SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS
JB Charleston (Dec 2021)

PART 1 GENERAL

1.1 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Resume for the proposed Superintendent; G

Preconstruction Survey; FIO

SD-07 Certificates

Progress and Completion Pictures; FIO

1.2 COLOR BOARDS FOR AIR FORCE PROJECTS

Not Used

1.3 PRECONSTRUCTION SURVEY AND PROGRESS AND COMPLETION PICTURES

Not Used

1.4 MINIMUM INSURANCE REQUIREMENTS

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.

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 State law.

1.5 CONTRACTOR SPECIAL REQUIREMENTS

1.5.1 Space Temperature Control, HVAC TAB, and Apparatus Inspection

All contract requirements of Section 23 05 93 TESTING, ADJUSTING AND BALANCING FOR HVAC, shall be accomplished directly by a first tier subcontractor, including the Commissioning Agent. No work required by Section 23 05 93 shall be accomplished by a second tier subcontractor.

1.6 SUPERVISION

1.6.1 Minimum Communication Requirements

Have at least one qualified superintendent capable of reading, writing, and conversing fluently in the English language, on the job-site during working hours. In addition, if a Quality Control (QC) representative is required on the contract, then that individual must also have fluent English communication skills.

1.6.2 Superintendent Qualifications

Superintendent must have a minimum of 5 years experience as a project manager, project engineer, superintendent, or quality control manager on projects similar in size, scope and complexity to this project as identified in Section 01 11 00. The project superintendent is subject to removal by the Contracting Officer for non-compliance with requirements specified in the contract and for failure to manage the project to ensure timely completion. Furthermore, the Contracting Officer may issue an order stopping work on all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop work orders shall be made the subject of a claim for extension of time for excess costs or damages by the contractor.

Approval of the project superintendent is required prior to the start of construction. Provide a resume for the proposed 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 superintendent at any time in order to verify the submitted qualifications.

1.7 PRECONSTRUCTION CONFERENCE

After award of the contract but prior to commencement of any work at the site, meet with the Contracting Officer to discuss and develop a mutual understanding relative to the administration of the contract and safety program, preparation of the schedule of prices, shop drawings, and other submittals, scheduling programming, prosecution of the work, and clear expectations of the "Interim DD Form 1354" Submittal. Major subcontractors who will engage in the work must also attend.

1.8 AVAILABILITY OF CADD DRAWING FILES

After award and upon request, the electronic "Computer-Aided Drafting and Design (CADD)" drawing files will only 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 shall 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 shall be 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 shall, 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 CADD drawing files are not construction documents. Differences may exist between the CADD files and the corresponding construction documents. The Government makes no representation regarding the accuracy or completeness of the electronic CADD 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 signed and sealed construction documents prepared by the Government and the furnished CADD files, the signed and sealed construction documents shall govern. The Contractor is responsible for determining if any conflict exists. Use of these CADD 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 and/or modifies these electronic CADD files for use in producing construction drawings and data related to this contract, all previous indicia of ownership (seals, logos, signatures, initials and dates) shall be removed.

1.9 ELECTRONIC MAIL (E-MAIL) ADDRESS

The Contractor shall establish and maintain electronic mail (e-mail) capability along with the capability to open various electronic attachments in Microsoft, Adobe Acrobat, and other similar formats. Within 10 days after contract award, the Contractor shall provide the Contracting Officer a single (only one) e-mail address for electronic communications from the Contracting Officer related to this contract including, but not limited to contract documents, invoice information, request for proposals, and other correspondence. The Contracting Officer may also use email to notify the Contractor of base access conditions when emergency conditions warrant, such as hurricanes or terrorist threats, etc.. Multiple email addresses will not allowed.

It is the Contractor's responsibility to make timely distribution of all Contracting Officer initiated e-mail with its own organization including field office(s). The Contractor shall promptly notify the Contracting Officer, in writing, of any changes to this email address.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

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