.g.(2) The ACTIVITY ID for each activity shall match the format described in the activity record. Each activity may have only one Unit Cost Record.

6.g.(3) The TOTAL QTY is the total amount of material to be used in this activity. This number consists of eight digits, one decimal point and four more digits. An example of a number in this format is "11111111.1111". If decimal places are not needed this field shall still contain a ".0000" in columns 25-29. [Usage note: Many systems support a different format for this value that does not include as many decimal places. It is recommended that users determine their requirements for significant digits based on the lowest common denominator of the software systems being used for a given project.]

6.g.(4) The COST PER UNIT is the cost, in dollars and cents, for each unit to be used in this activity. This number consists of eight digits, one decimal point, and four more digits. An example of a number in this format is "11111111.1111". If decimal places are not needed this field shall still contain a ".0000" in columns 39-43. [Usage note: Many systems support a different format for this value that does not include as many decimal places. It is recommended that users determine their requirements for significant digits based on the lowest common denominator of the software systems being used for a given project.]

6.g.(5) The QTY TO DATE is the quantity of material installed in this activity up to the data date. This number consists of eight digits, one decimal point, and four more digits. An example of a number in this format is "11111111.1111". If decimal places are not needed this field shall still contain a ".0000" in columns 53-57. [Usage note: Many systems support a different format for this value that does not include as many decimal places. It is recommended that users determine their requirements for significant digits based on the lowest common denominator of the software systems being used for a given project.]

6.g.(6) The UNIT OF MEASURE is an abbreviation that may be used to describe the units being measured for this activity. Valid values for this field are any meaningful English or metric unit, except "LS" for Lump Sum. Lump Sum activities are not to have Unit Cost Records.

**6.h. Progress Record:** Progress Record(s) shall follow all Unit Cost Record(s). If there are no Unit Cost Record(s), then the Progress Record(s) shall follow all Precedence Records. If the schedule utilizes the Arrow Diagram Method, then the Progress Record shall follow any Activity Records. One Progress Record is required for every activity in the Activity Record. The fields for this Record shall be provided in the following format:

15 Jun 95

<u>Description</u>	<u>Column Position</u>	<u>Max. Len.</u>	<u>Req. Value</u>	<u>Type</u>	<u>Notes</u>
RECORD IDENTIFIER	1-4	4	PROG	Fixed	Filled
ACTIVITY ID	6-5	10	√	Integer	See Comment Below
ACTUAL START DATE	17-23	7	√	ddmmyy	Filled if Started
ACTUAL FINISH DATE	25-31	7	√	ddmmyy	Filled if Finished
REMAINING DURATION	33-35	3	√	Integer	Right Justified
ACTIVITY COST	37-48	12	√	Format 9.2	Right Justified
COST TO DATE	50-61	12	√	Format 9.2	Right Justified
STORED MATERIAL	63-74	12	√	Format 9.2	Right Justified
EARLY START DATE	76-82	7	√	ddmmyy	Filled if Not Started
EARLY FINISH DATE	84-90	7	√	ddmmyy	Filled if Not Finished
LATE START DATE	92-98	7	√	ddmmyy	Filled if Not Started
LATE FINISH DATE	100-1067		√	ddmmyy	Filled if Not Finished
FLOAT SIGN	108-1081		+,-	Fixed	Filled if Not Finished
TOTAL FLOAT	110-1123		√	Integer	R. Just. if Not Finished

6.h.(1) The RECORD IDENTIFIER shall begin with the four characters "PROG" in the first four columns of the record.

6.h.(2) The ACTIVITY ID for each activity for which progress has been posted shall match the format described in the Activity Record.

6.h.(3) An ACTUAL START DATE is required for all in-progress activities. The ACTUAL START DATE shall be the same as, or later than, the PROJECT START date contained in the Project Record. The ACTUAL START DATE shall also be the same as, or prior to, the DATA DATE contained in the Project Record. If there is an ACTUAL START DATE for an activity that there must also be a REMAINING DURATION, and the values for the EARLY START DATE and LATE START DATE are blank. [Usage note: Some systems allow default values for ACTUAL START DATE if the date is not entered by the user. Because the failure to include a start date for activities may result in different schedule calculations, it is recommended that the ACTUAL START DATE be required for all activities in progress.]

6.h.(4) An ACTUAL FINISH DATE is required for all completed activities. If the REMAINING DURATION of an activity is zero, then there must be an ACTUAL FINISH DATE. If there is an ACTUAL FINISH DATE, then values for the EARLY START DATE, LATE START DATE, EARLY FINISH DATE, LATE FINISH DATE, FLOAT SIGN, and TOTAL FLOAT shall be blank. [Usage note: Some systems allow default values for ACTUAL FINISH DATE if the date is not entered by the user. Because the failure to include a finish date for activities may result in different schedule calculations, it is recommended that the ACTUAL FINISH DATE be required for all activities in progress.]

15 Jun 95

6.h.(5) REMAINING DURATION is required for all activities. Activities that have not started shall have a remaining duration equal to their original duration. Activities completed based on time, shall have a zero (0) REMAINING DURATION. [Usage note: Systems have a variety of "short-cut" methods to determine the REMAINING DURATION value. It is recommended that users actually consider the time required to complete the remaining work on a given task, rather than allow a system to calculate the remaining duration based on the amount of work that has already been accomplished.]

6.h.(6) The ACTIVITY COST contains the estimated earned value of the work to be accomplished in the activity. An example of a number in this format is "1111111 11.11". If decimal places are not needed this field shall still contain a ".00" in the last three columns of this field. [Usage note: Users should inquire of software vendors if the user needs to add a zero in the data field to produce the default value "0.00".]

6.h.(7) The COST TO DATE contains the earned value for the activity. If there is an ACTUAL START DATE, then there must also be some value for COST TO DATE. An example of a number in this format is "11111111.11". If decimal places are not needed, this field shall still contain a ".00" in the last three columns of this field. The COST TO DATE is not tied to REMAINING DURATION. For example, if the REMAINING DURATION is "0", the COST TO DATE may only be 95% of the ACTIVITY COST. This difference may be used to reflect 5% retainage for punch list items. [Usage note: Systems implement cost information in different ways. It is recommended that users carefully review SDEF documentation and test results to determine how to ensure that SDEF data is exported correctly.]

6.h.(8) The STORED MATERIAL field contains the value of the material that the Contractor has paid for and is on site or in secure storage areas that is a portion of the COST TO DATE. An example of a number in this format is "11111111.11". If decimal places are not needed, this field shall still contain a ".00" in the last three columns of this field. [Usage note: Systems implement the stored materials field in a variety of ways. Many systems do not enforce STORED MATERIAL + COST TO DATE < ACTIVITY COST. To avoid potential confusion between systems, it is recommended that new activities be added to a schedule to reflect the cost of large equipment procurement rather than use the STORED MATERIALS field.]

6.h.(9) The EARLY START DATE indicates the earliest date possible that an activity can start as calculated by a CPM scheduling system or other Contracting Officer approved planning method. If the progress record for an activity contains an ACTUAL START DATE, then this field shall be blank.

6.h.(10) The EARLY FINISH DATE indicates the earliest date possible that an activity can finish as calculated by a CPM scheduling system or other Contracting Officer approved planning method. If the progress record for an activity contains an ACTUAL FINISH DATE, then this field shall be blank.

6.h.(11) The LATE START DATE indicates the latest date that an activity can begin as calculated by a CPM scheduling system or other Contracting Officer approved planning method. If the progress record for an activity contains an ACTUAL START DATE, then this field shall be blank.

15 Jun 95

6.h.(12) The LATE FINISH DATE indicates the latest date that an activity can finish as calculated by a CPM scheduling system or other Contracting Officer approved planning method. If the progress record for an activity contains an ACTUAL FINISH DATE, then this field shall be blank.

6.h.(13) The FLOAT SIGN indicates whether the float time calculated using a CPM scheduling system or other Contracting Officer approved planning method, is positive or negative in nature. If the progress record for an activity contains an ACTUAL FINISH DATE, then this field shall be blank. In the case of zero float this field shall be blank.

6.h.(14) The TOTAL FLOAT indicates the total float time. In the Precedence Diagram Method (PDM), the total float is the difference between the early and late start or finish dates. In the Arrow Diagram Method (ADM), the total float is equal to the late event time at the end of the activity, minus the sum of the early event time at the start of the activity plus the duration of the activity.

**6.i. Project End Record:** The Project End Record shall be used to identify that the data file is completed. If the ASCII End of File character is encountered, then data import programs shall use that character to infer that the data continues on the next disk. The user shall then be prompted for the next disk number, based on the VOLM record data. The Project End Record shall be the last record of the entire data file, and shall have the following format:

Description	Column	Max.	Req.	Type	Notes
	Position	Len.	Value		
RECORD IDENTIFIER	1-3	3	END	Fixed	Filled

6.i.(1) The RECORD IDENTIFIER for the Project End Record shall be "END". Data contained in the data exchange file that occurs after this record shall not be used.

SECTION TABLE OF CONTENTS  
DIVISION 01 - GENERAL REQUIREMENTS  
SECTION 01420  
SOURCES FOR REFERENCE PUBLICATIONS

PART 1 GENERAL

- 1.1 REFERENCES
- 1.2 ORDERING INFORMATION

-- End of Section Table of Contents --

SECTION 01420

SOURCES FOR REFERENCE PUBLICATIONS

PART 1 GENERAL

1.1 REFERENCES

Various publications are referenced in other sections of the specifications to establish requirements for the work. These references are identified in each section by document number, date and title. The document number used in the citation is the number assigned by the standards producing organization, (e.g. ASTM B 564 Nickel Alloy Forgings). However, when the standards producing organization has not assigned a number to a document, an identifying number has been assigned for reference purposes.

1.2 ORDERING INFORMATION

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

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
700 Pennsylvania Avenue, N.W.  
Washington, D.C. 20408  
Phone: 866-325-7208  
Internet: <http://www.archives.gov>

Order documents from:  
Superintendent of Documents  
U.S. Government Printing Office  
732 North Capitol Street, NW  
Washington, DC 20401  
Mailstop: SDE  
Ph: 866-512-1800 or 202-512-1800  
Fax: 202-512-2250  
Internet: <http://www.gpo.gov>  
E-mail: [gpoaccess@gpo.gov](mailto:gpoaccess@gpo.gov)

-- End of Section --

SECTION TABLE OF CONTENTS  
DIVISION 01 - GENERAL REQUIREMENTS  
SECTION 01430  
ENVIRONMENTAL PROTECTION

PART 1 GENERAL

- 1.1 REFERENCES
- 1.2 GENERAL REQUIREMENTS
  - 1.2.1 Subcontractors
  - 1.2.2 Notification
- 1.3 SUBMITTALS

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION

- 3.1 PROTECTION OF ENVIRONMENTAL RESOURCES
  - 3.1.1 Land Resources
    - 3.1.1.1 Work Area Limits
    - 3.1.1.2 Protection of Landscape
    - 3.1.1.3 Protection of Disturbed Areas
    - 3.1.1.4 Contractor Facilities and Work Areas
  - 3.1.2 Disposal of Wastes
    - 3.1.2.1 Solid Wastes
    - 3.1.2.2 Chemical Wastes:
    - 3.1.2.3 Hazardous Wastes:
  - 3.1.3 Historical, Archeological, and Cultural Resources
  - 3.1.4 Water Resources
    - 3.1.4.1 Washing and Curing Water
    - 3.1.4.2 Monitoring of Water Areas:
  - 3.1.5 Air Resources
    - 3.1.5.1 Particulates
    - 3.1.5.2 Hydrocarbons and Carbon Monoxide
    - 3.1.5.3 Odors
    - 3.1.5.4 Monitoring of Air Quality
  - 3.1.6 Sound Intrusions
- 3.2 POST CONSTRUCTION CLEANUP
- 3.3 RESTORATION OF LANDSCAPE DAMAGE
- 3.4 MAINTENANCE OF POLLUTION CONTROL FACILITIES
- 3.5 TRAINING OF CONTRACTOR PERSONNEL IN POLLUTION CONTROL

-- End of Section Table of Contents --

SECTION 01430

ENVIRONMENTAL PROTECTION

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.

STATE OF HAWAII DEPARTMENT OF HEALTH (HIDOH)

HIDOH, Chapter 43	Administrative Rules, Title 11, Community Noise Control for Oahu
HIDOH, Chapter 59	Administrative Rules, Ambient Air Quality Standards
HIDOH, Chapter 60	Administrative Rules, Air Pollution Control

1.2 GENERAL REQUIREMENTS

This section covers prevention of environmental pollution and damage as the result of construction operations under this contract and for those measures set forth in the TECHNICAL REQUIREMENTS. For the purpose of this specification, environmental pollution and damage is defined as the presence of chemical, physical, or biological elements or agents which adversely affect human health or welfare; unfavorably alter ecological balances of importance to human life; affect other species of importance to man; or degrade the utility of the environment for aesthetic, cultural and/or historical purposes. The control of environmental pollution and damage requires consideration of air, water, and land, and includes management of visual aesthetics, noise, solid waste, radiant energy and radioactive materials, as well as other pollutants.

1.2.1 Subcontractors

Assurance of compliance with this section by subcontractors will be the responsibility of the Contractor.

1.2.2 Notification

The Contracting Officer will notify the Contractor in writing of any observed noncompliance with the aforementioned Federal, State or local laws or regulations, permits, and other elements of the Contractor's environmental protection plan. The Contractor shall, after receipt of such notice, inform the Contracting Officer of proposed corrective action and take such action as may be approved. If the Contractor fails to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No time extensions will be granted or costs or damages allowed to the Contractor for any such suspension.

### 1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. The following shall be submitted in accordance with Section 01330 SUBMITTAL PROCEDURES:

#### SD-06 Test Records

##### Environmental Protection Plan; G.

Within 30 calendar days of receipt of Notice to Proceed, the Contractor shall submit in writing an environmental protection plan. Approval of the Contractor's plan will not relieve the Contractor of his responsibility for adequate and continuing control of pollutants and other environmental protection measures. The environmental protection plan shall include but not be limited to the following:

- a. A list of Federal, State, and local laws, regulations, and permits concerning environmental protection, pollution control and abatement that are applicable to the Contractor's proposed operations and the requirements imposed by those laws, regulations, and permits.
- b. Methods for protection of features to be preserved within authorized work areas. The Contractor shall prepare a listing of methods to protect resources needing protection; i.e., trees, shrubs, vines, grasses and ground cover, landscape features, air and water quality, soil, historical, archeological, and cultural resources.
- c. Procedures to be implemented to provide the required environmental protection and to comply with the applicable laws and regulations. The Contractor shall set out the procedures to be followed to correct pollution of the environment due to accident, natural causes, or failure to follow the procedures set out in accordance with the environmental protection plan.
- d. Location of the solid waste disposal area.
- e. Drawings showing locations of any proposed material storage areas, structures, sanitary facilities, and stockpiles of excess or spoil materials.
- f. Environmental monitoring plans for the job site, including land, water, air, and noise monitoring.
- g. Traffic control plan.
- h. Methods of protecting surface and ground water during construction activities.
- i. Work area plan showing the proposed activity in each portion of the area and identifying the areas of limited use or nonuse. Plan should include measures for marking the limits of use areas.

j. Training for his personnel during the construction period.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION

3.1 PROTECTION OF ENVIRONMENTAL RESOURCES

The environmental resources within the project boundaries and those affected outside the limits of permanent work under this contract shall be protected during the entire period of this contract.

3.1.1 Land Resources

Prior to the beginning of any construction, the Contractor shall identify all land resources to be preserved within the Contractor's work area. The Contractor shall not remove, cut, deface, injure, or destroy land resources including trees, shrubs, vines, grasses, topsoil, and land forms without special permission from the Contracting Officer. No ropes, cables, or guys shall be fastened to or attached to any trees for anchorage unless specifically authorized. Where such special emergency use is permitted, the Contractor shall provide effective protection for land and vegetation resources at all times as defined in the following subparagraphs.

3.1.1.1 Work Area Limits

Prior to any construction, the Contractor shall mark the areas that are not required to accomplish all work to be performed under this contract. Isolated areas within the general work area which are to be saved and protected shall also be marked or fenced. Monuments and markers shall be protected before construction operations commence. Where construction operations are to be conducted during darkness, the markers shall be visible. The Contractor shall convey to his personnel the purpose of marking and/or protection of all necessary objects.

3.1.1.2 Protection of Landscape

Trees, shrubs, vines, grasses, land forms and other landscape features shall be protected from damage during construction. Any feature disturbed or damaged during construction shall be restored to its original condition or better.

3.1.1.3 Protection of Disturbed Areas

Such methods as necessary shall be utilized to effectively prevent erosion and control sedimentation, including but not limited to the following:

Retardation and Control of Runoff: Runoff from the construction site shall be controlled by construction of diversion ditches, benches, and berms to retard and divert runoff to protected drainage courses, and any measures required by areawide plans approved under Paragraph 208 of the Clean Water Act.

3.1.1.4 Contractor Facilities and Work Areas

- a. Location of Field Offices, Storage, and Other Contractor Facilities: The Contractors' field offices, staging areas, stockpile storage, and temporary buildings shall be placed in areas designated on the drawings or as directed by the Contracting

Officer. Temporary movement or relocation of Contractor facilities shall be made only on approval by the Contracting Officer.

b. Borrow Areas on Government Property: None.

c. Spoil Areas on Government Property: None.

d. Temporary Excavations and Embankments: None.

### 3.1.1.2 Disposal of Wastes

Disposal of wastes shall be as specified in Section 01900 MISCELLANEOUS PROVISIONS and as specified hereinafter.

#### 3.1.1.2.1 Solid Wastes

Solid wastes (excluding clearing debris) shall be placed in containers which are emptied on a regular schedule. All handling and disposal shall be conducted to prevent contamination. Segregation measures shall be employed such that no hazardous or toxic waste will become commingled with solid waste. The Contractor shall transport all solid waste off Government property and dispose of it in compliance with Federal, State, and local requirements for solid waste disposal. The Contractor shall comply with Federal, State, and local laws and regulations pertaining to the use of landfill areas.

#### 3.1.1.2.2 Chemical Wastes:

Chemical wastes shall be stored in corrosion resistant containers, removed from the work area and disposed of in accordance with Federal, State, and local laws and regulations.

#### 3.1.1.2.3 Hazardous Wastes:

The Contractor shall take sufficient measures to prevent spillage of hazardous and toxic materials during dispensing and shall collect waste in suitable containers observing compatibility. The Contractor shall transport all hazardous waste off Government property and dispose of it in compliance with Federal and local laws and regulations. Spills of hazardous or toxic materials shall be immediately reported to the Contracting Officer. Cleanup and cleanup costs due to spills shall be the responsibility of the Contractor.

### 3.1.1.3 Historical, Archeological, and Cultural Resources

If during excavation or other construction activities, any unidentified or unanticipated resources are discovered or found, all activities that may damage or alter such resources shall be temporarily suspended. These resources or cultural remains (prehistoric or historic surface or subsurface) include but are not limited to: any human skeletal remains or burials; artifacts; shell, midden, bone, charcoal, or other deposits; rocks or coral alignments, paving, wall, or other constructed features; and any indication of agricultural or other uses. Upon such discovery or find, the Contractor shall immediately notify the Contracting Officer. When so notified, the Contracting Officer will initiate action so that prompt and proper data recovery can be accomplished. In the mean time, recording and

preservation of historical and archeological finds during construction activities shall be reported in accordance with the SPECIAL CONTRACT REQUIREMENTS.

#### 3.1.4 Water Resources

The Contractor shall keep construction activities under surveillance, management, and control to avoid pollution of surface and ground waters. Special management techniques as set out below shall be implemented to control water pollution by the listed construction activities which are included in this contract.

##### 3.1.4.1 Washing and Curing Water

Waste waters directly derived from construction activities shall not be allowed to enter water areas. These waste waters shall be collected and placed in retention ponds where suspended material can be settled out or the water evaporates so that pollutants are separated from the water.

##### 3.1.4.2 Monitoring of Water Areas:

Monitoring of water areas affected by construction activities shall be the responsibility of the Contractor. All water areas affected by construction activities shall be monitored by the Contractor.

#### 3.1.5 Air Resources

The Contractor shall keep construction activities under surveillance, management and control to minimize pollution of air resources. All activities, equipment, processes, and work operated or performed by the Contractor in accomplishing the specified construction shall be in strict accordance with HIDOH, Chapter 59, HIDOH, Chapter 60, and all Federal emission and performance laws and standards. Ambient Air Quality Standards set by the Environmental Protection Agency shall be maintained for those construction operations and activities specified in this section. Special management techniques as set out below shall be implemented to control air pollution by the construction activities which are included in the contract.

##### 3.1.5.1 Particulates

- a. Dust particles, aerosols, and gaseous by-products from all construction activities, processing and preparation of materials, such as from asphaltic batch plants, shall be controlled at all times, including weekends, holidays and hours when work is not in progress.
- b. The Contractor shall maintain all excavations, stockpiles, haul roads, permanent and temporary access roads, and all other work areas within or outside the project boundaries free from particulates which would cause the air pollution standards mentioned in paragraph Air Resources, herein before, to be exceeded or which would cause a hazard or a nuisance. Sprinkling, chemical treatment of an approved type, light bituminous treatment, baghouse, scrubbers, electrostatic precipitators or other methods will be permitted to control particulates in the work area. Particulate control shall be performed as the work proceeds and whenever a particulate nuisance or hazard occurs.

#### 3.1.5.2 Hydrocarbons and Carbon Monoxide

Hydrocarbons and carbon monoxide emissions from equipment shall be controlled to Federal and State allowable limits at all times.

#### 3.1.5.3 Odors

Odors shall be controlled at all times for all construction activities, processing and preparation of materials.

#### 3.1.5.4 Monitoring of Air Quality

Monitoring of air quality shall be the responsibility of the Contractor. All air areas affected by the construction activities shall be monitored by the Contractor.

#### 3.1.6 Sound Intrusions

The Contractor shall keep construction activities under surveillance, and control to minimize damage to the environment by noise. The Contractor shall comply with the provisions of HIDO, Chapter 43.

### 3.2 POST CONSTRUCTION CLEANUP

The Contractor shall clean up area(s) used for construction.

### 3.3 RESTORATION OF LANDSCAPE DAMAGE

The Contractor shall restore all landscape features damaged or destroyed during construction operations outside the limits of the approved work areas. Such restoration shall be in accordance with the plan submitted for approval by the Contracting Officer. This work will be accomplished at the Contractor's expense.

### 3.4 MAINTENANCE OF POLLUTION CONTROL FACILITIES

The Contractor shall maintain all constructed facilities and portable pollution control devices for the duration of the contract or for that length of time construction activities create the particular pollutant.

### 3.5 TRAINING OF CONTRACTOR PERSONNEL IN POLLUTION CONTROL

The Contractor shall train his personnel in all phases of environmental protection. The training shall include methods of detecting and avoiding pollution, familiarization with pollution standards, both statutory and contractual, and installation and care of facilities (vegetative covers, and instruments required for monitoring purposes) to ensure adequate and continuous environmental pollution control.

-- End of Section --

SECTION TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01451

CONTRACTOR QUALITY CONTROL

PART 1 GENERAL

- 1.1 REFERENCES
- 1.2 PAYMENT

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

- 3.1 GENERAL
- 3.2 QUALITY CONTROL PLAN
  - 3.2.1 General
  - 3.2.2 Content of the CQC Plan
  - 3.2.3 Acceptance of Plan
  - 3.2.4 Notification of Changes
- 3.3 COORDINATION MEETING
- 3.4 QUALITY CONTROL ORGANIZATION
  - 3.4.1 General
  - 3.4.2 CQC System Manager
  - 3.4.3 CQC Personnel
  - 3.4.4 Additional Requirement
  - 3.4.5 Organizational Changes
- 3.5 SUBMITTALS
- 3.6 CONTROL
  - 3.6.1 Preparatory Phase
  - 3.6.2 Initial Phase
  - 3.6.3 Follow-up Phase
  - 3.6.4 Additional Preparatory and Initial Phases
- 3.7 TESTS
  - 3.7.1 Testing Procedure
  - 3.7.2 Testing Laboratories
    - 3.7.2.1 3.7.2.1 Laboratory Accreditation
    - 3.7.2.2 Validation Requirements
    - 3.7.2.3 Capability Check
    - 3.7.2.4 Capability Recheck
  - 3.7.3 Onsite Laboratory
  - 3.7.4 Furnishing or Transportation of Samples for Testing
- 3.8 COMPLETION INSPECTION
  - 3.8.1 Punch-Out Inspection
  - 3.8.2 Pre-Final Inspection
  - 3.8.3 Final Acceptance Inspection
- 3.9 DOCUMENTATION
- 3.10 NOTIFICATION OF NONCOMPLIANCE

-- End of Section Table of Contents --



SECTION 01451

CONTRACTOR QUALITY CONTROL

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.

AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

ASTM D 3740 (1996) Minimum Requirements for Agencies Engaged in the Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction

ASTM E 329 (1995b) Agencies Engaged in the Testing and/or Inspection of Materials Used in Construction

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO/IEC 17025 (1999) General Requirements for the Competence of Testing and Calibration Laboratories

U.S. ARMY CORPS OF ENGINEERS

EM 200-1-1 (1994) Environmental Quality - Validation of Analytical Chemical Laboratories

EM 200-1-6 (1997) Environmental Quality - Chemical Quality Assurance for Hazardous, Toxic and Radioactive Waste (HTRW) Projects

ER 1110-1-261 (1999) Engineering and Design - Quality Assurance of Laboratory Testing Procedures

ER 1110-1-263 (1998) Engineering and Design - Chemical Data Quality Management for Hazardous, Toxic, Radioactive Waste Remedial Activities

1.2 PAYMENT

Separate payment will not be made for providing and maintaining an effective Quality Control program, and all costs associated therewith shall be included in the applicable unit prices or lump-sum prices contained in the Bidding Schedule.

PART 2 PRODUCTS (Not Applicable)

## PART 3 EXECUTION

### 3.1 GENERAL

The Contractor is responsible for quality control and shall establish and maintain an effective quality control system in compliance with the Contract Clause titled "Inspection of Construction." The quality control system shall consist of plans, procedures, and organization necessary to produce an end product which complies with the contract requirements. The system shall cover all construction operations, both onsite and offsite, and shall be keyed to the proposed construction sequence. The project superintendent will be held responsible for the quality of work on the job and is subject to removal by the Contracting Officer for non-compliance with quality requirements specified in the contract. The project superintendent in this context shall mean the individual with the responsibility for the overall management of the project including quality and production.

### 3.2 QUALITY CONTROL PLAN

#### 3.2.1 General

The Contractor shall furnish for review by the Government, not later than 30 days after receipt of notice to proceed, the Contractor Quality Control (CQC) Plan proposed to implement the requirements of the Contract Clause titled "Inspection of Construction." The plan shall identify personnel, procedures, control, instructions, test, records, and forms to be used. The Government will consider an interim plan for the first 90 days of operation. Construction will be permitted to begin only after acceptance of the CQC Plan or acceptance of an interim plan applicable to the particular feature of work to be started. Work outside of the features of work included in an accepted interim plan will not be permitted to begin until acceptance of a CQC Plan or another interim plan containing the additional features of work to be started.

#### 3.2.2 Content of the CQC Plan

The CQC Plan shall include, as a minimum, the following to cover all construction operations, both onsite and offsite, including work by subcontractors, fabricators, suppliers, and purchasing agents:

- a. A description of the quality control organization, including a chart showing lines of authority and acknowledgment that the CQC staff shall implement the three phase control system for all aspects of the work specified. The staff shall include a CQC System Manager who shall report to the project superintendent.
- b. The name, qualifications (in resume format), duties, responsibilities, and authorities of each person assigned a CQC function. Technicians responsible for sampling and testing of concrete shall be certified by the American Concrete Institute (ACI) or the Concrete Technicians Association of Hawaii (CTAH). Proof of certification shall be included in the CQC Plan. Personnel qualifications may be furnished incrementally as the work progresses, but in no case, less than fourteen (14) calendar days before personnel are required on the job.
- c. A copy of the letter to the CQC System Manager signed by an authorized official of the firm which describes the

responsibilities and delegates sufficient authorities to adequately perform the functions of the CQC System Manager, including authority to stop work which is not in compliance with the contract. The CQC System Manager shall issue letters of direction to all other various quality control representatives outlining duties, authorities, and responsibilities. Copies of these letters shall also be furnished to the Government.

- d. Procedures for scheduling, reviewing, certifying, and managing submittals, including those of subcontractors, offsite fabricators, suppliers, and purchasing agents. These procedures shall be in accordance with Section 01330 SUBMITTAL PROCEDURES.
- e. Control, verification, and acceptance testing procedures for each specific test to include the test name, specification paragraph requiring test, feature of work to be tested, test frequency, and person responsible for each test.
- f. For all proposed QC materials testing laboratories the contractor must submit the current Certificate of Accreditation and Scope of Accreditation (Test Procedures/Methods Approved) from one of the nationally recognized accreditation authority listed in paragraph 3.7.2.1.a(1). The submitted accreditations shall include the test methods required by the Contract, and must be less than 2 years old. The contractor shall also submit proof that an audit of the laboratory was performed by an HED (or Materials Testing Center, Vicksburg, MS, MTC) Audit Team within the past 3 years, or have the laboratory audited by HED or MTC if not yet done, or if expired.
- g. Procedures for tracking construction deficiencies from identification through acceptable corrective action. These procedures shall establish verification that identified deficiencies have been corrected.
- h. Reporting procedures, including proposed reporting formats.
- i. A list of the definable features of work. A definable feature of work is a task which is separate and distinct from other tasks, has separate control requirements, and may be identified by different trades or disciplines, or it may be work by the same trade in a different environment. Although each section of the specifications may generally be considered as a definable feature of work, there are frequently more than one definable features under a particular section. This list will be agreed upon during the coordination meeting.

### 3.2.3 Acceptance of Plan

Acceptance of the Contractor's plan is required prior to the start of construction. Acceptance is conditional and will be predicated on satisfactory performance during the construction. The Government reserves the right to require the Contractor to make changes in his CQC Plan and operations including removal of personnel, as necessary, to obtain the quality specified.

### 3.2.4 Notification of Changes

After acceptance of the CQC Plan, the Contractor shall notify the

Contracting Officer in writing of any proposed change. Proposed changes are subject to acceptance by the Contracting Officer.

### 3.3 COORDINATION MEETING

After the Preconstruction Conference, before start of construction, and prior to acceptance by the Government of the CQC Plan, the Contractor shall meet with the Contracting Officer or Authorized Representative and discuss the Contractor's quality control system. The CQC Plan shall be submitted for review a minimum of 7 calendar days prior to the Coordination Meeting. During the meeting, a mutual understanding of the system details shall be developed, including the forms for recording the CQC operations, control activities, testing, administration of the system for both onsite and offsite work, and the interrelationship of Contractor's Management and control with the Government's Quality Assurance. Minutes of the meeting shall be prepared by the Government and signed by both the Contractor and the Contracting Officer. The minutes shall become a part of the contract file. There may be occasions when subsequent conferences will be called by either party to reconfirm mutual understandings and/or address deficiencies in the CQC system or procedures which may require corrective action by the Contractor.

### 3.4 QUALITY CONTROL ORGANIZATION

#### 3.4.1 General

The requirements for the CQC organization are a CQC System Manager and sufficient number of additional qualified personnel to ensure contract compliance. The Contractor shall provide a CQC organization which shall be at the site at all times during progress of the work and with complete authority to take any action necessary to ensure compliance with the contract. All CQC staff members shall be subject to acceptance by the Contracting Officer.

#### 3.4.2 CQC System Manager

The Contractor shall identify as CQC System Manager an individual within the onsite work organization who shall be responsible for overall management of CQC and have the authority to act in all CQC matters for the Contractor. The CQC System Manager shall be a construction person with a minimum of 5 years in related work. This CQC System Manager shall be on the site at all times during construction and shall be employed by the prime Contractor. The CQC System Manager shall be assigned as System Manager, but may have duties as project superintendent in addition to quality control. An alternate for the CQC System Manager shall be identified in the plan to serve in the event of the System Manager's absence. The requirement for the alternate shall be the same as for the designated CQC Systems Manager.

#### 3.4.3 CQC Personnel

In addition to CQC personnel specified elsewhere in the contract, the Contractor shall provide as part of the CQC organization specialized personnel to assist the CQC System Manager. If it is subsequently determined by the Contracting Officer that the minimum contract CQC requirements are not being met, the Contractor may be required to provide additional staff personnel to the CQC organization at no cost to the Government.

#### 3.4.4 Additional Requirement

The CQC System Manager shall have completed the course entitled "Construction Quality Management For Contractors" within the past 5 years. This course is periodically offered at the General Contractors Association of Hawaii.

#### 3.4.5 Organizational Changes

The Contractor shall maintain the CQC staff at full strength at all times. When it is necessary to make changes to the CQC staff, the Contractor shall revise the CQC Plan to reflect the changes and submit the changes to the Contracting Officer for acceptance.

#### 3.5 SUBMITTALS

Submittals shall be made as specified in Section 01330 SUBMITTAL PROCEDURES. The CQC organization shall be responsible for certifying that all submittals are in compliance with the contract requirements.

#### 3.6 CONTROL

Contractor Quality Control is the means by which the Contractor ensures that the construction, to include that of subcontractors and suppliers, complies with the requirements of the contract. At least three phases of control shall be conducted by the CQC System Manager for each definable feature of work as follows:

##### 3.6.1 Preparatory Phase

This phase shall be performed prior to beginning work on each definable feature of work, after all required plans/documents/materials are approved/accepted, and after copies are at the work site. This phase shall include:

- a. A review of each paragraph of applicable specifications.
- b. A review of the contract drawings.
- c. A check to assure that all materials and/or equipment have been tested, submitted, and approved.
- d. Review of provisions that have been made to provide required control inspection and testing.
- e. Examination of the work area to assure that all required preliminary work has been completed and is in compliance with the contract.
- f. A physical examination of required materials, equipment, and sample work to assure that they are on hand, conform to approved shop drawings or submitted data, and are properly stored.
- g. A review of the appropriate activity hazard analysis to assure safety requirements are met.
- h. Discussion of procedures for controlling quality of the work including repetitive deficiencies. Document construction tolerances and workmanship standards for that feature of work.

- i. A check to ensure that the portion of the plan for the work to be performed has been accepted by the Contracting Officer.
- j. Discussion of the initial control phase.
- k. The Government shall be notified at least 48 hours in advance of beginning the preparatory control phase. This phase shall include a meeting conducted by the CQC System Manager and attended by the superintendent, other CQC personnel (as applicable), and the foreman responsible for the definable feature. The results of the preparatory phase actions shall be documented by separate minutes prepared by the CQC System Manager and attached to the daily CQC report. The Contractor shall instruct applicable workers as to the acceptable level of workmanship required in order to meet contract specifications.

### 3.6.2 Initial Phase

This phase shall be accomplished at the beginning of a definable feature of work. The following shall be accomplished:

- a. A check of work to ensure that it is in full compliance with contract requirements. Review minutes of the preparatory meeting.
- b. Verify adequacy of controls to ensure full contract compliance. Verify required control inspection and testing.
- c. Establish level of workmanship and verify that it meets minimum acceptable workmanship standards. Compare with required sample panels as appropriate.
- d. Resolve all differences.
- e. Check safety to include compliance with and upgrading of the safety plan and activity hazard analysis. Review the activity analysis with each worker.
- f. The Government shall be notified at least 24 hours in advance of beginning the initial phase. Separate minutes of this phase shall be prepared by the CQC System Manager and attached to the daily CQC report. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.
- g. The initial phase should be repeated for each new crew to work onsite, or any time acceptable specified quality standards are not being met.

### 3.6.3 Follow-up Phase

Daily checks shall be performed to assure control activities, including control testing, are providing continued compliance with contract requirements, until completion of the particular feature of work. The checks shall be made a matter of record in the CQC documentation. Final follow-up checks shall be conducted and all deficiencies corrected prior to the start of additional features of work which may be affected by the deficient work. The Contractor shall not build upon nor conceal non-conforming work.

#### 3.6.4 Additional Preparatory and Initial Phases

Additional preparatory and initial phases shall be conducted on the same definable features of work if the quality of on-going work is unacceptable, if there are changes in the applicable CQC staff, onsite production supervision or work crew, if work on a definable feature is resumed after a substantial period of inactivity, or if other problems develop.

### 3.7 TESTS

#### 3.7.1 Testing Procedure

The Contractor shall perform specified or required tests to verify that control measures are adequate to provide a product that conforms to contract requirements. Upon request, the Contractor shall furnish to the Government duplicate samples of test specimens for possible testing by the Government. Testing includes operation and/or acceptance tests when specified. The Contractor shall obtain the services of an industry recognized testing laboratory approved by HED, or may establish a testing laboratory at the project site acceptable to the Contracting Officer. No approved Contractor's Quality Control (CQC) laboratory may act as both CQC materials testing laboratory and the Government's Quality Assurance (QA) laboratory on the same project. However, tests contractually required to be performed by an industry recognized testing laboratory shall not be accomplished by the Contractor established on-site laboratory. The Contractor shall perform the following activities and record and provide the following data:

- a. Verify that testing procedures comply with contract requirements.
- b. Verify that facilities and testing equipment are available and comply with testing standards.
- c. Check test instrument calibration data against certified standards.
- d. Verify that recording forms and test identification control number system, including all of the test documentation requirements, have been prepared.
- e. Results of all tests taken, both passing and failing tests, shall be recorded on the CQC report for the date taken. Specification paragraph reference, location where tests were taken, and the sequential control number identifying the test shall be given. If approved by the Contracting Officer, actual test reports may be submitted later with a reference to the test number and date taken. An information copy of tests performed by an offsite or commercial test facility shall be provided directly to the Contracting Officer. Failure to submit timely test reports as stated may result in nonpayment for related work performed and disapproval of the test facility for this contract.

#### 3.7.2 Testing Laboratories

##### 3.7.2.1 3.7.2.1 Laboratory Accreditation

At the beginning of the contract, for all proposed QC materials testing laboratories the contractor must submit the current Certificate of Accreditation and Scope of Accreditation (Test Procedures/Methods Approved)

from one of the nationally recognized accreditation authority listed in paragraph 3.7.2.2.a(1). The laboratories' accreditations shall include the test methods required by the Contract, and must less than 2 years old. Before start of actual construction testing, the contractor shall also submit proof of a HED (or MTC) Audit Team verifying a team audit of the proposed laboratories is less than 3 years old (from the audit date), or have the laboratory audited by HED or MTC if not yet done, or if expired.

### 3.7.2.2 Validation Requirements

Validation is to insure the QC laboratory is qualified to perform required tests for this contract. Validation of a laboratory may consist of both inspection and validation audit, as follows:

a. Inspection: On-site examination of a laboratory as follows (Standards of Acceptability):

(1) Materials Testing Laboratory: (Aggregate, Concrete, Bituminous Materials, Soil and Rock) Laboratories for these materials shall be validated for compliance with ASTM E 329, ASTM D 3740, Engineer Manual EM 1110-2-1906, or project specifications, as applicable.

The testing laboratory performing the actual testing on the project shall be accredited by one of the following laboratory accreditation authorities:

ICBO Evaluation Service, Inc. (ICBO ES)  
Cement and Concrete Reference Laboratory (CCRL)  
American Assoc. of State Highway & Transportation Officials (AASHTO)  
National Voluntary Laboratory Accreditation Program (NVLAP)  
American Association for Laboratory Accreditation (A2LA)  
Materials Testing Center (MTC)-USACE Waterways Experiment Station (WES)

(2) Materials Testing Laboratory: (Steel and Other Construction Materials) Certification of being able to perform tests required for project specifications and for compliance with ASTM E 329.

(3) Water Quality Laboratory: Laboratories engaged in routine (non-hazardous) analysis of water, wastewater, sludge, sediment, and other samples for chemical analysis shall be inspected to assure they have the capability to perform analyses and have quality control procedures, as described in ER 1110-1-261 as appropriate. State and municipal certified laboratories performing these tests may be accepted. The use of analytical methods for procedures not addressed in these references will be evaluated by USACE Chemistry Quality Assurance Branch (CQAB), Omaha, Nebraska for conformance with project or program requirements.

(4) HTRW/Environmental Laboratory: Chemical quality assurance is required to ensure analytical data generated for this project meet high quality data satisfying the project specific data quality objectives, in accordance with ER 1110-1-263 and EM 200-1-6. Analytical laboratories within the 50 United State of America and its territories are required to obtain a USACE laboratory validation prior to start of field work or sample analyses and

maintain the validation status throughout the response activities as outlined in EM 200-1-1, and at least every two years thereafter. For outside these areas, the analytical laboratory shall be certified to meet or exceed ISO/IEC 17025 requirements and be acceptable to the Contracting Officer, and in accordance to then-current POH written policies and procedures establishing the validation method and certification period.

b. Validation Audit and Process: Validation is the process to verify the laboratory is qualified to perform required test procedures in this contract. A laboratory may be validated by auditing if it has been accredited by one of the accrediting agencies listed above within the past two years in accordance with ASTM E 329. This audit shall either be performed by HED or MTC as follows:

1) Auditing by HED: Provided a Hawaii laboratory has a current certification by one of the agencies listed in paragraph 3.7.2.2.a(1), a validation is obtained by an on-site laboratory validation inspection by the HED Audit Team for materials laboratories testing aggregate, cement, concrete, bituminous materials, soil and rock. There is no cost for this HED audit validation but allow a minimum 14 days advance notice for scheduling purposes.

Point of contact for obtaining a HED validation audit is:

- (I) Harley D. Rowe, (808) 438-1344, or
- (II) Raymond W. Kong, (808) 438-6953

at the following address:

U.S. Army Corps of Engineers  
Bldg. 230, ATTN: CEPOH-EC-CQ  
Ft. Shafter, Hawaii 96858-5440

For materials laboratories testing other than 3.7.2.2.a(1), the Contractor's laboratory must meet the requirements specified, subject to review and acceptance by the Government.

(2) Auditing or Inspection by MTC: If a validated laboratory is unavailable or the Contractor desires to use a laboratory that has not been previously validated that doesn't qualify under the requirements of paragraph 3.7.2.2.b, Contractor shall coordinate with Corps of Engineers Material Testing Center (MTC) to obtain validation and pay all associated costs. Inspection by MTC may be required after auditing if one or more of the critical testing procedures required in the project specification were not included in the agency inspection report or if there is any concern that the laboratory may not be able to provide required services. Contractor is cautioned the inspection or validation process is complicated and lengthy, requires an onsite inspection by MTC staff, correction of identified deficiencies, and the submittal and approval of significant documentation. Estimate a minimum of 60 days to schedule an inspection and receive a validation. Cost of onsite inspections is \$2500 plus travel time and cost from Vicksburg MS. Cost of audit is \$1500. If an onsite inspection is required following an audit, the cost of the inspection shall be \$1500 plus travel time and cost. The Contractor will be invoiced for actual travel costs and shall submit payment direct to the MTC made payable to the ERDC Finance and Accounting Officer prior to the scheduling of the inspection and/or audit. The Contractor

shall copy the Contracting Officer of all correspondence and submittals to the MTC for purposes of laboratory validation. Costs are subject to change. For current costs, and obtaining inspection/audit request forms, access the MTC web site: <http://www.wes.army.mil/SL/MTC/mtc.htm>

Point of contact at MTC is:

Daniel Leavell, telephone (601) 634-2496,  
fax (601) 634-4656,  
email [daniel.a.leavell@erdc.usace.army.mil](mailto:daniel.a.leavell@erdc.usace.army.mil), at the following  
Address:

U.S. Army Corps of Engineers  
Materials Testing Center  
Waterways Experiment Station  
3909 Hall Ferry Road  
Vicksburg, MS 39180-6199

c. Validation Schedule

(1) For all contracted laboratories and project Quality Assurance (QA) laboratories testing aggregate, concrete, bituminous materials, soils, rock, and other construction materials, an initial validation by HED shall be performed prior to performance of testing and at least every three (3) years thereafter by the HED audit team.

(2) Laboratories performing water quality, wastewater, sludge, and sediment testing shall be approved at an interval not to exceed eighteen (18) months.

3) All laboratories shall be revalidated at any time at the discretion of the Corps of Engineers when conditions are judged to differ substantially from the conditions when last validated.

3.7.2.3 Capability Check

The Government reserves the right to check laboratory equipment in the proposed laboratory for compliance with the standards set forth in the contract specifications and to check the laboratory technician's testing procedures and techniques. Laboratories utilized for testing soils, concrete, asphalt, and steel shall meet criteria detailed in ASTM D 3740 and ASTM E 329.

3.7.2.4 Capability Recheck

If the selected laboratory fails the capability check, the Contractor shall reimburse the Government for each succeeding recheck of the laboratory or the checking of a subsequently selected laboratory. Such costs will be deducted from the contract amount due the Contractor.

3.7.3 Onsite Laboratory

The Government reserves the right to utilize the Contractor's control testing laboratory and equipment to make assurance tests and to check the Contractor's testing procedures, techniques, and test results at no additional cost to the Government.

3.7.4 Furnishing or Transportation of Samples for Testing

Costs incidental to the transportation of samples or materials shall be borne by the Contractor. Samples of materials for test verification and acceptance testing by the Government shall be delivered to a testing laboratory on the Island of Oahu, State of Hawaii, designated by the Contracting Officer. Coordination for each specific test, exact delivery location, and dates will be made through the Government field office.

### 3.8 COMPLETION INSPECTION

#### 3.8.1 Punch-Out Inspection

Near the completion of all work or any increment thereof established by a completion time stated in the Special Clause entitled "Commencement, Prosecution, and Completion of Work," or stated elsewhere in the specifications, the CQC System Manager shall conduct an inspection of the work and develop a punch list of items which do not conform to the approved drawings and specifications. Such a list of deficiencies shall be included in the CQC documentation, as required by paragraph DOCUMENTATION below, and shall include the estimated date by which the deficiencies will be corrected. The CQC System Manager or staff shall make a second inspection to ascertain that all deficiencies have been corrected. Once this is accomplished, the Contractor shall notify the Government that the facility is ready for the Government Pre-Final inspection.

#### 3.8.2 Pre-Final Inspection

The Government will perform this inspection to verify that the facility is complete and ready to be occupied. The QC Manager shall develop a punch list of items which do not conform to the contract documents. The Government will review the punch list and add to or correct the items listed. The QC Manager shall incorporate Government comments and provide a Pre-Final Punch List. The Contractor's CQC System Manager shall ensure that all items on this list have been corrected before notifying the Government so that a Final inspection with the customer can be scheduled. Any items noted on the Pre-Final inspection shall be corrected in a timely manner. These inspections and any deficiency corrections required by this paragraph shall be accomplished within the time slated for completion of the entire work or any particular increment thereof if the project is divided into increments by separate completion dates.

#### 3.8.3 Final Acceptance Inspection

The Contractor's Quality Control Inspection personnel, plus the superintendent or other primary management person, and the Contracting Officer's Representative shall be in attendance at this inspection. Additional Government personnel including, but not limited to, those from Base/Post Civil Facility Engineer user groups, and major commands may also be in attendance. The final acceptance inspection will be formally scheduled by the Contracting Officer based upon results of the Pre-Final inspection. Notice shall be given to the Contracting Officer at least 14 days prior to the final acceptance inspection and shall include the Contractor's assurance that all specific items previously identified to the Contractor as being unacceptable, along with all remaining work performed under the contract, will be complete and acceptable by the date scheduled for the final acceptance inspection. Failure of the Contractor to have all contract work acceptably complete for this inspection will be cause for the Contracting Officer to bill the Contractor for the Government's additional inspection cost in accordance with the contract clause titled "Inspection of Construction".

### 3.9 DOCUMENTATION

The Contractor shall maintain current records providing factual evidence that required quality control activities and/or tests have been performed. These records shall include the work of subcontractors and suppliers and shall be prepared using government-provided software, QCS (see Section 01312), that includes, as a minimum, the following information:

- a. Contractor/subcontractor and their area of responsibility.
- b. Operating plant/equipment with hours worked, idle, or down for repair.
- c. Work performed each day, giving location, description, and by whom. When Network Analysis (NAS) is used, identify each phase of work performed each day by NAS activity number.
- d. Test and/or control activities performed with results and references to specifications/drawings requirements. The control phase should be identified (Preparatory, Initial, Follow-up). List deficiencies noted along with corrective action.
- e. Quantity of materials received at the site with statement as to acceptability, storage, and reference to specifications/drawings requirements.
- f. Submittals reviewed, with contract reference, by whom, and action taken.
- g. Off-site surveillance activities, including actions taken.
- h. Job safety evaluations stating what was checked, results, and instructions or corrective actions.
- i. Instructions given/received and conflicts in plans and/or specifications.
- j. Contractor's verification statement.

These records shall indicate a description of trades working on the project; the number of personnel working; weather conditions encountered; and any delays encountered. These records shall cover both conforming and deficient features and shall include a statement that equipment and materials incorporated in the work and workmanship comply with the contract. Unless otherwise directed by the Contracting Officer the original and one copy of these records in report form shall be furnished to the Government daily within 24 hours after the date covered by the report, except that reports need not be submitted for days on which no work is performed. As a minimum, one report shall be prepared and submitted for every 7 days of no work and on the last day of a no work period. All calendar days shall be accounted for throughout the life of the contract. The first report following a day of no work shall be for that day only. Reports shall be signed and dated by the CQC System Manager. The report from the CQC System Manager shall include copies of test reports and copies of reports prepared by all subordinate quality control personnel.

### 3.10 NOTIFICATION OF NONCOMPLIANCE

The Contracting Officer will notify the Contractor of any detected noncompliance with the foregoing requirements. The Contractor shall take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the work site, shall be deemed sufficient for the purpose of notification. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders shall be made the subject of claim for extension of time or for excess costs or damages by the Contractor.

-- End of Section --

SECTION TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01780

CLOSEOUT SUBMITTALS

PART 1 GENERAL

- 1.1 SUBMITTALS
- 1.2 PROJECT RECORD DOCUMENTS
  - 1.2.1 As-Built Drawings
    - 1.2.1.1 Government Furnished Materials
    - 1.2.1.2 Working As-Built and Final As-Built Drawings
    - 1.2.1.3 Drawing Preparation
    - 1.2.1.4 Computer Aided Design and Drafting (CADD) Drawings
    - 1.2.1.5 Payment
  - 1.2.2 As-Built Record of Equipment and Materials
  - 1.2.3 Final Approved Shop Drawings
  - 1.2.4 Real Property Equipment
- 1.3 WARRANTY MANAGEMENT
  - 1.3.1 Warranty Management Plan
  - 1.3.2 Performance Bond
  - 1.3.3 Pre-Warranty Conference
  - 1.3.4 Contractor's Response to Construction Warranty Service Requirements
  - 1.3.5 Warranty Tags
- 1.4 MECHANICAL TESTING, ADJUSTING, BALANCING, AND COMMISSIONING
- 1.5 OPERATION AND MAINTENANCE MANUALS
- 1.6 FINAL CLEANING

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

-- End of Section Table of Contents --

SECTION 01780

CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.1 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. The following shall be submitted in accordance with Section 01330 SUBMITTAL PROCEDURES:

SD-02 Shop Drawings

As-Built Drawings.

Drawings showing final as-built conditions of the project. The final CADD as-built drawings shall consist of three sets of electronic CADD drawing files in the specified format, one set of original drawings, three sets of prints of the originals, and one set of the Government accepted working as-built drawings.

SD-03 Product Data

As-Built Record of Equipment and Materials.

Two copies of the record listing the as-built materials and equipment incorporated into the construction of the project.

Warranty Management Plan.

One set of the warranty management plan containing information relevant to the warranty of materials and equipment incorporated into the construction project, including the starting date of warranty of construction. The Contractor shall furnish with each warranty the name, address, and telephone number of each of the guarantor's representatives nearest to the project location.

Warranty Tags.

Two record copies of the warranty tags showing the layout and design.

Final Clean-Up.

Two copies of the listing of completed final clean-up items.

1.2 PROJECT RECORD DOCUMENTS

1.2.1 As-Built Drawings

This paragraph covers as-built drawings complete, as a requirement of the

contract. The terms "drawings," "contract drawings," "drawing files," "working as-built drawings" and "final as-built drawings" refer to contract drawings which are revised to be used for final as-built drawings.

#### 1.2.1.1 Government Furnished Materials

One set of electronic CADD files in the specified software and format revised to reflect all bid amendments will be provided by the Government at the preconstruction conference for projects requiring CADD file as-built drawings.

#### 1.2.1.2 Working As-Built and Final As-Built Drawings

The Contractor shall maintain 2 sets of paper drawings by red-line process to show the as-built conditions during the prosecution of the project. These working as-built marked drawings shall be kept current on a daily basis and at least one set shall be available on the jobsite at all times. Changes from the contract plans which are made in the work or additional information which might be uncovered in the course of construction shall be accurately and neatly recorded as they occur by means of details and notes. At the final inspection or upon beneficial occupancy of the facility by the user, whichever comes first. The Contractor shall provide one of the two sets of working as-built drawings to the COR for turnover with the facility. This set will serve as an advance/interim working set for the occupant of the completed facility; until such time that the final as-built drawings are furnished to them. Final as-built drawings shall be prepared after the completion of each definable feature of work as listed in the Contractor Quality Control Plan (Foundations, Utilities, Structural Steel, etc., as appropriate for the project). The working as-built marked drawings and final as-built drawings will be jointly reviewed for accuracy and completeness by the Contracting Officer and the Contractor prior to submission of each monthly pay estimate. If the Contractor fails to maintain the working and final as-built drawings as specified herein, the Contracting Officer will deduct from the monthly progress payment an amount representing the estimated cost of maintaining the as-built drawings. This monthly deduction will continue until an agreement is reached between the Contracting Officer and the Contractor regarding the accuracy and completeness of updated drawings. The working and final as-built drawings shall show, but shall not be limited to, the following information:

a. The actual location, kinds and sizes of all sub-surface utility lines. In order that the location of these lines and appurtenances may be determined in the event the surface openings or indicators become covered over or obscured, the as-built drawings shall show, by offset dimensions to two permanently fixed surface features, the end of each run including each change in direction. Valves, splice boxes and similar appurtenances shall be located by dimensioning along the utility run from a reference point. The average depth below the surface of each run shall also be recorded.

b. The location and dimensions of any changes within the building structure.

c. Correct grade, elevations, cross section, or alignment of roads, earthwork, structures or utilities if any changes were made from contract plans.

d. Changes in details of design or additional information obtained from working drawings specified to be prepared and/or furnished by the Contractor; including but not limited to fabrication, erection,

installation plans and placing details, pipe sizes, insulation material, dimensions of equipment foundations, etc.

e. The topography, invert elevations and grades of drainage installed or affected as part of the project construction.

f. Changes or modifications which result from the final inspection.

g. Where contract drawings or specifications present options, only the option selected for construction shall be shown on the final as-built drawings.

h. If borrow material for this project is from sources on Government property, or if Government property is used as a spoil area, the Contractor shall furnish a contour map of the final borrow pit/spoil area elevations.

i. Systems designed or enhanced by the Contractor, such as HVAC controls, fire alarm, fire sprinkler, and irrigation systems.

j. Modifications (change order price shall include the Contractor's cost to change working and final as-built drawings to reflect modifications) and compliance with the following procedures.

(1) Directions in the modification for posting descriptive changes shall be followed.

(2) A Modification Circle shall be placed at the location of each deletion.

(3) For new details or sections which are added to a drawing, a Modification Circle shall be placed by the detail or section title.

(4) For minor changes, a Modification Circle shall be placed by the area changed on the drawing (each location).

(5) For major changes to a drawing, a Modification Circle shall be placed by the title of the affected plan, section, or detail at each location.

(6) For changes to schedules or drawings, a Modification Circle shall be placed either by the schedule heading or by the change in the schedule.

(7) The Modification Circle size shall be 1/2 inch diameter unless the area where the circle is to be placed is crowded. Smaller size circle shall be used for crowded areas.

#### 1.2.1.3 Drawing Preparation

The as-built drawings shall be modified as may be necessary to correctly show the features of the project as it has been constructed by bringing the contract set into agreement with Government accepted working as-built drawings, and adding such additional drawings as may be necessary. These working as-built marked drawings shall be neat, legible and accurate. These drawings are part of the permanent records of this project and shall be returned by the Contractor to the Contracting Officer after final acceptance by the Government. Any drawings damaged or lost by the Contractor shall be satisfactorily replaced by the Contractor at no expense to the Government.

#### 1.2.1.4 Computer Aided Design and Drafting (CADD) Drawings

Only personnel proficient in the preparation of microstation CADD drawings shall be employed to modify the contract drawings or prepare additional new drawings. Additions and corrections to the contract drawings shall be equal in quality and detail to that of the originals. Line colors, line weights, lettering, layering conventions, and symbols shall be the same as the original line colors, line weights, lettering, layering conventions, and symbols. If additional drawings are required, they shall be prepared using the specified electronic file format applying the same graphic standards specified for original drawings. The title block and drawing border to be used for any new final as-built drawings shall be identical to that used on the contract drawings. Additions and corrections to the contract drawings shall be accomplished using CADD files. The Contractor will be furnished Microstation CADD files and pentable. The electronic files will be supplied on compact disc, read-only memory (CD-ROM). The Contractor shall be responsible for providing all program files and hardware necessary to prepare final as-built drawings. The Contracting Officer will review final as-built drawings for accuracy and the Contractor shall make required corrections, changes, additions, and deletions.

a. CADD colors shall be the "base" colors of red, green, and blue. Color code for changes shall be as follows:

- (1) Deletions (red) - Deleted graphic items (lines) shall be colored red with red lettering in notes and leaders.
- (2) Additions (Green) - Added items shall be drawn in green with green lettering in notes and leaders.
- (3) Special (Blue) - Items requiring special information, coordination, or special detailing or detailing notes shall be in blue.

b. All changes to the contract drawing files shall be made on the level as the original item. There shall be no deletions of existing lines; existing lines shall be over struck in red. Additions shall be in green with line weights the same as the drawing.

c. When final revisions have been completed, the cover sheet drawing shall show the wording "RECORD DRAWING AS-BUILT" followed by the name of the Contractor in letters at least 3/16 inch high. All other contract drawings shall be marked either "as-built" drawing denoting no revisions on the sheet or "Revised As-Built" denoting one or more revisions. Original contract drawings shall be dated in the revision block.

d. Within 10 days after Government acceptance of all of the working as-built drawings for a phase of work, the Contractor shall prepare the final CADD as-built drawings for that phase of work and submit two sets of blue/black-line prints of these drawings for Government review. The Government will promptly return one set of prints annotated with any necessary corrections. Within 10 days the Contractor shall revise the CADD files accordingly at no additional cost and submit one set of final prints for the completed phase of work to the Government. Within 10 days of substantial completion of all phases of work, the Contractor shall submit the final as-built drawing package for the entire project. The submittal shall consist of three sets of electronic files on compact disc, read-only memory (CD-ROM), one set of originals, three sets of prints and one set of

the Government annotated and accepted working as-built drawings. They shall be complete in all details and identical in form and function to the contract drawing files supplied by the Government. Any transactions or adjustments necessary to accomplish this is the responsibility of the Contractor. The Government reserves the right to reject any drawing files it deems incompatible with the customer's CADD system. Paper prints, drawing files and storage media submitted will become the property of the Government upon final acceptance. Failure to submit final as-built drawing files or working as-built marked drawings as specified shall be cause for withholding any payment due the Contractor under this contract. Acceptance of final as-built drawings shall be accomplished before final payment is made to the Contractor.

#### 1.2.1.5 Payment

No separate payment will be made for as-built drawings required under this contract, and all costs accrued in connection with such drawings shall be considered a subsidiary obligation of the Contractor.

#### 1.2.2 As-Built Record of Equipment and Materials

The Contractor shall furnish one copy of preliminary record of equipment and materials used on the project 15 days prior to final inspection. This preliminary submittal will be reviewed and returned 2 days after final inspection with Government comments. Two sets of final record of equipment and materials shall be submitted 10 days after final inspection. The designations shall be keyed to the related area depicted on the contract drawings. The record shall list the following data:

##### RECORD OF DESIGNATED EQUIPMENT AND MATERIALS DATA

Description	Specification Section	Manufacturer and Catalog, Model, and Serial Number	Composition and Size	Where Used
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#### 1.2.3 Final Approved Shop Drawings

The Contractor shall furnish final approved project shop drawings 30 days after transfer of the completed facility.

#### 1.2.4 Real Property Equipment

The Contractor shall furnish a list of installed equipment furnished under this contract. The list shall include all information usually listed on manufacturer's name plate. The "EQUIPMENT-IN-PLACE LIST" shall include, as applicable, the following for each piece of equipment installed: description of item, location (by room number), model number, serial number, capacity, name and address of manufacturer, name and address of equipment supplier, condition, spare parts list, manufacturer's catalog, and warranty. A draft list shall be furnished at time of transfer. The final list shall be furnished 10 days after transfer of the completed facility.

### 1.3 WARRANTY MANAGEMENT

#### 1.3.1 Warranty Management Plan

The Contractor shall develop a warranty management plan. At least 30 days

before the planned pre-warranty conference, the Contractor shall submit the warranty management plan for Government approval. The warranty management plan shall include all required actions and documents to assure that the Government receives all warranties to which it is entitled, in accordance with the Contract Clause, WARRANTY OF CONSTRUCTION. The plan shall be in narrative form and contain sufficient detail to render it suitable for use by future maintenance and repair personnel, whether tradesmen, or of engineering background, not necessarily familiar with this contract. The term "status" as indicated below shall include due date and whether item has been submitted or was accomplished. Warranty information made available during the construction phase shall be submitted to the Contracting Officer for approval prior to each monthly pay estimate. Approved information shall be assembled in a binder and shall be turned over to the Government upon acceptance of the work. The construction warranty period shall begin on the date of project acceptance and shall continue for the full product warranty period. A joint 4 month and 9 month warranty inspection shall be conducted, measured from time of acceptance, by the Contractor, Contracting Officer and the Customer Representative. Information contained in the warranty management plan shall include, but shall not be limited to, the following:

a. Roles and responsibilities of all personnel associated with the warranty process, including points of contact and telephone numbers within the organizations of the Contractors, subcontractors, manufacturers or suppliers involved.

b. Listing and status of delivery of all Certificates of Warranty for extended warranty items, to include roofs, HVAC balancing, pumps, motors, transformers, and for all commissioned systems such as fire protection and alarm systems, sprinkler systems, lightning protection systems, etc.

c. A list for each warranted equipment, item, feature of construction or system indicating:

1. Name of item.
2. Model and serial numbers.
3. Location where installed.
4. Name and phone numbers of manufacturers or suppliers.
5. Names, addresses and telephone numbers of sources of spare parts.
6. Warranties and terms of warranty. This shall include one-year overall warranty of construction. Items which have extended warranties shall be indicated with separate warranty expiration dates.
7. Cross-reference to warranty certificates as applicable.
8. Starting point and duration of warranty period.
9. Summary of maintenance procedures required to continue the warranty in force.
10. Cross-reference to specific pertinent Operation and Maintenance manuals.
11. Organization, names and phone numbers of persons to call for warranty service.
12. Typical response time and repair time expected for various warranted equipment.

d. The Contractor's plans for attendance at the 4 and 9 month post-construction warranty inspections conducted by the Government.

e. Procedure and status of tagging of all equipment covered by

extended warranties.

f. Copies of instructions to be posted near selected pieces of equipment where operation is critical for warranty and/or safety reasons.

#### 1.3.2 Performance Bond

The Contractor's Performance Bond shall remain in effect throughout the construction period, and during the life of any guaranty required under the Contract Performance Bond, Standard Form 25.

a. In the event the Contractor fails to commence and diligently pursue any construction warranty work required, the Contracting Officer will have the work performed by others. After completion of the construction warranty work, charges will be made to the remaining construction warranty funds of expenses which the Government incurred while performing the work, including, but not limited to administrative expenses.

b. In the event sufficient funds are not available to cover the construction warranty work performed by the Government, at the Contractor's expense, the Contracting Officer will have the right to recoup expenses from the bonding company.

c. Following oral or written notification of required construction warranty repair work, the Contractor shall respond in a timely manner. Written verification will follow oral instructions. Failure of the Contractor to respond will be cause for the Contracting Officer to proceed against the Contractor.

#### 1.3.3 Pre-Warranty Conference

Prior to contract completion, and at a time designated by the Contracting Officer, the Contractor shall meet with the Contracting Officer to develop a mutual understanding with respect to the requirements of this section. Communication procedures for Contractor notification of construction warranty defects, priorities with respect to the type of defect, reasonable time required for Contractor response, and other details deemed necessary by the Contracting Officer for the execution of the construction warranty shall be established/reviewed at this meeting. In connection with these requirements and at the time of the Contractor's quality control completion inspection, the Contractor shall furnish the name, telephone number and address of a licensed and bonded company which is authorized to initiate and pursue construction warranty work action on behalf of the Contractor. This point of contact will be located within the local service area of the warranted construction, shall be continuously available, and shall be responsive to Government inquiry on warranty work action and status. This requirement does not relieve the Contractor of any of its responsibilities in connection with other portions of this provision.

#### 1.3.4 Contractor's Response to Construction Warranty Service Requirements

Following oral or written notification by the Contracting Officer, the Contractor shall respond to construction warranty service requirements in accordance with the "Construction Warranty Service Priority List" and the three categories of priorities listed below. The Contractor shall submit a report on any warranty item that has been repaired during the warranty period. The report shall include the cause of the problem, date reported, corrective action taken, and when the repair was completed. If the Contractor does not perform the construction warranty within the timeframes

specified, the Government will perform the work and backcharge the construction warranty payment item established.

a. First Priority Code 1. Perform onsite inspection to evaluate situation, and determine course of action within 4 hours, initiate work within 6 hours and work continuously to completion or relief.

b. Second Priority Code 2. Perform onsite inspection to evaluate situation, and determine course of action within 8 hours, initiate work within 24 hours and work continuously to completion or relief.

c. Third Priority Code 3. All other work to be initiated within 3 work days and work continuously to completion or relief.

d. The "Construction Warranty Service Priority List" is as follows:

Code 1-Air Conditioning Systems

- (1) Recreational support.
- (2) Air conditioning leak in part of building, if causing damage.
- (3) Air conditioning system not cooling properly.

Code 1-Doors

- (1) Overhead doors not operational, causing a security, fire, or safety problem.
- (2) Interior, exterior personnel doors or hardware, not functioning properly, causing a security, fire, or safety problem.

Code 3-Doors

- (1) Overhead doors not operational.
- (2) Interior/exterior personnel doors or hardware not functioning properly.

Code 1-Electrical

- (1) Power failure (entire area or any building operational after 1600 hours).
- (2) Security lights
- (3) Smoke detectors

Code 2-Electrical

- (1) Power failure (no power to a room or part of building).
- (2) Receptacle and lights (in a room or part of building).

Code 3-Electrical

Street lights.

Code 1-Gas

- (1) Leaks and breaks.
- (2) No gas to family housing unit or cantonment area.

Code 1-Heat

- (1) Area power failure affecting heat.
- (2) Heater in unit not working.

Code 2-Kitchen Equipment

- (1) Dishwasher not operating properly.
- (2) All other equipment hampering preparation of a meal.

Code 1-Plumbing

- (1) Hot water heater failure.

(2) Leaking water supply pipes.

Code 2-Plumbing

- (1) Flush valves not operating properly.
- (2) Fixture drain, supply line to commode, or any water pipe leaking.
- (3) Commode leaking at base.

Code 3 -Plumbing

Leaky faucets.

Code 3-Interior

- (1) Floors damaged.
- (2) Paint chipping or peeling.
- (3) Casework.

Code 1-Roof Leaks

Temporary repairs will be made where major damage to property is occurring.

Code 2-Roof Leaks

Where major damage to property is not occurring, check for location of leak during rain and complete repairs on a Code 2 basis.

Code 2-Water (Exterior)

No water to facility.

Code 2-Water (Hot)

No hot water in portion of building listed.

Code 3-All other work not listed above.

1.3.5 Warranty Tags

At the time of installation, each warranted item shall be tagged with a durable, oil and water resistant tag approved by the Contracting Officer. Each tag shall be attached with a copper wire and shall be sprayed with a silicone waterproof coating. The date of acceptance and the QC signature shall remain blank until project is accepted for beneficial occupancy. The tag shall show the following information.

- a. Type of product/material\_\_\_\_\_.
- b. Model number\_\_\_\_\_.
- c. Serial number\_\_\_\_\_.
- d. Contract number\_\_\_\_\_.
- e. Warranty period\_\_\_\_\_ from\_\_\_\_\_ to\_\_\_\_\_.
- f. Inspector's signature\_\_\_\_\_.
- g. Construction Contractor\_\_\_\_\_.
- Address\_\_\_\_\_.
- Telephone number\_\_\_\_\_.

h. Warranty contact\_\_\_\_\_.

Address\_\_\_\_\_.

Telephone number\_\_\_\_\_.

i. Warranty response time priority code\_\_\_\_\_.

j. WARNING - PROJECT PERSONNEL TO PERFORM ONLY OPERATIONAL MAINTENANCE DURING THE WARRANTY PERIOD.

#### 1.4 MECHANICAL TESTING, ADJUSTING, BALANCING, AND COMMISSIONING

Prior to final inspection and transfer of the completed facility; all reports, statements, certificates, and completed checklists for testing, adjusting, balancing, and commissioning of mechanical systems shall be submitted to and approved by the Contracting Officer as specified in applicable technical specification sections.

#### 1.5 OPERATION AND MAINTENANCE MANUALS

Operation manuals and maintenance manuals shall be submitted as specified. Operation manuals and maintenance manuals provided in a common volume shall be clearly differentiated and shall be separately indexed.

#### 1.6 FINAL CLEANING

The premises shall be left broom clean. Stains, foreign substances, and temporary labels shall be removed from surfaces. Carpet and soft surfaces shall be vacuumed. Equipment and fixtures shall be cleaned to a sanitary condition. Filters of operating equipment shall be cleaned. Debris shall be removed from roofs, drainage systems, gutters, and downspouts. Paved areas shall be swept and landscaped areas shall be raked clean. The site shall have waste, surplus materials, and rubbish removed. The project area shall have temporary structures, barricades, project signs, and construction facilities removed. A list of completed clean-up items shall be submitted on the day of final inspection.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

-- End of Section--

SECTION TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01900

MISCELLANEOUS PROVISIONS

PART 1 GENERAL

- 1.1 REFERENCES
- 1.2 SUBMITTALS
- 1.3 PROJECT MANAGEMENT ORGANIZATION
  - 1.3.1 General
  - 1.3.2 Organization Plan
  - 1.3.3 Organizational Changes
  - 1.3.4 Project Manager
  - 1.3.5 Project Superintendent
  - 1.3.6 Contractor Quality Control
  - 1.3.7 Safety
    - 1.3.7.1 General
    - 1.3.7.2 Accident Prevention Plan (APP)
    - 1.3.7.3 Site-Specific Safety and Health Plan (SSHP)
    - 1.3.7.4 Safety and Health Manager
- 1.4 AS-BUILT DRAWINGS
- 1.5 DUST CONTROL
- 1.6 PROTECTION
  - 1.6.1 Warning Signs and Barricades
  - 1.6.2 Protection of Grassed and Landscaped Areas
  - 1.6.3 Protection of Trees and Plants
  - 1.6.4 Protection of Building From the Weather
- 1.7 RESTORATION WORK
- 1.8 REMOVAL AND DISPOSAL
  - 1.8.1 Title to Materials
  - 1.8.2 Rubbish and Debris
- 1.9 INTERFERENCE WITH GOVERNMENT OPERATIONS
  - 1.9.1 Coordination
  - 1.9.2 Materials and Equipment
  - 1.9.3 Utilities and Facilities
  - 1.9.4 Staking and Flagging Existing Utilities
- 1.10 CONTRACTOR'S OPERATIONS OR STORAGE AREA
- 1.11 GOVERNMENT PROJECT OFFICE
- 1.12 WORKING DIRECTIVES
  - 1.12.1 Working Hours
  - 1.12.2 Occupancy
  - 1.12.3 Availability of Work Areas
  - 1.12.4 Notification of Occupants
- 1.13 FINAL INSPECTION AND ACCEPTANCE
- 1.14 USE OF PRODUCTS CONTAINING RECOVERED MATERIALS

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION (NOT APPLICABLE)

-- End of Section Table of Contents --

SECTION 01900

MISCELLANEOUS PROVISIONS

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.

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

29 CFR 1910.1001	Asbestos, Tremolite, Anthophyllite, and Actinolite
29 CFR 1926.1101	Asbestos, Tremolite, Anthophyllite, Actinolite

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. The following shall be submitted in accordance with Section 01330 SUBMITTAL PROCEDURES:

SD-01 PreConstruction Submittals

Organization Plan; G.

Provide a diagram depicting the proposed management organization. The chart shall clearly identify lines of authority and areas of responsibility. Include a narrative description of how the management team will operate, and the specific duties and responsibilities of the key individuals.

The narrative shall describe the Offeror's proposed on-site organization and structure, and shall describe how the Offeror intends to monitor and control timeliness, quality, and safety of the work at the job site, including the work of any subcontractors on all phases of the contract.

Identify the individuals proposed to fill the key management positions: Project Manager, Project Superintendent, Contractor Quality Control System Manager, Safety and Health Manager. Provide resumes for each individual. Resumes must support the individual's qualifications to perform in the selected position.

Provide copies of letters of direction to each key personnel from an appropriate officer of the company.

If the information submitted in proposal Volume I, Factor III is

current and complete, submit one copy of this information. However, if any of the proposal information is not current or requires revision, in addition to the copy of the proposal information, submit four copies of all additions and changes for Contracting Officer acceptance.

Accident Prevention Plan; G.

Activity Hazard Analyses; G.

#### SD-03 Product Data

Equipment Data.

A list of all equipment furnished under this contract. This list shall include, but not be limited to, each piece of equipment with a serial number, and shall include all information shown on the manufacturer's nameplate, so as to positively identify the piece of equipment. This list shall also include the cost of each piece of equipment (less installation costs) F.O.B. construction site. This list shall be furnished as soon as possible after equipment is purchased. The list shall consist of one (1) reproducible and three (3) copies, and shall be furnished to the Contracting Officer not later than thirty (30) calendar days prior to completion of any segment of the contract work that has an incremental completion date.

Recovered Material Report

The Contractor shall provide a report listing all products meeting EPA guidelines for products containing recovered materials and quantity used for this project.

#### SD-06 Test Reports

Inspection of Existing Conditions.

A written report with color photographs noting the condition of the existing facilities at the time of the inspection. One copy of the report including photographs shall be submitted to the Contracting Officer, prior to construction.

#### SD-06 Test Records

Dust Control; G.

Method(s) of dust control.

Excavation/Trenching Clearance.

Prior to start of any excavation or trenching work, the Contractor shall obtain clearance, in writing, from the appropriate communications agency and base or area engineer. Copies of all correspondence shall be provided the Contracting Officer. Normal coordination time for obtaining the necessary permits is approximately fifteen (15) calendar days. The Contractor shall advise the Contracting Officer promptly when it appears that the normal coordination time will be exceeded.

Condition of Contractor's Operation or Storage Area.

The Contractor shall submit to the Contracting Officer photographs and/or videos depicting the condition of the Contractor's Operation or Storage Area.

SD-07 Certificate

Products Containing Recovered Materials.

The Contractor shall submit manufacturer's certification attesting that product meets or exceeds EPA's recovered material guidelines.

1.3 PROJECT MANAGEMENT ORGANIZATION

1.3.1 General

The Contractor is responsible for ensuring that the contract is adequately staffed to manage all of the work in full accordance and compliance with the contract requirements.

1.3.2 Organization Plan

The contractor shall submit an organization plan describing the organization it intends to structure for managing this contract. The plan shall include lines of authority, position responsibilities, and qualifications of the proposed staff. The project staff shall minimally consist of the following key personnel: Project Manager, Project Superintendent, Contractor Quality Control System Manager, Safety and Health Manager. Each of the individuals selected to fill these positions is subject to acceptance by the Contracting Officer.

1.3.3 Organizational Changes

The Contractor shall maintain the project management staff at full strength at all times. When it is necessary to make changes to the staff, the Contractor shall revise the Organization Plan to reflect the changes and submit the changes to the Contracting Officer for acceptance at least fourteen (14) calendar days prior to implementation of the changes.

Substitutions for any accepted key personnel must be submitted for review and acceptance by the Contracting Officer prior to the start of work by that individual. The Contractor is informed that the Government will be allowed at least 30 days to respond. Any delays resulting from this process shall be the responsibility of the contractor and shall not be a basis for any equitable contract adjustment.

1.3.4 Project Manager

The Project Manager shall be responsible for the contractor's overall management and coordination of this contract and shall be the central point of contact with the Government for performance of all work under this contract including warranty. The Project Manager shall oversee construction accomplishment, administer all instructions, and answer all questions from the Contracting Officer pertaining to the work during the life of the contract, including the warranty period. The Project Manager shall be responsible for the complete coordination of all work in this contract. The Project Manager will be responsible for ensuring that

adequate internal controls and review procedures are followed in order to eliminate conflicts, errors and omissions, and for ensuring that all technical requirements are met. Another individual may be designated to temporarily act for the Project Manager, however, forty-eight (48) hours advance notice in writing of such change shall be requested to the Contracting Officer, and no change shall be made without prior acceptance by the Contracting Officer.

The Project Manager shall have a recognized four-year college degree in engineering, architecture, or related technical field, and at least five (5) years experience in managing and supervising Department of Defense construction projects of similar size and scope.

#### 1.3.5 Project Superintendent

A Project Superintendent shall be assigned. This individual shall have a minimum of five years experience as a superintendent on Department of Defense construction projects similar in size and scope to this contract. The project superintendent shall have overall responsibility for all operations on the jobsite. The superintendent shall be assigned no other duties.

#### 1.3.6 Contractor Quality Control

To assure compliance with contract requirements, the Contractor shall establish and maintain quality control for materials and work, including design, covered by all sections of the TECHNICAL REQUIREMENTS in accordance with Section 01451 CONTRACTOR QUALITY CONTROL. Records shall be maintained for all operations including sampling and testing.

#### 1.3.7 Safety

##### 1.3.7.1 General

Site activities performed in conjunction with this contract may pose safety hazards that require specialized expertise to effectively address and eliminate. The Contractor shall be responsible for preparing and implementing an effective safety and health program throughout the entire duration of the contract.

##### 1.3.7.2 Accident Prevention Plan (APP)

The contractor shall prepare an Accident Prevention Plan in accordance with the provisions of FAR 52.236-13 (Section 00700) and Section 00800, paragraph S-36.18. The Accident Prevention Plan shall address the contractor's overall safety program for the entire contract. The APP shall consist of the forms and documents listed in Section 00800, S36.18, ACCIDENT PREVENTION PLAN, covering the overall safety considerations for the contract as a whole.

##### 1.3.7.3 Site-Specific Safety and Health Plan (SSHP)

The contractor shall prepare a site-specific safety and health plan addressing the safety aspects specific to the work ordered. Work on a feature of work shall not commence prior to receiving the Contracting Officer's written acceptance of both the contract Accident Prevention Plan and the site-specific safety and health plan. The SSHP shall be prepared in accordance with the requirements specified in this section and shall comply with all federal, state, and local health and

safety requirements, e.g., the Occupational Safety and Health Administration (OSHA) requirements (29 CFR 1910.1001 and 29 CFR 1926.1101) and the U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1). The SSHP shall address those elements that are specific to the feature of work that have potential for negative effects on the safety and health of workers, the public, and other personnel on site.

An Activity Hazard Analysis (AHA), POD Form 184-R, rev 16 Oct 98, shall be submitted for all phases of construction specific to the feature of work and worksite. Work on a construction phase cannot begin until the AHA is submitted and accepted.

The SSHP shall identify the individual responsible for jobsite safety. This individual shall be present at the jobsite at all times during construction. Copies of the accepted SSHP and Accident Prevention Plan shall be available at the jobsite at all times. All workers shall know the location of these plans. All workers shall receive a safety briefing covering applicable sections of these plans prior to the start of construction.

Daily safety and health inspections shall be conducted to determine if site operations are conducted in accordance with the accepted SSHP and contract requirements. Results and observations made during these inspections shall be noted in the contractor's daily report.

#### 1.3.7.4 Safety and Health Manager

The Safety and Health Manager shall have direct responsibility for the overall management of the contractor's Safety Program for the entire contract, as required by the US Army Corps of Engineers Safety and Health Requirements Manual, EM385-1-1, and other applicable safety standards. This individual shall have a minimum of five (5) years experience in safety on Department of Defense construction projects similar in size and scope to this contract. All members of the safety staff are subject to review and acceptance by the Contracting Officer. The Safety and Health Manager shall have no other duties.

#### 1.4 AS-BUILT DRAWINGS

As-built drawings shall be in accordance with Section 01780 CLOSEOUT SUBMITTALS.

#### 1.5 DUST CONTROL

The amount of dust resulting from the Contractor's work shall be controlled to prevent the spread of dust to occupied portions of the construction site and to avoid creation of a nuisance in the surrounding area. Use of water will not be permitted when it will result in, or create, hazardous or objectionable conditions such as flooding and pollution. Measures shall also be taken for dust control along haul routes and equipment parking areas.

#### 1.6 PROTECTION

The Contractor shall take all necessary precautions to insure that no damages to private or public property will result from his operations. Any such damages shall be repaired or property replaced by the Contractor in accordance with the CONTRACT CLAUSES entitled "PERMITS AND

RESPONSIBILITIES" and "PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS", without delay, and at no cost to the Government.

#### 1.6.1 Warning Signs and Barricades

The Contractor shall be responsible for posting warning signs or erecting temporary barricades to provide for safe conduct of work and protection of property.

#### 1.6.2 Protection of Grassed and Landscaped Areas

The Contractor's vehicles shall be restricted to paved roadways and driveways. Vehicles shall not be driven or parked on grassed and/or landscaped areas except when absolutely necessary for the performance of the work and approved in advance by the Contracting Officer. Grassed or landscaped areas damaged by the Contractor shall be restored to their original condition without delay and at no cost to the Government.

#### 1.6.3 Protection of Trees and Plants

Where necessary, tree branches and plants interfering with the work may be temporarily tied back by the Contractor to permit accomplishment of the work in a convenient manner, so long as they will not be permanently damaged thereby. If this is not feasible, they may be pruned, subject to written approval by the Contracting Officer.

#### 1.6.4 Protection of Building From the Weather

The interior of the building and all materials and equipment shall be protected from the weather at all times.

#### 1.7 RESTORATION WORK

Existing conditions or areas damaged or disturbed by the Contractor's operations shall be restored to their original condition, or near original condition as possible, to the satisfaction of the Contracting Officer.

#### 1.8 REMOVAL AND DISPOSAL

The Contractor shall salvage or recycle waste to the maximum extent practical as it relates to the capabilities of local industries. A record of the quantity of salvaged or recycled materials shall be maintained by the Contractor during the length of the project and submitted to the Contracting Officer at acceptance of the project. Quantities shall be recorded in the unit of measure of the industry. Reuse of materials on the site shall be considered a form of recycling. An example of such reuse would be the use of acceptable excavated materials as fill.

##### 1.8.1 Title to Materials

Title to all materials and equipment to be removed, except as indicated or specified otherwise, is vested in the Contractor upon receipt of notice to proceed. The Government will not be responsible for the condition, loss or damage to such property after the Contractor's receipt of notice to proceed. Items indicated to be removed shall be removed and disposed of by the Contractor outside the limits of Government-controlled property at the

Contractor's responsibility and expense before the completion and final acceptance of the work and such materials shall not be sold on the site.

#### 1.8.2 Rubbish and Debris

Rubbish and debris shall be removed from Government-controlled property daily unless otherwise directed, so as not to allow accumulation inside or outside the building. Materials that cannot be removed daily shall be stored in areas designated by the Contracting Officer.

#### 1.9 INTERFERENCE WITH GOVERNMENT OPERATIONS

The Contractor shall establish work procedures and methods to prevent interference with existing operations within or adjacent to the construction area. Free passage into adjoining or adjacent buildings not in the contract will not be permitted except as approved by the Contracting Officer. Procedures and methods shall also provide for safe conduct of work and protection of property which is to remain undisturbed.

##### 1.9.1 Coordination

The Contractor shall coordinate all work with the Contracting Officer to minimize interruption and inconvenience to the occupants or to the Government. Scheduling and programming of work will be established during the pre-construction conference. All materials and equipment required to complete the project shall be on hand before work is started.

##### 1.9.2 Materials and Equipment

All materials and equipment required to complete the project shall be on hand before work is started.

##### 1.9.3 Utilities and Facilities

All utilities and facilities within the area shall remain operable and shall not be affected by the Contractor's work, unless otherwise approved in writing in advance by the Contracting Officer.

##### 1.9.4 Staking and Flagging Existing Utilities

The Contractor, prior to start of any excavation or trenching work, shall verify the location of all utility lines shown on the drawings which are within the areas of work, and shall mark, stake, or flag each utility line along trench alignments and under areas of excavation under this project, as approved. Existing utility lines shall be located by walking trench alignments with approved equipment for locating underground pipes and cables. Utility lines so located shall be noted on the drawings.

#### 1.10 CONTRACTOR'S OPERATIONS OR STORAGE AREA

At the request of the Contractor, an open operations or storage area will be made available within the installation, the exact location of which will be determined by the Government. The Contractor shall be responsible for the security necessary for protection of his equipment and materials, and shall maintain the area free of debris. No rusty or unsightly materials shall be used for providing the secure measure and such measure shall be erected in a workmanlike manner. Before any construction commences on establishing the operation/storage area, Contractor shall take photographs and/or videos of the site in order to establish the original conditions of

the site. A duplicate set shall be made and submitted to the Government for its files. Upon completion and prior to the final acceptance of the contract work, the Contractor shall restore the area to its original condition.

#### 1.11 GOVERNMENT PROJECT OFFICE

The Contractor shall provide, for use by Government supervisory and inspection personnel, a job-site office space with a floor area not less than 150 square feet. This office space may be within the Contractor's project office building if adjacent to the job site and if separated by a solid partition; otherwise a separate facility, adjacent to the job site, shall be provided with windows and screens, electricity, including a minimum of four (4) wall outlets and two (2) ceiling lights, a telephone, a desk with drawers, a layout table, two (2) chairs, a legal size five-drawer locking file cabinet, and a fire extinguisher. Potable drinking water and temporary toilet facilities shall be made available to Government personnel, not necessarily within the project office, but in close proximity thereof. The cost of utilities including telephone, and operation and maintenance costs of the Government project office shall be borne by the Contractor. The Government will be responsible for its long-distance calls. Upon completion of the project, the project office and furnishings shall be removed and disposed of by the Contractor. \

#### 1.12 WORKING DIRECTIVES

##### 1.12.1 Working Hours

All work shall be performed between the hours of 0730 to 1600 HST, Monday through Friday. No work shall be accomplished on Saturdays, Sundays, and all federal holidays, without written permission from the Contracting Officer. Such written permission shall be available at the jobsite at all times during construction.

##### 1.12.2 Occupancy

Dwelling units will be occupied during the time of construction. At times, and as directed by the Contracting Officer, the Contractor will be required to deviate from the approved schedule to accomplish work out of sequence for the occupants' convenience. The Government reserves the right to reschedule the particular set of dwelling units at a later date.

##### 1.12.3 Availability of Work Areas

There are no restrictions to the number of transformers and building clusters that the Contractor may be concurrently working on. However, once the work has started at a building cluster and transformer site, the Contractor shall continue performance at that site through each workday until completion, except for lunch periods and other normal breaks. The Contractor shall ensure that all required materials and equipment are on hand, including adequate work force before starting work. Work stoppage will not be permitted without the approval of the Contracting Officer.

##### 1.12.4 Notification of Occupants

- a. The initial notification of the occupants, including their responsibilities, will be accomplished by the Aliamanu Area Family Housing Office.

- b. After the Schedule has been approved, the affected occupants shall be notified by the Contractor of the date and time work will begin in that area and to remove or safeguard their valuables and personal effects.
- c. The Contractor shall by letter notify each dwelling unit a minimum of seven (7) calendar days prior to commencement of work in that area. This notification shall include the time, the date, and any pertinent changes to the progress chart or any special requirements approved by the Contracting Officer. If the scheduled work is delayed for any cause, the affected occupants shall be notified immediately in writing by the Contractor, and they shall be notified again in writing by the Contractor prior to the commencement of rescheduled work. The Contractor shall include the following information in all delay and rescheduling notices:
  - (1) Title of Contract
  - (2) Originally Scheduled Date of Work
  - (3) Cause of Delay
  - (4) Rescheduled Date of Work
  - (5) Family Housing Office Point of Contact
  - (6) Family Housing Office Telephone
  - (7) Contractor's Point of Contact
  - (8) Contractor's Name and Telephone

#### 1.13 FINAL INSPECTION AND ACCEPTANCE

The Contractor shall give the Contracting Officer, a minimum of fourteen (14) calendar days advance notice prior to final inspection of each transformer cluster for acceptance by the Contracting Officer. The Contractor upon notification by the Contracting Officer shall promptly and satisfactorily correct all deficiencies found on final inspection.

#### 1.14 USE OF PRODUCTS CONTAINING RECOVERED MATERIALS

Recovered materials are materials manufactured from waste material and byproducts that have been recycled or diverted from solid waste. The Contractor shall give preference to products containing recovered material when price, performance, and availability meet project requirements. A listing of products, including the recommended recovered material content, is provided by the Environmental Protection Agency at <http://www.epa.gov/cpg/products.htm>. Only those products having recovered material content equal to or greater than EPA guidelines shall be used to meet this requirement.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION (NOT APPLICABLE)