

**LAUGHLIN AIR FORCE BASE  
DIVISION 01 GENERAL SPECIFICATION  
GUIDELINES FOR CONSTRUCTION  
PROJECTS**

PROJECT: MXDP 23-5000 Silver Wings Renovation, B308

DATE: January 26, 2026

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## **1. GENERAL SUMMARY OF WORK**

Provide all documents, labor, materials, equipment, and oversight to the project outlined in the Statement of Work (SOW) or Statement of Objectives (SOO). This specification defines requirements for the hired services in support of the Air Force Civil Engineer's Sustainment, Restoration and Modernization (SRM) program areas, and other areas of essential support. Place of performance shall be at Laughlin Air Force Base (LAFB), TX. All professional services shall comply with the Laughlin General Plan, Laughlin Infrastructure studies, and all Laughlin Base Design Standards including the use of the Laughlin Division 1 Guide Specifications.

### **1.1. GENERAL RULES AND TASKS**

The Contractor is required to provide all labor, materials, equipment, and oversight for the construction described in this contract. The construction of this project shall be the most economical with necessary consideration given to the most efficient use of all materials consistent with project criteria. If upon investigations, the Contractor discovers a more efficient and/ or superior method or solution to the project addressed in the SOW or SOO, the Contractor shall inform the Contracting Officer (CO).

This contract shall be awarded as a firm fixed price, also known as a lump sum. This does not relieve the Contractor from not providing a line by line cost estimate of construction methods and materials.

All working documents shall be assumed for "Controlled Unclassified Information" (CUI) and shall be deemed so until stated by the CO. This includes, but is not limited to, email communications, photographs, and documents sent through DoD SAFE which shall be deleted/shredded when no longer necessary. The DoD SAFE URL is as follows: (<https://safe.apps.mil>)

### **1.2. GENERAL SCOPE**

The Contractor shall conduct field surveys and investigation to obtain the necessary data to prepare contract plans, specifications, cost estimates, and estimated construction periods of performance. The required services may include all aspects of construction.

Examples of such services are: preparation and/or review of contract plans, specifications, scheduling, cost estimates, building commissioning services, preparation of operating and maintenance manuals.

In carrying out each work assignment issued in the SOW or SOO, the Contractor shall furnish the personnel, services, equipment, materials, facilities, and other requirements necessary for, and incidental to, the performance of work set forth herein.

The Contractor shall assist in various activities related to the construction and renovation of real property and real property transactions.

This work shall consist of construction support such as, but not limited to: force protection

and anti-terrorism procedures, contingency construction, project delivery methods.

The Contractor shall be capable of addressing and interpreting all aspects of facilities, including the preparation and presentation of expert testimony, if required.

The Contractor shall repair any damage to Government property made during construction. The repaired areas shall be consistent with, or better than, the original condition of the area.

### **1.3. CONSTRUCTION ELEMENTS**

The Contractor is responsible for construction documents that fully convey the scope of the work and can be used to construct a high quality, complete and usable product.

1. Review the installation or facility mission, environmental policy within the Environmental Management System (EMS), Environmental Action Plans (EAP), and supporting facility development requirements to establish program or project requirements.
2. The Contractor shall coordinate with the LAFB Energy Monitoring Control Systems (EMCS) office to ensure compliance with EMCS requirements during construction. All building systems shall be constructed to meet all applicable codes and be compatible with the existing building systems unless otherwise specified by the CO.
3. Questions regarding any contract requirements shall be resolved prior to submission of the proposal. Submission of the proposal shall be interpreted as the Contractor's understanding of, and agreement with, the conditions of said contract.

### **1.4. EXECUTION**

Administrations: The CO is responsible for the administration of the contract. The 47 CES/CEN office is designated as the responsible party for technical and engineering matters related to inspection, review, and acceptance of work. No changes shall be made to the provisions of this contract without written authorization of the CO. Final acceptance shall be issued in writing by the CO.

### **1.5. PROTECTION OF EXISTING WORK**

The Contractor shall be responsible for removing, altering, and/or protecting the current surroundings and work zone. This protection shall be done in such a manner as to prevent damage and premature deterioration of existing and surrounding area. Any repair and/or replacement plans for the surrounding area and work zone shall be submitted to the CO. These plans shall be approved before any work is accomplished.

The Contractor shall investigate the adequacy of existing roads and their allowable load limit before use. If the roads used during the period of performance are damaged by the prime and/or subcontractors, they shall be repaired to preexisting conditions or better, at no additional cost to the Government.

- Examples of damaging activities are, but not limited to: coring, boring, field testing/investigations, vehicular traffic.

Vehicular traffic on concrete walkways shall be restricted to equipment with pneumatic tires.

## **1.6. MAINTAIN WORKING FILES**

The Contractor shall be responsible for maintaining working files of all construction contract items to include, but not limited to: all reports, correspondence, items generated as a result of this contract. These files shall be available to the CO at any time.

These items shall not be released to anyone outside the Government without written authorization from the CO. All requests for access to any such files or materials by any person, agencies, or organizations shall be forwarded to the CO for determination.

## **1.7. CHANGES TO THE SCOPE**

Construction shall be accomplished according to the SOW or SOO provided. However, should questions arise during construction, the Contractor shall have the ability to contact the CO and inquire about the scope of work to ensure success throughout the construction of the project. If during construction, the CO determines the SOW or SOO is flawed and shall be detrimental to the project, the SOW or SOO shall be revisited and corrected.

After publishing the contract specifications, plans, and cost estimates required for solicitation, the Contractor shall have an opportunity to make any correction thereto as a result of errors, omissions, or deficiencies. This shall include the preparation of addenda during the proposal period that may be required as a result of such deficiencies.

## **1.8. BASE HOURS, RULES, ACCESS AND EMERGENCIES**

### **1.8.1. WORKING HOURS**

All work on site shall be performed during normal duty hours (0730 – 1630) Monday through Friday. Work shall not be performed during federal holidays.

List of Federal Holidays:

|                               |                              |
|-------------------------------|------------------------------|
| New Year's Day                | 1 January or observed date   |
| Martin Luther King's Birthday | Third Monday in January      |
| President's Day               | Third Monday in February     |
| Memorial Day                  | Last Monday in May           |
| Juneteenth                    | 19 June or observed date     |
| Independence Day              | 4 July or observed date      |
| Labor Day                     | First Monday in September    |
| Columbus Day                  | Second Monday in October     |
| Veterans Day                  | 11 November or observed date |
| Thanksgiving                  | Fourth Thursday in November  |
| Christmas Day                 | 25 December or observed date |

*If a Federal Holiday day lands on a weekend, verify with CO for observed days.*

Requests to work outside of these hours/days shall be submitted to the 47 CONS for approval. Any requests of this type shall be submitted no fewer than three days in advance to when the Contractor plans to work outside of the designated hours. The request shall be submitted with a description of the type of work, the requested days, and the hours for those requested days.

No work shall be allowed during quiet times for special events. Graduation ceremonies typically occur once every two weeks and require quiet times from 1600 to 1830 on Thursday and Friday evenings as well as 0900 to 1230 on Friday morning. Unplanned events may occur during the life of the project. Any planned disturbances to these events and these quiet hours shall be coordinated through the CO.

For activities when work is prohibited (quiet times mentioned above), the Contractor shall have all equipment and materials removed and organized on the site as directed by the CO. The Contractor shall ensure all areas are clean.

### **1.8.2. BASE ACCESS AND SECURITY**

- a. An Entry Access List (EAL) will be set up for Contractor's access to the base. For the EAL, the Contractor shall provide the names and information of those individuals requesting access to base. The EAL will be routed through security forces as a background check is still completed on each individual. The Contractor shall submit the list at least 2 weeks prior to needing access to the base.
- b. Short-notice passes may be considered on a case-by-case basis and are subject to approval by the 47 CONS project CO with coordination of 47 SFS personnel. Contractors are expected to do advance planning to the maximum extent practicable to minimize short notice pass requests.
- c. Antiterrorism/Physical Security Standards. Areas controlled by contractor employees shall comply with base Operations Plans/instructions for FPCON procedures, Random Antiterrorism Measures (RAMS) and local search/identification requirements. The contractor shall safeguard all government property, including controlled forms, provided for contractor use. At the close of each work period, government training equipment, ground aerospace vehicles, facilities, support equipment, and other valuable materials shall be secured.
- d. Information Security. Contractor/subcontractor working on classified, sensitive, and/or high-risk projects will report any suspicious activity or suspicious contacts by personnel to Office of Special Investigations (OSI) (Eagle Eye at 830-298-5158). Any person finding classified information will immediately secure it (do not open/read/examine) and contact Security Forces Squadron at 830-298-5100 during non-duty hours and inform them a patrol response is necessary to take control of classified document(s)/material(s). All contractors regardless of cleared or uncleared status will receive INFOSEC Security Education Awareness Training, (SETA) from the Host Unit Security Manager (USM) under the 47 Flying Training Wing/Information Protection (47 FTW/IP) office.

### **1.8.3. BASE POLICIES**

- a. All persons entering the base must present valid identification at the base entrance.

- b. While operating any vehicle on base, all drivers must have in their possession a valid driver's license, valid vehicle registration, and proof of vehicle insurance. If a vehicle is registered to someone other than the operator, the operator must provide a notarized letter from the registered owner, authorizing the operator permission to operate the vehicle.
- c. Access to the base may sometimes be delayed by 60 minutes or more due to security precautions, including the checking of vehicle occupants IDs, vehicle manifests, and the searching of all vehicles. Longer wait times may occur in the event of an emergency.
- d. Contractors, Subcontractors, and all personnel who report for work and do not know the location of the charrette location/work site shall be held at the main gate to await escort service from the construction superintendent or other designated representative.
- e. Base speed limits are strictly enforced with the use of radar equipment. The speed limits on base range from 5 to 30 mph. The Contractor and all employees shall abide by all posted speed limits.
- f. Motorcycle operators must have headlights turned on at all times. Passengers are not allowed on motorcycles unless the motorcycle is specifically designed to carry a passenger (determined by the manufacturer). Motorcycle operators/riders must wear headgear (helmets).
- g. Mandatory seatbelt laws are in effect on base and personnel are not permitted to ride in the beds of trucks. Seatbelts must be fastened prior to entering the base.
- h. No privately owned weapons or contraband (drugs, etc.) are permitted on any military installation, at any time. Violators shall be prosecuted through the Federal Magistrates Court.
- i. Cameras are to be used for construction documentation only. Any photographs that need to be taken relative to the construction site must be coordinated with the CO.
- j. LAFB is considered to be a closed facility. No unauthorized tours or visitors shall be allowed on the installation.
- k. Cell phone usage while driving on base is not permitted, unless communication to device is "hands free".
- l. All personnel shall obey all posted directives and shall adhere to Security Forces directions and instructions.
- m. Failure to comply with base policies may result in loss of driving privileges or debarment.

#### **1.8.4. INSPECTION, SURVEILLANCE, AND CONSTRUCTION CONFERENCE**

Prior to the start of these services by the Contractor, the CO, and/or their authorized Government representative, shall conduct an inspection, surveillance, and construction conference with the Contractor to review construction requirements and discuss administrative procedures including:

- General base orientation
- Applicable base regulations

- Base fire, security, and emergency medical procedures
- Relationship of the Government to the Contractor personnel
- Other relevant administrative information

The Contractor shall be represented by personnel responsible for supervising the inspection services and, if possible, by the Contractor's inspection representatives.

#### **1.8.5. BASE EMERGENCY SERVICES**

The base emergency phone number is 911. This number provides emergency police, fire, and medical service. Ambulance service is dispatched from Val Verde Regional Medical Center at the request of the base Fire Department. When dialing "911" from a cellular phone, inform operator that the individual is calling from a cellular phone and that the emergency is at LAFB. For non-emergency security business, 24 hours a day, 7 days a week, call (830) 298-5100.

#### **1.8.6. ACCIDENT TREATMENT AND RECORDS**

The Contractor shall post emergency first aid and ambulance information at project site. If an accident does occur on site, a notification shall be sent to the CO once the scene and personnel are safe.

#### **1.8.7. FIRE PREVENTION AND PROTECTION**

The Contractor shall provide temporary fire protection equipment for the protection of personnel and property during construction as required.

The Contractor shall remove debris and flammable materials weekly to minimize potential hazards.

Open-flame heating devices shall not be permitted except by approval in writing from the CO. Approval for the use of open fires and open-flame heating devices shall not relieve the Contractor from the responsibility for any damage incurred because of fires.

Burning trash, brush, or wood on the project site shall not be permitted.

## **2. REGULATIONS AND PERMIT**

### **2.1. GENERAL**

The Contractor shall comply with the below documents and standards as applicable:

1. Federal, state, local statutes, instructions, manuals, handbooks, regulations, guidance, policy letters, rules (including all changes and amendments)
2. Presidential Executive Orders in effect on the date of issuance of the contract, Unified Facilities Criteria (UFC), Unified Facilities Guide Specifications (UFGS).
3. Engineering instructions, directives, guide specifications, drawings, technical manuals, other instructions furnished by the CO

Installation or location-specific documents shall be identified in the contract. The Contractor shall be responsible for identifying and complying with all applicable requirements as they pertain to the individual project requirements of the contract.

The Contractor shall obtain all permits, licenses, and approvals from local, state and federal authorities necessary to perform services specified under the contract.

### **2.2. PERMITS**

The Contractor shall be responsible for filling out and submitting an AF Form 103, *Work Clearance Request*, to the 47th Civil Engineer Squadron (CES) Customer Service (COMM line: 830-298-5488/5489, e-mail: CE.Work\_Laughlin@us.af.mil) with a sketch of the work area and a description of the work to be performed. The Contractor shall also include in the form work details such as: destructive testing for design, height of equipment (within airspace), location, the depth of excavation, etc. This shall allow for all utilities to be marked within the work area. Once an approved/signed AF Form 103 is received, the Contractor shall submit this form with an AF Form 3000 to the CO for tracking purposes.

The Contractor shall be responsible for the submission and completion of an AF Form 103 before any work shall occur onsite. The Government shall assist the Contractor as necessary with the completion of this form. The Contractor shall be responsible for maintaining the markings on the indicated utility lines or they may be held liable for any incidents that arise.

The AF Form 103 has an allotted 30 business days to be completed. If the Contractor does not submit the form with 30 business days to the start of work date the Government shall not be held liable for any delays due to the lack of completion of this form.

### **2.3. ACCESSING PRIVATELY OWNED PROPERTY**

Prior to accessing privately owned property the Contractor shall receive approval from the CO and consent of owner or owner's agent. It is the responsibility of the Contractor to inform the CO of all access fees to ensure that all fees associated with the privately owned property are within the scope of the contract prior to accessing property. Upon receiving approval from the CO the Contractor shall then secure consent of owner or owner's agent permission to access privately owned property.

## **2.4. REQUIRED TRAINING**

1. Prior to access of Controlled Unclassified Information (CUI), the Contractor must complete the course for OpSec awareness for contractors. The course provides information on the basic need to protect unclassified information about operations and personal information. Contractor must provide proof of OPSEC when completed to CO.

Link below is for OPSEC training:

<https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>

2. The Contractor shall complete Security Education and Training Awareness (SETA) in accordance with DoDM5200.01V3\_DAFMAN16-1404V3, Encl 5, Security Education Security Manager (USM) will provide this training.
3. The Contractor shall complete Antiterrorism Level I Awareness Training within 30 calendar days of requiring access, and annually thereafter in accordance with DoDI O-2000.16-V1\_DAFI31-145-O. The Level I Awareness training can be accessed by the contractor through the following site:

<https://jko.jten.mil/courses/AT-level1/launch.html>

### **3. HEALTH, SAFETY, AND OSHA REQUIREMENTS**

#### **3.1. GENERAL**

The Contractor shall take safety and health preventative measures in performing work under this contract. The measures taken shall follow all applicable Occupational Safety and Health Act (OSHA), national consensus standards of the United States (e.g., National Fire Protection Association and National Electrical Codes), and all applicable federal, state, local, and Department of Defense environmental, safety, and occupational health statutes, policies, and regulations in effect on the date of this contract.

During the performance of work under this contract, the Contractor shall comply with procedures prescribed for control and safety of persons visiting the project site.

It is the responsibility of the Contractor to make certain that all safety requirements, equipment, and training are met and provided to their employees. Additionally, the Contractor shall be responsible to ensure compliance with safety and health standards by all subcontractor employees. The Contractor shall advise the CO of any special safety restriction they have established so that all Government personnel are appropriately notified of these restrictions.

#### **3.2. OWNERS SAFETY REQUIREMENTS**

##### **3.2.1. SUBMITTALS**

The following submittals are required under owner safety requirements:

- The Contractor's Safety Plan (reference section 3.2.2)
- The Certificates of the Contractor's Safety Compliance (reference section 3.2.3)

##### **3.2.2. CONTRACTOR'S SAFETY PLAN**

The construction Contractor shall submit a Contractor's Safety Plan to the CO for approval prior to start of investigations and construction at the project site.

Safety plan shall include, as a minimum, the following:

- Safety program objectives
- Methods to attain safety objectives
- Methods to comply with the requirements for immediate reporting of mishaps to the CO
- Procedure for safety meetings, surveys, inspections, and reports
- Lists of key personnel to be contacted in times of emergency
- Responsibility of key personnel for the Contractor
- Disaster and emergency programs
- Procedures for emergency actions to be taken to secure dangerous conditions, to protect personnel, and secure work areas in the event of accident or act of nature
- Hazardous materials control procedures for minimizing the use of hazardous waste and procedures for proper handling, storage, labeling, and transportation of all hazardous

materials. The LAFB Specific Environmental Requirements addresses the use of hazardous materials.

- Procedures for securing the mishap site so that the area remains secure until arrival of a safety investigator. Mishap site shall remain secured until released by the CO
- Compliance with OSHA Public Law 91-596, Occupational Safety and Health Act of 1970 and the resulting standards (e.g., 29 CFR 1910, Occupational Safety and Health Standards, 29 CFR 1926, Safety and Health Regulations for Construction)

### **3.2.3. CERTIFICATE OF CONTRACTOR SAFETY COMPLIANCE**

In addition to the Safety Plan, the construction Contractor shall submit a signed statement stating that the Contractor is committed to the Safety Plan. This commitment shall ensure the Contractor does not invalidate the integrity of safety systems throughout the life of the contract.

### **3.2.4. OCCUPATIONAL SAFETY AND HAZARD ACT (OSHA)**

The Contractor shall be required to take health and safety measures while performing work under this Contract.

The Contractor is required to provide the CO copies of the OSHA report(s) submitted during the duration of the contract.

### **3.2.5. INSPECTIONS**

The Contractor shall be subject to no-notice inspections by OSHA Program inspectors from the Department of Labor. These inspections have the potential to find the Contractor personally liable for any violation of the OSHA Regulations. While on this installation the Contractor and all employees/subcontractors that work in any capacity for the Contractor shall adhere to and follow all safety and health requirements as established in the U.S. ARMY CORPS OF ENGINEERS MANUAL EA. 385-1-1 Dated NOV 2014. The Contractor shall notify the CO if an OSHA inspector visits the site unescorted by an AF Safety Technician.

Air Force Safety, Fire Protection, and Bioenvironmental Engineering officials may periodically enter the Contractor's work site to verify working conditions of personnel or to make inspections for protection of Government facilities, personnel and equipment. If an improper procedure or unsafe condition exists, the Contractor shall notify the CO and immediately correct the unsafe condition within 24 hours after occurrence

## **4. NON-COMPLIANCE, PERSONNEL, AND QUALITY CONTROL**

### **4.1. NON-COMPLIANCE WITH SAFETY REQUIREMENTS**

The Government's PM shall not be responsible for the monitoring or enforcement of safety requirements on the work site. If, however, the Government's PM observes an instance of non-compliance, they shall immediately report the non-compliance to the CO. Additionally, they shall issue a Contractor Construction Non-Compliance Notice.

For any operation which poses imminent danger to life or danger of serious disabling injury, that operation shall be halted immediately by the Government's PM. This is the only instance in which the Government's PM has any authority or responsibility to issue direction to the Construction Contractor.

If any operation is so halted, CO shall be notified immediately by the Government's PM and the circumstances shall be noted on the daily inspection report and the Contract Construction Non-Compliance Notice.

#### **4.1.1. NOTIFICATION OF NON-COMPLIANCE**

The CO shall notify the Contractor of any detected non-compliance with the requirements mentioned within section 4.1. The Contractor shall take immediate corrective action after receipt of said non-compliance notice. If a notice is delivered to the Contractor at the work site, this shall be deemed sufficient for the purpose of notification.

If the Contractor fails or refuses to comply promptly, the CO may issue a suspension of work order, temporarily 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.

#### **4.1.2. POSSIBLE LABOR STANDARDS VIOLATIONS**

The Government's PM shall bring any instances where it is suspected that the Construction Contractor is in violation of the Labor Standards Provisions of the contract to the immediate attention of the CO.

#### **4.1.3. DISAGREEMENTS OR DISCREPANCIES**

The Government's PM shall notify the CO, in writing, of any disagreements with the Construction Contractor in regards to this contract. Examples of disagreements or discrepancies are: "errors" in contract requirements, discrepancies found within plans and specifications, recommended solutions.

The Contractor shall assist with claims, disputes resolutions, and litigations as the project requires.

The Contractor shall identify any and all deviations from the contract requirements and shall notify the CO before they are acted on.

#### **4.1.4. NOTIFY CO OF MAJOR PROBLEMS**

The Government's PM shall notify the CO or designated Government representative immediately of any major project problems requiring resolution. Any notification shall be followed up with written correspondence documenting the incident. A photograph, with an explanation of what the photograph shows, shall be attached.

The Contractor shall bring any limitations of products or systems which may be detrimental to successful performance of the completed work to the attention of the CO.

### **4.2. QUALIFIED PERSONNEL**

#### **4.2.1. GENERAL**

The Contractor shall ensure that only qualified and competent personnel carry out the tasks outlined in the SOW or SOO provided. Qualified is defined as a registered professional or, where registration is not applicable, trained and/or certified in the respective field.

The Contractor shall ensure that only qualified personnel perform construction work for this contract.

#### **4.2.2. SUPERVISOR REQUIREMENTS**

Upon award of the contract, the Contractor shall immediately advise the CO in writing, of the name(s) of the individual(s) appointed as project coordinator(s). The individual(s) appointed shall serve as the point of contact(s) (POC) and liaison(s) between the Construction Contractor for all work required under the contract. The appointed personnel are typically the on-site superintendent.

#### **4.2.3. PERSONNEL REQUIREMENTS FOR QUALITY CONTROL**

The requirements for the Quality Control (QC) organization are a QC Manager and a sufficient number of additional qualified personnel to ensure safety and contract compliance.

The QC Manager shall be subject to acceptance by the CO. This individual shall have:

- A minimum of five years (5) of experience in construction practices, procedures, and testing
- Three (3) years of QC management of DoD construction projects

The individual must have attended a professionally accredited QC Management Course (e.g., conducted by the US Army Corps of Engineers or an independent private company) within the last five (5) years. A Contractor's self-developed program shall not fulfill this requirement.

The Contractor shall submit the name and qualifications (in resume format) of the QC manager accompanied by a copy of the designation letter appointing the QC Manager to

their position. Said letter shall be signed by an authorized official of the firm and shall delegate sufficient authorities to adequately perform the functions of the QC Manager, including the authority to stop work. The resume shall clearly indicate that the QC Manager is qualified to the extent required above.

The QC Manager, or alternate, and the site superintendent shall not be the same person (unless otherwise approved by the CO). Each individual shall be present at the site at all times while work is in progress. These individuals shall have complete authority and responsibility to take any action necessary to ensure contract compliance.

#### **4.2.4. QUALITY CONTROL PLAN - GENERAL REQUIREMENTS**

The Contractor is responsible for QC.

The Contractor shall establish and maintain an effective QC system throughout construction. The QC system shall consist of plans, procedures, testing, and organization necessary to produce an end product which complies with the contract requirements. The QC system shall cover all construction operations, both on site and off site, and shall be keyed to the proposed construction sequence.

The Contractor shall ensure that all QC applications are accomplished in accordance with the QC Plan. The QC plan submitted shall describe:

- How the Contractor shall coordinate with all the disciplines throughout construction
- How they shall ensure Government review comments are incorporated into construction
- How they shall ensure all errors and omissions are prevented

In addition, the QC Plan shall include the following, at a minimum:

- A description of the QC program
- A chart showing lines of authority and acknowledgement
- The duties, responsibilities, and authorities of each person assigned a QC function
- Procedures for reviewing construction calculations, drawings, specifications, and all other required construction documents
- The method for scheduling construction work to allow for an independent peer review of all construction documents
- Procedures for reviewing and certifying submittals
- Procedures for tracking construction deficiencies from identification through acceptable corrective action

The QC Plan must be reviewed and accepted prior to the start of construction. Acceptance is conditional and shall be predicated on satisfactory performance during construction. The Government reserves the right to require the Contractor to make changes in their plans and operations including removal of personnel, as necessary, to obtain the quality specified.

The Contractor's QC Plan shall not be approved until the Government has approved the qualifications of the QC Manager. After acceptance of the QC Plan, the Contractor shall notify the CO in writing of any proposed change(s), to include changes in personnel.

Proposed changes are subject to acceptance by the CO.

#### **4.2.5. PURPOSE OF QUALITY CONTROL/ REVIEW**

To perform a quality check for the Government to determine the completeness of the product delivered by the Contractor.

To eliminate change orders to construction contracts which are caused by conflicts, ambiguities, inaccuracies, and deficiencies in and between the construction plans and specifications.

To eliminate requirements which are impossible or impractical to build or construct by the Contractor. In addition, to maximize the geographic region where the construction is to be performed, recognizing the suitability of materials, availability and capability of the labor forces, and standards of practice of the construction industry in the region.

#### **4.2.6. CONTENT OF DAILY INSPECTION REPORTS**

The Construction Contractor shall maintain current records providing factual evidence that all required QC activities and/or tests have been performed. One paper (upon Government request) and one digital copy, in PDF, of these records, in report form, shall be provided to the Government weekly. All calendar days shall be accounted for throughout the life of the contract.

These records shall include the work of Subcontractors and suppliers and shall include, at a minimum, the following information:

- Work performed each day, to include: description of trades working on the project, the number of personnel working, weather conditions, any delays
- Tests performed, to include the results and references to specifications
- A list of deficiencies noted, along with corrective action
- Quantity of materials received with a statement as to whether the material was acceptable
- Job safety evaluations and corrective actions
- Conflicts in plans and/or specifications
- A statement signed by the QC Manager that equipment and materials incorporated in the work and workmanship comply with the contract statement

#### **4.2.7. QUALITY CONTROL DURING CONSTRUCTION**

The Contractor shall ensure that proper quality control methods are employed during construction. At a minimum, an independent peer review of all submittals shall be performed.

The Engineer of Record/Architect of Record, or alternate shall be present at the site at all times while work is being done, and have complete authority and responsibility to take any action necessary to ensure contract compliance.

All construction calculations shall be thoroughly checked.

## **5. FURNISHED MATERIALS AND DOCUMENTS**

### **5.1. GOVERNMENT FURNISHED INFORMATION**

The Government shall furnish copies of available records, as necessary, to aid in completion of the project. Use of Government-furnished data does not relieve the Contractor from doing a thorough site investigation in order to obtain the information necessary to deliver a complete and usable product.

The 47 CES/CEN, through the CO, shall furnish the Contractor with applicable data and information for the contract upon initial NTP. The remainder of this sub-section lists types of Government-furnished information:

1. Location of project sites
2. Records of drawings for facilities and infrastructure, as available

Air Force Manuals, Publications, and Guide Specifications shall not be furnished in their entirety. They may be acquired from the Government Printing Office or commercial vendors of engineering standards.

The Contractor shall advise the CO of any discrepancies, ambiguities and/or lack of clarity noted in plans and specifications furnished for use in connection with this project.

## **6. PROGRESS SCHEDULES AND REPORTS**

### **6.1. GENERAL**

#### **6.1.1 PROJECT AND PROGRESS SCHEDULE**

The Contractor shall submit a signed Contract Project and Progress Schedule depicting an overall breakdown and schedule for the main elements of work for the PoP. The Contractor shall submit a Project Schedule within five (5) days to the CO after receiving NTP 1. The Contractor shall submit a Progress Schedule reflecting the changes of the Project Schedule as a result of construction every two (2) weeks.

#### **6.1.2. PROGRESS REPORT**

The Contractor shall submit a progress report every two (2) weeks during construction depicting the work completed during that two-week period.

### **6.2. MEETINGS**

#### **6.2.1. GENERAL**

For the Contractor's general awareness, the below meetings are standard, but additional meetings or conferences may be held as deemed necessary by the CO and/or PM.

The Contractor shall be responsible for the preparation and distribution of meeting minutes for all meetings and telephone conferences. The minutes shall be sent to the CO within three (3) working days after the meeting or conference.

#### **6.2.2. PRE-CONSTRUCTION CONFERENCE**

Prior to the start of construction, the Contractor shall meet with the Government at a mutually agreeable time to discuss and develop an understanding with regards to the construction progress schedule and the administration of work.

This conference shall present the administrative information necessary for execution of the construction contract to the Contractor. Additionally, this conference shall serve the purpose of having all personnel involved in the execution, inspection, and administration of the contract to meet one another.

Procedures for review of the various submittals and payment requests of the Construction Contractor shall be explained.

This meeting shall also include the Airfield Driver Training that is required by the base. Airfield Driver Training shall include a PowerPoint presentation followed by a familiarization ride. Total time shall be from 1-2 hours.

### **6.2.3. OTHER CONFERENCES AND MEETINGS**

The Construction Contractor shall be responsible for attending other conferences including Partnering Meetings called by the Government. The Partnering Meeting will discuss scheduling, potential claims, and specific areas of work or problems during the progress of the construction contract and will be held on a weekly basis as needed through the period of performance of the contract.

Additional meetings shall include, but are not limited to:

- Preliminary site walk: this is where the Contractor shall go out on site with the Government to verify all measurements and site conditions. This is also an opportunity for the Contractor to ask/develop questions for the Government.
- Kick-Off Meeting: this is where the Contractor will meet with the CO to discuss the contract, schedule of submittals, and procurement guidelines as well as the deliverables of the contract.
- System test and commissioning walk: this visit shall be when the Contractor shall test and commission all of the newly installed or modified equipment. During the course of the project, there may be multiple walks that test and commission the systems.
- Preliminary Final walkthrough: the goal is to create a deficiency list. This list shall be corrected before the Final walk through is conducted. After this walk through is finalized, no other items may be added for the Contractor to fix unless they are glaring or they are items that shall prevent a complete and usable product.
- Final walkthrough: the goal is to check all items on the deficiency list to ensure all items have been corrected. At the end of this walk through, signatures shall be acquired and the Government shall take acceptance, upon approval by the CO

## **6.3. LINES OF COMMUNICATION**

### **6.3.1. GENERAL**

The Contractor shall keep an active and professional line of communication with the Government PM. The PM is responsible for coordinating with all the other agencies on base. All customer inputs shall be transmitted to the Contractor through the CO.

If the customer requests inputs from the Contractor on site and/or permission to use a given area within the construction zone, the Contractor is to direct the customer to speak with the CO. The Contractor shall document any of these interactions.

### **6.3.2. FORMAL LINES OF COMMUNICATION:**

Formal lines of communication shall be used for, but not limited to, the following:

- Transmit submittals
- Transmit submittal review comments
- Acknowledge directives, requirements and criteria
- To modify the contract
- Concur with submittals

When originating from the Government and flowing to the Contractor, communication shall be in a typed form and signed/released by the CO.

When originating from the Contractor and flowing to the Government, communication shall be in a typed form and signed/released by the Contractor's designated POC.

### **6.3.3. INFORMAL LINES OF COMMUNICATION**

Informal lines of communication shall be used for, but not limited to, the following:

- Telephone conversations
- Facsimile
- Unsigned notes
- Interviews
- Site reviews
- Submittal review conferences
- Discuss specified requirements
- Clarify existing criteria

Informal lines of communication shall not be used to obligate the Government in any way, shape, or form to circumvent established authorities, written directions, and/or establish new requirements.

The Contractor shall document all informal discussions and information transfers. Upon completion of the documentation, transfer of the documents shall follow the below protocol:

- Confirmation notice: provide confirmation upon receipt of drawings, documents, and written information from the Government. Also, upon receipt of each RFP and directive from the CO
- Transmittal sheet: provide these sheets with each transmittal of information to and/or RFI from the Government
- Notes from a site interview: provide copies of these documents as part of the next set of meeting minutes
- Telephone call memorandum: provide written verification of information shared and/or decisions made during telephone calls/conferences within one (1) working day
- Meeting/Conference minutes: provide minutes within three (3) working days following each conference

## **7. SITE VISITS, SURVEYING, AND SUPERVISION**

The Contractor shall investigate existing conditions and obtain all necessary engineering data, through research, reconnaissance, and surveys, as required, to abide by the scope of work.

The Government shall furnish copies of available records to aid in the completion of this project. However, use of Government-furnished data does not relieve the Contractor from performing a thorough site investigation in order to obtain all the information necessary to construct this project.

The Engineer(s) of Record are required to attend the site visit and pre-construction conference in person.

### **7.1. SURVEYING AND TESTING**

#### **7.1.1. SURVEY AND VERIFICATION OF EXISTING CONDITIONS**

The Contractor shall perform all field work, investigations, and surveying necessary to provide a complete and useable product that meets the specifications within the SOW or SOO.

The Contractor shall be solely responsible for verification and validation of existing conditions, coordination of existing conditions in parallel with proposed requirements, and above- and below-grade condition assessment.

All problems and discrepancies shall be noted on the Daily Inspection Report and provide to the CO within one business day after completing report.

#### **7.1.2. WITNESS TESTING**

Any testing of equipment and materials conducted by the Contractor shall have a Government Representative present. All tests shall be annotated within the Daily Inspection Reports. The Contractor shall give the Government a 14-calendar day notice to allow for time to de-conflict any prior engagements.

Examples of testing are: waste, gas, water, electrical, heating, ventilation, air conditioning, fire protection, EMCS.

#### **7.1.3. MATERIALS TESTING**

All results of materials testing conducted by the Construction Contractor and their testing laboratories shall be submitted during the submittal phase of the project. The PM shall be responsible for verifying those test results.

Review testing procedures and reports as received from the Contractor. Note any problems and discrepancies in the Daily Inspection Report.

Witness and record the results of tests which required a Government witness.

For all other tests, which do not specifically require a Government witness by terms of the construction contract, perform spot checking. Spot check by witnessing and recording results of some of those tests for each construction contract.

## **7.2. SUPERVISION OF WORK**

The site superintendent and QC Manager, or approved alternates, shall be on site whenever work is being accomplished. The superintendent and QC Manager may be the same person if approved by the CO prior to assuming their responsibilities. Reference section 4.2.3 for qualifications.

The on-site superintendent shall be reachable by telephone at all times when work is being accomplished. The Contractor's superintendent or contract manager shall be reachable by telephone 24 hours a day, seven days a week, for the duration of the contract.

## **8. PHOTOGRAPHS**

### **8.1. GENERAL**

The CO may require the Contractor to provide photographs required to document significant testing and construction operations on contracts. The format, subject, and nature of views to be provided, shall be described in a photographic service request issued to the Contractor. The Contractor may expect to be requested to provide the electronic copies of photographs.

Prepare digital photo documentation. Include photo documentation of site(s) and building(s) under investigation, field activities, and sample locations. Photography of any kind must be coordinated through the installation, customer, and the facility POC.

The Contractor must notify the CO and PM five (5) working days prior to taking any photographs of facilities and/or the airfield. The CO or PM shall coordinate with 47 FTW/PA, 47 SFS LE Desk, Air Field Ops, and 47 FTW/XP as it is required for each contract. The CO shall inform the Contractor when photography has been approved and shall provide all necessary documentation required for the photographer. The photographer shall carry all letters of approval required to photograph a facility with them at all times while on site.

### **8.2. PHOTOGRAPHS PROPERTY OF GOVERNMENT**

All photographs produced by the Contractor under this contract, whether or not prints are produced from them or submitted against one of the requirements above, shall become property of the Government and shall be submitted to the CO.

The Contractor shall maintain a file of all photographs produced for each construction contract, and provide PDF versions of them to the Government upon completion of the construction contract.

Each photograph shall be numbered in a logical numbering system which is used to key photographic prints to the appropriate file. In taking photographs, the Contractor shall employ a device (such as a "data back" on the camera) to record date of the photographic shot on the film.

### **8.3. PHOTOGRAPHIC MARKING**

Each print/PDF shall be provided with the following identifying data:

- Name and location of activity
- Date and time of exposure
- Title of construction project
- Identifying number of building or structure
- Identification of Contractor

## **9. COST ESTIMATES**

### **9.1. GENERAL**

Estimates of construction costs shall be prepared in accordance with proposed bidding schedules, except as otherwise stated in the contract.

Costs should be adjusted to account for a local area cost factor for construction.

Cost estimates shall include material, labor, equipment costs, other direct costs, and mark-up costs, including labor burden.

It is preferred, not required, the estimate provided with the proposal for construction work adhere to the following format:

- Construction work estimated to cost under \$1 million shall be computed using the latest RS Means database
- Construction work estimated to cost equal or greater than \$1 million shall be computed using Parametric Cost Engineering System (PACES)
- All items of construction shall be from the latest version of the RS Means Facilities, RS Means Master Composite, RS Means Assemblies cost estimating books, and shall have an identifiable RS Means line item number. If an appropriate RS Means line item cannot be found for a particular aspect or component of construction, then the cost estimate should contain a breakdown of material, labor, and equipment for each non-priced item(s) included.

The Contractor shall submit all pertinent information used to develop the estimated construction line item costs. Estimates shall be broken down by the following criteria, based on the approval of the CO:

- Items of construction
- Items shall be based upon current material and labor costs
- Items shall be in sufficient detail to permit analysis of the adequacy of the estimates
- Itemize costs for all work/disciplines (no lump sum costs) into individual line items

## **10. SUBMITTALS**

### **10.1. GENERAL**

All submittals shall be sent to the CO for Government review and approval/disapproval. The Contractor shall ensure that no work begins or material/equipment is acquired until submittals for that work or item have been approved.

Included in the solicitation, within the SOW or SOO, is a Schedule of Material Submittals. The register may not be all inclusive and submittals on additional items may be requested by the CO.

The Contractor shall provide submittals according to the timeline specified on the Schedule of Material Submittals. If all submittals are not approved within the specified time frame, liquidated damages may be assessed.

The Contractor's QC Manager shall be responsible for reviewing and certifying all submittals are in compliance with contract requirements.

Each submittal shall be complete and in sufficient detail to allow for determination of compliance with contract requirements for each definable feature of work. All of the various types of submittals required to evaluate a particular system, item, or material shall be submitted at the same time, including guarantees (when applicable). When acceptability of a submittal is dependent on conditions, items, or materials included in separate subsequent submittals, submittal shall be returned without review.

The Contractor shall be prepared to discuss submittal status during Partnering Meetings (reference section 6.2.3).

Submittals that are not on the register or requested by the CO may not be recognized or processed.

Units of weights and measures used on all submittals shall be the same as those used in the contract drawings/design.

### **10.2. REVIEW OF SUBMITTALS**

This includes the Government reviewing and providing written comments and recommendations to the CO on the following:

- The Government shall have 21 calendar days to review and return each submittal.

Submittal items shall be reviewed to ensure conformance with the construction contract requirements as follows:

- Qualifying notes by the Construction Contractor, QC Representative, Subcontractors or suppliers shall be called to the Government representative's attention with an opinion expressed as to whether the qualifying note represents a variance from the contract

requirements.

- Submittal items requiring Construction Contractor QC Representative approval under the QC program must clearly and unequivocally indicate that the required approval has been made and that the required certification and authorized signature appears on the submittal.
- Submittal items approved by the Government are to be given a cursory review in sufficient detail to ascertain that the proposed item(s) complies with the construction contract.
- Submittal items shall be reviewed to ensure the item proposed by the Construction Contractor for use is clearly identified (particularly important when the shop drawing is a catalog cut showing a number of different items).
- Compliance/non-compliance with construction contract requirements, recommendations and notes addressing any problems with the submittal and specific recommendations to bring any submittal into conformance shall be submitted to the CO within seven (7) days after receipt.

### **10.3. APPROVALS AND DISAPPROVALS**

The Contractor and their representatives are responsible for thorough reviews of all project documents. The Contractor is responsible for identifying and correcting any discrepancies found during their construction reviews. In addition, the Contractor shall make all corrections identified by the Government and shall minimize the number of re-submittals.

Approved submittals for construction do not guarantee authorization for the Contractor to proceed with the work covered; they must still receive direct authorization to proceed with construction from the CO. The Contractor shall review the submittal for, and comply with, any conditions or other information indicated on, or attached to, the approved submittal. Approval of a separate material, product, or component does not imply approval of an assembly in which item functions. Approved AF Form 3000s shall be accompanied by engineering review comments on the second page of the AF Form 3000 as needed.

The CO's approval of submittals shall not be construed as a complete check, but shall indicate only that the general method of construction, materials, detailing and other information appear to meet the Solicitation and Accepted Proposal. Approval shall not relieve the Contractor of the responsibility for any error which may exist, as the Contractor is responsible for the satisfactory construction of all work. After submittals have been approved by the CO, no resubmittal for the purpose of substituting materials or equipment shall be considered unless accompanied by an explanation of why a substitution is necessary.

Disapproved submittals for construction indicate submittal is incomplete or does not comply with the SOW or SOO requirements of the contract documents and shall be resubmitted with appropriate changes within seven (7) days of disapproval. No work shall proceed for this item until resubmittal is approved. If the Contractor considers any

correction indicated on the submittals to constitute a change to the contract this shall be promptly brought to the CO's attention.

#### **10.4 SUBMITTALS FOR CONSTRUCTION AND REQUIREMENTS**

Construction submittals shall include items such as:

- The Contractor's, the manufacturers, and the 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 lists), certifications, warranties, and other such required submittals.

##### **10.4.1. VARIATIONS**

Variations from contract requirements require the Government's approval pursuant to contract clause entitled "FAR 52.236-21, Specifications and Drawings for Construction" and shall be considered where advantageous to the Government.

Discussion with the CO prior to submission shall help ensure functionality and quality requirements are met which shall minimize rejections and resubmittals. When contemplating a variation which results in lower cost, consider submission of the variation as a Value Engineering Change Proposal (VECP).

For any proposed variations, the Contractor shall provide a letter on company letterhead stating the following information:

- How the functionality and quality requirements meet or exceed the minimum requirements of the contract and/or specific delivery order
- Describe the nature and features of the variation and why the variation is desirable/beneficial to the Government
- Include an estimate of the cost savings where applicable
- Include the submittals required for the item. Clearly indicate the variation on the submittal pages
- Assurance from the Contractor and/or manufacturer, as applicable, that the variation shall be compatible with other elements of the work
- Any additional information requested by the CO

An additional 14 calendar days shall be added, for a total of 35 calendar days, for Government review of submittals with variations.

#### **10.4.2. SUBMITTAL DESCRIPTION FORMAT AND QUANTITY**

Submittals are identified by Submittal Description (SD) numbers and titles as described in the following sub-section paragraphs.

All submittals shall be delivered to the CO with one (1) digital PDF copy. Each submittal shall have a separate AF Form 3000 unless the materials/products need to be approved together for functional of the item.

#### **10.4.3. SD-01 PRECONSTRUCTION SUBMITTALS**

Preconstruction Submittals include all those submittals designated on the Schedule of Material Submittals, within this specification, and the SOW or SOO that need to be approved before construction. Upon approval, an NTP shall be issued for the start of construction.

#### **10.4.4. SD-02 SHOP DRAWINGS**

SD-02 Shop Drawings include:

- Drawings, diagrams, and schedules specifically prepared to illustrate some portion of the work.
- Diagrams and instructions from a manufacturer or fabricator for use in producing the product and as aids to the Contractor for integrating the product or system into the project.
- Drawings prepared by or for the Contractor to show how multiple systems and interdisciplinary work shall be coordinated.

The Contractor shall comply with the following standards for SD-02 Shop Drawings:

- Include on each drawing the drawing title, number, date, and revision numbers.
- Dimension drawings, except diagrams and schematic drawings, shall be prepared showing how drawings interface with other trades, to scale. Identify materials and products for work shown.
- Drawings shall include the nameplate data, size and capacity. Also include applicable Federal, military, industry and technical society publication references.

#### **10.4.5. SD-03 PRODUCT DATA**

SD-03 Product Data includes:

- Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions and brochures illustrating size, physical appearance and other characteristics of materials, systems or equipment for some portion of the work.
- Samples of warranty language when the contract requires extended product warranties.

The Contractor shall comply with the following standards for SD-03 Product Data:

- Present product data submittals for each section as a complete, bound volume. Include table of contents, listing page and catalog item numbers for product data.
- Indicate, by prominent notation, each product which is being submitted; indicate specification section number and paragraph number to which it pertains.
- Supplement product data with material prepared for project to satisfy submittal requirements for which product data does not exist. Identify this material as developed specifically for the project, with information and format as required for submission of SD-07 Certificates.
- Product data shall include the manufacturer's name, trade name, place of manufacture, and catalog model or number.
- Submittals shall include applicable federal, military, industry and technical society publication references. Should manufacturer's data require supplemental information for clarification, the supplemental information shall be submitted as specified for SD-07 Certificates.
- Where equipment or materials are specified to conform to industry and technical society reference standards of the organizations such as American National Standards Institute (ANSI), ASTM International (ASTM), National Electrical Manufacturer's Association (NEMA), Underwriters Laboratories (UL), and Association of Edison Illuminating Companies (AEIC), submit proof of such compliance. The label or listing by the specified organization shall be acceptable evidence of compliance. In lieu of the label or listing, submit a certificate from an independent testing organization, competent to perform testing, and approved by the CO. The certificate shall state that the item has been tested in accordance with the specified organization's test methods and that the item complies with the specified organization's reference standard.

#### **10.4.6. SD-04 SAMPLES**

SD-04 Samples includes:

- Fabricated or un-fabricated physical examples of materials, equipment or workmanship that illustrate functional and aesthetic characteristics of a material or product and establish standards by which the work can be judged.
- Color samples from the manufacturer's standard line (or custom color samples if specified) to be used in selecting or approving colors for the project.
- Field samples and mockups constructed on the project site to establish standards by which the ensuing work can be judged. Includes assemblies or portions of assemblies which are to be incorporated into the project and those which shall be removed at conclusion of the work.

The Contractor shall furnish samples in sizes below, unless otherwise specified or unless the manufacturer has prepackaged samples of approximately same size as specified:

- Sample of Equipment or Device: Full size.
- Sample of Materials Less Than 2 by 3 inches: Built up to 8 1/2 by 11 inches.
- Sample of Materials Exceeding 8 1/2 by 11 inches: Cut down to 8 1/2 by 11 inches and adequate to indicate color, texture, and material variations.
- Sample of Linear Devices or Materials: 10-inch length or length to be supplied, if less than 10 inches. Examples of linear devices or materials are conduit and handrails.
- Sample of Non-Solid Materials: Pint. Examples of non-solid materials are sand and paint.
- Color Selection Samples: 2 by 4 inches.
- Sample Panel: 4 by 4 feet.
- Sample Installation: As required.

The Contractor shall furnish the quantity of samples as stated below:

- When color, texture or pattern is specified by naming a particular manufacturer and style, include one sample of that manufacturer and style, for comparison.
- Submit one sample of each required item. For samples requiring a selection for various types, characteristics, etc, the Contractor shall submit two samples for three separate preferences of the Government, from which one shall be chosen. One approved sample or set of samples shall be retained by approving authority and one shall be returned to Contractor.
- Submit one sample panel. Include components listed in technical section or as directed.
- Submit one sample installation, where directed.
- Where variations are unavoidable due to nature of the materials, submit sets of samples of not less than three units showing extremes and middle of range.
- Incorporate returned samples into work only if so specified or indicated. Incorporated samples shall be in undamaged condition at time of use. Note and preserve the notation of area constituting sample installation but remove notation at final clean-up of project.
- Samples remaining upon completion of the work shall be picked up and disposed of in accordance with manufacturer's Safety Data Sheets (SDS) and in compliance with existing laws and regulations.

#### **10.4.7. SD-05 DESIGN DATA**

SD-05 Design Data includes:

- Design calculations
- Mix designs
- Analyses
- Other data pertaining to a part of work.

#### **10.4.8. SD-06 TEST REPORTS**

SD-06 Test Reports includes:

- Report signed by 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 accordance with specified requirements. (Testing must have been within three years of date of contract award for the project.)
- Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation.
- Investigation reports
- Daily reports
- Final acceptance test and operational test procedure

#### **10.4.9. SD-07 CERTIFICATES**

SD-07 Certificates includes:

- Statements printed on the manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements. Must be dated after award of project contract and clearly name the project.
- Document required of Contractor, or of a manufacturer, supplier, installer or subcontractor through Contractor, the purpose of which is to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications.
- Text of posted operating instructions

#### **10.4.10. SD-08 MANUFACTURER'S INSTRUCTIONS**

SD-08 Manufacturer's Instructions includes preprinted material describing installation of a product, system, or material, including special notices and Safety Data Sheets concerning impedances, hazards and safety precautions.

The Contractor shall comply with the following standards for SD-08 Manufacturer's Instructions:

- Submit manufacturer instructions in compliance with standards for SD-03 Product Data.
- Submit SDS sheets prior to bringing hazardous materials onto base.
- Submit manufacturer's instruction prior to installation.

#### **10.4.11. SD-09 MANUFACTURER’S FIELD REPORTS**

SD-09 Manufacturer’s Field Reports includes documentation of the testing and verification actions taken by manufacturer's representative at the job site, in the vicinity of the job site, or on a sample taken from the job site, on a portion of the work, during or after installation, to confirm compliance with manufacturer's standards or instructions.

The Contractor shall comply with the following standards for SD-09 Manufacturer’s Field Reports:

- Submit all test results; and indicate whether the material, product, or system has passed or failed the test.
- Reports shall be signed by an authorized official of a testing laboratory or agency.

#### **10.4.12. SD-10 OPERATION AND MAINTENANCE DATA**

SD-10 Operation and Maintenance Data includes information furnished by the manufacturer, or the system provider, to the equipment operating and maintenance personnel.

The Contractor shall comply with the following standards for SD-09 Manufacturer’s Field Reports:

- Operation and Maintenance Data shall not be submitted separately for each system or component for which it is required. Rather, all data shall be incorporated into a single bound report.
- The report shall be bound in a three-ring binder and include a cover sheet, label for the binder spine, and a table of contents. Information for each component and/or system shall be separated by dividers that are clearly labeled.
- The report provided shall provide sufficient information for base maintenance personnel to safely and efficiently operate, maintain and repair all systems and components.

#### **10.4.13. SD-11 CLOSEOUT SUBMITTALS**

SD-11 Closeout Submittals includes:

- Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.
- Special requirements necessary to properly close out a construction contract. For example, As-Built Drawings, a Construction Warranty Management Plan, and DD Form 1354, “Transfer and Acceptance of DoD Real Property”.

## **11. SUBMITTAL PROCESS AND REQUIREMENTS**

### **11.1. SUBMITTAL STRUCTURE**

A signed AF Form 3000 shall be included with each PDF digital copy submitted. The digital copy shall include a signed Form 3000 within the same PDF document as the submittal itself.

The Contractor shall assign each AF Form 3000 a sequential Submission Number. When required, revised submittals shall be marked with the original number and sequential alphabetic suffix (e.g., 13A).

The Contractor shall complete all header information, specification section and paragraph identification, and a complete description of information provided on the Submittal Registry. Each item listed on the form shall follow the numbering sequence and description provided per the material register.

- For example, the material register states “Concrete Mix” with a line item as #20. The Contractor shall place “#20” in the item number column with “Concrete Mix” under description column of the AF Form 3000.

### **11.2. SUBMITTING SUBMITTALS**

The Contractor shall transmit one (1) PDF digital copy for each submittal.

- Digital copies shall be e-mailed to the CO

The Contractor shall update the Schedule of Material Submittals, completing the submittal number, date submitted to contracting, date disapproved/resubmitted (if applicable), and date of final approval.

### **11.3. REVIEW OF SUBMITTALS**

The PM and/or Engineer of Record shall sign the AF Form 3000 certifying the submission has been reviewed and is in accordance with contract requirements.

For construction, the Government shall be allowed 21 days for review of submittals.

The Contractor shall correct and resubmit disapproved submittals within 7 days of the disapproval date. When revised for resubmission, changes made since previous submissions shall be identified.

The Contractor shall retain a copy of approved submittals (including their copy of approved submittals) at the project site throughout the life of the project.

## **12. TEMPORARY CONSTRUCTION FACILITIES AND CONTROLS**

### **12.1. CONSTRUCTION SITE PLAN**

The Contractor shall submit for a Construction Site Plan for approval. The submittal shall include:

- Locations of trailers, trash dumpsters, and temporary sanitary facilities
- Detailed layouts (including location and dimensions) of construction fences and material storage areas
- Identification of any areas which shall be graveled
- Haul routes, including routes of ingress/egress to the lay-down yard
- Parking areas

### **12.2. TEMPORARY TRAFFIC CONTROL**

Whenever public access to paved areas such as roads, parking areas, or sidewalks is prevented by construction activities, barricades shall be required to ensure the safety of pedestrian traffic. Barricades shall be clearly visible and properly secured with adequate illumination to provide sufficient visual warning of the hazard during both day and night.

Maintain and protect traffic on all affected roads during the construction period. Measures for the protection and diversion of traffic, including the provision of watchmen and flagmen, erection of barricades, placing of lights around and in front of equipment, and the erection and maintenance of adequate warning, danger, and direction signs, shall be required by the State and local authorities having jurisdiction.

### **12.3. WORKING AREA: CONDITIONS AND CLEAN UP**

The Contractor shall be allowed a reasonable working and material storage area (laydown yard) at all times. The Contractor shall confine operations, including material storage, to the area of work identified by the CO.

- The Contractor shall enclose the laydown yard with orange construction fencing and silt fence along with a sign adjacent to the storage area displaying the company name and phone number. Reference the SOW or SOO for additional direction/details.
- The Contractor shall maintain the construction site in a clean and orderly condition from the start of the project to completion, daily cleanups shall be required.
- The Contractor shall maintain the grass and weeds surrounding the site, trailer, and laydown yard. All materials shall be neatly stacked at all times.
- The Contractor shall have a dumpster on site or remove and dispose of debris daily.
- The Contractor shall arrange for transportation of debris from the base to an approved disposal site.
- The Contractor shall ensure all equipment and materials are properly secured at the end of each workday. Any work area found by Security Forces, the PM, and/or the CO to be unsecured shall be checked for intruders. The contract superintendent shall be called to secure the area and equipment.

- Only those routes designated by the CO shall be utilized by the Contractor for access to work sites.
- Parking of Contractor vehicles shall be restricted to the area determined by the CO. The company name and logo shall be prominently displayed on all Contractor-owned vehicles.

At the completion of the project, the entire working area shall be left in a condition that is as good as or better than the condition that existed before work started. All equipment, including dumpsters, portable toilets, etc., shall be removed. All excess material including dirt, rock, vegetation, broken concrete or asphalt, etc., shall be hauled off the base/grounds and disposed of in accordance with applicable state and local regulations. Grass areas shall be raked clean of debris. Damage to landscaping including trees, plants, and/or grass (including tire ruts) shall be repaired or replaced if damaged.

#### **12.4. TEMPORARY SIGNAGE**

Immediately upon beginning work, provide a weatherproof glass-covered bulletin board not less than 36 by 48 inches in size for displaying the Equal Employment Opportunity poster, a copy of the wage decision contained in the contract, Wage Rate Information poster, and other information approved by the CO. Locate the bulletin board in a conspicuous place easily accessible to all employees, as approved by the CO.

#### **12.5. TEMPORARY UTILITIES**

Notwithstanding the provisions of contract clause FAR 52.236-14, Availability and Use of Utility Services, all reasonable required amounts of water, electricity, etc., essential to contract performance shall be made available at no cost to the Contractor from existing systems, outlets, and supplies. If additional infrastructure is required to connect the base's utility systems to the Contractor's equipment, the Contractor shall be responsible for this additional cost. The Contractor shall utilize the base's contacts/contracts for this purpose, as directed by the CO.

The Contractor shall be required to participate in the Government energy conservation programs. For the purpose of this contract, the Government shall furnish utilities such as water, electricity, etc., at no cost to the Contractor.

Local/long distance and Defense Switched Network (DSN) telephone service shall not be provided.

Cell phone use is encouraged and the Contractor should be aware that all communications with DOD organizations are subject to COMSEC review. The Contractor's personnel shall be aware that the telecommunications networks are continually subject to intercept by unfriendly intelligence organizations. The DOD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from or terminating at DOD organizations. Therefore, civilian contractor personnel are advised that any time they place a call to or receive a call from a military organization, they are subject to COMSEC procedures.

Prior to final acceptance on any Contract, all temporary cords, lines, or other equipment shall be removed and the existing outlets and lines restored to the condition existing prior to the start of work.

## **12.6. SANITATION**

The Contractor shall provide temporary sewer and sanitation facilities that are self-contained units with both urinals and stool capabilities.

The exterior of the unit shall match the base standard color.

The Contractor shall locate the facility behind the construction fence or out of the public view.

Units shall be ventilated to control odors and fumes and emptied and cleaned at least once a week or more often if required by the CO.

Temporary toilets shall be removed at the completion of construction and the adjacent area restored to the condition existing prior to the start of construction. All costs incurred in connection with the temporary toilets shall be borne by the Contractor.

## **13. CLOSEOUT PROCEDURES**

### **13.1. CONSTRUCTION DOCUMENTS**

Upon review and acceptance of completed project by the CO, the Contractor shall transfer all documents required per the SOW or SOO and Submittal Registry. The CO reserves the right to ask for additional information that may not have been covered in these documents.

### **13.2. CONSTRUCTION WARRANTY MANAGEMENT PLAN**

All warranty periods shall begin on the same date as project acceptance and shall continue for the full product warranty period.

The Contractor shall comply with the following standards for the Construction Warranty Management Plan:

- Submit one (1) hard copy and one (1) digital PDF copy to the CO for review and approval.
- The hard copy shall be bound in a three-ring binder and include a cover sheet, label for the binder spine, and a table of contents.
- A signed warranty letter guaranteeing all workmanship associated with this Contract for one (1) year shall be included. The letter shall include the start date and end date of the warranty period.
- The plan shall include an equipment product warranty list. For each item, the Contractor shall provide the specification section applicable to the equipment/product, duration of the warranty, start date of the warranty, ending date of the warranty, and the point of contact for fulfillment of the warranty.
- Written warranties for equipment/products furnished under the contract shall be included in the plan.

### **13.3. DD FORM 1354**

A copy of the DD Form 1354, "Transfer and Acceptance of Military Real Property," shall be submitted to the CO 21 days prior to final acceptance of the work. A pre-final inspection shall not be scheduled until the draft DD Form 1354 has been received.

The final DD Form 1354 shall be submitted simultaneous with the final inspection. The Government is prevented by UFC 1-300-08 from taking Beneficial Occupancy of a facility until a DD Form 1354 is signed by the Government.

A blank fill-able DD Form 1354 in Adobe (PDF) may be obtained at the following website:  
<http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1354.pdf>

A completed Checklist Form for the DD1354 shall be attached to the draft and final DD Form 1354. The Contractor shall submit one (1) hard copy and one (1) digital PDF copy of each.

Contact CO for any project specific information necessary to complete the DD Form 1354.

### **13.4. COMPLETION INSPECTION**

Prior to requesting a Pre-Final Inspection, the QC Manager shall conduct an inspection of the work. A punch list of items which do not conform to the approved drawings and specifications shall be prepared and submitted to the CO. Once the QC Manager has assured that all punch list items have been corrected, the Contractor shall notify the Government and request a Pre-Final Inspection.

The Government shall perform the Pre-Final Inspection to verify that all work is complete and meets specified requirements. The Contractor's QC Manager and superintendent shall be in attendance at the Pre-Final Inspection. If the Government identifies items that do not conform to specified requirements, a Pre-Final deficiency list shall be developed. The QC Manager shall ensure all items on this list have been corrected prior to the Contractor requesting a Final Inspection.

The Contractor shall submit a request for Final Inspection to the CO. The request shall include the Contractor's assurance that all items on the Pre-Final deficiency list shall be completed at the time of the Final Inspection. The Contractor's QC Manager and superintendent shall be in attendance at the Final Inspection. Failure by the Contractor to have all contract work acceptably complete for this inspection may be a cause for the CO to bill the Contractor for the Government's additional inspection cost. All inspections' deficiency corrections shall be accomplished within the performance period for the project.

## **14. WORK IN CONTROLLED AREAS**

### **14.1. CONSTRUCTION SUBMITTALS**

SD-01 Preconstruction Submittals:

- FAA Form 7460-1
- FOD Plan

### **14.2. GENERAL**

- a. This project or portions of this project are located within Controlled Areas on base. Access to Control Areas is strictly limited.
- b. The Contractor shall ensure that Contractor personnel employed on the base become familiar with and obey all special regulations for working in Controlled Areas.
- c. Under no circumstances shall the Contractor, any sub-contractors, or any contractor personnel enter Controlled Areas without a Government escort unless a Free Zone waiver is approved.
- d. The Contractor shall remain strictly within the limits of work inside Controlled Areas.
- e. The Contractor shall not take photographs inside of Controlled Areas without written authorization from the Contracting Officer. Individuals authorized to take photos should have a copy of the letter granting permission on their person at all times while taking pictures. Individuals taking photos without authorization or proof of authorization may be subject to legal action. Cameras and/or phones used to take unauthorized photos may be confiscated and any film, video, or other media destroyed by Security Forces. Contractor shall take pictures of the construction area prior to construction and at end of the construction period. Contractor shall invite Contracting Officer to be in attendance while taking pictures.

### **14.3. FREE ZONE REQUIREMENTS**

- a. During construction, a Free Zone will be established at the construction site for all projects that are inside of or have portions inside of a Controlled Area. A Free Zone package identifies all the security measures that will be employed during construction to ensure protection of the Controlled Areas within the limits of the project.
- b. The Government will supply all escorts required by the Free Zone package. The Contractor shall supply and maintain all barricades, markings, flags, signs, and other physical boundary markers as required by the Free Zone package at no additional cost to the Government.
- c. An approved Free Zone is required before any work is accomplished on the airfield.

### **14.4. WORK ON THE AIRFIELD**

The airfield is considered a Controlled Area. Contractors working on the airfield shall adhere to all of the requirements for Controlled Areas and additional requirements to ensure safe operation on the airfield and minimize impact to the Laughlin AFB flying training mission.

Aircraft operation will produce extremely high noise levels that will induce vibrations in pavements, structures, and equipment in the vicinity, and may result in high velocity flying debris in the area. The Contractor is responsible for providing all necessary protective eye and ear gear and other safety devices for personnel.

#### **14.5. SCHEDULING OF WORK**

- a. Work on the airfield requires special attention to scheduling.
- b. The airfield is generally open and flying training operations are scheduled from 7:30am to 8:00pm, Monday through Friday, and 3:00pm to 7:00pm on Sundays, except during night weeks. Night flying weeks occur every 3 weeks and the airfield hours extend to 2300, Monday through Thursday, and stay the same on Friday and Sunday. However, these hours are not exact and may vary based on sunrise and sunset. In rare instances, the airfield is open for flying training operations on Saturdays.
- c. All construction activities that will affect flying training operations shall be completed when the airfield is closed, unless prior arrangements are made to shut down only the affected runway. Operations on other runways may be ongoing during construction. This may require work at night and/or on weekends.
- d. The work shall be accomplished with minimal outage and closure time to the airfield and associated buildings. If required, outage(s) and closure(s) must be approved by the contracting officer as dictated by the user's needs. Any utility outage affecting airfield lighting, signage, or controls shall be made to the Contracting Officer in writing 21 days in advance of any activity requiring the outage. Typically, airfield outages should occur between Friday night and Sunday morning.

#### **14.6. LOCAL WAIVERS**

- a. For this project, the Government will obtain the following airfield waivers:

(1) Laughlin AFB Temporary Construction Waiver

#### **14.7. FAA NOTICE OF CONSTRUCTION**

- a. Prior to beginning construction, a Determination of No Hazard to Air Navigation for Temporary Structures must be obtained from the FAA. The Contractor shall fill out and submit to the Contracting Officer for approval FAA Form 7460-01. The Contractor shall fill out the form completely. Item 2 should be filled out with the Contractor's information. The Contractor shall provide all additional information required by the form including the Quadrangle Map listed in item 20.

- b. Once the Form 7460-01 is approved by the Contracting Officer, the Government will submit the Notice of Proposed Construction or Alteration to the FAA. The FAA may take up to 60 days to process the notice. The Contractor shall submit the Form 7460-01 as soon as possible after award, but not later than NTP#1 + 3 days.

#### **14.8. CONTRACTOR EQUIPMENT**

- a. All construction equipment must be removed from the airfield during hours when the Contractor is not working. Only approved equipment and materials can be left on the airfield at the end of a workday. This equipment/material must be on the Temporary Construction Waiver and be approved by Airfield Management.
- b. During daylight hours, mark stationary and mobile equipment with international orange and white checkered flags. At night, mark stationary and mobile equipment with battery or solar operated, low-intensity, red flasher lights.

#### **14.9. FOREIGN OBJECT DEBRIS**

- a. The Contractor shall keep the construction site, haul routes, and adjacent areas clean and free from dust and foreign object debris (FOD).
- b. Airfield pavement shall be continuously cleaned with a vacuum sweeper suitable for airfield pavement cleaning at all times. Debris that may result in foreign object damage shall be removed immediately. Airfield pavement used as a haul route shall be continuously cleaned by the Contractor.
- c. The Contractor shall employ pavement sweeping machines to keep FOD and dust to a minimum. Sweeping machines with metal brushes generate additional FOD and are prohibited from use on the airfield.
- d. The Contractor shall ensure that all Contractor personnel stop at all FOD checkpoints, physically inspect all tires for FOD, and remove FOD from tires before proceeding beyond the checkpoint.
- e. All debris from demolition shall be removed from the airfield immediately following demolition.
- f. Only open trenches for material which is on hand and ready for placement. As soon as possible after the material has been placed and work approved, backfill and compact trenches as specified.
- g. The Contractor shall submit a FOD Plan to the Contracting Officer for approval prior to starting work. The FOD Plan shall fully describe the methods the Contractor will use to control FOD. The plan shall include the following items, at a minimum:
  - (1) The number of sweeping machines that will be onsite during construction to control FOD.

- (2) A statement indicating understanding that sweeping machines with metal brushes will not be allowed on the airfield.
- (3) Methods for ensuring that FOD generated by construction does not enter adjacent runways, taxiways, towing lanes, or parking aprons during construction.
- (4) Methods for ensuring that the construction site and adjacent areas are 100% free from FOD and debris at the end of each work period.
- (5) Methods for ensuring that all Contractor personnel adhere to the requirements for FOD checkpoints.
- (6) Methods for securing all trash generated at the site. Examples of trash may include soda cans, spray paint cans, metal twist ties, and plastic packaging.
- (7) Any other methods that will be used to control FOD during construction.

#### **14.10. DRIVING ON THE AIRFIELD**

- a. The Contractor shall strictly limit construction traffic on the airfield to those vehicles absolutely required for the completion of work.
- b. No personally owned vehicles will be allowed on the airfield. All personal vehicles shall be parked in authorized parking lots outside the flight line fence. Personnel walk-in access is by AF identification card only.
- c. All Contractor-owned vehicles shall be conspicuously marked with the name and logo of company (minimum size 6 inches by 18 inches) on both front doors.
- d. Supplier vehicles delivering materials to the site shall be escorted by the contractor company vehicles.
- e. On the airfield, planes and emergency vehicles always have the right-of-way. Wherever the Contractor's haul route crosses parking aprons, tow-lanes, taxiways, or runways, flaggers will be required to ensure that no Contractor vehicles violate this right-of-way. When required, the Contractor shall supply flaggers at no additional cost to the Government.
- f. Within 1 day of receiving Airfield Driver Training, the Contractor shall provide an Airfield Driving Training Record to the Contracting Officer. The Airfield Driving Training Record shall include a list of names of personnel who attended training and the license plate number of and contractor name that will appear on their vehicle. This list will be reviewed by the Airfield Driving Program Manager to confirm that all the individuals listed did in fact receive training. The Airfield Driving Training Record will become the official list of approved drivers and vehicles for airfield access. Final Airfield Driving Training Record shall be submitted in accordance with the Submittal Register.

- g. Any unapproved personnel found driving on the airfield will be immediately escorted off of the airfield. Vehicles that are not marked or are not included on the Airfield Driving Training Record will not be allowed on the airfield.
- h. Contractor vehicles shall stay on approved routes and within the limits of the construction area. Personnel driving in unapproved areas will be immediately escorted off the airfield and may lose their airfield driving privileges.
- i. All approved drivers shall strictly adhere to all rules and regulations described in training and included in this specification and any instructions from the Airfield Driving Program Manager, Airfield Manager, Fire Department, and/or Security Forces. Failure to adhere to regulations and instructions may result in the loss of airfield driving privileges.
- j. No cost additions, change orders, allowances, or extensions will be granted for project schedule delays related to airfield access if determined by the Contracting Officer that the project delays are a result of failure of the Contractor to coordinate training, provide accurate vehicle information, or adhere to proper rules, regulations, and instructions.