



N60258.000306
NSY LONG BEACH
SSIC #5090.3

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

IN REPLY REFER TO:

4330
Ser RE/00683
14 December 1993

IT Corporation
5754 Pacific Center Blvd
Suite 203
San Diego, CA. 92121
Attn: Mr. James Franklin

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

Gentlemen:

Enclosure (1) summarizes the discussions during the pre-construction conference for the subject contract delivery order, held on 9 December, 1993 at 0930 hours at Public Works Blue Room, Building 5 Naval Shipyard, Long Beach. The purpose of the pre-construction conference was to ensure that everyone concerned is fully aware of delivery order requirements, to ensure that we achieve a meeting of the minds as to the intent and meaning of subject contract, and to discuss and develop mutual understandings regarding the administrative procedures which will be followed in the execution of this contract. Any changes to the delivery order that resulted from this conference will be made only by a modification referencing the applicable terms of the contract.

Pre-con meeting attendees are listed in enclosure (2).

Please contact me at (310) 547-6875 if you have any question.

Sincerely,

V. Nanda

V. K. NANDA
Resident Engineer in
Charge of Construction
By direction

Encl:

- (1) Precon discussion
- (2) Attendance Sheet

Copy to:

- LBNSY Code 441 (Andrew Fikus)
- LBNSY Code 445.1 (Bill Huggins)
- LBNSY Code 106.31AU (Anna Ulaszewski)
- LBNSY Code 1120 (Jerry Taft)
- LBNSY Code 24.1 (D.L. Johnson)
- NAVFACO Code 2723/LB (Lolita Batis)
- NFESC Code 1124E4.JJ (Jai Jeffery)
- SWDIV Code 1832.JJ (Joseph Joyce)



PRECONSTRUCTION MEETING
REMOVAL ACTION SITE 11
LONG BEACH NAVAL SHIPYARD

DELIVERY ORDER NO. 0008
CONTRACT N47408-92-D-3056

9 December, 1993

The meeting commenced at 09:30 hours in the Public Works Blue Room, Building 5, Naval Shipyard Long Beach.

The list of attendees is enclosed.

The following issues were discussed:

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

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

Katherine Volpe ph: (805) 982-5073

Delivery Order Contract Specialist:

Lolita Batis ph: (805) 982-6113

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) 547-7868

ROICC Long Beach representative:
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, NTR or Shipyard point of contact do not have the authority to modify the contract verbally or in writing. Do not act on their direction without receiving written direction from the Contracting Officer.

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

Project manager: James Franklin ph: (619) 554-0510

Site Superintendent: Scott Schatez ph: (310) 830-1781

CQC Representative: David Hicks ph: (619) 554-0510

Site Health & Safety Officer:
David Hicks ph: (619) 554-0510

CIH: David Hicks ph: (619) 554-0510

Encl: (1)



The 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 between 0700 to 1600 hours daily, Monday through Friday. Overtime and weekend work must be approved by the NTR - five (5) calendar days advance notice in writing is required. However note that there is no provision in the delivery order for overtime reimbursement.

PASSES: A detailed briefing was given by Shipyard Security representative Mr. Jerry Taft (Code 1122). In addition the following certification must be included with the Contractor's request for personnel passes to permit entry to the Base:

"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: Safety issues were discussed. Construction safety is of paramount importance in this contract. The Contractor was reminded to adhere strictly to its Contract Health & Safety Program. The CQC on-site representative must remove any Contractor or subcontractor employee from the project site who is not complying with 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 representative will issue a "Contract Construction Compliance Notice" identifying the deficiency and naming the employee involved. The employee will then be required to surrender his personnel pass and leave Government property. The employee shall not return without compelling justification. Reconsideration must be requested in writing to the ROICC representative and will be 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 form NAVFAC 5100/20 (Rev. 4-79) O/P 1.

The following Base emergency facilities are available only for **EMERGENCIES**: Telephone numbers are to be prominently displayed by the job-site telephone.

| | |
|------------------------|--------------------|
| <u>FIRE</u> | ph: (310) 547-6333 |
| <u>SECURITY/POLICE</u> | ph: (310) 547-7640 |
| <u>EMERGENCY</u> | ph: (310) 547-7731 |

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: Parking lot FX.

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.

Fresh water outages may be required for sprinkler connections depending on the conditions of existing water line valves near proposed sprinkler connection points.

Also request to block off portions of parking lots H & G along the hillside (west of Building 300 and east of Building 174) must be coordinated with the Security Department well in advance.

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 any 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's Production Report and Contractor's 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. Contractor's Production Report and Contractor's Quality Control Report forms (01400-1 6/91) were given to Contractor Representatives.

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

POSTERS: Contractor does not propose to have an on-site trailer at this time. However if an on-site trailer is brought on site, the Contractor shall post the Department of Labor Wage and Hour Notice to Employees, Wage Determination Decision, 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. Payroll forms were given to the contractor representatives at the meeting.

AS-BUILTS: The Contractor shall update his record drawings (as-builts) as the work progresses. Code 441 representative requested a copy of the As-builts. This will be included in the AS-Built distribution list upon completion of the delivery order.

CLAIMS: Any claim submitted under the "Disputes" clause of this contract shall be submitted to 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. Forms 1413 were given to the contractor representatives at the meeting.

INVOICING PROCEDURES: Refer to Section V of the delivery order. Special attention must be paid in using the appropriate HTRW Code of Account for invoices and MIS reports.

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. Work in other areas not affected by the possible change shall continue. 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 or 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 (14) 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 initiates poor progress correspondence and schedules progress meetings.

When the Contractor becomes aware of slow progress he should submit revised schedules identifying uncontrollable/critical delays for evaluation.



ALCOHOL: Consumption of alcoholic beverages or persons under the influence of alcohol are not permitted on the job site. No open alcohol containers in vehicles are permitted on the Base.

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

Additional items discussed:

A permit will be required from the Base Fire Department for any welding or "hot" work items.

Security briefing included:

- Contractor's vehicles must have the Company name displayed and must provide proof of insurance.
- All delivery trucks must use Gate 2. Pass office is at Gate 5.
- Effective 23 December, 1993 through 2 January, 1993 the Shipyard will be on a curtailed workforce due to the holidays. Only essential services will be maintained.
- Vehicles on base are subject to search.
- Speed limit on base 25 MPH unless posted otherwise.

Relocating/removal of existing Keel Blocks in parking lot H may not be required. Contractor may be able to work around them.

First CQC meeting was tentatively scheduled for the next Tuesday, 14 December, 1993.

Contractor will ensure all safety training requirements are met for all site personnel.

COTR provided handout about RAC Players and discussed their roles.

Following this meeting a site visit was scheduled at 13:30 hours with a Security representative to discuss possible removal of the existing fence at east of Building 98 (CI area) which may require a security guard until the fence is reinstalled.

The meeting adjourned at 12:00 Hours.

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NSY LONG BEACH
SSIC # 5090.3

ENCLOSURE (2)
ATTENDANCE SHEET

PAINTS AND SOLVENTS REMOVAL ACTION
SITE 11

DATED 14 DECEMBER 1993



CONFERENCE ATTENDANCE LOG

12ND WESTDIV 4330/33 (4-71)

Prepare in triplicate

| | | |
|---|-------------------------|--|
| CONTRACT NO. N47408-92-D-3056 | SPEC. NO. D.O. #0008 | DATE AND HOUR 09 December 1993 @09:30 |
| TITLE REMOVAL ACTION AT THE IR SITE 11 AT THE NAVAL SHIPYARD | | LOCATION LONG BEACH, CA |

CONTRACTOR'S REPRESENTATIVES

| NAME | TITLE | AFFILIATION | TEL # |
|----------------|-----------------|-------------|-------------------------|
| James Franklin | Project Manager | IT Corp | (619) 554-0510 TEL # |
| Dave Hicks | COC + H&S Rep | IT Corp | (619) 554-0510 |
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OICC/ROICC/OTHER NAVY REPRESENTATIVES

| NAME | RANK OR GRADE | ACTIVITY | Tel.# |
|--------------------|---------------------------|---|----------------|
| VIC NANDA | REICC | ROICC, LONG BEACH AREA | (310) 547-6875 |
| Lolita L. Batis | Contract Specialist | NAVFACCO | 805-982-6113 |
| ANDREW FIKUS | PP COOR 441 | Fac. Mgr. LBNS | (310) 547-7301 |
| Bill Huggins | Code 445.1 | Facility Support | 547 7502 |
| C. ANNA ULASZEWSKI | LBNSY C/106.3 | Environmental | 547-7868 |
| D.L. JOHNSON | FIRE PREV. Code 24.1 | FIRE DEPT. | (310) 547-7071 |
| Scott Schwatz | Superintendent | ITCORP | (310) 826-1781 |
| JERRY TAFT | CODE 1122 (SECURITY) | LBNSY | (310) 547-7640 |
| Dave Hicks | COC H&S IT Corporation | IT Corp | (619) 554-0510 |
| JAI JEFFERY | NFESC CODE 414 | CBL PORT HIGHERIE 1001 LYONS ST SITE 1 | (805) 982-3020 |
| JOSEPH JOYCE | SW DIV CODE 1832 | RPMI | (619) 532-3873 |