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USACE / NAVFAC / AFCEC / NASA                      UFGS-01 31 19.05 20 (September 2015)  
Change 3 - 03/19  
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Preparing Activity:    NAVFAC                      Superseding  
   UFGS-01 31 19.05 20 (May 2014)  
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UNIFIED FACILITIES GUIDE SPECIFICATIONS  
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SECTION 01 31 19.05 20

POST AWARD MEETINGS  
09/15

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NOTE: This guide specification covers the requirements for Navy Design-Build, post-award meeting requirements.

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).

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PART 1    GENERAL

1.1    SUMMARY

This document includes post-award requirements for project kickoff and subsequent design and preconstruction meetings.

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

Design Submittal Packaging Proposal; G

Design Baseline NAS; G

Construction Baseline NAS; G

Performance Assessment Plan (PAP); G

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NOTE: Choose either Design Presentation or Concept Design Workshop (CDW) paragraphs below.

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[ Design Presentation Concept Site and Floor Plans; G  
][ CDW Facilitator Experience Resume; G  
] CDW Preliminary Concept Design; G  
CDW Cost Estimate; G  
Concept Design Workshop Report; G

#### 1.3 POST AWARD KICKOFF MEETING

The Post Award Kickoff (PAK) meeting is made up of Contract Administration, Concept Design Presentation/Design Development or Concept Design Workshop (CDW), Partnering, and Scheduling. If mutually beneficial to the Contractor and the Government, these four elements may be addressed in a single multi day meeting, but most often multiple scheduled meetings are required. Schedule a separate meeting or a separate day of the

multiday PAK, to accomplish the Design Presentation/Design Development Meeting or Concept Design Workshop(CDW).

#### 1.3.1 PAK Meeting Schedule and Location

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**NOTE: Determine with the Project Manager which meeting location would be best for the project.**  
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Within 35 calendar days after contract award, and prior to commencing work, meet with the Contracting Officer for the PAK meeting(s). The meeting will be located at a specific time and place to be determined by the Contracting Officer.

#### 1.3.2 PAK Meeting Outcomes

The meeting(s) outcomes are:

- a. Integrate the Contractor and all client representatives into the project team.
- b. Achieve consensus from the project team on any issues and concerns with the Contractor's technical proposal and the User's functional requirements.[ Confirm the design is within the project budget.]
- c. Establish and explain policies and procedures for completion of a successful project.
- d. Establish clear lines of communication and points of contact for Government and Contractor team members.
- e. Obtain an acceptable conceptual design including floor and site plans, signed by the client, Contractor and other key team members.
- f. Establish project design schedule, [design submittal packaging](#), and preliminary construction schedule in accordance with Section [01 32 17.00 20](#) COST-LOADED NETWORK ANALYSIS SCHEDULE (NAS). Discuss design milestones and events that will be included in the Quality Control Communication Plan.
- g. Establish clear expectations and schedules for facility turnover, providing DD Form 1354 asset management records, eOMSI submittals, Guiding Principle Validation, Third Party Certification (if applicable), and training of Government maintenance personnel.
- h. Establish procedure for design packages reviews, Contractor's resolution to comments, and Government's role in review of packages.

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**NOTE: Choose Concept Design Workshop, if used on the project.**  
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- [ i. Establish clear expectations for the Concept Design Workshop.
- ] [j. Establish clear expectations for Design Model presentations for projects implementing Building Information Management/Modeling (BIM).

### 1.3.3 PAK Meeting Contractor Attendees

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**NOTE: If a Commissioning Authority is used, delete the first bracketed option. If a Commissioning Authority is not used, delete the second bracketed option.**  
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The following Contractor key personnel must attend the PAK: Project Manager, Project Scheduler, Lead Designer-of-Record (DOR), Design Staff responsible for each architectural/engineering discipline when facility design is discussed, Superintendent, QC Manager, [ and the] DQC Manager[ and the Commissioning Authority (CA)]. Optional attendees include: Principal, Assistant Project Manager, major subcontractors and specialized supplemental QC personnel.

### 1.3.4 Contract Administration

Contract administration roles and responsibilities will be addressed.

### 1.3.5 Design Presentation/Development (DP/D)

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**NOTE: Choose either Design Presentation or Concept Design Workshop (CDW) paragraph. Delete the paragraph not used.**  
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The Contractor must lead discussions to develop an understanding of the facility design that the accepted technical proposal represents with the Government users and maintainers of the facility. Develop site plans, floor plans, exterior finish materials, and building elevations to conduct working sessions with the Government meeting attendees. The purpose of the DP/D Meeting is to confirm the appropriateness of the facility design and develop acceptable alternatives if changes are needed. The Contractor must anticipate that Government Facility Users represented at the DP/D Meeting will provide additional functional information. Incorporate functional design changes into the facility design as required to meet the needs of the Users. At the end of the DP/D Meeting the Contractor must provide either assurance that the updated design can be built within the budget or identify potential cost modification items and establish a follow-on DP/D Meeting to finalize a design that will include trade-offs to bring the project within the budget.

Demonstrate ability to achieve identified Guiding Principle sustainability goals and also Third Party Certification sustainability goals, if applicable. Provide Preliminary Sustainability Notebook, refer to Section 01 33 29.05 20 SUSTAINABILITY REPORTING FOR DESIGN-BUILD for requirements.

#### 1.3.5.1 Design Presentation/Development Contractor Meetings Attendees

The following Contractor key personnel must attend the Design Presentation: Project Manager, Project Scheduler, Cost Estimator, Lead Designer of Record, Design Staff responsible for each architectural/engineering discipline when facility design is discussed, Major Subcontractors, and DQC.

]1.3.6 Concept Design Workshop (CDW)

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NOTE: Define specific project requirements in the  
CDW below. Delete the DP/P above if CDW is used.  
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Provide a CONCEPT DESIGN WORKSHOP that meets the following requirements;

1.3.6.1 CDW General Requirements

- a. Methodology. Concept a CDW for this project. This effort will examine project functions and requirements, quality and life safety costs, analyze alternate design concepts, expose and resolve project issues, and develop the final conceptual design.
- b. Facilitator. Provide a Facilitator who is experienced in conducting Concept Design Workshops. Submit a [CDW Facilitator Experience Resume](#) to the Contracting Officer describing his experience. He or she will be responsible for leading the team in a timely manner, making sure that issues are pursued and resolved to the maximum extent possible, documenting meetings, organizing the design concept documents for on-site approval, and providing the Concept Design Workshop Report.
- c. Contractor's Design Team. The primary functions of the Design Team will be to investigate, develop and present alternate design solutions. The entire Design Team must participate in all phases of the Concept Design Workshop effort and provide assistance to the Facilitator in development of the Concept Design Workshop Report, including most of the required documentation.
- d. Concept Design Workshop Report. Produced almost entirely on-site, the Concept Design Workshop Report must summarize the final conceptual design.
- e. Award Amount. At each contract stage, the Contractor must verify that the concept is within the contract award amount.

1.3.6.2 CDW Procedures

- a. Preliminary Work.

The Contractor's Design Team must complete the following prior to the on-site workshop:

- (1) Review the contract documents and references explaining the project scope and history.
- (2) At the Post Award Kickoff meeting, the User(s) makes a presentation of their functional requirements.
- (3) Prepare and submit, at least 14 days in advance of the CDW, 15 copies of a [CDW Preliminary Concept Design](#) (Concept #1), a Basis of Design, and a statement that the concept provided is within the award amount.
- (4) Make arrangements for and provide an appropriate conference room convenient to the project site and Users for use by the Design Team and government participants during the workshop.

- (5) Incorporate government comments in a revised Concept #1 and produce at least 20 copies of the revised Concept #1 documents for distribution at the workshop.
- (6) Facilitator conducts meeting with NAVFAC representatives before the CDW to review preparations, relationships, and the status of work to be accomplished.

b. On-Site Workshop.

The Design Team must accomplish the following items during the on-site phase of the CDW. (Typically conducted in four to six working days, minimizing breaks so as to maintain momentum. The Design Team should expect longer than normal workdays.)

- (1) On the first day of the workshop, meet with the using activity, Station and other Government representatives. The Facilitator will describe the CDW process and review the workshop agenda. The user(s) will provide a functional presentation. This is to reiterate to all participants the User(s) needs and desires. The intent is to make the design solution and issue resolution function-oriented.
- (2) Present the revised Concept #1 and respond to questions.
- (3) Participate in a comment/creative session to generate ideas to improve this project in the areas of function, quality and total life cycle cost, issue resolution and sustainable design within the award amount. It is often helpful to request User comments in writing so they may be considered, responded to, and presented at subsequent presentations.
- (4) Create a new concept design. Design concepts must include drawings, sketches, and other graphics as necessary to fully describe the concept. Prepare at least 20 copies for distribution at all presentations.
- (5) Repeat applicable steps as necessary. Usually, three concepts are required. The final concept must be within the contract award amount.
- (6) The final concept must include the following:
  - (a) Site Plan: Show the layout of the proposed facility in relation to major landmarks. Show all buildings, access roads, parking, pedestrian walkways, roads, sidewalks, landscaping, and major utilities. Indicate major dimensions and orientation. Provide a building code analysis, relating the proposed building site, size, and construction type to maximum allowable limits of the International Building Code.
  - (b) Building Floor Plans: Provide floor plans depicting functional utilization of spaces and furniture and equipment layout. Show room sizes or dimensions. Provide a Life Safety Code analysis with the floor plan to identify required life safety and egress features.
  - (c) Perspective Sketches: Provide at least one sketch to show a



perspective of major buildings. The sketch should not be elaborate but must show the proposed form and massing, colors to be used, and an indication of materials used.

(d) Mechanical Plans: Provide plans as necessary to show the essential work and intent of the design. Suggestions include equipment layouts, zones, etc.

(e) Electrical Plans: Provide plans as necessary to show the essential work and intent of the design. Suggestions include special light fixture types, locations, switching, power outlets and panelboard location. Provide electrical distribution single line diagram.

(f) Cost Estimate: Provide a [CDW Cost Estimate](#) and statement that the concept presented can be constructed within the award amount.

(g) Basis of Design: Describe the intent of the design by discipline. Address material quality, energy efficiency and life cycle costs.

(h) Sustainable Design: Demonstrate ability to achieve identified Guiding Principle sustainability goals and also Third Party Certification sustainability goals, if applicable. Provide Preliminary Sustainable Notebook, refer to Section [01 33 29.05 20](#) SUSTAINABILITY REPORTING FOR DESIGN-BUILD for requirements.

(i) System Safety Engineering

(7) Prepare 20 copies of the final concept (drawings, basis of design and statement that the concept is within the award amount) for distribution at the final presentation.

(8) Dependent upon the project, the Concept Design Workshop Report is provided by the Facilitator, includes all items included in the final concept design and the following:

(a) Endorsements: Include a copy of the signature/endorsement sheet.

(b) Comments: Include comments and resolutions concerning the final concept design.

(c) Executive Summary: Summarize the workshop, including how the various concepts differed and were improved during the workshop.

(d) Special Design Features: Identify and describe unique project needs and features, e.g., pile foundations, physical security, intrusion detection systems, access control, construction in humid climates, pollution abatement, tempest, HEMP, etc.

(e) Architectural Compatibility Statement: Identify architectural style, materials, and color scheme; and indicate their compatibility with installation planning and design concepts established in the Base Exterior Architectural Plan.

(f) Environmental Summary: Provide a summary of environmental issues, listing completed actions and items requiring further coordination, waivers or permits.

(g) Supporting Project Documentation: Include data to support the development of the concept design, layout, and special features. Items should include: project scope discussion, minutes of meetings, function analysis work sheets, and economic and technical analyses if alternatives evaluated.

(9) Except for final comments, responses and endorsements, the final report should be completed (electronically) on site, before the final presentation. If requested by the NAVFAC Project Manager, be prepared to present up to 10 hard copies of the report at the conclusion of the workshop.

(10) Conduct a "front-to-back" comprehensive presentation of the final concept. Obtain user signatures on a conceptual design endorsement sheet, signifying approval of the concept design, subject to the final comments and their resolutions agreed to at the final presentation meeting.

#### 1.3.6.3 Concept Design Workshop Report

Within 14 calendar days of completion of the on-site Concept Design Workshop, the Design Team must submit to the NAVFAC Project Manager an electronic copy of the Concept Design Workshop Report as one file in .PDF format.

#### 1.3.6.4 CDW Meeting Attendees

The following Contractor key personnel must attend the CDW: Project Manager, Project Scheduler, Cost Estimator, Lead Designer of Record, Design Staff representing each architectural/engineering discipline and Major Subcontractors when facility design is discussed, Superintendent, QC Manager, and DQC.

#### ]1.3.7 Partnering

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NOTE: Provide one of two possible choices for the Level of Partnering on Design-Build contracts. Coordinate with the Project Manager/Design Manager and Construction Manager to determine whether Formal or Informal Partnering should be used.

NOTE: Refer to Naval Facilities Engineering Command (NAVFAC) Business Management System (BMS) B-1.6.3, Construction Partnering.

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NOTE: The two Partnering Levels are:

1. Formal: Recommended for use on high risk, high visibility, compressed duration, technical complexity, or standalone contracts over approximately \$15M. Facilitated by a consultant paid for by Contractor. Contractor includes costs for facilitator, room rental and incidental items in bid. Participants pay own costs for meals, lodging and transportation. Partnering "re-groups" held as

agreed in charter.

Exceptions: When DB Contractor, Government and Supported Commands are already familiar with each other from recent contracts, consider using Informal Partnering.

2. Informal: Recommended for use on contracts less than \$15M, without; high risk, high visibility, compressed performance period, or technically complex characteristics. Informal Partnering is led by FEAD/ROICC personnel at DB Post Award Kickoff (PAK).

Exceptions: When new Supported Commands, new Contractor, first time use of new contract vehicle or other unique contract requirements consider upgrade to Formal Partnering to lessen risk.

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NOTE: Partnering is required for all Air Force projects.

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To most effectively accomplish this contract, the Government requires the formation of a cohesive partnership within the Project Team whose members are from the Government, Contractor and its Subcontractors. Key Personnel from the Supported Command, End User (who will occupy the facility), NAVFAC (Echelon III and/or IV), Navy Region/Installation, Contractor and Subcontractors and the Designer of Record will be invited to participate in the Partnering process. The Partnership will draw on the strength of each organization in an effort to achieve a project without any safety mishaps, conforming to the Contract, within budget and on schedule.

Information on the Partnering Process and a list of Key and Optional personnel who should attend the Partnering meeting are available from the Contracting Officer.

#### [1.3.7.1 Formal Partnering

- a. The Contractor must host the Partnering sessions with Key personnel of the Project Team, including Contractor's personnel and Government personnel. The Contractor pays all costs associated with the Partnering effort including the Facilitator, meeting room and other incidental items.
- b. Before a Partnering session, the contractor must coordinate with the Facilitator all requirements for incidental items (audio-visual equipment, easels, flipchart paper, colored markers, note paper, pens/pencils, colored flash cards, etc.) and have these items available at the Partnering session. The contractor must copy documents for distribution to all attendees. The participants must bear their own costs for meals, lodging and transportation associated with Partnering.
- c. The Facilitator must be experienced in conducting Partnering Workshops and acceptable to both the Government and Contractor. The Facilitator is responsible for leading the team in a timely manner and making sure

that issues are identified and resolved. A list of Partnering Facilitators is available from the Contracting Officer.

- d. The Initial Partnering Session must be a duration of [one][\_\_\_\_\_] day minimum. It must be located at a place off the construction site as agreed to by the Contracting Officer and the Contractor. It may take place concurrently with the Pre Construction Meeting.
- e. The Follow-on Partnering Session(s) generally lasts a half day or less. They must be scheduled at three to six month intervals or when needed. Participants are encouraged to utilize electronic means to expedite meetings. Meetings may be held at a location off Base, at the project site, or in a Government Facility on Base. Follow-on meetings may be held concurrently with other scheduled meetings. Attendees need only be those required to resolve current issues. The same Facilitator used in the Initial Partnering session is recommended to achieve best results and for continuity.

#### ]1.3.7.2 Informal Partnering

- a. The Contracting Officer must organize the Partnering Sessions with key personnel of the project team, including Contractor's personnel and Government personnel.
- b. The Initial Informal Partnering session should be a part of the DB Post Award Kickoff (PAK). Partnering sessions should be held at a location agreed to by the Contracting Officer and the Contractor (typically a conference room provided by the PWD FEAD/ROICC office or the Contractor).
- c. The Initial Informal Partnering Session will be conducted and facilitated using electronic media (a video and accompanying forms) provided by Contracting Officer.
- d. The Partners will determine the frequency of the follow-on sessions.

#### ]1.3.8 Performance Assessment Plan (PAP)

The Performance Assessment Plan (PAP) will be used to document design innovation and budget management, provide performance feedback to the Contractor, and as a basis for interim and final evaluations in the Construction Contractor Appraisal Support System (CPARS) on-line database.

It is the intent of the Government to establish the PAP based on tangible, measurable indicators of outstanding contractor performance, and on commitments made in the Contractor's proposal. The initial PAP may be found on the NAVFAC Design-Build Request for Proposal Website in RFP PART 6 Attachments. Review and finalize the initial PAP during the Partnering Session. During the initial Partnering Session, the Government, the Contractor, the Designer-of-Record, and the Client will establish the PAP. Following the establishment of the PAP, the Contractor will present it, with his input, for update and discussion at projects meetings which discuss project performance. Submit an updated PAP on a monthly basis with the invoice for that period as a minimum.

#### 1.3.9 Design Baseline NAS and Construction Baseline NAS

Provide in accordance with Section 01 32 17.00 20 COST-LOADED NETWORK ANALYSIS SCHEDULES (NAS).

#### 1.4 DESIGN QUALITY ASSURANCE MEETINGS

After Government Quality Assurance (QA) of each Design Submittal has been completed, meet with the Government for a one-day conference to discuss review comments for the specific design submittal.

Provide consolidated copies of all Government comments with annotations of Contractor's action beside them. Notify the Contracting Officer in writing within five (5) days after receipt of Government's comments if the Contractor disagrees with comments technically or interprets comments to exceed the requirements of the contract.

##### 1.4.1 Design QA Meeting Attendees

The following Contractor key personnel must attend the design QA meetings: Project Manager, QC Manager, Commissioning Authority, and Contractor's Design Staff (architect and engineering disciplines related to topics to be discussed).

##### 1.4.2 Design QA Meeting Location

Meetings shall be located at the office of the Contracting Officer's QA Team or may be conducted at other locations or by other electronic means if mutually acceptable to all parties.

##### 1.4.3 Minimum Design QA Meeting Agenda

Address all Government comments that are unresolved and present clarification or supporting information requested by the Contracting Officer's QA team during the previous meeting.

#### 1.5 PRECONSTRUCTION MEETING

Meet with the Contracting Officer to discuss construction items of concern to the Government and the Contractor such as outages, storage, trailer location, disposal of construction debris, and safety, at a location to be determined by the Contracting Officer. Conduct the Preconstruction meeting prior to mobilization and commencement of any construction work at the site and at a date mutually agreed upon with the Contracting Officer.

[ Discuss Cybersecurity of building control system requirements and submittals to facilitate the Designer of Record (DOR) selections and edits to Section 25 05 11 CYBERSECURITY FOR FACILITY-RELATED CONTROL SYSTEMS.

#### ]1.6 RECURRING MEETINGS

##### 1.6.1 Quality Control and Production Meetings

Quality Control and Production Meetings in accordance with Section 01 45 00.05 20 DESIGN AND CONSTRUCTION QUALITY CONTROL.

##### 1.6.2 Safety Meetings

Safety Meetings in accordance with Section 01 35 26.05 20 GOVERNMENT SAFETY REQUIREMENTS FOR DESIGN-BUILD.

### 1.6.3 eOMSI Meetings

Refer to Section 01 78 24.00 20 FACILITY ELECTRONIC OPERATIONS AND MAINTENANCE INFORMATION (eOMSI) for requirements.

### 1.6.4 Sustainability Documentation Progress Meetings

Most sustainability documentation progress meetings may be combined with other design, construction, and project closeout meetings; however additional meetings are required post-design and post-construction. Refer to Section 01 33 29.05 20 SUSTAINABILITY REPORTING FOR DESIGN-BUILD for meeting requirements.

## 1.7 FACILITY TURNOVER PLANNING MEETINGS (NAVFAC RED ZONE - NRZ)

Meet with the Government to identify strategies to ensure the project is carried to expeditious closure and turnover to the Client. Start the turnover process at the PAK meeting with a discussion of the NAVFAC Red Zone (NRZ) process and convene at regularly scheduled NRZ Meetings. Include the following in the facility Turnover effort:

### 1.7.1 NRZ Checklist

- a. Contracting Officer's Technical Representative (COTR) will provide the Contractor a copy of the NRZ Checklist template prior to 75 percent completion.
- b. Prior to 75 percent completion add/delete critical activities to the NRZ Checklist template as necessary to match the project scope, and schedule critical activities and insert planned completion dates in the NRZ checklist for each critical activity. Present the NRZ Checklist to COTR and review during a regularly scheduled QC Meeting.

### 1.7.2 Meetings

- a. Upon Government acceptance of the NRZ Checklist, the Project Superintendent is required to lead regular NRZ Meetings beginning at approximately 75 percent project completion, or three to six months prior to Beneficial Occupancy Date (BOD), whichever comes first.
- b. The Contracting Officer will determine the frequency of the meetings, which is expected to increase as the project completion draws nearer.
- c. Using the NRZ Checklist as a Plan of Action and Milestones (POAM) and basis for discussion, review upcoming critical activities and strategies to ensure work is completed on time.
- d. Coordinate with the COTR any upcoming activities that require Government involvement.
- e. Maintain the NRZ Checklist by documenting the actual completion dates as work is completed and update the NRZ Checklist with revised planned completion dates as necessary to match progress. Distribute copies of the current NRZ Checklist to attendees at each NRZ Meeting.
- f. Assign responsibility and schedule for the provision of all information necessary to complete the Final eOMSI Data and Documents Submittals for facility turnover.

- g. Assign responsibility and schedule for the provision of all documentation necessary to achieve Guiding Principle Validation and also Third Party Certification, if applicable.
- h. Schedule and coordinate the facility training of Government maintenance personnel in accordance with Section 01 78 23 OPERATION AND MAINTENANCE DATA.

#### 1.7.3 Facility Turnover NRZ Meeting Attendees

The following key personnel must attend the Facility Turnover Meetings as needed to accomplish meeting requirements: Contractor QC Manager, Design Quality Control Manager, Superintendent, Major Subcontractors, Designer-of-Record, Contracting Officer's Representative, Project Sponsor, Representative(s) of NAVFAC, the Facility Owner/ Real Property Accounting Officer, Public Works Facility Maintenance Specialist, and the Client.

#### PART 2 PRODUCTS

Not Used.

#### PART 3 EXECUTION

Not Used.

-- End of Section --