

General Requirements

Repair HVAC and Roof, B220

TYNDALL AFB, FLORIDA

Project Number: XLWU 25-1011

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- 48
- 49 **000000 Pre-Award Requirements:**
- 50 A. The Table of Contents referenced the Unified Facilities Guide Specification division and section
- 51 numbers. This project will only list the applicable UFGS number. The comprehensive list of the Unified
- 52 Facilities Guide Specifications (UFGS) can be found at [https://wbdg.org/ffc/dod/unified-facilities-](https://wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs)
- 53 [guide-specifications-ufgs](https://wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs).
- 54 B. Proposal Documents: The AE Firm must complete the proposal schedule included in the solicitation
- 55 and include the completed schedule with the submitted proposal documents.
- 56 C. Site Visit: The Bidding AE Firm is required to validate existing site conditions, dimensions,
- 57 quantities, which should be used for the bidding package. Use of existing condition data provided by
- 58 the Government conveys acceptance and as such does not relieve the AE Firm of liability associated
- 59 with performance as the Designer of Record (AE FIRM). The AE Firm must be solely responsible for
- 60 verification and validation of existing conditions, coordination of existing conditions in parallel with
- 61 proposed requirements, and above and below-grade condition assessment. The AE Firm must
- 62 coordinate discussions with the CO, project manager, and system stakeholders before any initial
- 63 design is submitted.

64 D. Deviations, errors, or omissions in the government supplied reference materials or the design team's
65 construction documents must be identified and addressed by the AE Firm during the bidding RFI
66 phase.
67

68 **Division 001000 General Requirements**

69 **011100 Summary of Work**

70 A. Refer to and review the Scope of Work (SOW) for Project Description and Location
71

72 **011400 Work Restrictions: DBIDS**

- 73 A. The AE Firm must coordinate base access with the base CES Project Manager (PM). Tyndall has an
74 electronic badging process that requires personnel to log in to the DBIDS Global Enrollment link and
75 obtain a 6-digit alpha number to be provided with other respective information. (See Site Access
76 Badges for additional details. Additional information to be provided after award.)
- 77 B. Site Access Badges Registration Process: DBIDS Pre-Enrollment: AE Firm must pre-enroll every
78 member needing base access DBIDS cards at <https://dbids-global-enroll.dmdc.mil/>. (NOT REQUIRED
79 FOR RENEWALS).
- 80 1. AE Firm submits excel spreadsheet to CES PM with the 6-digit Alpha Numeric code and a copy
81 of all members' driver's license FRONT and BACK and selfies of all members (to be used on the
82 DBIDS cards).
- 83 2. CES PM will review information and submit to the VCC for processing.
- 84 C. A member from the VCC will contact the CES PM to retrieve credentials for qualified
85 personnel. Disqualifying personnel will be denied access.
- 86 D. CES PM's will disperse credentials to the appropriate AE Firm representatives.
- 87 E. The average waiting period to receive base access credentials is 7-10 business days.
- 88 F. For a Visitor's pass, an escort (DBIDS card holder WITH escort privileges or CAC holder) must
89 arrive with the visitor at the VCC to receive a pass. The escort must stay with the visitor at all times
90 until the visitor leaves the base.
- 91 G. Initial visitor pass can be issued up to 14 days.
- 92 H. Additional visitor passes after 14 days will require an on-the-spot background check, and they
93 may receive an escorted pass up to 30 days.
- 94 I. An individual may not receive more than two 30-day passes.
- 95 J. Retirees or Dependent ID cards are not authorized to escort AE Firms. These IDs are only used for
96 benefit purposes. Retiree or Dependent card holders who will be working as a AE Firm must apply
97 for a DBIDS credential as well.
- 98 K. What are YOUR responsibilities as an CES PM?
- 99 1. Ensure you are on a DBIDS authorization to submit letter w/in our office (updated annually)
- 100 2. Ensure the AE Firms complete the DBIDS pre-registration for ALL employees needing access.
- 101 3. Weblink: <https://dbids-global-enroll.dmdc.mil/>
- 102 4. Ensure the AE Firm submits a scanned copy of all personnel Driver's License (front and back)
- 103 5. Ensure the AE Firm submits a selfie of each employee requesting DBIDS cards.
- 104 6. Ensure Sheet 1 of the excel spreadsheet is accurately filled out (to include all 6-digit A/N codes).
- 105 7. Accurately fill out Sheet 2 of the excel spreadsheet (ensure escort privileges are indicated and their
106 title).
- 107 8. Submit completed spreadsheet, DL's and selfies to the Project Manager's e-mail.
- 108 9. Allow 7-10 business days.
- 109 10. Pick up DBIDS cards and distribute to AE Firms.
- 110 L. Individuals requiring access for more than 60 days need to apply for a long-term DBIDS credential
111 through the on-base unit they're contracted with. The AE Firm must be responsible for obtaining

112 security clearances and badges for each employee and for requiring each employee engaged on the
113 work to display identification as approved and directed by the CES PM and Security Forces.
114 Prescribed identification must immediately be delivered to the CES PM for cancellation upon
115 release of any employee. All AE Firm and sub-AE Firm personnel must wear identifying markings
116 clearly defining the company for whom the employee works.

- 117 M. AE Firm must submit at least 14 days in advance to 325th CES Project Manager and/or
118 Construction Manager the paperwork required for their personal access.

119 **011400 Work Restrictions: No Smoking Policy**

- 120 A. Comply with all mandates from the DoD and Air Force in regard to no smoking mandates on base.
121 B. Smoking is prohibited within and outside of all buildings on installation, except in designated
122 smoking areas. This applies to existing buildings, buildings under construction and buildings under
123 renovation. Discarding tobacco materials other than into designated tobacco receptacles is considered
124 littering and is subject to fines. Contracting Officer will identify designated smoking areas.

125 **011400 Work Restrictions: Working Hours**

- 126 A. The normal duty hours of the facility are from 7:00 AM to 5:00 PM, Monday thru Friday excluding
127 Federal Holidays. All work must be performed during normal duty hours. All other hours to include
128 weekend and holidays must be requested through the CO for approval. This request must be submitted
129 no less than three (3) workdays prior to the time requested. The duration of days is considered
130 calendar days unless otherwise noted.

- 131 B. Federal Holidays: The standard Federal legal holidays are observed:

132	New Year's Day	January 1
133	Birthday of Martin Luther King, Jr.	Third Monday in January
134	Washington's Birthday / President' Day	Third Monday in February
135	Memorial Day	Last Monday in May
136	Juneteenth	June 1
137	Independence Day	July 4
138	Labor Day	First Monday in September
139	Columbus Day	Second Monday in October
140	Veterans Day	Second Monday in November
141	Thanksgiving Day	Fourth Thursday in November
142	Christmas Day	December 25

- 143 C. Any of the holidays falling on Saturday will be observed on preceding Friday; holidays falling on
144 Sunday will be observed on the following Monday. In addition, the Government may dictate the
145 workday before or the workday after an observed holiday as a "Family Day."

- 146 D. The AE Firm should not perform work on observed holidays, Wing Down Days, Wing Safety Days or
147 Family Days unless authorized by the Contracting Officer for the contract. In the event work is
148 authorized on observed holidays, the AE Firm must pay all applicable overtime and/or holiday pay rates
149 required by law.

150 **011400 Work Restrictions: Parking**

- 151 A. AE Firm employees must park privately owned vehicles in an area designated and approved by CES.

152 **011400 Work Restrictions: Photography**

- 153 A. Photography of spaces beyond the SOW is prohibited.
154 B. Photos on the Airfield will not be required as part of this project.
155 C. Photography of any kind must be coordinated through the installation, customer, or facility POC.
156 Photo documentation must be loaded to the Data Collaboration Site as specified at the project level, as
157 requested by the base POC or directed by the QA Inspector and/or PM.

158
159 **013000 Administrative Requirements - The Design Build Team:**

- 160 A. The AE Firm must be staffed sufficiently to perform acceptably for this contract.
161 B. The AE Firm must perform the services herein and as described in the Scope of Work (SOW).
162 C. The AE Firm is responsible for professional services including, but not limited to, cost estimates,
163 investigating, testing, analysis, engineering, design, correspondence, transportation and many other
164 ancillary items.
- 165 **013000 Administrative Requirements: Roles and Responsibilities - Points of Contact (POC)**
- 166 A. Key personnel for this project include the CO, Government Project Manager.
167 A. All POCs will be coordinated through the CO.
168 B. Contracting Officer: The CO is the Government's sole contract decision maker, within the limits of
169 his/her warranted authority. No other entity may legally obligate the Government or direct the AE
170 Firm to act or cease from performing contracted work in non-emergencies. The CO is the Authority
171 Having Jurisdiction (AHJ) for all issues related to the contracted work. The CO receives, processes,
172 and renders judgment on the RFI's that the AE Firm may submit. The CO negotiates the terms of the
173 contract, and any modifications to the contract. The CO is the approval authority, who determines
174 whether and when contract requirements have been met prior to authorizing payment to the AE Firm.
175 The CO is assisted by a team of individuals who may include Contract Administrators. The CO
176 operates in accordance with laws, including the Federal Acquisition Regulation (FAR).
177 C. Contracting Officer Authority (COA): COA, the term used herein, does not include any representative
178 not acting within the scope of his/her authority. Notwithstanding any of the provisions of this contract,
179 the COA must be the only individual authorized to in any way amend or modify the terms of this
180 contract.
181 D. The Government Project Manager (PM) is a caretaker, problem solver, and recommender for the
182 project, throughout all its phases from conceptualization to facility occupancy/usage, and often
183 beyond. In representing the interest of the Government, he/she facilitates communication and
184 coordination among all of the project's stakeholders in order to ensure that the project achieves its
185 objectives. He is aware of the project's needs and requirements. The PM possesses relevant technical
186 expertise. The PM is a key reviewer of submittal documents, and serves as a technical advisor to the
187 CO.
188 1. Government PM: Vaughn Weissert
189 E. The above POCs are designated as the technical representatives to ensure progression, workmanship,
190 and inspection of materials for work being performed under this contract. This clause in no way
191 authorizes anyone other than the CO to commit the Government to changes in the terms and conditions
192 of the contract.
193 F. The AE Firm **must** coordinate with the Contracting Officer (CO), 325 CES Engineer, and system stake
194 holders,
- 195 **013000 Administrative Requirements: Meetings**
- 196 A. Upon award the AE Firm must attend the following meetings at a minimum: Pre Design/Job Start
197 meeting, 35%, 65%, and 100% Design Review, Corrected Design Review and other meetings. The
198 AE Firm must participate in other meetings as needed to facilitate the project's work, and as required
199 by the CO.
200 B. The initial design review meeting must be scheduled ten (10) business days after the Pre Design/Job
201 Start meeting. The AE Firm must setup a face-to-face with videoconferencing meeting for all
202 stakeholders.
203 C. The AE Firm must provide an agenda and documentation at or before two (2) business days of the
204 meeting date.
205 D. The AE Firm must provide meeting minutes at or before two (2) days after the meeting date.
206
207 **013000 Administrative Requirements: Pre Design/Job Start meeting**

- 208 A. The purpose of this meeting is to introduce project stakeholders, clarify the scope of work, review
209 Tyndall AFB policies, and communicate information pertinent to the project.
- 210 B. The AE Firm must attend a Pre Design/Job Start meeting at Tyndall AFB.
- 211 C. A Pre Design/Job Start meeting is accomplished between the AE Firm, Contracting Officer, CE, and
212 user. The meeting objective is to review project details, determine design delivery dates and any
213 applicable requirements during the project SOW.
- 214 **013000 Administrative Requirements: User and Stakeholder Requirements Meetings.**
- 215 A. The AE Firm is required to hold and document meetings with project user and stakeholders to discuss
216 design requirements. Any design issues which arise that are outside the scope of the contract must be
217 identified by the AE Firm and submitted to the CO for review. If a change order is required, instructions
218 will be given through the CO.
- 219 **013000 Administrative Requirements: Existing Utilities**
- 220 A. The water, electric, and natural gas infrastructure on Tyndall AFB has been privatized. The AE Firm
221 must familiarize themselves and collaborate with the base utilities provider(s).
- 222 B. The sanitary sewer system is owned by Tyndall AFB and managed by Alutiiq.
- 223 **013000 Administrative Requirements: Locates**
- 224 A. It must be the AE Firm's responsibility to verify the exact location, character and depth of any existing
225 utilities, communication lines, electrical components, structures, etc. The AE Firm is responsible for
226 contacting the appropriate utility POC's for Tyndall AFB's privatized utilities.
- 227
- 228 **013201 Project Schedule**
- 229 A. The AE Firm must prepare, for approval by the CO, a project schedule.
- 230 B. The AE Firm must accomplish the SOW in accordance with the submitted and approved schedule(s).
- 231 C. Project Schedule: The project schedule is a forward planning and project monitoring tool. Show in the
232 schedule the proposed sequence to perform the work and dates contemplated for starting and
233 completing all schedule activities. The scheduling of the entire project SOW is required. AE Firm
234 management personnel must actively participate in its development.
- 235 **013201 Project Schedule: Failure to perform**
- 236 A. Failure to perform work and maintain progress in accordance with the current project schedule
237 may result in an interim and final unsatisfactory performance rating and corrective action.
- 238
- 239 **013300 Submittal Procedures**
- 240 A. Comply with the UFGS Specification Section 013300 Submittal Procedures as well as the respective
241 submittal section(s) for the SOW.
- 242 B. Submittal documents must be submitted by the AE Firm to the by CO for approval. All submitted
243 documentation will become the property of the Government.
- 244 C. No delay damages or time extensions will be allowed for time lost in late or lost submittals.
- 245 **013300 Submittal Procedures: Submittal Register**
- 246 A. Required submittals required by the contract documents must be listed on the Submittal Register
247 approved by the CO.
- 248 **013300 Submittal Procedures: Specific Required Pre Design Submittals**
- 249 A. The AE Firm is required to provide the following pre design submittals:
- 250 1. Project Schedule
- 251 2. Submittal Register
- 252 3. Design Quality Plan
- 253 4. 1391 Form to be completed by the AE Firm
- 254 5. 1391C Form to be completed by the AE Firm
- 255 6. Economic Analysis to be provided by the AE Firm

256

257 **013300 Submittal Procedures: Required Design Analysis Submittals**

258 A. Provide all of the required submittals respective of applicable specifications sections for the project.

259 The Government approved Submittal Register shows all applicable specification section. Comply with
260 the submittal format procedures as described in UFGS 013300 Submittal Procedures

261 1. SD-03 Product Data

262 2. SD-04 Samples

263 3. SD-05 Design Data

264 B. Material Submittal documents must be submitted with AF Form 3000, Material Approval Submittal.

265 **013300 Submittal Procedures: Submittal Review Time**

266 A. The normal review time for each submittal is no more than 14 days.

267 B. The official review time starts when the CO acknowledges the receipt of the submittal.

268 C. Depending on the type of submittal: Government review times can take up to 60 days and is not
269 considered a delay for design reviews.

270 1. Submittals pertaining to environmental SOW can take up to 45 days for review and approval.

271 2. Wetland submittal may take greater than 60 days to process.

272 **013300 Submittal Procedures: Submittal Naming Convention**

273 A. The AE Firm is to provide each submittal with the following submittal naming convention: full
274 Tyndall AFB contract or task order number, UFGS Specification Section Number, a unique
275 sequential number (-001, -001A, -002, etc.), UFGS Specification Name/Description and Date.
276 Revisions will have an alphabetic letter after the original number.

277

278 Example: Tyndall AFB contract or task order

279 number_UFGS#####_UFGSSubmittalProcedures_YYYY_MMDD.

280

281 **013300 Submittal Procedures: Government Approval or Disproval**

282 A. Disapproval of submittals that do not clearly show the design does not meet the SOW requirement is
283 not considered a delay by the government. Submittal comments must be resolved before the submittals
284 can be accepted.

285 B. Approval is required for any proposed deviation from the accepted design. Failure to coordinate the
286 approval of variations and deviations may result in the Government rejecting and requiring removal of
287 work at no additional cost to the Government.

288 C. The AE Firm must conform to all specifically referenced and otherwise applicable requirements during
289 performance of the work as described in the SOW.

290 **013300 Submittal Procedures -Field Changes:**

291 A. Field Changes: The AE Firm and the Government may agree to perform a no cost field change. Field
292 changes are made when the change appears to be mutually beneficial to all parties and would not
293 require changing the negotiated items. All field changes must be approved by the CO prior to
294 execution. Only the CO may authorize field changes or deviations from the SOW.

295 B. No order, statement or direction of the Contracting Officer, an authorized representative of the
296 Contracting Officer whether acting within the limits of his authority, or any other representatives of
297 the Government, must constitute a change order under the "Changes" clause of this contract or entitle
298 the AE Firm(s) to an equitable adjustment of the price or delivery schedule, unless such a change is
299 issued in writing and signed by the Contracting Officer.

300 **013300 Submittal Procedures - Electronic Design Submittals**

301 A. Electronic copies of all design and as-builts submittal documents must be provided through email or
302 DOD Safe. A DOD safe site must be used for large files transfers.

- 303 B. Formatted for use by the latest software version, and compatible with the Government’s version of
304 Microsoft Word, Excel, PowerPoint, Access, Outlook, the Adobe family of products, the Autodesk
305 family of applications, the ANSYS family of applications, or other software platform as appropriate
306 and as determined and directed by the CO.
- 307 C. The electronic files given to the Government should be compatible with at least one software program
308 application listed on the Air Force Evaluated Products List (EPL) or the Defense Information Systems
309 Agency (DISA) Approved Products List (APL). For any submitted documents converted to one of the
310 above formats from another software program, the AE Firm must also submit the electronic document
311 file from the software program originally creating it, along with a statement describing what creating
312 software program and version was used, as well as any programs used to convert files from one format
313 to another. Submitted electronic files must be unlocked and fully editable.
- 314 D. The AE Firm must notify the government when their files have been infected with a virus that may
315 have been transmitted to the government.

316 **013300 Submittal Procedures - Hard Copy Submittals**

Submittals	Electronic Copy	Hard Copy
Bound 65%, 95%, 100% Design	1	2
Bound Issue for Construction (IFC) Signed and Sealed	1	2

- 317
- 318 A. If the drawing sheets are larger than 11 x 17. The hard copy drawings must be half-size (11 x 17) and
319 bound.
- 320 B. All hard copy submittals must be sent through the 325 CES office.

321 **013300 Submittal Procedures - Ownership and Rights of Data**

- 322 A. The Government has ownership of and rights at the issue date of all Submittals, including CAD files,
323 BIM/CIM Model(s), and Facility/Site Data developed in accordance with FAR Part 27. The
324 Government may make use of this data Comply withing any deliverable.

325 **013300 Submittal Procedures - BIM, CAD Submittals**

- 326 A. Comply with and comply with the BIM/CAD/CIM Standards at: [https://www.wbdg.org/ffc/af-](https://www.wbdg.org/ffc/af-afcec/bim)
327 [afcec/bim](https://www.wbdg.org/ffc/af-afcec/bim) and <https://cadbimcenter.erdcdren.mil/default.aspx?p=a&t=1&i=14>
- 328 B. The AE Firm must use the BIM, CIM, GIS, and CAD application(s), software(s), and file format(s)
329 described below:
- 330 1. The BIM submittal formats must be Autodesk Revit 2018, 2019, or 2020. The BIM submittals
331 must be fully operable, compatible, and editable within the native BIM tools.
 - 332 a. Provide a working BIM Model created and updated during design which incorporated the
333 changes received during design.
 - 334 b. Minimum Level of Development (**LoD**) per USACE Minimum Modeling Matrix (M3) with a
335 majority (90% of the BIM Model) of the LOD at 300.
- 336 C. CAD Exports of BIM-Generated Sheets and Drawings Provide supplemental 2D CAD exports from
337 the project BIM model. Export all contract drawing sheets in Autodesk AutoCAD 2018/2019 file
338 format.
- 339 D. CIM The CIM submittal format must be Autodesk Civil 3D 2018, 2019, or 2020. The CIM submittals
340 must be fully operable, compatible, and editable within the native CIM tools.

341 **013300 Submittal Procedures - GIS:**

- 342 A. The Government will provide the installation's latest georeferenced digital planimetric data and/or
343 base map in ESRI Arc/Info 10.x format, with associated data files.
- 344 B. The installation's latest ortho-rectified imagery and specified geospatial parameters (coordinate
345 system, datum, projection, distance units).
- 346 C. Any pertinent and necessary prototype or seed files.

- 347 D. Other data or schematics deemed necessary for project completion, pending approval from the Project
348 Manager or the GeoBase office.
- 349 E. GIS Data: The AE Firm must furnish revised survey data showing the horizontal location of all site
350 improvements designed to include, but not limited to, buildings, pavements, utilities, and all similar
351 construction. Site improvements such as buried utility lines require one survey shot every 50' of
352 straight line, at each turn or bend in the line, hydrants, fittings, valves, valve boxes, curb stops,
353 relocations and crossings of existing utilities, structures, or other appurtenances relocated or effected
354 by the construction. Also provide elevations for the topmost point of visible appurtenances such as
355 fire hydrants and valve boxes. The AE Firm must use conventional surveying methods such as total
356 station, Global Positioning System (GPS) for field data collection at an accuracy of +/-2cm. Data
357 delivered in a format other than ESRI geodatabase must have an external spatial reference (.pry) file
358 attached that specifies the parameters of the coordinate system in standard ERSI format. .

359 **013300 Submittal Procedures - Pre Design Submittals**

- 360 A. This project must include a design phase in which the AE Firm must evaluate specific requirements
361 presented in this SOW. The AE Firm must submit a complete Issue for Construction design for
362 approval by the Government prior to start of construction. The design must be submitted at the design
363 phase for review comments.
- 364 B. The design must be configured to allow a reviewer unfamiliar with the project to gain an
365 understanding of the project requirements, the design options that were considered, and the reasons
366 that the selected design options were ultimately chosen. The design may include sketches,
367 photographs, tables, flow charts, or other graphics or media necessary to communicate the intent of
368 the design. In general, documents which show the essential components of the proposed design and
369 convey that the AE Firm fully understands the SOW requirements and that the proposed price
370 includes all required elements of work to complete the project. The documents will include the
371 minimum information, as applicable to the project; drawings, a list showing sections to be
372 incorporated in the specifications, and any other design components relating to the 35% design as
373 identified in the SOW. Major mechanical and electrical equipment items must be shown on the
374 drawings with single line diagrams and appropriate load calculations. All utilities and structures must
375 be shown with applicable design calculations.

376 **013300 Submittal Procedures - Drawings**

- 377 A. For all design submittal percentages: The AE Firm is to provide, at minimum, Structural, Civil,
378 Landscape, Architectural, Interior Design, Life Safety, Fire protection, Mechanical, Electrical,
379 Plumbing, and Telecom drawings.
- 380 B. The drawings must be drawn to appropriate scales and dimensioned completely and accurately. All
381 dimensions must be shown in Imperial units. All contract drawings must be well prepared, complete,
382 and accomplished in accordance with the best professional practice to show clearly and concisely the
383 type and extent of work to be performed.

384 **013300 Submittal Procedures - Design Analysis**

- 385 A. For all design submittal percentages: The AE Firm must prepare and submit for approval a Design
386 Analysis (DA). The DA must include a detailed description of the project requirements, a discussion
387 of alternative solutions to technical challenges highlighting advantages and disadvantages,
388 calculations for all structural, electrical, heating, and cooling loads, specifics of selected systems, a
389 detailed Cost Engineering estimate of the Government's cost to operate and maintain the selected
390 systems, and recommended value engineering measures to improve the performance of the facility
391 systems and to reduce the associated costs of those systems to the Government.
- 392 B. The DA reveals the designer's rationale and intent. The DA must be configured to allow a reviewer
393 unfamiliar with the project to gain an understanding of the project requirements, the design options
394 that were considered, and the reasons that the selected design options were ultimately chosen. The

395 DA may include sketches, photographs, tables, flow charts, or other graphics or media necessary to
396 communicate the intent of the design.

- 397 C. Calculations must be shown in the 65% 95%, 100%, and IFC design submittals. All calculations used
398 to select equipment such as valves, pumps, motors, fans, transformers, switches, circuit breakers,
399 and/or lighting fixtures must be shown. Software programs must be used to generate calculations;
400 however, the design must address the appropriateness of any selected program(s), as well as provide a
401 listing of software program inputs and software program generated outputs.
- 402 D. All required design analysis and calculations are included in the DA. Design calculations are to
403 include code references, as applicable for each discipline, to show compliance. The Comply withing
404 is a list of calculations (but not limited to) which are required under this contract:

- 405 1. Civil/Site work:
 - 406 a. Sizing and grades for sanitary & storm sewers
 - 407 b. Sizing for water mains & services
 - 408 c. Sizing for gas mains & services
- 409 2. Structural
 - 410 a. Foundation sizes and reinforcing
 - 411 b. Superstructure framing
 - 412 c. Wind & flood loading analysis
 - 413 d. LL (Live Load) & DL (Dead Load)
 - 414 e. Wall sizes and reinforcing
 - 415 f. Equipment supports.
- 416 3. Mechanical:
 - 417 a. Load calculations
- 418 4. Electrical:
 - 419 a. Load calculations
 - 420 b. Lighting level calculations
 - 421 c. Branch circuit calculations
 - 422 d. Panel sizing
- 423 5. Others as applicable to a specific project and identified in the SOW.

424 **013300 Submittal Procedures - Technical Specifications**

- 425 A. The AE Firm must draft United Facilities Guide Specifications (UFGS) compliant specifications and
426 submit them for approval. The AE Firm must submit specifications at the 65%, 95%, 100%, and IFC.
427 The completed specifications must be provided to the CO in Portable Document Format (PDF), and in
428 unprotected editable Microsoft Word (RTF, DOC, or DOCX) formats.
- 429 B. The AE FIRM will edit the specifications for completeness and project applicability.
- 430 C. If no UFGS Specification exists for a component to be incorporated into the design the AE Firm will
431 develop a product specific specification using the UFGS format to describe in detail the item to be
432 incorporated into the design. All custom specifications will be developed in the coded format of the
433 UFGS standard system, including Parts 1, 2 and 3.

434 **013300 Submittal Procedures - Technical Specifications - Made in America**

- 435 A. The use or specification of materials not made in the United States is prohibited. Only American made
436 products must be used in this project, except as identified in clauses FAR 52.225-9; Buy American--
437 Construction Materials, and FAR 52.225-11, Buy American-- Construction Materials under Trade
438 Agreements, as applicable under FAR 25.1102.

439 **013300 Submittal Procedures - Structural Interior Design (SID)**

- 440 A. Provide a Structural Interior Design (SID) package which includes selection, specification and
441 installation of the building related finishes, materials, and colors. Comply with UFC 3-120-10.
442 Structural Interior Design (SID)

- 443 B. At 65%, 95%,100%, and IFC - the SID binder is required for submittal to Base CE for review and
444 approval. For requirements,
445 C. The SID will be designed, developed and signed and sealed by a qualified, state registered, interior
446 designer.
447 D. Drawings and specifications must include the complete signage plan and schedule, finish legend and
448 finish schedules.

449 **013300 Cost Estimates**

- 450 A. Cost Estimate must be done in Paces and is required for the final product. Comply with all Cost
451 Estimating UFCs applicable codes and standards. Provide a cost estimate level where the government
452 may need to have Congress review.
453 B. Provide Cost estimate printed .PDF and Paces database at each submittal review.

454 **013300 Submittal Procedures – Design Reviews - Government Review/AE Firm Response**

- 455 A. Design submittals, 65% 95%, and 100%, and IFC, must be submitted with AF Form 3000 and will be
456 reviewed and approved/disapproved within 30 calendar days upon receipt from Contracting.
457 B. Design is not complete on initial submission. The design is not complete until accepted by the
458 government.
459 C. The Government retains the right to comment on the design at any design stage, and the lack of
460 Government comments at a given review cannot be used as a basis for the AE Firm to fail to address
461 the Government's comments on subsequent reviews, regardless of design stage.
462 D. The Government's review is not to be considered a quality control review; the AE Firm must provide
463 his own internal quality control. The Government's review or acceptance does not relieve the AE Firm
464 of his responsibility to provide a safe, functional project in accordance with the terms of the contract.
465 E. If the Government's review results in comments, the AE Firm must respond to each comment with a
466 response that clearly indicates what action will be taken. Comments that, in the AE Firm's opinion,
467 require effort outside the scope of the contract will be clearly indicated as such by the AE Firm, and
468 the issue must be documented in writing then submitted to the CO for consideration and
469 determination. The AE Firm must not proceed with work outside the contract as determined by the
470 CO unless a modification to the contract is executed.
471 F. After the first round of design comments and the initial comments have not been resolved the design
472 is to be disapproved with comments. The design cannot move forward until an agreement has been
473 reached with CO approval for disapproved designs. Administrative issues like spelling and formatting
474 can be approved with comments. When portions of the design such as the specifications and design
475 analysis have not been submitted with the design will be disapproved with comments. Resubmittal of
476 the design percentage stages, ie. 65% 95%, and 100%, will not be considered a delay by the
477 government.
478 G. Per the Contract the AE Firm is the Designer of Record (AE FIRM) per FAR 52.236-23. The AE
479 Firm must be responsible for the professional quality, technical accuracy, and the coordination of all
480 designs, and drawings, specifications, and other services furnished by the AE Firm. The government
481 will review and accept the attached documents for technical compliance of the AE Firm supplied
482 Design Analysis/Basis-of-Design for conformance with the contract SOW, per FAR 52.236-21
483 Approval by the Contracting Officer must not relieve the AE Firm from responsibility for any errors
484 or omissions in such drawings, nor from responsibility for complying with the requirements of the
485 contract. The AE Firm warrants to the government that the associated plans and specs are in complete
486 compliance with the Design Analysis as such the AE Firm owns all details of the design and is liable
487 for any and all errors or omissions. It is the AE Firm's responsibility to ensure all aspects of the
488 design are in compliance with the Bases-of-Design and associated documents; continuous
489 construction inspection is the responsibility of the AE Firm. The government reserves the right to

inspect and test any phase of work without relieving the AE Firm of any responsibility for contract compliance.

- H. It is the sole responsibility of the AE Firm for ensuring that the design submittals comply with the awarded SOW. The Government's review is intended to be limited to functional aspects, with limited technical review of a general cursory nature only. Any review by the Government of technical items must not be construed to relieve the AE Firm of responsibility for technically correct and complete documents in compliance with applicable codes, industry standards, and the intent of this SOW.
- I. Approval of incomplete designs will not relieve the AE Firm of the responsibility for any error that may exist, and which may require rework or other appropriate adjustment to the contract terms, as determined at the sole discretion of the Government.
- J. If any review comment requires clarification and/or amplification to assure compliance the AE Firm must notify the COR or authorized representative in writing. If the Government specifically asks a question via the review comments and requires clarification or the AE Firm does not concur with or takes exception to a review comment then the AE Firm must submit the review form with comments annotated by the AE Firm with a "D" - do not concur, "E" - exception, or "X" - delete, must have an explanatory note added to justify the noncompliance with the comment.
- K. The AE Firm must furnish these annotated comments to the Government no later than seven (7) calendar days after receiving the comments. If the AE Firm disagrees with or takes exception to the comments, the AE Firm must include an explanation of why they disagree in their response back to the Government. Otherwise, the comment resolution(s) must be incorporated into the next design submission.
- L. Government review or approval by the Contracting Officer must not relieve the AE Firm from responsibility for any errors or omissions in such drawings, nor from responsibility for complying with the requirements of this contract.

013300 Submittal Procedures - 65% Design for Construction Review/Comment:

- A. All specified 65% design data meeting comments must be satisfied and incorporated into this submittal. The fully developed concepts of the design document must be illustrated and clearly indicated at this submittal, detail drawing for construction must be included.
- B. Proposed Final design analysis.
- C. Proposed Final design drawings.
- D. Proposed technical specifications - redline mark up.
- E. CID Draft Package: which includes SID and FFE
- F. Cost Estimate Paces Level 3 Draft

013300 Submittal Procedures - 95% Final Design for Construction Review/Comment:

- A. All specified Ninety-Five percent (95%) requirements, comments, and corrections resulting from the Ninety-Five percent (95%) review must be satisfied and incorporated into this submittal. All documentation and recommendations must be fully developed into a comprehensive design package.
- B. Review comments and AE Firm responses from 65% design.
- C. Revised Draft AF Form 66;
- D. Minutes and sign-in sheet of 65% review meeting.
- E. Final design analysis.
- F. Final design drawings.
- G. Final technical specifications.
- H. CID revised Draft Package: which includes SID and FFE
- I. Cost Estimate Paces Level 5 Draft
- G.

536 **013300 Submittal Procedures - 100% Final Design for Construction Review/Comment:**

- 537 J. All specified hundred percent (100%) requirements, comments, and corrections resulting from the
538 hundred percent (100%) review must be satisfied and incorporated into this submittal. All
539 documentation and recommendations must be fully developed into a comprehensive design package.
540 K. Review comments and AE Firm responses from 95% design.
541 L. Revised Draft AF Form 66;
542 M. Minutes and sign-in sheet of 95% review meeting.
543 N. Final design analysis.
544 O. Final design drawings.
545 P. Final technical specifications.
546 Q. CID revised Draft Package: which includes SID and FFE
547 R. Cost Estimate Paces Level 5 Draft

548 **013300 Submittal Procedures - Issue for Construction (IFC):**

- 549 A. Documents building upon the 100% design submittal which include final AE Firm accomplished
550 corrections based on the Government's review of the prior design documents.
551 B. All changes, comments, and corrections resulting from the design phase must be satisfied and
552 incorporated into this submittal.
553 C. Review comments and AE Firm responses from 100% design.
554 D. Minutes and sign-in sheet of 100% review meeting.
555 E. Designer of Record In compliance with the F.A.R. The designer of recorded must sign and seal Issue
556 for Construction drawings, specifications and design analysis.
557 F. Issued for Construction design analysis.
558 G. Issued for Construction design drawings.
559 H. Issued for Construction technical specifications.
560 I. CID Final Package: which includes SID and FFE
561 J. Cost Estimate Paces Level 5 Final
562

563 **013329 Sustainability Requirements and Procedures**

- 564 A. The AE Firm must design and construct the new facility and related site work to meet the requirements
565 of UFC 1-200-02 and UFGS 013329 Sustainability requirements and procedures. Provide narratives
566 and support documentation to demonstrate compliance with the various federal mandates for
567 sustainability and energy/water use reduction that include, but not limited to UFC 1-200-02.
568

569 **013526 Governmental Safety Requirements**

- 570 A. Workplace: Provide a safe and healthful workplace for employees and the general public while
571 performing the contract work.
572 B. Personal Protective Equipment: Supply each employee with personal protective equipment. This
573 equipment includes but is not limited to protection for the eyes, face, head, ears, and extremities. Use
574 the proper protective equipment for the work performed.
575 C. Security Requirements: Weapons bunkers are excluded from contract. NO unauthorized entry into
576 these spaces is allowed in any circumstances. Request to enter these spaces must be submitted in
577 writing.
578 D. Roads: Obey the posted base speed limits. Wear Seat belts on base in accordance with AFI 91-207
579 E. Accidents: Report AE Firm accidents involving injury to Air Force personnel or damage to
580 Government property to the Base Law Enforcement Desk and the CO.
581 F. Safety Regulations: Familiarize yourself and comply with the general safety requirements in
582 accordance with DOL regulations, OSHA 29 CFR Part 1926, and AFI 91-202.

583 G. Employers should have a written Emergency Action Plan (EAP), as outlined in 29 CFR 1910.38 or 29
584 CFR 1926.35. The EAP should include a written lightning safety protocol for outdoor workers.

585 **013526 Governmental Safety Requirements Severe Weather**

586 A. The AE Firm should monitor the weather conditions, ex. Winds higher than 35 knots and lightning
587 within 5 miles, and take proper precautions to protect employees.

588 B. Lightning: When thunder roars, go indoors! If you hear thunder, even a distant rumble, get to a safe
589 place immediately. Thunderstorms always include lightning. Any thunder you hear is caused by
590 lightning! NOAA advises that nowhere outside is safe when thunderstorms are in your area. National
591 Lightning Safety Institute, lightningsafety.com

592 1. The national weather service (NWW) provides lightning reports with a phone call when lightning
593 strikes within 8 miles of the airport, when lightning strikes within 5 miles of the airport, and when
594 an auditory warning is signaled. “ACRP Report 8: Lightning- Warning Systems for Use by Airports
595 [2008)”

596 2. PLAN in advance your evacuation and safety measures. When you first see lightning or hear
597 thunder, activate your emergency plan. Now is the time to go to a building or a vehicle. Lightning
598 often precedes rain, so don't wait for the rain to begin before suspending activities.

599 3. IF OUTDOORS...Avoid water. Avoid the high ground. Avoid open spaces. Avoid all metal objects
600 including electric wires, fences, machinery, motors, power tools, etc. Unsafe places include
601 underneath canopies, small picnic, or rain shelters, or near trees. Where possible, find shelter in a
602 substantial building or in a fully enclosed metal vehicle such as a truck or a van with the windows
603 completely shut. If lightning is striking nearby when you are outside, you should:

604 a. Crouch down. Put feet together. Place hands over ears to minimize hearing damage from
605 thunder.

606 b. Avoid proximity (minimum of 15 ft.) to other people.

607 4. IF INDOORS... Avoid water. Stay away from doors and windows. Do not use the telephone. Take
608 off headsets. Turn off, unplug, and stay away from appliances, computers, power tools, & TV sets.
609 Lightning may strike exterior electric and phone lines, inducing shocks to inside equipment.

610 5. SUSPEND ACTIVITIES for 30 minutes after the last observed lightning or thunder. Remain in the
611 shelter for at least 30 minutes after hearing the last sound of thunder.

612 6. INJURED PERSONS do not carry an electrical charge and can be handled safely. Apply First Aid
613 procedures to a lightning victim if you are qualified to do so. Call 911 or send for help immediately.

614 7. KNOW YOUR EMERGENCY TELEPHONE NUMBERS AVOID the Comply withing locations:
615 the high elevations; bare ground; metal; water; solitary trees; open fields; electrical equipment and
616 other conductors. When hopelessly isolated, separate people a min. distance of 15 m (50 ft) to reduce
617 multiple injuries.

618 **014200 Sources of Reference Standards**

619 A. The AE Firm must comply with all applicable federal, state, and local laws; statutes; Executive
620 Orders; Department of Defense/Air Force manuals, handbooks, regulations, guidance, and policies.
621 Including the National Institute of Building Sciences' Whole Building Design Guide Construction
622 Criteria Base (CCB), Unified Facility Criteria (UFC), Unified Facilities Guide Specifications (UFGS)

623 B. Comply with General Requirements and UFGS 014200 Sources of Reference Standards
624 <https://wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/ufgs-01-42-00>

625 **014200 Sources of Reference Standards - Tyndall Specific**

626 C. HQ USAF A4C Memorandum for Tyndall AFB Design Wind Speeds And Envelope Protection
627 https://www.tyndallifs.com/images/Home/Tyndall_Design_Wind_Speed_A4C-2_Memo.pdf

628 D. The Tyndall AFB Memorandum for Design Flood Elevation (DFE) dated June 05, 2019: HQ USAF
629 A4C Memorandum For Tyndall AFB Design Flood Elevation (DFE)
630 https://www.tyndallifs.com/images/Home/Tyndall_DFE_Memo.pdf

631 E. All portions of the site and facilities must meet the ABA Accessibility Standard for DoD Facilities
632 unless otherwise noted. [https://www.tyndallifs.com/images/Home/Tyndall AFB ADA-](https://www.tyndallifs.com/images/Home/Tyndall_AFB_ADA-ABAMemo.pdf)
633 [ABAMemo.pdf](https://www.tyndallifs.com/images/Home/Tyndall_AFB_ADA-ABAMemo.pdf)

634
635 **015719 Temporary Environmental Controls - Tyndall Standard**

- 636 A. Provide in the SOW: Scope of Work as an appendices.
637 B. Include this specification section within design submittal specifications.

638 **015719 Temporary Environmental Controls - Topographic Survey**

- 639 A. It is the responsibility of the awarded AE Firm to verify ALL site conditions. The AE Firm must
640 submit a detailed topographic survey of the project site. The Government will not provide a
641 topographic survey for this project. It must be the responsibility of the AE Firm to provide a
642 topographic and utility survey of the site, verifying actual locations of all existing site features
643 and utilities. The AE Firm must coordinate with the Government regarding any future utility
644 installations that effect the work under this contract.
645 B. Existing conditions and Plans presented in the SOW are notional. These drawings do not show
646 all existing site features precisely.

647 **END OF DOCUMENT**