

**KICK-OFF MEETING MINUTES  
SITE 27 RECORD OF DECISION  
FORMER NAS MOFFETT FIELD  
MOUNTAIN VIEW, CALIFORNIA**

Meeting Date: March 9, 2004

Attendees: Scott Gromko, Navy RPM  
Rick Weissenborn, Navy Lead RPM  
Ernst Buijten, Navy Contract Specialist  
Diana Visser, SulTech PM  
Steve Geyer, SulTech Incoming PM  
Michael Wanta, SulTech Contract Manager

**Matters Discussed:**

All items on the Navy's meeting agenda (attached) were discussed, including clarifications/emphasis on items noted below:

- Item 1. Delivery Order Value and Dates:
  - o Award amount remains at \$132,267
  - o 14-month performance period will be from 2/25/04 to 4/30/05
  
- Item 4. Matters Concerning Job Site Conditions: This section was acknowledged to mainly apply to field work only.
  - o Item 4a. Passes: A badge or pass will be required for each SulTech person visiting the site. A list of visitors is to be submitted to Rick Weissenborn several days prior to each site visit so that temporary badges/passes can be arranged on a visit-to-visit basis.
  - o Item 4b. Job Site Security: SulTech will be responsible for security of their own equipment at the site.
  - o Item 4c. Fire: SulTech will need to check with the Base Fire Department prior to any work at the site for any special requirements.
  - o Item 4g. Medical Emergencies at the Job Site: SulTech personnel still need to be aware of site safety procedures/contacts in case of medical emergency.
  
- Item 5. Required from the Contractor: This section was acknowledged to mainly apply to field work only, with the exception of subparts (c), (h), and (i).
  - o Item 5c. Progress Schedule: The Navy requested notification from the Sultech PM when the Navy's document review periods are 50% complete with respect to the allotted time for each review.
  - o Item 5d. Safety Plan/Activity Hazard Analysis: SulTech personnel still need to be aware of site safety procedures/contacts in case of site incident.
  - o Item 5h. Vouchering Procedures: It was agreed that prior to entering the 'percent complete' on monthly invoicing documents, the SulTech PM will discuss the amount with the Navy RPM for concurrence on the completion estimate for each individual task

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and will cc: the Navy Contract Specialist on the correspondence. Billing for each task will then be based on the respective 'percent completion'.

- Item 5i. Standards of Conduct: SulTech personnel still need to be aware of Navy policies regarding standards of conduct.
  
  - Item 6. Contract Changes:
    - Extensions: All requests for contract extensions must be made in writing to the Contract Specialist. Only the Contracting Officer has the authority to approve.
    - Authority: Only the Contracting Officer has the authority to approve contract changes. If SulTech performs work without proper authorization, it will be at SulTech's own cost. However, as long as the total cost of the project does not exceed the total fixed price bid cost, the Navy RPM can agree to allow additional work on one subtask to be offset by an equal amount of reduced work on another subtask. Any such agreements will be documented in writing (i.e., at a minimum, by email) and copied to the Contract Specialist for inclusion in the project files.
  
  - Item 7. Additional Items Discussed:
    - SulTech formally announced that Mr. Steve Geyer, P.E., will assume the role of SulTech Project Manager for this project due to Diana Visser leaving SulTech.
    - The delivery schedule matrix attached to the Navy's Order for Supplies or Services, dated February 25, 2004, for this scope of work was modified to the following:
      - Pre-Draft ROD: 05/07/04
      - Draft ROD: 08/02/04
      - Draft Final ROD: 01/03/05
      - Final Rod: 4/18/05
- The original project end date of 4/30/05 was not changed.

Attachment

**ATTACHMENT**  
**MEETING AGENDA**

## POST AWARD / PRE-PERFORMANCE CONFERENCE

N68711-03-D-5401-0016  
09 March 2004

SULTECH  
1230 Columbia Street Ste 1000  
San Diego, CA 92101

Subj: CONTRACT N68711-03-D-5401; DELIVERY ORDER # 0023; RECORD OF DECISION (ROD) FOR SITE 27, MOFFETT FEDERAL AIRFIELD, CALIFORNIA.

The Post Award / Pre-Performance Conference will be held in the conference room of SULTECH (10<sup>TH</sup> FLOOR) on 09 March 2004 at 1430 hours.

The purpose of this meeting is as follows:

- (a) Achieve a clear and mutual understanding of all delivery order requirements.
- (b) Identify and resolve potential problems.
- (c) Emphasize the contractual changes procedure.

1. **Delivery Order Value and Dates:**

Award amount (FFP): \$132,267.00

Performance Period: 14 months from 25 February 2004 to 30 April 2005.

2. **Points of Contact:**

See contract Delivery Order 0023 page 7.

3. **Correspondence:**

See Delivery Order 0023 award document page 1 blocks 6 and 14

For questions or POC please use Ernst H. Buijten Contract Specialist

4. **Matters Concerning Job Site Conditions:**

- a. **Passes:** Are required for entry to Moffett Federal Airfield (MFA).
- b. **Job Site Security:** Job site security is the contractor's responsibility. This contract contains no provision, which would allow the Government to reimburse the contractor for any loss incurred from theft or vandalism of material or equipment at the job site.
- c. **Fire:** Sultech and subcontractors will coordinate all work efforts to ensure that no fire access is restricted. The Contractor will provide fire extinguishers at all times and must post the emergency number of 911 at all job sites.
- d. **Burning and Welding Permits:** Burning and welding permits are required at all times. Request burning and welding permits from MFA and Mountain View Fire Departments
- e. **Utilities:** Power and water requirements will be coordinated by the contractor with the Moffett Federal Airfield and if required, with Mountain View authorities. Contractor will need to obtain applicable digging permits. The Contractor will also need to obtain utilities clearance from the Underground Services Alert prior to any digging and excavation.
- f. **Outages:** Obtain outage permits prior to performing any work that will interrupt roads or base utilities. Some permit requests may require written advance notification of base and/or City officials.
- g. **Medical Emergencies at the Job Site:** The Base Fire Department

will respond to an emergency at the job site. Include in your safety plan the name of the ambulance company and hospital to be used for all emergencies. A map showing how to reach the designated hospital should be posted at the job site.

5. **Items required from the Contractor:**

- a. **Insurance Certification:** Sultech will maintain current sub-contractor proof of insurance at the home office.
- b. **Quality Control:** The QC organization will be responsible for all phases of control. The Government considers the QC program to be the key to a successful project and expects the contractor to make it the highest priority.
- c. **Progress Schedule:** Submit a realistic schedule to the Government for approval.
  - (1) **Work Item Descriptions** (include admin. items required under the contract such as: submission, review and approval of submittals, testing and inspection) and their start dates, duration, dependencies and completion dates.
  - (2) **Critical Work Items**, which if not done as scheduled, will delay the start or completion of the project (i.e. critical path items).
- d. **Safety Plan/ Activity Hazard Analysis:** A job specific safety plan IAW Army Corps of Engineers Construction and Safety Standards EM 385 1-1 (03 September 1966 Edition), is required. The Government considers this plan to be essential in preventing serious accidents. All contractor and sub-contractor personnel must have the proper training.

Activity Hazard Analysis must be prepared prior to each major phase of work.

Safety meetings will be conducted by the on-site Safety Manager to review activity hazard analysis with all workers. A roll call must be taken and minutes of each safety meeting shall be submitted to the RPM within two (2) working days. All contractor/Sub-contractor personnel entering exclusion zones must have completed the mandatory 40 hours of training required by OSHA.
- e. **Certification of Mandatory OSHA Training:** Contractor will have proof that its employees and sub-contractor's employees have completed the mandatory 40 hours of training required by OSHA on file at the Contractor's home office.
- f. **Safety Issues:** Safety gear (hardhats, boots, etc.) must be worn at all times on the job site. The prime superintendent is held accountable for the prime and sub-contractor personnel. Only one warning (compliance notice) will be given when violations occur and then the superintendent will be asked to leave the job site. The contractor will require all violators to report to the site office, get an initial orientation and review tailgate form prior to entry on the job site.
- g. **Production and QC Meetings:** See scope.
- h. **Vouchering Procedures:** As outlined in the basic contract. Indicate % of project completion on each invoice. Agreement to % of completion must be attained with CS and RPM prior to each invoice submittal.
- i. **Standards of Conduct:** The Navy strictly adheres to a "Zero Tolerance" Policy on all bases for the use of drugs. Your personnel must abide by this same policy. Maintain a work environment free of sexual harassment and discrimination.

6. **Contract Changes:**

*Extensions:* Requests for extensions to the Contract Delivery Order must be submitted in writing to the Moffett Federal Airfield Contract Specialist and approved by the Contracting Officer.

*Authority:* The Moffett Federal Airfield Contract Officer (through the Contract Specialist) is the **only person** authorized to make changes to the contract Delivery Order for. The functions of the RPM and ROICC are to observe that work is timely and performed within the specifications but they, nor any other Government

personnel, do NOT have the authority to initiate or approve any change orders.  
*Obligations:* Additionally, the Contractor has the obligation to inform the Contract Specialist immediately of any attempts to change the contract.  
*Liabilities:* The Contractor assumes full pecuniary liability if any change work is accomplished prior to Contracting Officer certification.

7. **Additional Items Discussed:**

8. **Questions:** Please contact the CS, Ernst H. Buijten or the RPM David Gromko

9. **Agreement and Understanding:**

**Contractor Signature**

**Date**

10. **Attendees:**

**GOVERNMENT:**

**CONTRACTOR:**

Andrea Espinoza BEC  
Richard Weissenborn LRPM  
David (Scott) Gromko RPM  
Gary Munekawa ROICC  
Ernst Buijten CS\*

Michael Wanta CM  
Steve Geyer PM  
Jim Knight SC  
Diana Visser LPM

\* Chair



March 12, 2004

Mr. David S. Gromko  
Southwest Division  
Naval Facilities Engineering Command  
1230 Columbia Street, Suite 1100  
San Diego, CA 92101-8517

**Subject: Minutes from Project Kick-off Meeting on March 9, 2004  
Site 27 Record of Decision  
Moffett Federal Field, California  
Contract Number N68711-03-D-5104, Delivery Order 0023**

Dear Mr. Gromko:

Please find enclosed the minutes of the March 9, 2004 project kick-off meeting for DO 0023, Site 27 Record of Decision, Former NAS Moffett Field, Mountain View, California. The minutes were prepared by SulTech, a joint venture of Sullivan Consulting Group and Tetra Tech EM Inc., and represent the items discussed or introduced at the meeting.

If you have any questions or need additional information, please feel free to contact Mr. Steve Geyer, who will be taking over as SulTech Project Manager on this project effective March 15, 2004, at (619) 525-7188.

Sincerely,



Diana L. Visser, P.E.  
Project Manager

Enclosure

cc: Steve Geyer - SulTech  
Michael Wanta - SulTech  
Jim Knight - SulTech  
Rick Weissenborn - Lead Navy RPM  
Andrea Espinoza - Navy BEC  
Ernst Buijten - Navy Contract Specialist  
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