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# DEPARTMENT OF THE NAVY PROJECT INFORMATION FORM

**NAVAL FACILITIES JULY 2022**

## ENGINEERING SYSTEMS COMMAND

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**PROJECT INFORMATION FORM**

This questionnaire form provides technical information used by the Contracts Office to prepare the final contract package. THIS IS NOT A CONTRACT DOCUMENT. Submit a completed copy of this questionnaire at the Pre-Final and Final design submittal. This form must be completed by the A/E (Architect/Engineer) or the Government (PM or DM) depending on who the Designer of Record is.

**PROJECT INFORMATION**

|  |
| --- |
| 1. Project Name:
 |
| Location: |
| eProjects Work Order No.: |
| Contract Type: [Fixed Price] [RFP] |
| Estimated Construction Cost (ECC)\*: |
| Designer of Record Name/Address: [In-house] [ A/E] |
| Contact: |
| Phone: |
| NAVFAC Project Manager/Phone: |
| NAVFAC Design Manager/Phone: |

\*Estimated Construction Cost (ECC) (Base Bid + all Options).

FAR 52.211-14, NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE, EMERGENCY PREPAREDNESS, AND ENERGY PROGRAM USE (APRIL 2008)

 <https://www.acquisition.gov/far/52.211-14>

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## NOTE: Unless directed otherwise all jobs require the DO rated priority.

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Is this project a DO rated or DX rated Priority? [ ]  DO [ ]  DX

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## NOTE: Use this FAR clause for seal bid projects.

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Does project include additive or option bid items? [ ]  Yes [ ]  No

(If Yes, include a bid schedule showing base bid and any additive or option items.)

Is Document Price Schedule attached? [ ]  Yes [ ]  No

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## NOTE: PM/DM must ensure Price Schedule has been reviewed by project Government Cost Engineer. For MILCON and Special Projects greater than $25 Million, provide line item for Total of Base Price and separate subtotal line items for Primary Facility, Site Work, and Design Fees (Design-Build projects only).

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 FAR 52.236-4, PHYSICAL DATA (APR 1984)

 <https://www.acquisition.gov/far/52.236-4>

Is physical data (e.g., test borings, hydrographic, weather conditions data) to be furnished or made available to offerers? [ ]  Yes [ ]  No (If Yes, complete the following)

(1) The indications of physical conditions on the drawings and in the specifications are the result of site investigations by

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| --- |
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|       |

(insert a description of investigative methods used, such as surveys, auger borings, core borings, test pits, probings, test tunnels).

(2.) Weather conditions:

|  |
| --- |
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(insert a summary of weather records and warnings).

(3) Transportation facilities:

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| --- |
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(insert a summary of transportation facilities providing access from the site, including information about their availability and limitations).

(4) Other information:

|  |
| --- |
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|       |

(insert other pertinent information).

FAR 52.204-2, SECURITY REQUIREMENTS (MAR 2021) - ALTERNATE II (APR 1984)

<https://www.acquisition.gov/far/52.204-2>

Under the performance of this contract, will contractor employees be required to have ID’s for access to the jobsite? [ ]  Yes [ ]  No

Under the performance of this contract, will the contractor require access to classified material? [ ]  Yes [ ]  No

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## NOTE: PM/DM include for classified contracts or when contractors will have access to classified information.  In addition, include for Sensitive Compartment Information (SCIF) and Special Access Program Facilites (SAPF) projects outside the U.S. and its territories that require Secret or Top Secret Cleared workers to provide finish work for the secure areas. Verify requirements (uncleared, Secret or Top Secret) with the project's Construction Security Plan (CSP).

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Does this project require Secret or Top Secret Cleared Workers? [ ]  Yes [ ]  No

The Federal Acquisition Regulation (FAR) requires that a DD Form 254 be incorporated in each classified contract, and the National Industrial Security Operating Manual (NISPOM) (4-103a) requires that a DD 254 be issued by the government with each Invitation for Bid, Request for Proposal (RFP), or Request for Quote (ROQ). When portions of the work are being done by a sub-contractor, both the sub-contractor and the prime contractor must possess the required facility clearance level (FCL). The DD Form 254 must be completed by the government for both sub-contractor and the prime contractor.

The National Industrial Security Program Contracts Classification System (NCCS) module of the Procurement Integrated Enterprise Environment (PIEE) is used for the electronic submission of the DD Form 254.

 FAR 52.211-6, BRAND NAME OR EQUAL (AUG 1999)

<https://www.acquisition.gov/far/52.211-6>

NOTE: In accordance with DFARS 206.302-1(c)(2) Notwithstanding FAR 6.302-1(c)(2), in accordance with section 888(a) of the National Defense Authorization Act for Fiscal Year 2017(Pub. L. 114-328), **the justification and approval addressed in FAR 6.303 is required in order to use brand name or equal descriptions.**

Does project include any Brand Name or Equal statements? (Requires prior approval by the Contracting Officer.) [ ]  Yes [ ]  No (If Yes, fill in table below):

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| --- | --- | --- |
| Description | Section or Dwg No. | Para. Or Dwg View |
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FAR 52.211-10, COMMENCEMENT, PROSECUTION, AND COMPLETION OF WORK (APR 1984) - ALTERNATE I (APR 1984)

<https://www.acquisition.gov/far/52.211-10>

 Fill in construction time for all projects.

(1) Commence work under this contract within 15 calendar days after the date the Contractor receives the notice to proceed,

(2) Prosecute the work diligently, and

(3) Complete the entire work ready for use not later than       calendar days after notice to proceed.

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## NOTE: PM/DM msut ensure construction duration has been reviewed with project Government Cost Engineer and DC5/Construction Management Office.

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**NOTE: Construction duration (NTP to BOD) should not exceed the following; exceptions are to be coordinated between NAVFAC and MAJOR COMMAND.**

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**For NAVY CONUS and OCONUS:**

Refer to the current fiscal year (FY) P-402 Naval Facilities Engineering Systems Command Design and Construction Acquisition Strategy Guiding Principles. The current fiscal year (FY) P-402 Naval Facilities Engineering Systems Command Design and Construction Acquisition Strategy Guiding Principles, Part C Paragraph 6.5 and Sub-Paragraphs Contract Durations (Construction Schedule Estimate), provides construction durations based on project risk, acquisition strategy (Design-Build or Design-Bid-Build), Estimated Construction Cost (ECC), and whether the project is CONUS or OCONUS. All “Echelon II, III, & IV” high-visibility-level projects (i.e. high risk, high complexity, all MILCONs, CNIC Centrally Managed N4 FSRM and MCICOM M2R2 projects) require schedules developed in accordance with Sub-Paragraph 6.5.3.

**For ARMY and AIR FORCE CONUS and OCONUS projects:**

Use the same construction durations as NAVY CONUS and OCONUS projects. However, coordinate the overall schedule and construction durations with the Army and Air Force on their respective projects.

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PHASED CONSTRUCTION SCHEDULE

NOTE: Determine the number of days required for each phase.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Phase |  | Description |  | Scheduled Start Day |  | Completion Date |
|       |  |       |  |       |  |       |
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|  |  |  |  |  |  |  |

FAR 52.211-12, LIQUIDATED DAMAGES - CONSTRUCTION (SEP 2000)

 <https://www.acquisition.gov/far/52.211-12>

If project is phased provide construction cost for each phase:

Phase A $     , Phase B $     , Phase C $     , Phase D $     , Phase E $

FAR 52.223-3, HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (FEB 2021)

 <https://www.acquisition.gov/far/52.223-3>

Will this contract require delivery of hazardous material that will remain in place when the project is completed for which the station requires Material Safety Data Sheets? [ ]  Yes [ ]  No

FAR 52.223-4, RECOVERED MATERIAL CERTIFICATION (MAY 2008)

 <https://www.acquisition.gov/far/52.223-4>

Does this contract use “Recovered Material”? (i.e. Materials that have been collected or recovered from solid waste per FAR 23.405(a)). [ ]  Yes [ ]  No

FAR 52.225-9, BUY AMERICAN ACT - CONSTRUCTION MATERIALS (NOV 2021)

 <https://www.acquisition.gov/far/52.225-9>

Does the project have any exemptions to the Buy American Act? (Prior approval is required for an exemption.) [ ]  Yes [ ]  No (If Yes, fill in table below:)

|  |  |  |
| --- | --- | --- |
| Description | Section or Dwg No. | Para. Or Dwg View |
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FAR 52.225-11, BUY AMERICAN - CONSTRUCTION MATERIALS UNDER TRADE AGREEMENTS DEVIATION 2020-O0019 (DEC 2021)

 <https://www.acquisition.gov/far/52.225-11>

 Use this if contract is greater than $7,032,000. Yes [ ]  No [ ]

FAR 52.236.21, SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION (FEB 1997) - ALTERNATES I, II (APR 1984)

 <https://www.acquisition.gov/far/52.236-21>

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## NOTE: This clause is required for all projects. For Design-Build (DB) projects also include DB clauses.

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Are record drawings required? Yes [ ]  No [ ]

Reproducible copies of these record drawings required? Yes [ ]  No [ ]

DFARS 252.236-7006, COST LIMITATION (JAN 1997)

 <https://www.acquisition.gov/dfars/252.236-7006-cost-limitation>.

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## NOTE: Contact NAVFAC Project Manager for guidance.

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Does this project contain a statutory cost limitation (design/build for housing for example)?

Yes [ ]  No [ ]  Amount: $

FARS 52.236-14 and 36.514 AVAILABILITY AND USE OF SERVICES (APR 1984)

 <https://www.acquisition.gov/far/52.236-14>

Does Contractor provide all of their own utilities? Yes [ ]  No [ ]

Are utilities being provided by the Government? Yes [ ]  No [ ]

Any Government utility costs charged to the Contractor? Yes [ ]  No [ ]

List Government Utilities and Costs if applicable.

 Utility Provided Cost Per Unit

                      per

FAR 52.245-1, GOVERNMENT PROPERTY (SEP 2021)

 <https://www.acquisition.gov/far/52.245-1>

Is there Government-furnished property in the contract? Yes [ ]  No [ ]

Is the estimated value of the Government-furnished property greater than or equal to $100,000? Yes [ ]  No [ ]

Has this property been identified and terms specified? . Yes [ ]  No [ ]

Will the property be provided “As Is” and require the contractor to modify/repair it? Yes [ ]  No [ ]

LIMITED ASSUMPTION OF RISK BY GOVERNMENT

Is construction performed near naval ammunition depots or magazines where the Government will assume part of the risk? Yes [ ]  No [ ]

**ADDITIONAL INFORMATION FOR CONTRACT SPECIALIST**

Normal Bid Acceptance Period is 60 days.

Does this project need a longer period? Yes [ ]  No [ ]  (If Yes) No. of days

Does this project specify any Class I Ozone Depleting Substance (ODS)? Yes [ ]  No [ ]

(If yes, provide approval per NAPS 5210.002-71.)

FAR 6.302-1, ONLY ONE RESPONSIBLE SOURCE AND NO OTHER SUPPLIES OR SERVICES WILL SATISFY AGENCY REQUIREMENTS

 <https://www.acquisition.gov/far/6.302-1>

Does this project specify any proprietary items? Yes [ ]  No [ ]

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## NOTE: For Design-Bid-Build, Justification and Approval should be completed prior to Pre-Final design submittal due to required market research and in all cases prior to solicitation advertisement.

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Justification and Approval (J&A) complete? Yes [ ]  No [ ]

(Indicate where items can be found in the specification by providing the section, paragraph and/or drawing location.) (DM attach copy of J & A approval letter for all proprietary items.) (Where item is specified include the following verbiage “Notwithstanding any other provision of this contract, no other product will be acceptable.)

|  |  |  |
| --- | --- | --- |
| Description | Section or Dwg No. | Para. Or Dwg View |
|       |  |       |  |       |

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## NOTE: This clause is required for all Military Construction (MILCON) projects at Camp Lemonnier, Djibouti.

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FAR 46.401, GOVERNMENT CONTRACT QUALITY ASSURANCE (MAR 2015)

 <https://www.acquisition.gov/far/46.401>

The Project Manager (or Design Manager where a PM in not assigned) must request the development of the Government Quality Assurance Surveillance Plan (QASP) by filling in the highlighted fields of the Government Quality Assurance Surveillance Plan template, and submitting it to the Contracts Office along with this Project Information Form. The Contracts Office must forward the request to the Construction Manager. The Government Quality Assurance Surveillance Plan template is provided as an attachment to this Project Information Form.

DFARS 252.236-7005, AIRFIELD SAFETY PRECAUTIONS (DEC 1991)

 <https://www.acquisition.gov/dfars/252.236-7005-airfield-safety-precautions>.

 Is construction near an airfield? Yes [ ]  No [ ]

 If yes, what is the width of the primary surface?

 [ ]  1,500 feet (750 feet on each side of the runway centerline)

 [ ]  2,000 feet (1000 feet on each side of the runway centerline)

 Will construction cause an obstruction to navigable waterways? Yes [ ]  No [ ]

 Will there be “Partnering” on this project in accordance with NAVFACINST 11013.40B Project Partnering on Facilities Construction Projects? Yes [ ]  No [ ]

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## NOTE: Edit the following for NAVFAC Pacific

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

 Elevator maintenance service required? Yes [ ]  No [ ]

 Has a separate bid price line item been included if O&M funds are used for the elevator

 service? Yes [ ]  No [ ]

 Is collateral equipment included? Yes [ ]  No [ ]

 (If yes, NAVSUP waiver required)

 Fund type [ ]  O&MN [ ]  OPN

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## NOTE: Edit the following for contracts in Italy

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For construction in Italy, provide the Societa’ Organismi d’Attestazione (S.O.A.) (Qualifying Agencies) work categories for this project in accordance with Italian D.P.R. 34/00 (Decreto del Presidente della Republica 25 febbraio 2000, n.34).

 The Prevailing Work Category: OG-

 The related classifications (sub-categories) and percentages for this work category:

 Classification OS-

 Percentage of Work      %

 All additional Work Categories other than the Prevailing Category (as required).

 First additional Work Category OG-

 The related classifications (sub-categories) and percentages for this work category:

 Classification OS-

 Percentage of Work      %

 Second Additional Work Category: (and all additional Work Categories can be attached on a separate piece of paper in this format.

**Suggestions for improvement of this document should be forwarded to:**

**Commander**

**NAVFAC ATLANTIC**

**Engineering Criteria and Programs Office**

**6505 Hampton Blvd**

**Norfolk, VA 23508-1278**

**Government Quality Assurance Surveillance Plan (QASP) Template**

From: *Design Manager (Name, Organization)*

To: *FEAD/ROICC (Name)*; Contract/COR File

Via: PCO/ACO

Work Order Number: *Work Order Number*

Project Number: *Project Number* Project Location: *Project Location*

Project Title: *Project Title*

Project Scope: *Project Scope*

1. **PURPOSE:** To establish a QASP for Contract Number *insert Contract No. upon award*.
2. **RESOURCES:**
3. Key Personnel from the Pre-Construction Conference (pre-con)/ Post-Award Kickoff (PAK)
4. Key Personnel from the Contractor’s Quality Control (QC) Plan
5. **ALL WORK REQUIRING SURVEILLANCE:**
6. Refer to Contractor's approved QC Plan to acknowledge any potential critical/high risk areas that require special inspection/testing by the Contractor
7. Review the contractor's 3-week look ahead schedules to participate in critical systems performance verification testing in accordance with NAVFAC QA guidance
8. **FREQUENCY OF SURVEILLANCE:**

Attendance is discretionary based upon the complexity involved and level of resourcing (income vs non-income bearing) provided for the project. Fully leverage Post Construction Award Services (PCAS) by design engineers and/or contracted AE to support witnessing and acceptance of critical systems by Government representatives in accordance with contract specifications. Documentation of surveillance efforts shall be accomplished via Government approved final test results/reports submitted and included in the official contract files and reflected in the contractor's submittal register.