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USACE / NAVFAC / AFCEC UFGS-01 30 00 (November 2020)  
Change 3 - 08/23  
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Preparing Activity: NAVFAC Superseding  
UFGS-01 30 00 (August 2015)  
UFGS-01 30 00.05 20 (March 2013)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated April 2025

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11/20, CHG 3: 08/23

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### SECTION 01 30 00

#### ADMINISTRATIVE REQUIREMENTS 11/20, CHG 3: 08/23

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NOTE: This guide specification covers general administrative and procedural requirements for Contractor management and coordination.

Adhere to [UFC 1-300-02 Unified Facilities Guide Specifications \(UFGS\) Format Standard](#) when editing this guide specification or preparing new project specification 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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NOTE: This section contains tailoring for NAVY, NAVFAC EURAFCENT, NAVFAC FE, NAVFAC MAR, NAVFAC SE, ARMY, AIR FORCE, DESIGN-BUILD, DESIGN-BID-BUILD and NAVY DESIGN-BUILD. Where an Editor's Note states a paragraph is tailored for a Service or project type, the content of the paragraph, or a portion of the paragraph, is suited specifically to be included only for that Service or project type.

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## PART 1 GENERAL

### 1.1 REFERENCES

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

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

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

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

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 (2024) Safety -- Safety and Occupational Health (SOH) Requirements

## 1.2 SUBMITTALS

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NOTE: Review Submittal Description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list, and corresponding submittal items in the text, to reflect only the submittals required for the project. The Guide Specification technical editors have classified 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.

For Army projects, fill in the empty brackets following the "G" classification, with a code of up to three characters to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy and Air Force projects.

The "S" classification indicates submittals required as proof of compliance for sustainability Guiding

**Principles Validation or Third Party Certification  
and as described in Section 01 33 00 SUBMITTAL  
PROCEDURES.**

**Choose the first bracketed item for Navy and Air  
Force projects, or choose the second bracketed item  
for Army projects.**

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

**SD-01 Preconstruction Submittals**

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**NOTE: For projects in the NAVFAC PAC Area of  
Operation, and for the submittals identified as  
SD-01 Preconstruction Submittals, remove the "G"  
designation.**

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**View Location Map; G**

**Progress and Completion Pictures**

**SD-04 Samples**

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**NOTE: The following item is tailored for AIR FORCE  
for use only on Air Force projects. Do not use this  
submittal item in Design-Build projects.**

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**Color Boards; G**

**1.3 COLOR BOARDS FOR AIR FORCE PROJECTS**

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**NOTE: This Article is tailored for AIR FORCE. Per  
AFI 32-1023, 2.16.2, this paragraph is for use only  
on Air Force projects. Do not use this paragraph in  
Design-Build projects.**

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Submit five sets of color boards within 90 calendar days after Contract Award. Each set of boards must include samples of colors and finishes of interior surfaces, such as walls, floors, and ceilings. Present the samples on 200 by 270 mm boards (modules) with a maximum spread of 600 by 810 mm for foldouts. Design modules to fit in a standard loose-leaf, three-ring binder. Where special finishes such as architectural concrete, carpet, or prefinished textured metal panels are required, submit samples not less than 300 mm square with the board. If more space is needed, more than one board per set may be submitted. Certify that the color samples have been reviewed in detail, and that the color samples are in strict accordance with contract drawings and specifications, except as may be

otherwise explicitly stated. Submittal of color samples does not relieve the Contractor of the responsibility to submit samples required elsewhere herein.

#### 1.4 VIEW LOCATION MAP

Submit, prior to or with the first digital photograph submittals, a sketch or drawing indicating the required photographic locations. Update as required if the locations are moved.

#### 1.5 PROGRESS AND COMPLETION PICTURES

Photographically document site conditions prior to start of construction operations. [Include aerial photographs. ]Provide monthly, and within one month of the completion of work, digital photographs, 1600x1200x24 bit true color minimum resolution in JPEG file format showing the sequence and progress of work. Take a minimum of 20 digital photographs each week throughout the entire project from a minimum of ten different viewpoints selected by the Contractor unless otherwise directed by the Contracting Officer. Submit with the monthly invoice one set of digital photographs through RMS or via email. Indicate photographs demonstrating environmental procedures. Provide photographs for each month in a separate monthly directory and name each file to indicate its location on the view location sketch. Include a date designator in file names. Photographs provided are for unrestricted use by the Government.

#### 1.6 SUPERVISION

##### 1.6.1 Superintendent Qualifications

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**NOTE: Choose 5 years for small SRM projects with  
project amount of less than \$2M and/or simple  
projects. Choose 10 years for new MILCON, ROKFC  
In-Kind, or large SRM projects.**  
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Provide project superintendent with a minimum of [5][10] years experience in construction with at least 5 of those years as a superintendent on construction projects similar in size and complexity. The individual must be familiar with the requirements of EM 385-1-1 and have experience in the areas of hazard identification and safety compliance. The individual must be capable of interpreting a critical path schedule and construction drawings. The qualification requirements for the alternate superintendent are the same as for the project superintendent. The Contracting Officer may request proof of the superintendent's qualifications at any point in the project if the performance of the superintendent is in question.

For projects where the superintendent is permitted to also serve as the Quality Control (QC) Manager as established in Section 01 45 00 QUALITY CONTROL, the superintendent must have qualifications in accordance with that section.

##### 1.6.2 Minimum Communication Requirements

Have at least one qualified superintendent, or competent alternate, capable of reading, writing, and conversing fluently in the English language, on the job-site at all times during the performance of Contract work. In addition, if a Quality Control (QC) representative is required

on the Contract, then that individual must also have fluent English communication skills.

#### 1.6.3 Duties

The project superintendent is primarily responsible for managing subcontractors and coordinating day-to-day production and schedule adherence on the project. The superintendent is required to attend progress meetings, Red Zone meetings, partnering meetings, and quality control meetings. The superintendent or qualified alternative must be on-site at all times during the performance of this contract until the work is completed and accepted.

#### 1.6.4 Non-Compliance Actions

The Project Superintendent is subject to removal by the Contracting Officer for non-compliance with requirements specified in the contract and for failure to manage the project to ensure timely completion. Furthermore, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders is acceptable as the subject of claim for extension of time for excess costs or damages by the Contractor.

#### 1.7 PRECONSTRUCTION CONFERENCE

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**NOTE: This paragraph includes tailored phrases for  
both Design-Bid-Build and Design-Build projects.**  
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Immediately after award, Upon completion of design and design acceptance by the government, prior to commencing any work at the site, coordinate with the Contracting Officer a time and place to meet for the Preconstruction Conference. The conference must take place within 35 calendar days after award of the contract or notice to proceed (NTP), but prior to commencement of any work at the site. The purpose of this conference is to discuss and develop a mutual understanding of the administrative requirements of the Contract including but not limited to: daily reporting, invoicing, value engineering, safety, base-access, outage requests, hot work permits, schedule requirements, quality control, schedule of prices or earned value report, shop drawings, submittals, cybersecurity, prosecution of the work, government acceptance, final inspections and contract close-out. Contractor must present and discuss their basic approach to scheduling the construction work and any required phasing.

##### 1.7.1 Attendees

Contractor attendees must include the Project Manager, Superintendent, Site Safety and Health Officer (SSHO), Quality Control Manager and major subcontractors.

#### 1.8 FACILITY TURNOVER PLANNING MEETINGS (Red Zone Meetings)

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**NOTE: Use this paragraph for NAVY, ARMY, and AIR  
FORCE (AFCEC/CF) projects.**  
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Meet with the Government to identify strategies to ensure the project is carried to expeditious closure and turnover to the Client. Start planning the turnover process at the Pre-Construction Conference meeting with a discussion of the Red Zone process and convene at regularly scheduled Red Zone Meetings beginning at approximately 75 or 80 percent of project completion. Include the following in the facility Turnover effort:

#### 1.8.1 Red Zone Checklist

- a. Contracting Officer's Technical Representative (COTR) will provide the Contractor a copy of the Red Zone Checklist template.
- b. Prior to 75 or 80 percent completion, modify the Red Zone Checklist template by adding or deleting critical activities applicable to the project and assign planned completion dates for each activity. Submit the modified Red Zone Checklist to the Contracting Officer. The Contracting Officer may request additional activities be added to the Red Zone Checklist at any time as necessary.

#### 1.8.2 Meetings

- a. Conduct regular Red Zone Meetings beginning at approximately 75 or 80 percent project completion, or two to six months prior to Beneficial Occupancy Date (BOD), whichever comes first.
- b. The Contracting Officer will establish the frequency of the meetings, which is expected to increase as the project completion draws nearer. At the beginning, Red Zone meetings may be every two weeks then increase to weekly towards the final month of the project.
- c. Using the Red Zone 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. During the Red Zone Meetings discuss with the COTR any upcoming activities that require Government involvement.
- e. Maintain the Red Zone Checklist by documenting the actual completion dates as work is completed and update the Red Zone Checklist with revised planned completion dates as necessary to match progress. Distribute copies of the current Red Zone Checklist to attendees at each Red Zone Meeting.

#### 1.8.3 Attendees

Meeting attendees must include personnel representing the contractor, sub-contractor, FED resident office, customer, DPW/BCE/PWD, and all other required components as needed.

#### 1.9 PARTNERING

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

The two Partnering Level options are:

1. Facilitated (Formal): Recommended for use on high risk, high visibility, compressed duration, technical complexity, or standalone contracts over approximately \$15M for Army and Air Force, and approximately \$1M for the NAVY. Facilitated by a third-party independent Formal Partnering Facilitator 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. Team Led (Informal): Recommended for use on Army and Air Force contracts less than \$15M and NAVY projects less than \$1M, without high risk, high visibility, compressed performance period, or technically complex characteristics. 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 MILCON, ROKFC In-Kind, and large SRM projects.

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To most effectively accomplish this Contract, the Contractor and Government must form a cohesive partnership with the common goal of drawing on the strength of each organization in an effort to achieve a successful project without safety mishaps, conforming to the Contract, within budget and on schedule. The partnering team must consist of personnel from both the Government and Contractor including project level and corporate level leadership positions. Key Personnel from the supported command, end user, Contractor, key subcontractors and the Designer of Record are required to participate in the Partnering process.

#### [1.9.1 Facilitated (Formal) Partnering

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NOTE: The subparagraphs below are tailored to include "Pre-construction" meeting for DESIGN-BID-BUILD projects and "PAK" meeting for NAVY DESIGN-BUILD projects.

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- a. Within 35 calendar days after award and prior to the start of work, host a Formal Partnering session with key personnel from the project team including both Contractor and Government personnel. All costs associated with the Partnering session including the third-party independent Facilitator Consultant, meeting room and other incidental items are the responsibility of the Contractor.



- b. Before the Facilitated (Formal) Partnering session, coordinate with the Facilitator all requirements for incidental items (such as audio-visual equipment, easels, flipchart paper, colored markers, note pads, pens/pencils, colored flash cards) and have these items available at the Partnering session. Provide copies of any documents required for distribution to all attendees. Participants will bear their own costs for meals, lodging and transportation associated with Partnering.
- c. The Initial Partnering Session must be a duration of [one][\_\_\_\_\_] day and be held at a location off base as agreed to by the Contracting Officer. Partnering session may take place concurrently with the [Post-Award Pre-Construction Conference](#).
- d. Facilitator must be experienced in conducting corporate Partnering sessions and must be a third-party independent facilitating consultant - not an employee of the Contractor. The Facilitator is responsible for leading all aspects of the Partnering session necessary to achieve the Partnering goal.
- e. An outcome of the Partnering session must be an escalation matrix agreed upon by both the Government and Contractor, which identifies key Government and Contractor decision makers by name and anticipated decision durations.
- f. Host follow-on Partnering Sessions at three- to six-month intervals or more frequently if needed and lasting generally a half day or less. Attendees need only be those required to resolve current issues. The same Facilitator used in the Initial Partnering session must lead the follow-on sessions unless an alternative is permitted by the Contracting Officer. All costs associated with follow-on Partnering sessions are the responsibility of the Contractor.

][1.9.2 Team-Led (Informal) Partnering

- a. The Contracting Officer will coordinate the initial Team-Led (Informal) Partnering Session with key personnel of the project team, including Contractor and Government personnel. The Partnering Session will be co-led by the Government Construction Manager and Contractor's Project Manager.
- b. The Initial Team-led Partnering session may be held concurrently with the [Post-Award Pre-Construction Conference](#). Partnering sessions will be held at a location mutually agreed to by the Contracting Officer and the Contractor, typically at a conference room on-base or at the Contractor's temporary trailer.
- c. The Initial Team-Led 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.
- e. Participants will bear their own costs for meals, lodging and transportation associated with Partnering.

]PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --