



DEPARTMENT OF THE NAVY
OFFICER IN CHARGE OF CONSTRUCTION
RESIDENT OFFICER IN CHARGE OF CONSTRUCTION
Long Beach Area
SOUTHWEST DIVISION, NAVAL FACILITIES ENGINEERING COMMAND
Long Beach, California 90822-5080

To: Anna Ulaszewski
Fax: 310 ~~557~~-1032

N60258.000606
NSY LONG BEACH
SSIC #5090.3
IN REPLY REFER TO:

4330
Ser R1VN:tf/00667
03 December 1993

From: Resident Officer in Charge of Construction, Long Beach Area, Long Beach, Ca 90822-5080
To: Distribution

Subj: CONTRACT RAC N47408-92-D-3056, DELIVERY ORDER #0008 (PAINTS & SOLVENTS) REMOVAL ACTION AT IR SITE 11 AT THE LONG BEACH NAVAL SHIPYARD, CA

1. A preconstruction conference for the subject delivery order has been scheduled for:

Date: Thursday - 09 December 1993
Time: 09:30 Hour
Location: Public Works Blue Room, Room 112, Building 5 Naval Shipyard, Long Beach, Ca

2. Contractor for subject Delivery Order is: IT Corporation

3. Appropriate personnel are invited to attend. If you have any questions please call me at DSN 360-6875.

V. Nanda

V. K. NANDA
By direction

- Copy to:
- LBNSY (Code 440)
 - LBNSY (Code 1120)
 - LBNSY (Code 106.31AU)
 - LBNSY (Code 106B)
 - LBNSY (Code 24.1)
 - NAVFACCO (Code 2723/LB)
 - NFESC (Code 112E4.JJ)
 - SWDIV (Code 1832.JJ)

PRECON DISCUSSION

9 December 1993

Contractor:

IT Corporation
William Penn Plaza
2790 Mosside Blvd, 3rd Floor, Box 802
Monroeville, PA 15146-2792

Subject: CONTRACT N47408-92-D-3056, Deliver Order # 0008
(PAINTS & SOLVENTS) REMOVAL ACTION AT IR SITE 11 AT
THE LONG BEACH NAVAL SHIPYARD, CA

The following points to be discussed:

The Contractor shall deal only with the following organizations in all matters pertaining to this delivery order.

Naval Facilities Contracts Office representatives are:
Procurement Contracting Officer (PCO):

Katherine Volpe ph: (805) 982-5073

Delivery Order Contract Specialist:

Lolita Batis ph: (805) 982-5396 } FX
6113

Naval Facilities Support Center representative:
Contracting Officer's Technical Representative (COTR):

Jai Jeffery ph: (805) 982-3020

Southwest Division Naval Facilities Engineering Command representative:
Remedial Project Manager (RPM):

Joseph Joyce ph: (619) 532-3873

Commanding Officer Naval Shipyard B.174 Long Beach representative:
Naval Shipyard Point of Contact:

Anna Ulaszewski ph: (310) 547-6888 7868

ROICC Long Beach representatives are:

Navy Technical Representative:

V. Nanda ph: (310) 547-6875

For on-site work, the NTR is the primary point of contact for this delivery order. The COTR, RPM or NTR do not have the authority to modify the contract verbally or in writing. Do not act on their direction without receiving written direction from a Contracting Officer.

The Contractor's organization for this delivery order is as follows:

Program manager: ph:

Project manager: ph:

Site Superintendent: ph:

CQC Representative: ph:

Site Health & Safety Officer: ph:

CIH: ph:



This delivery order was awarded on 28 September 1993 and the period of performance will continue through 11 May 1994.

WORKING HOURS. The Contractor's normal working hours will be from 0730 to 1600 hours daily, Monday through Friday. Overtime and weekend work must be approved by the NTR in advance. A written must be submitted five (5) Calendar days in advance.

PASSES. The following certification must be included with the Contractor's request for personnel passes to permit entry onto U.S. installations:

"I hereby certify that all personnel on this list are either born U. S. citizens, or naturalized U. S. citizens with the naturalization number shown, as indicated on this pass request list."

Signature/firm name

Signature shall be that of a responsible company official.

SAFETY. Construction safety is of paramount importance in this contract. Adhere strictly to its Contract Health & Safety Program. The CQC on-site representative must remove any Contractor or subcontractor employee from project site who is not complying with the safety requirements. This includes individuals observed at work in an area where construction operations are in progress without minimum clothing requirements (i.e. shirts, long trousers, safety shoes) and ANSI approved hard hats. Not using apparatus for respiratory, hearing, and eye protection, and specialized equipment, such as lifelines, safety belts, electrical insulating clothing, life vests, etc., where required, will also be cause for removal of an employee. When an employee is to be removed, the CQC on-site representative will issue a "Contract Construction Compliance Notice" identifying the deficiency and naming the employee involved. A copy of non-compliance notice to be forwarded to NTR with daily report. The employee will then be required to surrender his personnel pass and leave the Base. The employee shall not return without compelling justification. Reconsideration must be requested in writing to the ROICC and is reviewed on a case-by-case basis.

The Contractor shall notify the NTR immediately by phone in the event of any accident or injury. A written report shall be submitted within five (5) days to the ROICC office, using the OSHA Accident Report from NAVFAC 5100/20 (Rev. 4-79) O/P 1.

The following Government emergency facilities are available for emergency use by the Contractor. Building and telephone number are to be prominently displayed by the job-site telephone.

<u>FIRE</u>	ph: X 6333
<u>SECURITY/POLICE</u>	ph: X 7734
<u>AMBULANCE</u>	ph: X 7979

BUY AMERICAN ACT. The Contractor is advised to adhere strictly to the Buy American Act. Unless specified otherwise, only new materials will be used.

SUBMITTALS. Refer to section IX of the Delivery Order 0031.

GOVERNMENT FURNISHED MATERIALS OR EQUIPMENT (GFM/GFE). None.

SALVAGE. No materials and equipment are to be salvaged for the Government.

CONTRACTOR STORAGE.



TOILET FACILITIES. None are available. The Contractor shall provide its own facilities.

UTILITY OUTAGES. The contractor must obtain Outage Permits prior to performing any work which will interrupt roads, parking lot or station utilities. Request must be made in writing a minimum of 15 calendar days prior to the date of desired outage. No outage-dependent work will be allowed until an APPROVED permit is in hand. This will be strictly enforced.

WASTE. No Government dumps are available. Waste materials shall be removed from the site regularly to preclude a fire hazard and to keep the site clear and safe.

SIGNS. Where required, the Contractor shall erect safety and construction signs as per the specifications. The Contractor's superintendent and foreman shall be responsible for keeping the signs up-to-date.

DAMAGES. The Contractor shall exercise caution to avoid damage to Government property. All damages caused by the Contractor shall be corrected and restored to original condition.

SUPERVISION. The Contractor's designated superintendent shall be on-site at all times during performance of work. An alternate may be designated as the acting supervisor during the supervisor's absence. No work will be allowed to be performed without competent supervision.

CONTRACTOR'S DAILY REPORTS. The Contractor shall submit properly completed Contractor Production Report and Contractor Quality Control Report to the NTR on the same work day, but no later than the next working day. The Contractor's superintendent shall address all items related to production work performed each day. The Contractor's QC Manager shall address all items, three phase inspections in particular, related to quality control performed each day.

DELAYS. The Contractor shall report immediately all work delays and potential work delays, in writing, to the ROICC office.

POSTERS. The Contractor shall post the Department of Labor Wage and Hour Notice to Employees, Wage Determination Decision, and posters on employment of Handicapped Individuals and Equal Opportunity in a conspicuous location at the job-site. The Government will occasionally be conducting labor interviews with personnel working on the job-site. The Contractor shall comply with the Affirmative Action requirements of the contract.

PAYROLLS. Payrolls, with Contractor's payroll summary sheet, must be submitted weekly for the prime Contractor and all sub-contractors. All workers must be classified in accordance with the contract wage decision and fringe benefit amounts indicated. A Statement of Compliance (DD 879) must also be submitted.

AS-BUILTS. The Contractor shall update his record drawings (as-builts) as the work progresses. A copy must be kept at Site.

CLAIMS. Any claim submitted under the "Disputes" clause of this contract shall be submitted to the Contracting Officer in care of the Contracting Officer for the delivery order.

MODIFICATIONS TO THE DELIVERY ORDER. Modifications shall be in writing, signed by the Contracting officer.

SUB-CONTRACTORS. The Prime Contractor shall ensure that subcontractors submit a statement and acknowledgement form 1413. The Prime Contractor shall ensure that subcontractors submit a listing of their key personnel and the work which will be performed with their telephone numbers for both work and home.



INVOICING PROCEDURES. Refer to Section V of the delivery order.

CONTRACT CHANGES. For Differing Site Conditions the Contractor shall provide NTR, COTR, PCO and RPM with written notification; the contractor shall also stop work in the affected area only and wait for instructions. The contractor shall not proceed on any changes without a contract modification. Time extensions will only be granted when the contractor provides proof of uncontrollable/unforeseen delays affecting critical activities of the Progress Schedule. The Contractor is encouraged to participate in value engineering by proposing more economical methods, thus resulting in savings both to the Government and the Contractor.

STANDARDS OF CONDUCT. The Contractor shall not offer any gratuities to Government employees. If misconduct is proven, contract termination is possible.

CONTRACTOR EVALUATION. Performance evaluations are written on all prime contractors and are used in determining eligibility on future projects.

FINAL INSPECTION. The Contractor shall request in writing a Final Inspection of the work performed under this delivery order at least fourteen (15) calendar days in advance.

CONTRACTOR'S PROGRESS.

- a. Acceptable progress - the contractor maintains progress at or ahead of the progress schedule.
- b. Unacceptable progress - the Government have to initiate poor progress correspondence and schedules progress meetings.

When the Contractor becomes award of slow progress he submits revised schedules and identifies uncontrollable/critical delays for evaluation.

ALCOHOL. Consumption of alcoholic beverages or persons under the influence of alcohol are not permitted on the job site; either before, during, or after working hours.

SPEEDING. Posted speed limits on Government property are to be strictly observed.



Site 11

(St. Mary) outside ambulance

7640 x 7641 } Tow Truck
off hours
7731 Emergency
6331 50# Eng#
Delivery Order 8

9 Dec 93 9:30

- Brief History } Joseph Joyce
- Fire Dept. to provide guidelines } ie hot work on sprinkler system
- Security } any fences
- Will need CIA badges

Name SS# U.S. DOE } Company to verify
 that individuals are US Citizens } (Jerry Saff)
 Also responsible for sub contracts

Company ^{vehicles} cars have to have receipts } (documentation of insurance)

Temporary badges } need picture id
 picture 90 days }
 temp < 90 days } WANSER

- { Authorization for delivery } (Gennie Horn)
 Gate 2 Truck Base } US citizen
 Advance notice to make arrangements appreciated [Normal
 [TI freeway gate]

Banking Lot blocked off } at toe } needs proposal
 (needs to go to unions) } alternate plan
 not chg existing policy } 5 days to union
 business days

- Random vehicle inspections possible
- No weapons
- Speed limits 25 unless otherwise posted

RAC PLAYERS

- ◆ PCO: Procuring Contracting Office
- ◆ ACO: Administering Contracting Office
- ◆ COTR: Contracting Officer's Technical Representative
- ◆ NTR: Navy Technical Representative
- ◆ RPM: Remedial Project Manager
- ◆ PCAS: Post Construction Award Services (Title II)
- ◆ Activity
- ◆ Contractor (IT Corporation)

COTR RESPONSIBILITIES

- ◆ NFESC will Provide COTR for Technical Admin. of each RAC
- ◆ Review Requests for Accessing the RACs
- ◆ Assure Delivery Order Compliance with the Basic RAC
- ◆ Assist RPM with Project Approach/Technologies/Scope
- ◆ Receive/Respond to Input/Questions from NTR as Required
- ◆ Serve as Technical Liason Between NAVFACCO and the RPM, NTR, and Contractor
- ◆ Coordinate all Technical Communication with Contractor
 - ▶ Submittal Reviews
 - ▶ Voucher Reviews
 - ▶ Other Inputs from RPM and NTR
- ◆ Review SOWs/Specs and Cost Estimates for Consistency
 - ▶ Requirements Packages
 - ▶ Requests for Modification
- ◆ Participate in Negotiations
- ◆ Monitor Cost and Performance on all Orders
- ◆ Attend Status/CQC/Preconstruction Meetings as Required
- ◆ Consolidate Lessons Learned

NAVFACCO RESPONSIBILITIES

- ◆ Perform Acquisition Planning
- ◆ Review Requirements Packages
 - ▶ Compliance with Acquisition Regulations
 - ▶ Compliance with Delivery Order Requirements
- ◆ Coordinate Schedule for Award
- ◆ Determine Appropriateness of Funds
- ◆ Negotiate and Issue Delivery Orders
 - ▶ NFESC and EFD Participation
 - ▶ NTR Participation Desirable
- ◆ Perform PCO/ACO Functions
 - ▶ Some ACO Functions May be Delegated
- ◆ Issue Modifications
- ◆ Audit Delivery Orders
- ◆ Review and Certify Vouchers for Payment
 - ▶ COTR, RPM, and NTR Input

RPM RESPONSIBILITIES

- ◆ Provide COTR with Project Data
 - ▶ Background Info (RI/FS, FFSRAs, ROD, etc.)
 - ▶ D.O. Requirements Package
- ◆ Inform COTR of Changes in Project Scope/Cost/Schedule
- ◆ Prepare Written Tech Evals of Contractor's Proposals
- ◆ Participate in Negotiations
- ◆ Submit Requests for Project-Specific Lab Evals to NFESC
- ◆ Provide Technical Support to the NTR
- ◆ Review Data and Provide Comments to COTR
 - ▶ Voucher Review
 - ▶ Status & Performance Reports Review
 - ▶ Submittals Review
- ◆ Coordinate with NTR for Prep of Mod Requests to COTR
- ◆ Coordinate Project Goals/Efforts
 - ▶ Regulatory Agencies
 - ▶ Activity
- ◆ Coordinate Community Relations Activities
- ◆ Ensure Compliance with Navy Regs & Environmental Laws

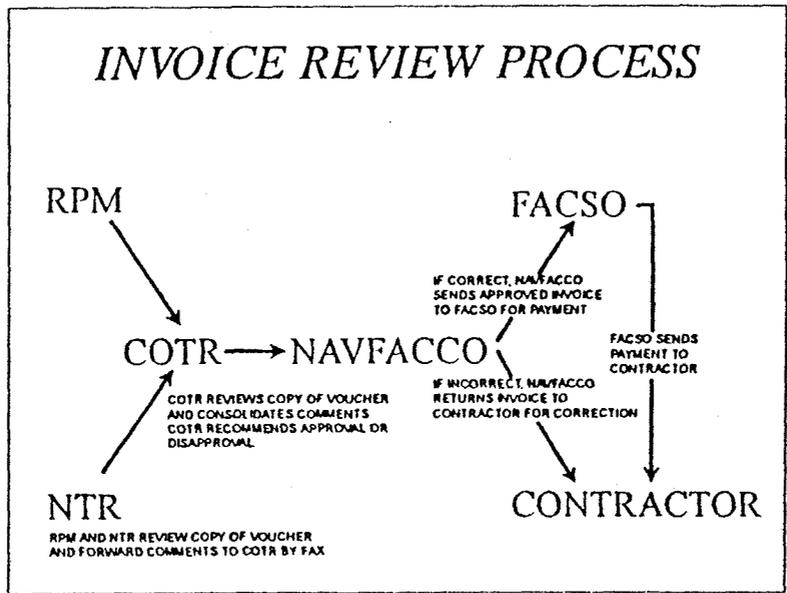
NTR RESPONSIBILITIES

- ◆ Review Draft Requirements Packages
 - ▶ Constructibility
 - ▶ Contract Clarity
 - ▶ Compliance with Station Regulations.
- ◆ Participate in Negotiations as Required
- ◆ Review Data and Provide Comments to COTR
 - ▶ Voucher Review
 - ▶ Status & Performance Reports Review
 - ▶ Submittals Review
- ◆ Coordinate Security, Facilities, and Utilities w/ Contractor
- ◆ Oversee Site Work and Communicate with RPM and COTR
- ◆ Ensure Compliance with Specs, Laws, & Regs on Site
- ◆ Maintain Project File & Submit to RPM at D.O. Completion
- ◆ Attend CQC Meetings & Comment on Mtg Minutes
- ◆ Conduct Status Mtgs w/ Contractor as Required
- ◆ Notify RPM and COTR of Field Problems
- ◆ Assist in Preparation of Modification Request Packages
- ◆ Prepare D.O. Performance Evaluation at Completion

CONTRACTOR RESPONSIBILITIES

- ◆ Comply With Delivery Order Specs/SOW and Basic Contract
- ◆ Ensure the Health & Safety of all Workers
- ◆ Comply with Contract and Site CQC Plans
- ◆ Maintain Close Communications with NTR
- ◆ Identify Changes in Work which May Result in Increased/Decreased Project Cost
- ◆ Initiate Requests for MODs due to Changing Field Conditions
- ◆ Prepare Daily Reports
- ◆ Track Cost & Schedule
- ◆ Comply with Environmental Regulations
- ◆ Complete Applications, and Obtain Permits as Necessary
- ◆ Identify Problems & Suggest Solutions
- ◆ Use NFESC-Evaluated Laboratories

INVOICE REVIEW PROCESS



INVOICE APPROVAL PROCESS

