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USACE / NAVFAC / AFCEC / NASA                      UFGS-01 30 00.05 20 (March 2013)  
Change 1 - 09/15  
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Preparing Activity:    NAVFAC                      Superseding  
   UFGS-01 30 00.05 20 (November 2007)

## UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated January 2020

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SECTION 01 30 00.05 20

### ADMINISTRATIVE REQUIREMENTS FOR DESIGN-BUILD 03/13

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NOTE: This guide specification covers the requirements for general administrative paragraphs.

Adhere to [UFC 1-300-02](#) Unified Facilities Guide Specifications (UFGS) Format Standard when editing this guide specification or preparing new project specifications sections. Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable item(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are present.

Comments, suggestions and recommended changes for this guide specification are welcome and should be submitted as a [Criteria Change Request \(CCR\)](#).

If the RFP Preparer is using the Specsintact version of the UFGS section, this guide specification includes tailoring options for AIR FORCE, LANTDIV(NAVFAC Atlantic), PACDIV(NAVFAC Pacific), and EFA CHES(NAVFAC Washington). Selection or deselection of a tailoring option will include or exclude that option in the section, but editing the resulting section to fit the project is still required.

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## PART 1    GENERAL

### 1.1    REFERENCES

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NOTE: This paragraph is used to list the publications cited in the text of the guide specification. The publications are referred to in the text by basic designation only and listed in

this paragraph by organization, designation, date, and title.

Use the Reference Wizard's Check Reference feature when you add a RID outside of the Section's Reference Article to automatically place the reference in the Reference Article. Also use the Reference Wizard's Check Reference feature to update the issue dates.

References not used in the text will automatically be deleted from this section of the project specification when you choose to reconcile references in the publish print process.

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

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

15 CFR 772 Definition of Terms

15 CFR 773 Special Licensing Procedures

## 1.2 SUBMITTALS

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NOTE: Review Submittal Description (SD) definitions in Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES and 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES and edit the following list to reflect only the submittals required for the project. Keep submittals to the minimum required for quality control.

The Guide Specification technical editors have designated those items that require Government approval, due to their complexity or criticality, with a "G." Generally, other submittal items can be reviewed by the Contractor's Quality Control System. Only add a "G" to an item, if the submittal is sufficiently important or complex in context of the project.

An "S" following a submittal item indicates that the submittal is required for the Sustainability eNotebook to fulfill federally mandated sustainable requirements in accordance with Section 01 33 29 SUSTAINABILITY REPORTING. Coordinate all Part 2 and Part 4 Specification Sections with 01 33 29.05 20 SUSTAINABILITY REPORTING FOR DESIGN-BUILD.

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Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. Submittals with an "S" are for inclusion in the Sustainability eNotebook, in conformance with Section 01 33 29.05 20 SUSTAINABILITY

REPORTING FOR DESIGN-BUILD. Submit the following in accordance with  
Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES and 01 33 10.05 20  
DESIGN SUBMITTAL PROCEDURES:

#### SD-01 Preconstruction Submittals

##### Insurance

#### 1.3 MINIMUM INSURANCE REQUIREMENTS

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**NOTE: Fill blank with local or other coverage  
required by the agency. Do not use for Guantanamo  
Bay.**

**For NAVFAC Pacific projects located in Hawaii only,  
use bracketed text in subparagraph c.**

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Procure and maintain during the entire period of performance under this  
contract the following minimum insurance coverage:

- a. Comprehensive general liability: \$500,000 per occurrence
- b. Automobile liability: \$200,000 per person, \$500,000 per occurrence  
for bodily injury, \$20,000 per occurrence for property damage
- c. Workmen's compensation as required by Federal and State workers'  
compensation and occupational disease laws. [When an out-of-state  
insurance policy is used, the stamped approval from the State of  
Hawaii Department of Labor and Industrial Relations is required.]
- d. Employer's liability coverage of \$100,000, except in States where  
workers compensation may not be written by private carriers,
- e. Others as required by the State.

Refer to Section 01 33 00.05 20, CONSTRUCTION SUBMITTAL PROCEDURES for  
typical preconstruction submittals similar to insurance.

#### 1.4 CONTRACTOR PERSONNEL REQUIREMENTS

##### 1.4.1 Subcontractor Special Requirements

##### 1.4.1.1 Asbestos Containing Material

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**NOTE: Include this paragraph when PART 4, PTS F20,  
requires the use of Section 02 82 00 ASBESTOS  
REMEDICATION.**

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All contract requirements of PART 4, F20 SELECTIVE BUILDING DEMOLITION,  
assigned to the Private Qualified Person (PQP) must be accomplished  
directly by a first tier subcontractor.

#### 1.4.1.2 HVAC TAB

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**NOTE: Include this paragraph when Section 23 05 93  
TESTING, ADJUSTING, AND BALANCING FOR HVAC is  
required to be used by the Part 4 PTS.**  
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All contract requirements of TAB work required by PART 4 D30, HVAC, must be accomplished directly by a first tier subcontractor. No TAB work required by PART 4, D30, HVAC, is allowed to be accomplished by a second tier subcontractor.

#### 1.4.1.3 Qualified Testing Organization

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**NOTE: Include this paragraph when PART 4, PTS D50  
and G40 requires NETA testing.**  
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All contract requirements of work required to be performed by a Qualified Testing Organization in PART 4, D50 ELECTRICAL and G40 SITE ELECTRICAL UTILITIES, must be accomplished directly by a first tier subcontractor. No work to be performed by a Qualified Testing Organization, required by PART 4, D50 and G40 is allowed to be accomplished by a second tier subcontractor.

#### 1.5 SUPERVISION

Have at least one qualified supervisor capable of reading, writing, and conversing fluently in the English language on the job site during working hours. In addition, the Quality Control (QC) representative must also have fluent English communication skills.

#### [1.6 SUPERVISION

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**NOTE: For NAVFAC Europe projects, use the following  
paragraphs. Insert the local language spoken in  
brackets.**  
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Provide at least one (1) qualified Project Manager and one (1) on-site Project Superintendent per project capable of reading, writing, and conversing fluently in both English and [\_\_\_\_][Italian] languages. The Project Manager must have a minimum 10 years experience as a Project Manager or Superintendent on projects like this contract or similar in size and complexity. The Project Superintendent must have a minimum of 10 years experience as a Superintendent on projects similar in size and complexity.

In addition to the above experience requirements, the Project Manager and on-site Project Superintendent must complete the course entitled "Construction Quality Management for Contractors" prior to the start of construction. This course is periodically offered at ROICC offices in Italy. Contact the Contracting Officer to schedule attendance in the course.

The Project Manager in this context shall mean the individual with the

responsibility for the overall management of the project and the Project Superintendent shall mean the individual with the responsibility for quality and production. Both the Project Manager and Project Superintendent are subject to removal by the Contracting Officer for non-compliance with requirements specified in the contract and for failure to manage the project to insure timely completion. Furthermore, 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 is allowed to be made the subject of claim for extension of time for excess costs or damages by the Contractor.

Approval of Project Manager and on-site Project Superintendent is required prior to start of construction. Provide resumes for the proposed Project Manager and on-site Project Superintendent describing their experience with references and qualifications to the Contracting Officer for approval. The Contracting Officer reserves the right to interview the proposed Project Manager and on-site Project Superintendent at any time in order to verify the submitted qualifications.

][1.7 FAIR LABOR STANDARDS ACT FOR PUERTO RICO

Bidders are hereby informed that the Fair Labor Standards Act may apply to part or all employees on this contract. The Wage and Hour Division of the U.S. Department of Labor has responsibility for administration of this statute, including its interpretation and enforcement. Any information desired by bidders with respect to possible application of the Fair Labor Standards Act to employees on this contract should be requested from the U.S. Department of Labor, Wage and Hour Division, Federal Building, Room 403, Chardon Street, Hato Rey, Puerto Rico 09910, telephone (809) 753-4263/4463, or the Wage and Hour Administrator, U.S. Department of Labor, Washington, D.C.

][1.8 EXPORT LICENSES FOR OVERSEAS PROJECTS

Obtain individual export licenses and project export licenses required by the Department of Commerce regulations (15 CFR 772 and 15 CFR 773) so that no delays are experienced in shipping from the United States of America to a foreign country. For additional information, the Contractor may contact one of the U.S. and Foreign Commercial Service District Offices of the Department of Commerce which are located in almost every State.

][1.9 WAIVER FOR WORKER'S COMPENSATION

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**NOTE: Include the following paragraph in projects  
for overseas locations, except Guantanamo Bay and  
Puerto Rico.**  
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In addition to "FAR 52.228-4, Workers' Compensation and War Hazard Insurance Overseas," the Secretary of Labor has granted a waiver. The waiver does not apply to employees who are hired in the United States, or who are residents, or citizens of the United States.

][1.10 AMERICAN PREFERENCE POLICY

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**NOTE: For Guam projects over \$1 million, include  
the following paragraph.**

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This project is funded under the 1987 Defense Appropriation Act and is estimated to be over \$1,000,000. The American Preference policy applies as follows:

This policy precludes the award of construction contract estimated by the Government to exceed \$1,000,000 to a foreign contractor; unless the lowest responsive bid of a U.S. contractor exceeds the lowest responsible and responsive bid of a foreign contractor by greater than 20 percent. To qualify as a U.S. contractor, the firm (or if a joint venture, all members of the joint venture) must be incorporated in the U.S. and comply with the following: (a) the corporate headquarters must be in the U.S.; (b) the firm must have filed corporate franchise and employment tax returns (if required) in the U.S. for a minimum of 2 years, must have filed state and federal income tax returns (if required) for a minimum of 2 corporate years, and paid any taxes determined to be due as a result of such filings; and (c) the firm must employ U.S. citizens in key management positions.

][1.11 AVAILABILITY OF CAD DRAWING FILES

After award and upon request, the electronic "Computer-Aided Design (CAD)" drawing files will be made available to the Contractor for use in preparation of construction drawings and data related to the referenced contract subject to the following terms and conditions.

Data contained on these electronic files must not be used for any purpose other than as a convenience in the preparation of construction drawings and data for the referenced project. Any other use or reuse is at the sole risk of the Contractor and without liability or legal exposure to the Government. The Contractor shall make no claim and waives to the fullest extent permitted by law, any claim or cause of action of any nature against the Government, its agents or sub consultants that may arise out of or in connection with the use of these electronic files. The Contractor must, to the fullest extent permitted by law, indemnify and hold the Government harmless against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or resulting from the use of these electronic files.

These electronic CAD drawing files are not construction documents. Differences may exist between the CAD files and the corresponding construction documents. The Government makes no representation regarding the accuracy or completeness of the electronic CAD files, nor does it make representation to the compatibility of these files with the Contractors hardware or software. In the event that a conflict arises between the signed and sealed construction documents prepared by the Government and the furnished CAD files, the signed and sealed construction documents govern. The Contractor is responsible for determining if any conflict exists. Use of these CAD files does not relieve the Contractor of duty to fully comply with the contract documents, including and without limitation, the need to check, confirm and coordinate the work of all contractors for the project.

If the Contractor uses, duplicates or modifies these electronic CAD files for use in producing construction drawings and data related to this contract, all previous indicia of ownership (seals, logos, signatures, initials and dates) must be removed.

]1.12 CLEANUP

Leave premises "broom clean." Clean interior and exterior glass surfaces exposed to view; remove temporary labels, stains and foreign substances; polish transparent and glossy surfaces; vacuum carpeted and soft surfaces. Clean equipment and fixtures to a sanitary condition. [Clean] [Replace] filters of operating equipment. Clean debris from roofs, gutters, downspouts and drainage systems. Sweep paved areas and rake clean landscaped areas. Remove waste and surplus materials, rubbish and construction facilities from the site.

[1.12.1 Extraordinary Cleanup Requirements

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NOTE: Do not add information related to station  
regulations which are of a routine nature. Include  
unusual cleanup requirements.  
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The following cleanup requirements apply: [\_\_\_\_].

]PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --