

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER W81W3G-4146-8502		PAGE 1 OF 27	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W912DR-04-T-0082	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME WILLIAM EPPS		b. TELEPHONE NUMBER (No Collect Calls) 410-962-5610		6. SOLICITATION ISSUE DATE 27-May-2004	
9. ISSUED BY USAED - BALTIMORE 10 SOUTH HOWARD STREET BALTIMORE MD 21201		CODE W912DR		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A)		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	
TEL: FAX:		SIC: 0782 SIZE STANDARD: 6.0m		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		12. DISCOUNT TERMS	
15. DELIVER TO USACE-BALTIMORE SEE SCHEDULE FOR SUPPLIES, SERVICES, AND SHIPPING ADDRESS BALTIMORE MD 21201-2530 TEL: FAX:		CODE 00000000		16. ADMINISTERED BY		13b. RATING	
17a. CONTRACTOR/ OFFEROR		CODE		18a. PAYMENT WILL BE MADE BY		CODE	
TEL.		FACILITY CODE		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
		SEE SCHEDULE				23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)			
				TEL: EMAIL:			
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER	
						35. AMOUNT VERIFIED CORRECT FOR	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE		32c. DATE		36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		42a. RECEIVED BY (Print)		40. PAID BY	
				42b. RECEIVED AT (Location)			
				42c. DATE REC'D (YY/MM/DD)			
				42d. TOTAL CONTAINERS			

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	BASE YEAR LANDSCAPE SERVICES FFP THE LANDSCAPE CONTRACTOR WILL PROVIDE FOR THE SUPPLY, INSTALLATION, WATERING, AND MAINTENANCE OF APPROXIMATELY 96 EVERGREEN AND DECIDUOUS TREES PER THE ATTACHED STATEMENT OF WORK.	12	Months		
	LOCATION: CONGRESSIONAL CAMPUS, FT. MEADE MARYLAND				
	POC (REQUESTOR) PATRICIA KIESWETTER (410) 962-4370				
	POC (VENDOR)				
	POC (CONTRACTING OFFICE) WILLIAM (TONY) EPPS (410) 962- 5610/EMAIL: TONY.EPPS@USACE.ARMY.MIL				
	Note: Copies of the Solicitation can be download from the EBS Web Site (Https://ebs.nab.usace.army.mil) Please contact Ms. Paul Schultz for any problem with the Web Site at (410) 962-4000. No Phone or Fax requests for a copy of solicitation will be accepted. All questions shall be submitted via email to my attention (Tony Epps). Bids can be submitted via email to my attention, faxed (410) 962-0933 or mailed to U.S. Army Corps of Engineers, Contracting Division, 10 South Howard Street, Baltimore, MD 21201-2530. See Numbered note 22 except change forty-five (45) days to fifteen (15) days. PURCHASE REQUEST NUMBER: W81W3G-4146-8502				

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		12	Months		
OPTION	OPTION YEAR 1 LANDSCAPE SERVICES FFP THE LANDSCAPE CONTRACTOR WILL PROVIDE FOR THE SUPPLY, INSTALLATION, WATERING, AND MAINTENANCE OF APPROXIMATELY 96 EVERGREEN AND DECIDUOUS TREES PER THE ATTACHED STATEMENT OF WORK.  LOCATION: CONGRESSIONAL CAMPUS, FT. MEADE MARYLAND  POC (REQUESTOR) PATRICIA KIESWETTER (410) 962-4370 POC (VENDOR) POC (CONTRACTING OFFICE) WILLIAM (TONY) EPPS (410) 962- 5610/EMAIL: TONY.EPPS@USACE.ARMY.MIL PURCHASE REQUEST NUMBER: W81W3G-4146-8502				

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		12	Months		
OPTION	OPTION YEAR 2 LANDSCAPE SERVICES FFP THE LANDSCAPE CONTRACTOR WILL PROVIDE FOR THE SUPPLY, INSTALLATION, WATERING, AND MAINTENANCE OF APPROXIMATELY 96 EVERGREEN AND DECIDUOUS TREES PER THE ATTACHED STATEMENT OF WORK.  LOCATION: CONGRESSIONAL CAMPUS, FT. MEADE MARYLAND  POC (REQUESTOR) PATRICIA KIESWETTER (410) 962-4370 POC (VENDOR) POC (CONTRACTING OFFICE) WILLIAM (TONY) EPPS (410) 962- 5610/EMAIL: TONY.EPPS@USACE.ARMY.MIL PURCHASE REQUEST NUMBER: W81W3G-4146-8502				

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		12	Months		
OPTION	OPTION YEAR 3 LANDSCAPE SERVICES FFP THE LANDSCAPE CONTRACTOR WILL PROVIDE FOR THE SUPPLY, INSTALLATION, WATERING, AND MAINTENANCE OF APPROXIMATELY 96 EVERGREEN AND DECIDUOUS TREES PER THE ATTACHED STATEMENT OF WORK.  LOCATION: CONGRESSIONAL CAMPUS, FT. MEADE MARYLAND  POC (REQUESTOR) PATRICIA KIESWETTER (410) 962-4370 POC (VENDOR) POC (CONTRACTING OFFICE) WILLIAM (TONY) EPPS (410) 962- 5610/EMAIL: TONY.EPPS@USACE.ARMY.MIL PURCHASE REQUEST NUMBER: W81W3G-4146-8502				

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		12	Months		
OPTION	OPTION YEAR 4 LANDSCAPE SERVICES FFP THE LANDSCAPE CONTRACTOR WILL PROVIDE FOR THE SUPPLY, INSTALLATION, WATERING, AND MAINTENANCE OF APPROXIMATELY 96 EVERGREEN AND DECIDUOUS TREES PER THE ATTACHED STATEMENT OF WORK.  LOCATION: CONGRESSIONAL CAMPUS, FT. MEADE MARYLAND  POC (REQUESTOR) PATRICIA KIESWETTER (410) 962-4370 POC (VENDOR) POC (CONTRACTING OFFICE) WILLIAM (TONY) EPPS (410) 962- 5610/EMAIL: TONY.EPPS@USACE.ARMY.MIL PURCHASE REQUEST NUMBER: W81W3G-4146-8502				

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NET AMT

FOB: Destination

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	Government
0002	N/A	N/A	N/A	Government
0003	N/A	N/A	N/A	Government
0004	N/A	N/A	N/A	Government
0005	N/A	N/A	N/A	Government

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 21-JUN-2004 TO 20-JUN-2005	N/A	USACE-BALTIMORE SEE SCHEDULE FOR SUPPLIES, SERVICES, AND SHIPPING ADDRESS BALTIMORE MD 21201-2530 FOB: Destination	00000000
0002	POP 21-JUN-2005 TO 20-JUN-2006	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	00000000
0003	POP 21-JUN-2006 TO 20-JUN-2007	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	00000000
0004	POP 21-JUN-2007 TO 20-JUN-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	00000000
0005	POP 21-JUN-2008 TO 20-JUN-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	00000000

## CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (Jul 1995) -- Alternate I	OCT 1995

52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.212-3 Alt I	Offeror Representations and Certifications--Commercial Items (Jan 2004) Alternate I	APR 2002
52.212-4	Contract Terms and Conditions--Commercial Items	OCT 2003
52.214-34	Submission Of Offers In The English Language	APR 1991
52.214-35	Submission Of Offers In U.S. Currency	APR 1991
52.217-8	Option To Extend Services	NOV 1999
52.219-6	Notice Of Total Small Business Set-Aside	JUN 2003
52.219-6 Alt I	Notice of Total Small Business Set-Aside (Jun 2003) - Alternate I	OCT 1995
52.219-8	Utilization of Small Business Concerns	MAY 2004
52.219-14	Limitations On Subcontracting	DEC 1996
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-46	Evaluation Of Compensation For Professional Employees	FEB 1993
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	AUG 1996
52.233-3	Protest After Award	AUG 1996
52.237-3	Continuity Of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995
52.242-15	Stop-Work Order	AUG 1989
52.243-5	Changes and Changed Conditions	APR 1984
52.246-1	Contractor Inspection Requirements	APR 1984
52.247-34	F.O.B. Destination	NOV 1991
52.253-1	Computer Generated Forms	JAN 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	Required Central Contractor Registration Alternate A	NOV 2003
252.209-7001	Disclosure of Ownership or Control by the Government of a Terrorist Country	MAR 1998
252.219-7011	Notification to Delay Performance	JUN 1998
252.225-7001	Buy American Act And Balance Of Payments Program	APR 2003
252.225-7002	Qualifying Country Sources As Subcontractors	APR 2003
252.225-7012	Preference For Certain Domestic Commodities	FEB 2003
252.225-7013	Duty-Free Entry	JAN 2004
252.232-7003	Electronic Submission of Payment Requests	JAN 2004
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.246-7000	Material Inspection And Receiving Report	MAR 2003

## CLAUSES INCORPORATED BY FULL TEXT

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (JAN 2004)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

(1) The solicitation number;

(2) The time specified in the solicitation for receipt of offers;

(3) The name, address, and telephone number of the offeror;

(4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;

(5) Terms of any express warranty;

(6) Price and any discount terms;

(7) "Remit to" address, if different than mailing address;

(8) A completed copy of the representations and certifications at FAR 52.212-3;

(9) Acknowledgment of Solicitation Amendments;

(10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and

(11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers:

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified

in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1) The Index of Federal Specifications, Standards and Commercial Item Descriptions and the documents listed in it may be obtained from the General Services Administration, Federal Supply Service Bureau, Specifications Section, Suite 8100, 470 L'Enfant Plaza, SW, Washington, DC 20407 ((202) 619-8925).

(2) The DOD Index of Specifications and Standards (DODISS) and documents listed in it may be obtained from the Standardization Documents Desk, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094 (telephone (215) 697-2569).

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) The DoD Index of Specifications and Standards (DoDISS) and documents listed in it may be obtained from the--Department of Defense Single Stock Point (DoDSSP), Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(i) Automatic distribution may be obtained on a subscription basis.

(ii) Order forms, pricing information, and customer support information may be obtained--

(A) By telephone at (215) 697-2667/2179; or

(B) Through the DoDSSP Internet site at <http://dodssp.daps.mil>.

(3) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$25,000, and offers of \$25,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

- (2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAY 2004) (DEVIATION)

(a) Comptroller General Examination of Record. The Contractor agrees to comply with the provisions of this paragraph (a) if the contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to the right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times, the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (October 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998) (29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Apr 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(c) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

#### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within Sixty (60) days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least sixty (60) days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed June 20, 2009.

(End of clause)

#### 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 2004) - ALTERNATE I (APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 561730.

(2) The small business size standard is 6.0m.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it ( ) is, ( ) is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it ( ) is, ( ) is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a women-owned small business concern.

(4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a veteran-owned small business concern.

(5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a service-disabled veteran-owned small business concern.

(6) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It ( ) is, ( ) is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It ( ) is, ( ) is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: \_\_\_\_\_.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(7) (Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.) The offeror shall check the category in which its ownership falls:

\_\_\_ Black American.

\_\_\_ Hispanic American.

\_\_\_ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

\_\_\_ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

\_\_\_ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

\_\_\_ Individual/concern, other than one of the preceding.

(c) Definitions. As used in this provision--

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; or

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

#### 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION  
Employee Class Monetary Wage-Fringe Benefits

Gardner @ \$14.74

Laborer, Grounds Maintenance @ \$12.83

Truck Driver @ \$15.17

(End of clause)

52.223-11 OZONE-DEPLETING SUBSTANCES (MAY 2001)

(a) Definition. Ozone-depleting substance, as used in this clause, means any substance the Environmental Protection Agency designates in 40 CFR part 82 as--

(1) Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or

(2) Class II, including, but not limited to, hydrochlorofluorocarbons.

(b) The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d) and 40 CFR Part 82, Subpart E, as follows:

“WARNING: Contains (or manufactured with, if applicable), a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.”-----

The Contractor shall insert the name of the substance(s).

(End of clause4)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond June 20, 2005. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond June 20, 2005, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from us Army Corps of Engineers, Contracting Division, PO Box 1715, Baltimore, MD 21203-1715

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

## 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

[HTTP://FARSITE.HILL.AF.MIL](http://FARSITE.HILL.AF.MIL)

(End of provision)

## 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[HTTP://FARSITE.HILL.AF.MIL](http://FARSITE.HILL.AF.MIL).

(End of clause)

## 252.212-7000 OFFEROR REPRESENTATIONS AND CERTIFICATIONS- COMMERCIAL ITEMS. (NOV 1995)

## (a) Definitions.

As used in this clause-

(1) Foreign person means any person other than a United States person as defined in Section 16(2) of the Export Administration Act of 1979 (50 U.S.C. App. Sec. 2415).

(2) United States person is defined in Section 16(2) of the Export Administration Act of 1979 and means any United States resident or national (other than an individual resident outside the United States and employed by other than a United States person), any domestic concern (including any permanent domestic establishment of any foreign concern), and any foreign subsidiary or affiliate (including any permanent foreign establishment) of any domestic concern which is controlled in fact by such domestic concern, as determined under regulations of the President.

## (b) Certification.

By submitting this offer, the Offeror, if a foreign person, company or entity, certifies that it -

(1) Does not comply with the Secondary Arab Boycott of Israel; and

(2) Is not taking or knowingly agreeing to take any action, with respect to the Secondary Boycott of Israel by Arab countries, which 50 U.S.C. App. Sec. 2407(a) prohibits a United States person from taking.

(c) Representation of Extent of Transportation by Sea. (This representation does not apply to solicitations for the direct purchase of ocean transportation services).

(1) The Offeror shall indicate by checking the appropriate blank in paragraph (c)(2) of this provision whether transportation of supplies by sea is anticipated under the resultant contract. The term "supplies" is defined in the Transportation of Supplies by Sea clause of this solicitation.

(2) Representation.

The Offeror represents that it-

     Does anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

     Does not anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

(3) Any contract resulting from this solicitation will include the Transportation of Supplies by Sea Clause. If the Offeror represents that it will not use ocean transportation, the resulting contract will also include the Defense Federal Acquisition Regulation Supplement clause at 252.247-7024, Notification of Transportation of Supplies by Sea.

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (JAN 2004) (DEVIATION)

(a) In addition to the clauses listed in paragraph (b) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract(FAR 52.212-5 (APR 2004) (DEVIATION), the Contractor shall include the terms of the following clause, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.225-7014	Preference for Domestic Specialty Metals, Alternate I (APR 2003) (10 U.S.C. 2533a).
252.247-7023	Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631)
252.247-7024	Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631)

(End of clause)

252.225-7000 BUY AMERICAN ACT--BALANCE OF PAYMENTS PROGRAM CERTIFICATE (APR 2003)

(a) Definitions. Domestic end product, foreign end product, qualifying country, and qualifying country end product have the meanings given in the Buy American Act and Balance of Payments Program clause of this solicitation.

(b) Evaluation. The Government--

(1) Will evaluate offers in accordance with the policies and procedures of Part 225 of the Defense Federal Acquisition Regulation Supplement; and

(2) Will evaluate offers of qualifying country end products without regard to the restrictions of the Buy American Act or the Balance of Payments Program.

(c) Certifications and identification of country of origin.

(1) For all line items subject to the Buy American Act and Balance of Payments Program clause of this solicitation, the offeror certifies that--

(i) Each end product, except those listed in paragraph (c)(2) or (3) of this provision, is a domestic end product; and

(ii) Components of unknown origin are considered to have been mined, produced, or manufactured outside the United States or a qualifying country.

(2) The offeror certifies that the following end products are qualifying country end products:

-----  
(Line Item Number Country of Origin)

-----  
(Country of Origin)

(3) The following end products are other foreign end products:

-----  
(Line Item Number)

-----  
(Country of Origin) (If known)

(End of provision)

WAGE RATES

WAGE DETERMINATION DECISION  
OF THE SECRETARY OF LABOR

The following wage determination will be used to conform with the requirements of the Service Contract Act of 1965 (29 CFR 4) of the General Provisions:

Decision No. 94-2247 (Rev. 24) dated 21 April 2004

State(s): Maryland  
Areas: Maryland COUNTIES OF Anne Arundel, Baltimore, Carroll, Harford, Howard, Baltimore City

WAGE DETERMINATION NO: 94-2247 REV (24) AREA: MD,BALTIMORE

WAGE DETERMINATION NO: 94-2247 REV (24) AREA: MD,BALTIMORE  
REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
\*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*  
| WASHINGTON D.C. 20210

William W.Gross Director	Division of Wage Determinations		Wage Determination No.: 1994-2247 Revision No.: 24 Date Of Last Revision: 04/21/2004
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State: Maryland  
 Area: Maryland Counties of Anne Arundel, Baltimore, Baltimore City, Carroll,  
 Harford, Howard

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	11.73
01012 - Accounting Clerk II	12.75
01013 - Accounting Clerk III	14.49
01014 - Accounting Clerk IV	16.50
01030 - Court Reporter	16.50
01050 - Dispatcher, Motor Vehicle	16.50
01060 - Document Preparation Clerk	12.24
01070 - Messenger (Courier)	9.80
01090 - Duplicating Machine Operator	12.24
01110 - Film/Tape Librarian	12.86
01115 - General Clerk I	9.99
01116 - General Clerk II	12.21
01117 - General Clerk III	14.07
01118 - General Clerk IV	15.52
01120 - Housing Referral Assistant	18.41
01131 - Key Entry Operator I	11.73
01132 - Key Entry Operator II	12.75
01191 - Order Clerk I	13.92
01192 - Order Clerk II	15.95
01261 - Personnel Assistant (Employment) I	13.16
01262 - Personnel Assistant (Employment) II	14.75
01263 - Personnel Assistant (Employment) III	17.05
01264 - Personnel Assistant (Employment) IV	18.97
01270 - Production Control Clerk	17.82
01290 - Rental Clerk	14.49
01300 - Scheduler, Maintenance	15.26
01311 - Secretary I	15.26
01312 - Secretary II	16.56
01313 - Secretary III	18.41
01314 - Secretary IV	20.52
01315 - Secretary V	23.22
01320 - Service Order Dispatcher	14.76
01341 - Stenographer I	14.69
01342 - Stenographer II	16.46
01400 - Supply Technician	20.52
01420 - Survey Worker (Interviewer)	14.94
01460 - Switchboard Operator-Receptionist	10.65
01510 - Test Examiner	16.43
01520 - Test Proctor	16.43
01531 - Travel Clerk I	9.86
01532 - Travel Clerk II	10.75
01533 - Travel Clerk III	11.73
01611 - Word Processor I	12.75
01612 - Word Processor II	14.49
01613 - Word Processor III	16.50
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	14.08
03041 - Computer Operator I	14.49
03042 - Computer Operator II	16.50
03043 - Computer Operator III	18.73
03044 - Computer Operator IV	20.52
03045 - Computer Operator V	23.22

03071 - Computer Programmer I (1)	18.15
03072 - Computer Programmer II (1)	23.33
03073 - Computer Programmer III (1)	27.62
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.62
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	14.49
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	18.28
05010 - Automotive Glass Installer	15.81
05040 - Automotive Worker	15.81
05070 - Electrician, Automotive	17.00
05100 - Mobile Equipment Servicer	14.61
05130 - Motor Equipment Metal Mechanic	17.00
05160 - Motor Equipment Metal Worker	15.81
05190 - Motor Vehicle Mechanic	17.00
05220 - Motor Vehicle Mechanic Helper	14.01
05250 - Motor Vehicle Upholstery Worker	15.81
05280 - Motor Vehicle Wrecker	15.81
05310 - Painter, Automotive	16.35
05340 - Radiator Repair Specialist	15.81
05370 - Tire Repairer	13.77
05400 - Transmission Repair Specialist	17.00
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	9.16
07010 - Baker	11.44
07041 - Cook I	10.92
07042 - Cook II	11.85
07070 - Dishwasher	9.70
07130 - Meat Cutter	14.05
07250 - Waiter/Waitress	8.09
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	15.95
09040 - Furniture Handler	13.31
09070 - Furniture Refinisher	15.95
09100 - Furniture Refinisher Helper	13.66
09110 - Furniture Repairer, Minor	14.81
09130 - Upholsterer	15.95
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	9.35
11060 - Elevator Operator	9.23
11090 - Gardener	11.82
11121 - House Keeping Aid I	9.64
11122 - House Keeping Aid II	10.14
11150 - Janitor	9.22
11210 - Laborer, Grounds Maintenance	10.65
11240 - Maid or Houseman	9.64
11270 - Pest Controller	12.02
11300 - Refuse Collector	10.14
11330 - Tractor Operator	11.59
11360 - Window Cleaner	9.80
12000 - Health Occupations	
12020 - Dental Assistant	14.07
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	14.14
12071 - Licensed Practical Nurse I	16.10
12072 - Licensed Practical Nurse II	18.15
12073 - Licensed Practical Nurse III	19.92
12100 - Medical Assistant	12.11
12130 - Medical Laboratory Technician	15.28
12160 - Medical Record Clerk	12.76
12190 - Medical Record Technician	15.20
12221 - Nursing Assistant I	9.30
12222 - Nursing Assistant II	10.45
12223 - Nursing Assistant III	11.23
12224 - Nursing Assistant IV	12.61

12250 - Pharmacy Technician	12.45
12280 - Phlebotomist	12.61
12311 - Registered Nurse I	24.92
12312 - Registered Nurse II	28.66
12313 - Registered Nurse II, Specialist	28.66
12314 - Registered Nurse III	32.86
12315 - Registered Nurse III, Anesthetist	32.86
12316 - Registered Nurse IV	37.79
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	21.30
13011 - Exhibits Specialist I	17.60
13012 - Exhibits Specialist II	23.33
13013 - Exhibits Specialist III	25.14
13041 - Illustrator I	17.60
13042 - Illustrator II	23.33
13043 - Illustrator III	25.14
13047 - Librarian	23.59
13050 - Library Technician	15.47
13071 - Photographer I	14.17
13072 - Photographer II	17.18
13073 - Photographer III	21.29
13074 - Photographer IV	22.85
13075 - Photographer V	27.63
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	7.40
15030 - Counter Attendant	7.40
15040 - Dry Cleaner	9.84
15070 - Finisher, Flatwork, Machine	7.40
15090 - Presser, Hand	7.40
15100 - Presser, Machine, Drycleaning	7.40
15130 - Presser, Machine, Shirts	7.40
15160 - Presser, Machine, Wearing Apparel, Laundry	7.40
15190 - Sewing Machine Operator	10.67
15220 - Tailor	11.47
15250 - Washer, Machine	8.23
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	18.63
19040 - Tool and Die Maker	22.83
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	16.99
21020 - Material Coordinator	17.56
21030 - Material Expediter	17.56
21040 - Material Handling Laborer	12.72
21050 - Order Filler	11.90
21071 - Forklift Operator	14.73
21080 - Production Line Worker (Food Processing)	14.73
21100 - Shipping/Receiving Clerk	12.80
21130 - Shipping Packer	13.57
21140 - Store Worker I	12.38
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	14.77
21210 - Tools and Parts Attendant	16.51
21400 - Warehouse Specialist	15.11
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	21.99
23040 - Aircraft Mechanic Helper	18.03
23050 - Aircraft Quality Control Inspector	22.76
23060 - Aircraft Servicer	19.68
23070 - Aircraft Worker	20.49
23100 - Appliance Mechanic	18.83
23120 - Bicycle Repairer	13.77
23125 - Cable Splicer	24.70
23130 - Carpenter, Maintenance	17.40
23140 - Carpet Layer	16.96
23160 - Electrician, Maintenance	21.27
23181 - Electronics Technician, Maintenance I	16.60
23182 - Electronics Technician, Maintenance II	20.02

23183 - Electronics Technician, Maintenance III	20.76
23260 - Fabric Worker	16.29
23290 - Fire Alarm System Mechanic	19.43
23310 - Fire Extinguisher Repairer	15.91
23340 - Fuel Distribution System Mechanic	19.54
23370 - General Maintenance Worker	15.42
23400 - Heating, Refrigeration and Air Conditioning Mechanic	16.58
23430 - Heavy Equipment Mechanic	18.38
23440 - Heavy Equipment Operator	19.29
23460 - Instrument Mechanic	18.53
23470 - Laborer	12.97
23500 - Locksmith	17.09
23530 - Machinery Maintenance Mechanic	18.46
23550 - Machinist, Maintenance	16.62
23580 - Maintenance Trades Helper	13.66
23640 - Millwright	19.64
23700 - Office Appliance Repairer	17.86
23740 - Painter, Aircraft	18.16
23760 - Painter, Maintenance	17.02
23790 - Pipefitter, Maintenance	21.25
23800 - Plumber, Maintenance	19.11
23820 - Pneudraulic Systems Mechanic	18.53
23850 - Rigger	18.49
23870 - Scale Mechanic	17.21
23890 - Sheet-Metal Worker, Maintenance	16.58
23910 - Small Engine Mechanic	15.42
23930 - Telecommunication Mechanic I	16.96
23931 - Telecommunication Mechanic II	18.83
23950 - Telephone Lineman	16.58
23960 - Welder, Combination, Maintenance	16.58
23965 - Well Driller	17.12
23970 - Woodcraft Worker	18.59
23980 - Woodworker	14.98
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.56
24580 - Child Care Center Clerk	13.70
24600 - Chore Aid	8.73
24630 - Homemaker	12.95
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	22.04
25040 - Sewage Plant Operator	19.43
25070 - Stationary Engineer	22.04
25190 - Ventilation Equipment Tender	15.19
25210 - Water Treatment Plant Operator	19.00
27000 - Protective Service Occupations	
(not set) - Police Officer	22.74
27004 - Alarm Monitor	15.12
27006 - Corrections Officer	17.59
27010 - Court Security Officer	20.31
27040 - Detention Officer	18.29
27070 - Firefighter	20.59
27101 - Guard I	10.81
27102 - Guard II	15.15
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	18.59
28020 - Hatch Tender	18.59
28030 - Line Handler	18.59
28040 - Stevedore I	17.26
28050 - Stevedore II	18.59
29000 - Technical Occupations	
21150 - Graphic Artist	22.09
29010 - Air Traffic Control Specialist, Center (2)	30.83
29011 - Air Traffic Control Specialist, Station (2)	21.26
29012 - Air Traffic Control Specialist, Terminal (2)	23.42
29023 - Archeological Technician I	15.57
29024 - Archeological Technician II	18.33

29025 - Archeological Technician III	23.33
29030 - Cartographic Technician	23.33
29035 - Computer Based Training (CBT) Specialist/ Instructor	27.80
29040 - Civil Engineering Technician	22.39
29061 - Drafter I	12.73
29062 - Drafter II	15.10
29063 - Drafter III	18.76
29064 - Drafter IV	23.33
29081 - Engineering Technician I	17.05
29082 - Engineering Technician II	18.84
29083 - Engineering Technician III	21.16
29084 - Engineering Technician IV	25.53
29085 - Engineering Technician V	29.99
29086 - Engineering Technician VI	35.59
29090 - Environmental Technician	20.52
29100 - Flight Simulator/Instructor (Pilot)	30.20
29160 - Instructor	21.50
29210 - Laboratory Technician	18.09
29240 - Mathematical Technician	22.61
29361 - Paralegal/Legal Assistant I	18.39
29362 - Paralegal/Legal Assistant II	21.41
29363 - Paralegal/Legal Assistant III	26.17
29364 - Paralegal/Legal Assistant IV	31.65
29390 - Photooptics Technician	22.61
29480 - Technical Writer	27.15
29491 - Unexploded Ordnance (UXO) Technician I	19.59
29492 - Unexploded Ordnance (UXO) Technician II	23.71
29493 - Unexploded Ordnance (UXO) Technician III	28.41
29494 - Unexploded (UXO) Safety Escort	19.59
29495 - Unexploded (UXO) Sweep Personnel	19.59
29620 - Weather Observer, Senior (3)	21.07
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	18.95
29622 - Weather Observer, Upper Air (3)	18.95
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	15.95
31260 - Parking and Lot Attendant	10.80
31290 - Shuttle Bus Driver	14.37
31300 - Taxi Driver	10.60
31361 - Truckdriver, Light Truck	14.37
31362 - Truckdriver, Medium Truck	14.98
31363 - Truckdriver, Heavy Truck	16.76
31364 - Truckdriver, Tractor-Trailer	16.76
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	9.46
99030 - Cashier	8.71
99041 - Carnival Equipment Operator	8.55
99042 - Carnival Equipment Repairer	8.89
99043 - Carnival Worker	7.48
99050 - Desk Clerk	9.16
99095 - Embalmer	21.22
99300 - Lifeguard	9.80
99310 - Mortician	20.84
99350 - Park Attendant (Aide)	12.29
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.80
99500 - Recreation Specialist	14.42
99510 - Recycling Worker	11.59
99610 - Sales Clerk	9.80
99620 - School Crossing Guard (Crosswalk Attendant)	10.52
99630 - Sport Official	8.51
99658 - Survey Party Chief (Chief of Party)	16.47
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	13.70
99660 - Surveying Aide	8.97
99690 - Swimming Pool Operator	11.78
99720 - Vending Machine Attendant	10.47
99730 - Vending Machine Repairer	11.78
99740 - Vending Machine Repairer Helper	10.47

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.59\* an hour or \$103.60\* a week or \$448.93\* a month  
 VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)  
 HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)  
 THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)  
 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

\*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial

laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\*

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
  - 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
  - 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
  - 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
  - 5) The contracting officer transmits the Wage and Hour decision to the contractor.
  - 6) The contractor informs the affected employees.
- Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

\*Effective June 1, 2004.

CCR

DEPARTMENT OF THE ARMY  
**BALTIMORE DISTRICT, CORPS OF ENGINEERS**  
P.O. BOX 1715  
BALTIMORE, MARYLAND 21203-1715

CENAB-CT

June 5, 2002

## MEMORANDUM FOR ALL CONTRACTORS

SUBJECT: Central Contractor Registration (CCR)

1. Reference memorandum, CEDB, dated June 26, 1997, subject: Central Contractor Registration.
  2. The purpose of this memorandum is to advise all contractors that your company must be registered in the CCR or you will not be awarded a Federal contract.
  3. The Debt Collection Improvement Act of 1996, requires Federal agencies to have the Taxpayer Identification Number (TIN) for every contractor and to pay every contractor through electronic funds transfer. The CCR registration was also created to be the single source of contractor data for the entire DoD, to avoid administrative duplication and allow contractors to take responsibility for the accuracy of their own business information supplying it through a single registration.
  4. CCR allows Federal Government contractors to provide basic information, capabilities, and financial information one time to the government. This requirement applies to all solicitations and awards. The only exemptions will be for purchases made with the Government wide commercial purchase card, contracting offices located outside the U.S., classified contracts, and contracts executed to support contingency or emergency operations.
  5. The Department of Defense (DoD) has implemented the capability for contractors to register in the CCR through the World Wide Web. For information regarding CCR registration, the CCR Web site may be accessed at <http://www.ccr.gov/index.cfm>. Other information regarding registration can be obtained through CCR Assistance Center (CCRAC) at 1-888-227-2423. A paper form for registration may be obtained from the DoD Electronic Commerce Information Center at 1-800-334-3414. (Note: Companies that do not wish to conduct electronic commerce with the Federal Government at this time can reduce the amount of information they must provide by answering "no" to the question "Are you Electronic Data Interchange capable?")
  6. Effective immediately, the use of DUNS+4 numbers to identify vendors is limited to identifying different CCR records for the same vendor at the same physical location. For example a vendor could have two records for themselves at the same physical location to identify two separate bank accounts.
- Vendors wishing to register their subsidiaries and other entities, should ensure that each additional location obtains a separate DUNS number from Dun & Bradstreet. Dun & Bradstreet can be contacted at 1-800-333-0505.

CENAB-CT  
SUBJECT: Central Contractor Registration (CCR)

- Vendors that are currently registered in CCR using a DUNS+4 number for reasons other than mentioned above will be contacted by a CCR Team designated to assist in the change. Until at time, all registrations using the DUNS+4 are considered active and complete. The DUNS+4 vendors require no action until they receive instruction from the designated CCR Team.

7. This memorandum supersedes CENAB-CT memorandum, dated 1 January 2002,  
Subject: Central Contractor Registration (CCR).

*James J. Rich*  
JAMES J. RICH, PhD.  
Chief, Contracting Division



**ARCHITECT OF THE CAPITAL  
CONGRESSIONAL CAMPUS  
FORT MEADE, MARYLAND**

PROJECT TABLE OF CONTENTS

SECTION NO.	TITLE
	DIVISION 1 – GENERAL REQUIRMENTS
01010	SPECIAL CLAUSES
	DIVISION 2 – SITE CONSTRUCTION
02920	PLANTING SOIL
02925	SODDED LAWN
02930	TREES AND TREE INSTALLATION
	--- END OF PROJECT TABLE OF CONTENTS---

## SECTION 01010

## SPECIAL CLAUSES

## PART 1 GENERAL

## 1.1 ADMINISTRATIVE REQUIREMENTS

## 1.1.1 PROGRESS SCHEDULING AND REPORTING: (FEB 1985)

The Contractor, shall within five days or as otherwise determined by the Contracting Officer, after date of commencement of work, submit for approval a practicable progress schedule showing the manner in which he intends to prosecute the work. NADB Form 1153 ("Physical Construction Progress Chart") will be furnished upon request for use in preparing this schedule. If a Contractor form is used, the same information as shown in the NADB Form 1153 shall be provided. (CENAB-CO-E)

## 1.1.2 PAYMENTS TO CONTRACTORS: (NOV 1976)

For payment purposes only, an allowance will be made by the Contracting Officer of 100 percent of the invoiced cost of materials or equipment delivered to the site but not incorporated into the construction, pursuant to the Contract Clause entitled "PAYMENTS UNDER FIXED-PRICE CONSTRUCTION CONTRACTS". The Contracting Officer may also, at his discretion, take into consideration the cost of materials or equipment stored at locations other than the jobsite, when making progress payments under the contract. In order to be eligible for payment, the Contractor must provide satisfactory title evidence that he has acquired title to such material or equipment, and that it will be utilized on the work covered by this contract. Further, all items must be properly stored and protected. Earnings will be computed using 100% of invoiced value. (CENAB-CO-E)

## 1.1.3 PURCHASE ORDER: (SEP 1975 REV JUN 1991)

One readable copy of all purchase orders for material showing firm names and addresses, and all shipping bills, or memoranda of shipment received regarding such material, shall be furnished to the appointed Contracting Officer's Representative as soon as issued. Such orders, shipping bills or memoranda shall be so worded or marked that all material can be definitely identified. At the option of the Contractor, the copy of the purchase order may or may not indicate the purchase price. (CENAB-CO-E)

## 1.1.4 FACILITY SECURITY REQUIREMENTS:

a. Paragraph CONTRACTOR'S ACCESS is a basic plan for the Contractor. If additional information is needed, the POC is Carl A. Penski and can be reached at OFFICE - (301)677-0263; FAX - (301)677-0363; CELL - (443)831-7182.

b. Paragraphs LIMITED ACCESS CONTROL; 24-HOUR ACCESS CONTROL and VEHICLE

REGISTRATION: If additional information is needed the POC is Mr. Julius Simms, Public Affairs Officer at (301) 677-1301.

#### 1.1.4.1 Contractor's Access

a. All Contractor personnel accessing Ft. Meade shall obtain a One-Day Pass, Seven-Day Pass, Contractor ID badge, or Contractor Statement of Responsibility as appropriate. Passes, badges, and vehicle stickers can be obtained at the Ft. Meade Visitor Control Center at Reece Road and Rt. 175. Hours of operation are 7:30 AM - 4:30 PM, Monday through Friday.

1. One-Day Pass. A representative of the Contracting officer must be present to sponsor the individual at the Ft. Meade Visitor Control Center. Non-drivers/passengers have the option of obtaining a signed Contractor Statement of Responsibility.
2. Seven-Day Pass. A representative of the Contracting officer must be present to sponsor the individual at the Ft. Meade Visitor Control Center. Only one Seven-Day Pass will be issued to a given individual. After the initial Seven-Day Pass expires, only One-Day Passes or Contractor Statements of Responsibility will be issued.
3. 30-Day Contractor ID badge. Requires the Contracting officer to submit on the behalf of the Contractor a letter to the Ft. Meade Provost Marshall's Office. The letter includes: company, name, social security number, and birthdate. The Contractor shall allow for two-week processing time since a background check is involved.
4. 90-Day Contractor ID badge. Requires the Contracting officer to submit on the behalf of the Contractor PMO Form 109-RE-1 to the Ft. Meade Provost Marshall's Office. The Contractor shall allow for two-week processing time since a background check is involved.
5. One-Year Contractor ID badge. Requires the Contracting Officer to submit on the behalf of the Contractor PMO Form 109-RE-1 to the Ft. Meade Provost Marshall's Office. The Contractor shall allow for two-week processing time since a background check is involved.
6. Renewals of Contractor ID badges. The Contractor shall notify the Contracting Officer that their badge is about to expire at least 2-weeks in advance of the expiration date so that he can re-submit PMO Form 109-RE-1 on his behalf.

b. Vehicle Access. All Contractor vehicles must be registered in order to access Ft. Meade.

1. Vehicle Registration. Drivers needs their driver's license, proof of insurance, and vehicle registration. If the driver does not own the vehicle, the driver needs power of attorney or a notarized letter from the owner stating that this individual is responsible for the vehicle.
2. Vehicle Inspection. All vehicles are inspected upon their first entry of Ft. Meade. Subsequent inspections are random.

c. Deliveries will need a bill of lading indicating the Contractor's name and to which contract deliveries are being made. Delivery vehicles must use the Ft. Meade/NSA delivery gate at Mapes Road and Rt. 32.

#### 1.1.4.2 Limited Access Control

a. Limited access control involves gates either permanently closed or manned by military police or security personnel.

1. Range Road and Pepper Road entrances are permanently closed.

b. Four gates with limited access Monday thru Friday and closed on weekends and holidays are as follows:

1. NSA Connector and BW Parkway - open 5 a.m. thru 9 p.m. 2.

2. Mapes Road and Route 175 - open 5 a.m. thru 9 p.m.

3. Rockenbach Road and Route 175 - open 5 a.m. thru 9 p.m.

4. Llewelly Avenue and Route 175 - open 5:30 - 8:30 a.m. and 3 - 6 p.m.

#### 1.1.4.3 24-Hour Access Control

a. The following gates have 24-hour access seven days a week.

a. Mapes Road and Route 32.

b. Reece Road and Route 175 (Visitors Center Location)

c. Canine Road and Route 32.

d. Sanford Road and Route 32 (temporary closed due to construction.)

b. Everyone who lives or works on Fort Meade must register their vehicles. Only registered vehicles will be allowed to enter. Vehicles that are not registered with the installation Provost Marshall Office will be denied access and re-routed to the Visitors Center entrance to register their vehicle or obtain a day pass.

#### 1.1.4.4 Contractor Access/Haul Route

Route into and through Fort Meade to the site shall be Route 32, Mapes Road for vehicle inspection; right on O'Brien Road; left on Dutt Road; right on Zimborski Avenue; left on Rock Avenue to the AOC parcel on the right. Additional information may be obtained from the Contracting Officer.

#### 1.1.4.5 Vehicle Registration

a. Provide identification showing government affiliation.

- b. Provide a valid driver's license, vehicle registration and proof of insurance.
- c. If someone else owns the vehicle, the owner must authorize the registration with either a power of attorney or a notarized letter.

#### 1.1.5 CITIZENSHIP

U.S. Citizenship is not a requirement of this contract.

#### 1.1.6 NEGOTIATED MODIFICATIONS: (OCT 84)

Whenever profit is negotiated as an element of price for any modification to this contract with either prime or subcontractor, a reasonable profit shall be negotiated or determined by using the OCE Weighted Guidelines method outlined in EFARS 15.902. (Sugg. NAB 84-232)

#### 1.1.7 PHOTOGRAPHS (SEP 85 REV JUN 1991)

Photographs will be taken by authorized Government personnel. It shall be the Contractor's responsibility to monitor the site to ensure no photos are taken by Contractor personnel or other unauthorized persons during the duration of this contract. All personnel proposing to photograph construction shall be able to furnish valid identification satisfactory to the Contracting Officer.

#### 1.1.8 PERMITS

The permits and other data listed below shall be obtained or furnished by the Contractor. After final approvals by the respective state agencies are received, the Contractor will furnish approval letters and permits to the Contracting Officer before the start of construction. The Contractor shall abide by all permit requirements.

- a. Erosion and Sedimentation (E&S) Control Plan: The Contractor shall design and obtain approval for an Erosion and Sediment control plan in accordance with the Maryland Department of the Environment (MDE) Standards and Specifications for Soil Erosion and Sediment Control Manual. The Department of Public Works (DPW) will sign as the "Owner/Developer."
- b. Excavation Permit: The Contractor shall be responsible for obtaining an Excavation Permit from Fort Meade DPW prior to construction. Methods/limits of excavation must be worked out with Ft. Meade during this process.
- c. All other applicable permits as specified in Contract Clause PERMITS AND RESPONSIBILITIES.

#### 1.2 JOB CONDITIONS

##### 1.2.1 LAYOUT OF WORK: (APR 1972)

The Contractor shall lay out his work and shall be responsible for all

measurements in connection therewith. The Contractor shall furnish, at his own expense, all templates, platforms, equipment, tools and materials and labor as may be required in laying out any part of the work. The Contractor will be held responsible for the execution of the work to such lines and elevations shown on the drawings or indicated by the Contracting Officer. (CENAB)

#### 1.2.2 TRANSPORTATION FACILITIES:

The principal access roads are Maryland Routes 198, 32 and 175. These State Highways also connect to the other major highways, U.S. 1 and I-95. There is no current rail service to Fort Meade. The Maryland Department of Transportation provides daily bus service between the Fort and downtown Baltimore and the Baltimore-Washington International Airport.

#### 1.2.3 UTILITIES

##### 1.2.3.1 AVAILABILITY OF UTILITIES INCLUDING LAVATORY FACILITIES: (JUN 1980)

It shall be the responsibility of the Contractor to provide all utilities he may require during the entire life of the contract. He shall make his own investigation and determinations as to the availability and adequacy of utilities for his use for renovation purposes. He shall install and maintain all necessary supply lines, connections, and meters if required, but only at such locations and in such manner as approved by the Contracting Officer. Before final acceptance of work under this contract, all temporary supply lines, connections installed by the Contractor shall be removed by him in a manner satisfactory to the Contracting Officer. (CENAB)

##### 1.2.3.2 Interruption of Utilities: (1972)

It is not anticipated that utilities will need to be shut down. This paragraph provides steps if shutdown is required. Coordination specified below applies if the Contractor is working in an occupied school. If the school is unoccupied, consult the Contracting Officer if utility documentation is need prior to interruption.

##### 1.2.3.3 Interruptions of Services

No utility services shall be interrupted by the Contractor to make connections, to relocate, or for any purpose without approval of the Contracting Officer.

##### 1.2.3.4 Permission to Shut Down

Request for permission to shut down utility services shall be submitted in writing to the Contracting Officer not less than 17 days prior to the proposed date of interruption. The request shall give the following information:

- a. Nature of Utility (Electric, gas, water, etc.)

- b. Size of line and location of shutoff.
- c. Buildings and services affected.
- d. Hours and date of shutoff.
- e. Estimated length of time service will be interrupted.

#### 1.2.3.5 Receipt of Proposal

The Contractor shall not shut down any utility services until written approval has been received from the Contracting Officer.

#### 1.2.3.6 Shutoffs

Shutoffs which will cause interruption of Government work operations as determined by the Contracting Officer shall be accomplished during regular non-work hours or on non-work days of the Using Agency without any additional cost to the Government.

#### 1.2.4 Utility Markings

The Contractor shall contact the installation/DPW and the One-Call Service, a minimum of 14 days and 48 hours, respectively, prior to any excavation requesting utility location markings. The Contractor shall not proceed with any excavation until all utilities, including abandoned utilities, have been marked to the satisfaction of the Contracting Officer. Prior to requesting the marking of utilities, the Contractor shall stake out proposed excavations and limits of work with white lines ("White Lining"). It is the Contractor's responsibility to ensure that all permits (excavation or otherwise, including DPW permits) are current and up-to-date without expiration. In addition to the above requirements the Contractor shall:

- a) Visually survey and verify that all utility markings are consistent with existing appurtenances such as manholes, valve boxes, poles, pedestals, pad-mounted devices, gas meters, etc. prior to any excavation.
- b) Hand dig test holes to verify the depth and location of all utilities prior to any mechanical excavation within the limits of work. Other non-damaging methods for utility verification, as indicated in (d) below, may be considered subject to approval by the Contracting Officer. Also, verify that any abandoned utilities are not active.
- c) Preserve all utility markings for the duration of the project to the furthest extent possible.
- d) When excavation is performed within 2 feet of any utility line, a non-damaging method of excavation shall be used. The non-damaging method shall be hand digging. Other non-damaging methods, such as, soft digging, vacuum excavation, pneumatic hand tools, may be considered subject to approval by the Contracting Officer.

- e) Regardless of the type of excavation, the Contractor shall notify the Contracting Officer a minimum of 72 hours prior to any excavation activity. Failure to notify the Contracting Officer can result in the issuance of a "Stop Work" order, which shall not be justification for contract delay or time extension. The Government reserves the right to have personnel present on site during any type of excavation.
- f) The Contractor's Quality Control System Manager shall ensure that all excavation requirements herein are met at the time of the preparatory phase of quality control, and that the excavation procedures are reviewed during the preparatory phase meeting. This preparatory phase of control shall also establish and document contingency plans and actions to be followed in the event that existing utilities are damaged or interrupted. Locations of shut off or isolation devices along with other safety features shall be established and their operation reviewed.
- g) Any work other than excavation in the vicinity of a utility, that could damage or interrupt a utility, such as, exterior or interior work near transformers, power lines, poles, above ground gas lines, gas meters, etc., shall be done with extreme care. The Contractor shall specifically note during the preparatory phase of quality control, the construction techniques to be used to preclude damaging or interrupting any utility. This preparatory phase of control shall also establish and document contingency plans and actions to be followed in the event that existing utilities are damaged or interrupted. Locations of shut off or isolation devices along with other safety features shall be established and their operation reviewed.
- h) The Contractor shall complete a risk assessment, using the attached checklist, at least one week prior to the start of any excavation or other work in the vicinity of a utility. The risk assessment shall be submitted for government approval prior to any excavation or other work in the vicinity of a utility. A risk assessment shall be completed for each definable feature of work encountering utilities and shall include all utilities anticipated to be encountered.

#### 1.2.5 DISPOSAL OF EXISTING MATERIAL AND EQUIPMENT (DEC 1975)

All removed, dismantled or demolished material and/or equipment including rubble, scrap and debris not specified or indicated to be Government salvaged, reinstalled under this contract or otherwise retained for disposal on Government land will become the property of the Contractor and shall be promptly removed from the site and disposed of by the Contractor at his own expense and responsibility. (CENAB)

#### 1.2.6 COMPLIANCE WITH POST REGULATIONS: (JUL 1980)

The site of the work is on a military reservation and all rules and regulations issued by the Commanding Officer covering general safety,

security, sanitary requirements, pollution control, traffic regulations and parking, shall be observed by the Contractor. All similar regulations governing the Architect of the Capital property shall also be observed by the Contractor. Information regarding these requirements may be obtained by contacting the Contracting Officer, who will provide such information or assist in obtaining same from appropriate authorities. (MEMO)

1.2.7 MAINTENANCE OF ACCESS: (DEC 1975)

Unless approved by the Contracting Officer, the Contractor shall not block passage through sidewalks, roads, alleys or other entranceways to buildings during performance of work under this contract. (CENAB)

1.2.8 PROTECTION OF GOVERNMENT PROPERTY AND PERSONNEL: (DEC 1975)

1.2.8.1 Protection of Equipment

All existing Government owned equipment within the work area shall be protected by the Contractor from damage caused by construction operations. Existing work damaged by construction operations shall be promptly repaired by the Contractor at his own expense.

1.2.8.2 Protection of Personnel

The Contractor shall protect personnel by installing safety rails and/or barricades as applicable to prevent injury from unauthorized entry into work areas. Warning signs shall be erected as necessary to indicate Construction areas or hazardous zones. Work shall proceed in such manner as to prevent the undue spread of dust and flying particles.

1.2.8.3 Measures to Prevent Damage/Injury

The Contractor shall take such additional measures as may be directed by the Contracting Officer to prevent damage or injury to Government property or personnel. (CENAB)

1.2.9 TIME EXTENSIONS FOR UNUSUALLY SEVERE WEATHER:

1.2.9.1 Procedure for Time Extensions

This provision specifies the procedure for determination of time extensions for unusually severe weather in accordance the contract clause entitled "Default: (Fixed Price Construction)". In order for the Contracting Officer to award a time extension under this clause, the following conditions must be satisfied:

a. The weather experienced at the project site during the contract period must be found to be unusually severe, that is, more severe than the adverse weather anticipated for the project location during any given month.

b. The unusually severe weather must actually cause a delay to the completion of the project. The delay must be beyond the control and without the fault or negligence of the Contractor.

1.2.9.2 Monthly Schedule

The following schedule of monthly anticipated adverse weather delays is based on National Oceanic and Atmospheric Administration (NOAA) or similar data for the project location and will constitute the base line for monthly weather time evaluations. The contractor's progress schedule must reflect these anticipated adverse weather delays in all weather dependent activities.

MONTHLY ANTICIPATED ADVERSE WEATHER DELAY  
WORK DAYS BASED ON (5) DAY WORK WEEK

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
7	6	6	7	7	6	4	5	3	5	4	4

1.2.9.3 Notice to Proceed (NTP)

Upon acknowledgment of the Notice to Proceed (NTP) and continuing throughout the contract, the contractor will record on the daily CQC report, the occurrence of adverse weather and resultant impact to normally scheduled work. Actual adverse weather delay days must prevent work on critical activities for 50 percent or more of the contractor's scheduled work day. The number of actual adverse weather delay days shall include days impacted by actual adverse weather (even if adverse weather occurred in previous month), be calculated chronologically from the first to the last day of each month, and be recorded as full days. If the number of actual adverse weather delay days exceeds the number of days anticipated in paragraph 1.2.9.2, above, the Contracting Officer will convert any qualifying delays to calendar days, giving full consideration for equivalent fair weather work days, and issue a modification in accordance with the contract clause entitled "Default (Fixed Price Construction)".

1.2.10 WORKING HOURS

WORKING HOURS: (DEC 93) It shall be the Contractors responsibility to obtain the working hours other than the normal five (5) day work week 08:00 am to 4:30 pm.

1.2.11 ORDER OF WORK AND COORDINATION WITH OTHER CONTRACTORS (FEB 1979)

Other Contractors are presently working in the same area. After award of this contract a meeting will be held with all contractor representatives and the Contracting Officer to develop a plan of work coordination. In case of disagreement regarding use of an area the decision of the Contracting Officer will control. (CENAB)

1.3 SAFETY

1.3.1 APPLICABLE PUBLICATIONS:

The publications listed below form a part of this specification and are referred to in the text by the basic designation only. All interim changes

(changes made between publications of new editions) to the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, will be posted on the Headquarters Website. The date that it is posted shall become the official effective date of the change and contracts awarded after this date shall require to comply accordingly. The website location where these changes can be found is under the button entitled "Changes to EM", located at: "[http://www.hq.usace.army.mil/soh/hqusace\\_soh.htm](http://www.hq.usace.army.mil/soh/hqusace_soh.htm)".

#### 1.3.1.1 U.S. ARMY CORPS OF ENGINEERS:

EM 385-1-1 (03 Nov 03) Safety - Safety and Health Requirements

#### 1.3.2 GENERAL:

Worker safety is of paramount importance. The Contractor shall comply with the Contract Clause in the Solicitation entitled ACCIDENT PREVENTION, including the U.S. Army Corps of Engineers Safety and Health Requirements Manual referred to therein in addition to the provisions of this specification.

#### 1.3.3 SAFETY PROGRAM:

The U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, and all subsequent revisions referred to in the Contract Clause ACCIDENT PREVENTION of this contract, are hereby supplemented as follows:

- a. The Contractor shall designate an employee responsible for overall supervision of accident prevention activities. Such duties shall include: (1) assuring applicable safety requirements are (a) communicated to the workers in a language they understand (reference EM 385-1-1, 3 Sep 1996, 01.A.04). It is the Contractor's responsibility to ascertain if there are workers on the job who do not speak and/or understand the English language. If such workers are employed by the prime contractor or subcontractors, at any tier, it is the prime contractor's responsibility to insure that all safety programs, signs, and tool box meetings are communicated to the workers in a language they understand, and that a bilingual employee is on site at all time. If the contractor contends that interpreters and/or bilingual signs are not required, a language certificate must be provided which verifies that all workers (whose native tongue is other than English) have a command of the English language sufficient to understand all direction, training and safety requirements, whether written or oral, and (b) incorporated in work methods, and (2) inspecting the work to ensure that safety measures and instructions are actually applied. The proposed safety supervisor name and qualifications shall be submitted in writing for approval to the Contracting Officer's Representative. This individual must have prior experience as a safety engineer or be able to demonstrate his/her familiarity and understanding of the safety requirements over a prescribed trial period. The safety engineer shall have the authority to act on behalf of the Contractor's general management to take whatever action is necessary to assure compliance with safety requirements. The safety supervisor is

required to be on the site when work is being performed.

- b. Prior to commencement of any work at a job site, a preconstruction safety meeting shall be held between the Contractor and the Corps of Engineers Area/Resident Engineer to discuss the Contractor's safety program and in particular to review the following submittals:

(1) Contracts Accident Prevention Plan: An acceptable accident prevention plan, written by the prime Contractor for the specific work and implementing in detail the pertinent requirements of EM 385-1-1, shall be submitted for Government approval.

(2) Activity Phase Hazard Analysis Plan: Prior to beginning each major phase of work, an activity hazard analysis (phase plan) shall be prepared by the Contractor for that phase of work and submitted to the Contracting Officer's Representative for approval. A phase is defined as an operation involving a type of work presenting hazards not experienced in previous operations or where a new subcontractor or work crew is to perform work. The analysis shall address the hazards for each activity performed in the phase and shall present the procedures and safeguards necessary to eliminate the hazards or reduce the risk to an acceptable level.

- c. Subsequent jobsite safety meetings shall be held as follows:

(1) A safety meeting shall be held at least once a month for all supervisors on the project to review past activities, to plan ahead for new or changed operations and to establish safe working procedures to anticipated hazards. An outline report of each monthly meeting shall be submitted to the Contracting Officer's Representative.

(2) At least one safety meeting shall be conducted weekly, or whenever new crews begin work, by the appropriate field supervisors or foremen for all workers. An outline report of the meeting giving date, time, attendance, subjects discussed and who conducted it shall be maintained and copies furnished the designated authority on request.

#### 1.3.4 ACCIDENTS:

Chargeable accidents are to be investigated by both Contractor personnel and the Contracting Officer.

##### 1.3.4.1 Accident Reporting, Eng Form 3394:

Section 1, Paragraph 01.D, of EM 385-1-1 and the Contract Clause entitled ACCIDENT PREVENTION are amended as follows: The prime Contractor shall report on Eng Form 3394, supplied by the Contracting Officer, all injuries to his employees or subcontractors that result in lost time and all damage to property and/or equipment in excess of \$2,000 per incident. Verbal

notification of such accident shall be made to the Contracting Officer within 24 hours. A written report on the above noted form shall be submitted to the Contracting Officer within 72 hours following such accidents. The written report shall include the following:

- a. A description of the circumstances leading up to the accident, the cause of the accident, and corrective measures taken to prevent recurrence.
- b. A description of the injury and name and location of the medical facility giving examination and treatment.
- c. A statement as to whether or not the employee was permitted to return to work after examination and treatment by the doctor, and if not, an estimate or statement of the number of days lost from work. If there have been days lost from work, state whether or not the employee has been re-examined and declared fit to resume work as of the date of the report.

#### 1.3.4.2 OSHA Requirements:

- a. OSHA Log: A copy of the Contractor's OSHA Log of Injuries shall be forwarded monthly to the Contracting Officer.
- b. OSHA Inspections: Contractors shall immediately notify the Contracting Officer when an OSHA Compliance official (Federal or State representative) presents his/her credentials and informs the Contractor that the workplace will be inspected for OSHA compliance. Contractors shall also notify the Contracting Officer upon determination that an exit interview will take place upon completion of the OSHA inspection. (NABSA OCT 05, 1976)

### 1.4 CONTRACTOR QUALITY CONTROL

#### 1.4.1 GENERAL

The Contractor shall provide and maintain an effective quality control program that complies with the Contract Clause entitled "Inspection of Construction." The Contractors Quality Control Program through inspection and reporting shall demonstrate and document the extent of compliance of all work with the standards and quality established by the contract document. The burden of proof of contract compliance is placed on the Contractor and not assumed by the Government. The Contractor's Quality Control will not be accepted without question. The Contractor's Quality Control program shall include daily inspections and provide for a daily report of CQC activity.

#### 1.4.2 CONTROL

Contractor Quality Control is the means by which the Contractor ensures that the construction, to include that of subcontractors and suppliers, complies with the requirements of the contract. At least three phases of control shall be conducted by the CQC System Manager for each definable feature of work as follows:

## 1.4.2.1 Preparatory Phase

This phase shall be performed prior to beginning work on each definable feature of work, after all required plans/documents/materials are approved/accepted, and after copies are at the work site. This phase shall include:

- a. A review of each paragraph of applicable specifications, reference codes, and standards. A copy of those sections of referenced codes and standards applicable to that portion of the work to be accomplished in the field shall be made available by the Contractor at the preparatory inspection. These copies shall be maintained in the field and available for use by Government personnel until final acceptance of the work.
- b. A review of applicable contract drawings, if any.
- c. A check to assure that all materials and/or equipment have been tested, submitted, and approved.
- d. Review of provisions that have been made to provide required control inspection and testing.
- e. Examination of the work area to assure that all required preliminary work has been completed and is in compliance with the contract.
- f. A physical examination of required materials, equipment, and sample work to assure that they are on hand, conform to approved shop drawings or submitted data, and are properly stored.
- g. A review of the appropriate activity hazard analysis to assure safety requirements are met.
- h. Discussion of procedures for controlling quality of the work including repetitive deficiencies. Document construction tolerances and workmanship standards for that feature of work.
- i. A check to ensure that the portion of the plan for the work to be performed has been accepted by the Contracting Officer.
- j. Discussion of the initial control phase.
- k. The Government shall be notified at least 24 hours in advance of beginning the preparatory control phase. This phase shall include a meeting conducted by the CQC System Manager and attended by the superintendent, other CQC personnel (as applicable), and the foreman responsible for the definable feature. The results of the preparatory phase actions shall be documented by separate minutes prepared by the CQC System Manager and attached to the daily CQC report. The Contractor shall instruct applicable workers as to the acceptable level of workmanship required in order to meet contract specifications.

#### 1.4.2.2 Initial Phase

This phase shall be accomplished at the beginning of a definable feature of work. The following shall be accomplished:

- a. A check of work to ensure that it is in full compliance with contract requirements. Review minutes of the preparatory meeting.
- b. Verify adequacy of controls to ensure full contract compliance. Verify required control inspection and testing.
- c. Establish level of workmanship and verify that it meets minimum acceptable workmanship standards. Compare with required sample panels as appropriate.
- d. Resolve all differences.
- e. Check safety to include compliance with and upgrading of the safety plan and activity hazard analysis. Review the activity analysis with each worker.
- f. The Government shall be notified at least 24 hours in advance of beginning the initial phase. Separate minutes of this phase shall be prepared by the CQC System Manager and attached to the daily CQC report. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.
- g. The initial phase should be repeated for each new crew to work onsite, or any time acceptable specified quality standards are not being met.

#### 1.4.2.3 Follow-Up Phase

Daily checks shall be performed to assure control activities, including control testing, are providing continued compliance with contract requirements, until completion of the particular feature of work. The checks shall be made a matter of record in the CQC documentation. Final follow-up checks shall be conducted and all deficiencies corrected prior to the start of additional features of work which may be affected by the deficient work. The Contractor shall not build upon nor conceal non-conforming work.

#### 1.4.2.4 Additional Preparatory and Initial Phases

Additional preparatory and initial phases shall be conducted on the same definable features of work if: the quality of on-going work is unacceptable; if there are changes in the applicable CQC staff, onsite production supervision or work crew; if work on a definable feature is resumed after a substantial period of inactivity; or if other problems develop.

### 1.4.3 CONTRACTOR QUALITY CONTROL PLAN

#### 1.4.3.1 General

Not later than 14 days after receipt of Notice To Proceed the Contractor shall submit to the Contracting Officer for approval a Contractor Quality Control (CQC) Plan showing proposed implementation of the requirements of the Contract Clause titled "Inspection of Construction." The plan shall identify personnel, procedures, control, instructions, test, records, and forms to be used. Construction will be permitted to begin only after acceptance of the CQC Plan.

#### 1.4.3.2 CQC System Manager

The Contractor shall identify as CQC System Manager an individual within the onsite work organization who shall be responsible for overall management of CQC and have the authority to act in all CQC matters for the Contractor. The CQC System Manager shall be a construction person with a minimum of 5 years in related work. This CQC System Manager shall be on the site at all times during construction and shall be employed by the prime Contractor. The CQC System Manager shall be assigned as System Manager but may have duties as project superintendent in addition to quality control. An alternate for the CQC System Manager shall be identified in the plan to serve in the event of the System Manager's absence. The requirements for the alternate shall be the same as for the designated CQC System Manager.

#### 1.4.4 Documentation

The Contractor shall maintain current records providing factual evidence that required quality control activities and/or tests have been performed. These records shall include the work of subcontractors and suppliers and shall be on an acceptable form that includes, as a minimum, the following information:

- a. Contractor/subcontractor and their area of responsibility.
- b. Operating plant/equipment with hours worked, idle, or down for repair.
- c. Work performed each day, giving location, description, and by whom.
- d. Test and/or control activities performed with results and references to specifications/drawings requirements. The control phase shall be identified (Preparatory, Initial, Follow-up). List deficiencies noted along with corrective action.
- e. Quantity of materials received at the site with statement as to acceptability, storage, and reference to specifications/drawings requirements.
- f. Submittals and deliverables reviewed, with contract reference, by whom, and action taken.

- g. Off-site surveillance activities, including actions taken.
- h. Job safety evaluations stating what was checked, results, and instructions or corrective actions.
- i. Instructions given/received and conflicts in plans and/or specifications.
- j. Contractor's verification statement.

These records shall indicate a description of trades working on the project; the number of personnel working; weather conditions encountered; and any delays encountered. These records shall cover both conforming and deficient features and shall include a statement that equipment and materials incorporated in the work and workmanship comply with the contract. The original and one copy of these records in report form shall be furnished to the Government daily within 24 hours after the date covered by the report, except that reports need not be submitted for days on which no work is performed. As a minimum, one report shall be prepared and submitted for every 7 days of no work and on the last day of a no work period. All calendar days shall be accounted for throughout the life of the contract. The first report following a day of no work shall be for that day only. Reports shall be signed and dated by the CQC System Manager. The report from the CQC System Manager shall include copies of test reports and copies of reports prepared by all subordinate quality control personnel.

#### 1.4.5 WORK DEFICIENCIES

The Contractor shall not build upon or conceal non-conforming work. If deficiencies indicate that the Contractor's Quality Control is not adequate or does not produce the desired results, corrective actions shall be taken by the Contractor. If the Contractor does not promptly make the necessary corrections, the Contracting Officer may issue an order stopping all or any part of the work until satisfactory corrective action has been taken. Payment for deficient work will be withheld until work has been satisfactorily corrected or other action is taken pursuant to the Contract Clause entitled, "Inspection of Construction." If recurring deficiencies in an item or items indicated that the quality control is not adequate, such corrective actions shall be taken as directed by the Contracting Officer.

#### 1.4.6 FORMS

Sample forms attached to the end of this section.

#### 1.5 SUBMITTALS

##### 1.5.1 REQUIRED SUBMITTALS

Government approval is required for submittals with a "G" designation; All other submittals are for information only. The following shall be submitted in accordance with this Part:

SD-01 Data

Field Office/Storage Plan; G AR.

Plan describing location and layout of Contractors temporary facilities, including narrative and drawings.

Safety Supervisor

A safety supervisor shall be responsible for overall supervision of accident prevention activities.

Activity Phase Hazard Analysis Plan; G AR.

The addressing of the activity phase hazard analysis plan for each activity performed in a phase of work.

OSHA Log

A log shall be reported monthly for injuries.

Contractor Quality Control (CQC) Plan; G AR.

Identifies personnel, procedures, control, instructions, test, records, and forms to be used.

Diskette; G AR.

Software containing submittal data in electronic format.

SD-04 Drawings

Progress As-Built Prints; G AR.

Preparation of two copies of as-builts from the Contractor to the Contracting Officer for review and approval.

Completed As-Built Contract Drawings; G AR.

Receipt by the Contractor of the approved marked as-built prints.

SD-07 Schedules

Progress Schedule; G AR.

A schedule that shows the manner in which the Contractor intends to prosecute the work.

Submittal Register; G AR.

A document defining minimum submittals to be furnished to the Contracting Officer.

SD-09 Reports

Checklist; G AR

A risk assessment for excavation and other work in the vicinity of utilities.

Outline Report; G AR.

A report for each past activities review.

SD-18 Records

Title Evidence

Proof of purchase for equipment and/or materials.

Language Certificate; G AR.

It is the Contractors responsibility be sure that all employees understand the basic English language.

Vehicle Registration

All security-related POV and Contractor vehicle registration requirements.

#### 1.5.2 SUBMITTAL CLASSIFICATION

Submittals are classified as follows:

##### 1.5.2.1 Government Approval

Government Approved: Governmental approval is required for extensions of design, critical materials, deviations, equipment whose compatibility with the entire system must be checked, and other items as designated by the Contracting Officer. Within the terms of the Contract Clause entitled "Specification and Drawings for Construction," they are considered to be "shop drawings."

##### 1.5.2.2 Information Only

All submittals not requiring Government approval will be for information only. They are not considered to be "shop drawings" within the terms of the Contract Clause referenced above.

#### 1.5.3 APPROVED SUBMITTALS

The approval of submittals by the Contracting Officer shall not be construed as a complete check, but will indicate only that the general method of construction, materials, detailed and other information are satisfactory. Approval will not relieve the Contractor of the responsibility for any error which may exist, as the Contractor under the CQC requirements of this contract, is responsible for the dimensions and design of adequate connections, details and satisfactory construction of all work. After submittals have been approved by the Contracting Officer,

no resubmittal for the purpose of substituting materials or equipment will be given consideration unless accompanied by an explanation as to why a substitution is necessary.

#### 1.5.4 DISAPPROVED SUBMITTALS

The Contractor shall make all corrections required by the Contracting Officer and promptly furnish a corrected submittal in the form and number of copies as specified for the initial submittal. If the Contractor considers any correction indicated on the submittals to constitute a change to the contract, notice as required under Contract Clause entitled "Changes" shall be given promptly to the Contracting Officer.

#### 1.5.5 GENERAL

The Contractor shall submit all items listed on the Submittal Register (ENG Form 4288) or specified in the other sections of these specifications. The Contracting Officer may request submittals in addition to those listed when deemed necessary to adequately describe the work covered in the respective sections. Submittals shall be made in the respective number of copies and submitted to the Contracting Officer. Each submittal shall be complete and in sufficient detail to allow ready determination of compliance with contract requirements. Prior to submittal, all items shall be checked and approved by the Contractor and each respective transmittal form (ENG Form 4025) shall be stamped, signed and dated by the Contractor certifying that the accompanying submittal complies with the contract requirements. Proposed deviations from the contract requirements shall be clearly identified. Submittals requiring Government approval shall be scheduled and made prior to the acquisition of the material or equipment covered thereby.

#### 1.5.6 SUBMITTAL REGISTER (ENG Form 4288)

At the end of this section is one set of ENG Form 4288 listing items of equipment and materials for which submittals are required by the specifications; this list may not be all inclusive and additional submittals may be required. The Contractor will also be given the submittal register on a diskette containing the computerized ENG form 4288 and instructions on the use of the diskette. Columns "d" through "r" (abbreviation in column "p" are defined as follows: "AR" means Area Office) have been completed by the Government. The Contractor shall complete columns "a", "b" and "g" through "r" and return 2 completed copies (hard copy plus associated electronic file) to the Contractor Officer for approval within 30 calendar days after Notice to Proceed. The Contractor shall keep this diskette up to date and shall submit it to the Government together with the monthly payment request. The approved submittal register will become the scheduling document and will be used to control submittals throughout the life of the contract. This register and the progress schedules shall be coordinated.

#### 1.5.7 SCHEDULING

Submittals covering component items forming a system or items that are interrelated shall be scheduled to be coordinated and submitted concurrently. Certifications to be submitted with the pertinent drawings

shall be so scheduled. Adequate time (a minimum of 30 calendar days exclusive of mailing time) shall be allowed on the register for review and approval. No delays, damages or time extensions will be allowed for time lost in late submittals.

#### 1.5.8 TRANSMITTAL FORM (ENG Form 4025)

The sample transmittal form (ENG Form 4025) attached to this section shall be used for submitting both Government approved and information only submittals in accordance with the instructions on the reverse of the form. These forms will be furnished to the Contractor. This form shall be properly completed by filling out all the heading blank spaces and identifying each item submitted. Special care will be exercised to ensure proper listing of the specification paragraph and/or sheet number of the contract drawings pertinent to the data submitted for each item.

#### 1.5.9 SUBMITTAL PROCEDURES

Six (6) copies of submittals shall be made as follows:

##### 1.5.9.1 Procedures

In the signature block provided on ENG Form 4025 the Contractor certifies that each item has been reviewed in detail and is correct and is in strict conformance with the contract drawings and specifications unless noted otherwise. The accuracy and completeness of submittals is the responsibility of the Contractor. Any costs due to resubmittal of documents caused by inaccuracy, lack of coordination, and/or checking shall be the responsibility of the Contractor. This shall include the handling and review time on the part of the Government. Each variation from the contract specifications and drawings shall be noted on the form; and, attached to the form, the Contractor shall set forth, in writing, the reason for and description of such variations. If these requirements are not met, the submittal may be returned for corrective action.

##### 1.5.9.2 Additional Requirements

The above is in addition to the requirements set forth in Contract Clause entitled "Specifications and Drawings for Construction". (ER 415-1-10)

##### 1.5.9.3 Deviations

For submittals which include proposed deviations requested by the Contractor, the column "variations" of ENG Form 4025 shall be checked. The Contractor shall set forth in writing the reason for any deviations and annotate such deviations on the submittal. The government reserves the right to rescind inadvertent approval of submittals containing unnoted deviations.

#### 1.5.10 GOVERNMENT APPROVED SUBMITTALS

Upon completion of review of submittals requiring Government approval, the submittals will be identified as having received approval by being stamped and dated. Four (4) copies of the submittal will be retained by the

Contracting Officer and two (2) copies of the submittal will be returned to the Contractor.

1.5.11 INFORMATION ONLY SUBMITTALS

Normally submittals for information only will be returned. Approval of the Contracting Officer is not required on information only submittals. These submittals will be used for information purposes. The government reserves the right to require the Contractor to resubmit any item found not to comply with the contract.

1.5.12 STAMPS

Stamps used by the Contractor on the submittal data to certify that the submittal meets contract requirements shall be similar to the following:

(Firm Name)

\_\_\_\_\_ Approved

\_\_\_\_\_ Approved with corrections as noted on submittal data and/or attached sheet(s).

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

1.6 ENVIRONMENTAL PROTECTION

1.6.1 APPLICABLE REGULATIONS

The Contractor and his subcontractors in the performance of this contract, shall comply with all applicable Federal, State, and local laws and regulations concerning environmental pollution control and abatement in effect on the date of this solicitation, as well as the specific requirements stated elsewhere in the contract specifications.

1.6.2 NOTIFICATION

The Contracting Officer will notify the Contractor of any non-compliance with the foregoing provisions and the action to be taken. The Contractor shall, after receipt of such notice, immediately take corrective action. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of time lost due to any such stop order shall be made the subject of a claim for extension of time or for excess costs or damages by the Contractor unless it is later determined that the Contractor was in compliance.

1.6.3 PROTECTION OF WATER RESOURCES

The Contractor shall not pollute streams, lakes or reservoirs with fuels,

oils, bitumens, calcium chloride, acid construction wastes or other harmful materials. It is the responsibility of the Contractor to investigate and comply with all applicable Federal, State, County and Municipal laws concerning pollution of rivers and streams. All work under this contract shall be performed in such a manner that objectionable conditions will not be created in streams through or adjacent to the project areas.

#### 1.6.4 BURINING

Burning will not be permitted

#### 1.6.5 DUST CONTROL

The Contractor shall maintain all work area free from dust which would contribute to air pollution. Approved temporary methods of stabilization methods will be permitted to control dust. Dust control shall be performed as the work proceeds and whenever a dust nuisance or hazard occurs.

#### 1.7 AS-BUILD DRAWINGS

##### 1.7.1 PROGRESS MARKED-UP AS-BUILT PRINTS

The Contractor shall revise one set of paper prints to show the as-built conditions during the prosecution of the project. These as-built marked prints shall be kept current and available on the jobsite at all times. All changes from the contract plans which are made in the work or additional information which might be uncovered in the course of construction shall be accurately and neatly recorded as they occur by means of details and notes. The as-built marked prints will be jointly reviewed for accuracy and completeness by the Contracting Officer and a responsible representative of the construction Contractor prior to submission of each monthly pay estimate. If the Contractor fails to maintain the as-built drawings as specified herein, the Contracting Officer will deduct from the monthly progress payment an amount representing the estimated cost of maintaining the as-built drawings and will continue the monthly deduction of the 10% retainage even after 50% completion of the contract. This monthly deduction will continue until an agreement can be reached between the Contracting Officer and a representative of the Contractor regarding the accuracy and completeness of updated drawings. The prints shall show the following information, but not be limited thereto:

##### 1.7.1.1 Location of Utilities and Installations

The location and description of any utility lines or other installations of any kind or description known to exist within the construction area. The location includes dimensions to permanent features.

##### 1.7.1.2 Grades, Cross Sections or Alignments

Correct grade, cross section, or alignment of roads, earthwork, structures or utilities if any changes were made from contract plans.

#### 1.7.1.3 Changes in Details of Design

Changes in details of design or additional information obtained from working drawings specified to be prepared and/or furnished by the Contractor; including but not limited to fabrication, erection, installation plans and placing details, pipe sizes, insulation material, dimensions of equipment foundations, etc.

#### 1.7.1.4 Final Inspection Changes

All changes or modifications which result from the final inspection.

#### 1.7.1.5 Options

Where contract drawings or specifications present options, only the option selected for construction shall be shown on the as-built prints.

#### 1.7.2 PRELIMINARY SUBMITTAL

At the time of final inspection, the Contractor shall prepare two copies of the progress as-built prints and these shall be delivered to the Contracting Officer for review and approval. These as-built marked prints shall be neat, legible and accurate. The review by Government personnel will be expedited to the maximum extent possible. Upon approval, one copy of the as-built marked prints will be returned to the Contractor for use in preparation of final as-built drawings. If upon review, the drawings are found to contain errors and/or omissions, they shall be returned to the Contractor for corrections. The Contractor shall complete the corrections and return the as-built marked prints to the Contracting Officer within ten (10) calendar days.

#### 1.7.3 DRAWING PREPARATION

##### 1.7.3.1 Government-Furnished Drawings

Upon approval of the as-built prints submitted, the Contractor will be furnished by the Government one set of contract drawings, with all amendments incorporated, to be used for as-built drawings. These contract drawings will be furnished on electronic media as specified by the Using Agency/Sponsor. These drawings shall be modified as may be necessary to correctly show all the features of the project as it has been constructed by bringing the contract set into agreement with the approved as-built prints, adding such additional drawings as may be necessary. These drawings are part of the permanent records of this project and the Contractor shall be responsible for the protection and safety thereof until returned to the Contracting Officer. Any drawings damaged or lost by the Contractor shall be satisfactorily replaced by the Contractor at no expense to the Government.

##### 1.7.3.2 Drawing Modifications

Only personnel proficient in the preparation of engineering CADD drawings to standards satisfactory and acceptable to the Government shall be employed to modify the contract drawings or prepare additional new

drawings. All additions and corrections to the contract drawings shall be equal in quality to that of the originals. Line work, line weights, lettering, layering conventions, and symbols shall be the same as the original line work, line weights, lettering, layering conventions, and symbols. If additional drawings are required, they shall be prepared using the specified electronic file format applying the same guidance specified for original drawings. The title block and drawing border to be used for any new as-built drawings shall be identical to that used on the contract drawings. All additions and corrections to the contract drawings shall be accomplished using CADD media files supplied by the Government. These contract drawings will already be compatible with the Using Agency/Sponsor's system when received by the Contractor. The Using Agency/Sponsor uses AutoCAD Release 14 CADD software system. The media files will be supplied on ISO 9660 Format CD-ROM. The Contractor is responsible for providing all program files and hardware necessary to prepare as-built drawings. The Contracting Officer will review all as-built drawings for accuracy and the Contractor shall make all required corrections, changes, additions, and deletions.

#### 1.7.3.3 Final Revisions

When final revisions have been completed, the cover sheet drawing shall show the wording "RECORD DRAWING AS-BUILT" followed by the name of the General Contractor in letters at least 3/16" high. All other contract drawings shall be marked either "As-Built" drawing denoting no revisions on the sheet or "Revised As-Built" denoting one or more revisions. All original contract drawings shall be dated in the revision block (SEE ATTACHMENT 1 at the end of this section - while the title block sample attachments do not depict the contract drawings' title blocks, the sample revision blocks above these attachments are to be used as guidance in completing the actual contract drawings' revision blocks.).

#### 1.7.4 FINAL REQUIREMENTS

After receipt by the Contractor of the approved marked as-built prints and the original contract drawing files the Contractor will, within 30 days make the final submittal of completed as-built contract drawings. This submittal shall consist of two sets of completed as-built contract drawings on separate media consisting of both CADD files (compatible with the Using Agency/Sponsor's system on electronic storage media identical to that supplied by the Government) and mylars ; two blue line prints of these drawings and the return of the approved marked as-built prints. They shall be complete in all details and identical in form and function to the contract drawing files supplied by the Government. Any translations or adjustments necessary to accomplish this is the responsibility of the Contractor. The Government reserves the right to reject any drawing files it deems incompatible with its CADD system. All paper prints, drawing files and storage media submitted will become the property of the Government upon final approval. Failure to submit as-built drawing files and marked prints as required herein shall be cause for withholding any payment due the Contractor under this contract. Approval and acceptance of final as-built drawings shall be accomplished before final payment is made to the Contractor.

## 1.8 TEMPORARY CONSTRUCTION ITEMS

### 1.8.1 GENERAL

The work covered by this section consists of furnishing all labor, materials, equipment, and services and performing all work required for or incidental to the items herein specified. No separate payment will be made for the construction and services required by this section, and all costs in connection therewith shall be included in the overall cost of the work unless specifically stated otherwise.

### 1.8.2 EMPLOYEE PARKING

Contractor employees shall park privately owned vehicles in an area designated by the Contracting Officer. This area will be within reasonable walking distance of the construction site.

### 1.8.3 SANITATION

The Contractor shall provide and maintain within the construction area minimum field-type sanitary facilities approved by the Contracting Officer. School toilet facilities will not be available to Contractor's personnel.

### 1.8.4 CONTRACTOR'S STORAGE AREAS AND FIELD OFFICE

#### 1.8.4.1 Administrative Field Offices:

The Contractor shall provide and maintain administrative field office facilities at a location convenient to the site or as directed by the Contracting Officer. Government facilities will not be available to the Contractor's personnel.

#### 1.8.4.2 Storage Area:

The Contractor Officer will designate a storage location. Security for each area shall be sufficient to safeguard materials and equipment.

#### 1.8.4.3 Field Office/Storage Plan

The Contractor shall furnish to the Contracting Officer for approval a plan, including both drawings and narrative, showing the proposed location of the field office, and all storage areas. The plan shall be approved before field office or storage areas are constructed.

### 1.8.5 CONSTRUCTION AND SAFETY SIGNS:

The Contractor shall furnish and erect a construction sign and safety signs on the site of the project, as soon as practicable after commencement of the work, where directed by the Contracting Officer. See attached sketches for sign information.

PART 2 PRODUCT -- NOT APPLICABLE

PART 3 EXECUTION -- NOT APPLICABLE

-- End of Section --



RISK ASSESSMENT FOR  
EXCAVATION AND OTHER WORK IN THE VICINITY OF UTILITIES

PROJECT NAME: \_\_\_\_\_

CONTRACT NUMBER: \_\_\_\_\_

PROJECT INSTALLATION AND LOCATION: \_\_\_\_\_

PROPOSED EXCAVATION START DATE: \_\_\_\_\_

1.  ESTABLISH EXCAVATION DETAILS AND DRAWINGS (check when completed)
2.  PROPOSED EXCAVATION AREA MARKED ("white lining") (check when completed)
3.  CONTACT APPROPRIATE ONE-CALL SERVICE FOR PUBLIC UTILITIES:  
MD: Miss Utility 1-800-257-7777      N Y : New York City - Long Island One Call Center 1-800-272-4480  
N. VA: Miss Utility 1-800-552-7777      PA: Pennsylvania One-Call System Incorporated 1-800-242-1776  
VA: Miss Utility of VA 1-800-552-7001      DC: Miss Utility 1-800-257-7777  
ONE-CALL NATIONAL REFERRAL CENTER: 1-888-258-0808
- CONTACT INSTALLATION/OWNERS OF ALL PRIVATELY OWNED UTILITIES (NON ONE-CALL MEMBERS)
4.  DATE UTILITIES MARKED AND METHOD OF MARKING  
ONE-CALL LOCATORS \_\_\_\_\_  
OTHER LOCATORS \_\_\_\_\_
5.  CONTACT APPROPRIATE DPW REPRESENTATIVES AND COMPLY WITH INSTALLATION PERMIT REQUIREMENTS: \_\_\_\_\_
6.  UTILITIES IDENTIFIED ON-SITE:  
 NONE  ELECTRIC  GAS  WATER  TELEPHONE  CATV  SEWER  OTHER \_\_\_\_\_
7.  LEVEL OF RISK: (Based upon personnel safety and consequences of utility outages.)  
 SEVERE: Excavation required within the immediate vicinity (<2-ft) of a MARKED utility.  
 MODERATE: Excav. required outside the immediate vicinity (> 2-ft) of MARKED utility.  
 MINIMAL: Excavation required in an area with NO utilities.
8.  EXISTING FACILITIES/UTILITIES IN VICINITY:  
 NON-CRITICAL  MISSION CRITICAL  HIGH-PROFILE  CEREMONIAL  
 OTHER \_\_\_\_\_  
 CONSEQUENCES IF EXISTING UTILITIES ARE DAMAGED/DISRUPTED \_\_\_\_\_

- 
9.  ENGINEERING CONTROLS REQUIRED:  
 NONE  HAND EXCAVATE TO LOCATE UTILITY  EXCAVATE WITH DUE CARE  
 OTHER \_\_\_\_\_
  10.  ADMINISTRATIVE CONTROLS REQUIRED:  
 Notification of Contracting Officer's Representative, NOTIFIED on: \_\_\_\_\_  
 Notification of Installation/DPW Representative, NOTIFIED on: \_\_\_\_\_
  11.  EMERGENCY NOTIFICATION AT INSTALLATION: POC & PHONE NUMBER \_\_\_\_\_

THE INFORMATION NOTED ABOVE IS ACCURATE AND THE WORK IS READY TO PROCEED  
SIGNED and DATE \_\_\_\_\_ CQC MANAGER

12.  ON-SITE GOVERNMENT REP. RECOMMENDATION FOR APPROVAL TO EXCAVATE:  
 YES  NO SIGNATURE AND DATE: \_\_\_\_\_  
Comments: \_\_\_\_\_
13.  AREA ENGINEER APPROVAL TO EXCAVATE:  
 APPROVED  DENIED SIGNATURE AND DATE: \_\_\_\_\_  
Comments: \_\_\_\_\_
14.  CHIEF, \_\_\_\_\_ DIVISION APPROVAL TO EXCAVATE:  
 APPROVED  DENIED SIGNATURE AND DATE: \_\_\_\_\_  
Comments: \_\_\_\_\_

Contractor's Name:	_____
Address:	_____
Phone Number:	_____

CONSTRUCTION QUALITY CONTROL REPORT

PROJECT NAME: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CONTRACT NUMBER: \_\_\_\_\_ REPORT NO.: \_\_\_\_\_

SUPERINTENDENT: _____			
TYPE OF WORKERS	NUMBER	TYPES OF CONSTRUCTION EQUIPMENT ON SITE	NUMBER
SUBCONTRACTORS			
COMPANY	RESPONSIBILITY	FOREMAN	NO. OF WORKERS
TOTALS			
NO. OF WORKERS TODAY	MANHOURS TODAY	MANHOURS FOR THIS PERIOD	
CONTRACT MATERIALS AND EQUIPMENT DELIVERED TO SITE:			
WEATHER: _____ SITE CONDITIONS: _____			
DID A DELAY OR WORK STOPPAGE OCCUR TODAY? _____ IF YES, EXPLAIN.			
HAS ANYTHING DEVELOPED IN THE WORK WHICH MAY LEAD TO A CHANGE OR FINDING OF FACT? _____ IF YES, EXPLAIN.			

DESCRIPTION OF ALL WORK PERFORMED TODAY  
(LIST BY DEFINABLE FEATURES OF WORK)

PREPARATORY INSPECTION:

LIST ALL INSPECTIONS BY SUBJECT AND SPECIFICATION LOCATION.  
ATTACH MINUTES OF MEETING AND LIST OF ALL ATTENDEES.

HAVE ALL REQUIRED SUBMITTALS AND SAMPLES OF CONSTRUCTION BEEN  
APPROVED.

DO THE MATERIALS AND EQUIPMENT TO BE USED CONFORM TO THE SUBMITTALS?

HAS ALL PRELIMINARY WORK BEEN INSPECTED, TESTED, AND COMPLETED?

TEST REQUIRED AND INSPECTION TECHNIQUES TO BE EXECUTED TO PROVE  
CONTRACT COMPLIANCE (INCLUDE BOTH EXPECTED AND ACTUAL RESULTS)

HAS A PHASE HAZARD ANALYSIS BEEN PERFORMED?

COMMENTS AND DEFICIENCIES NOTED AND CORRECTIVE ACTIONS TAKEN:

ALL INSTRUCTIONS RECEIVED FROM QA PERSONNEL AND ACTIONS TAKEN:

JOB SAFETY (INCLUDE MEETINGS HELD AND DEFICIENCIES NOTED WITH CORRECTIVE ACTIONS):

INITIAL INSPECTION:

LIST ALL INSPECTIONS BY SUBJECT AND SPECIFICATION LOCATION.  
COMMENTS AND/OR DEFICIENCIES NOTED AND CORRECTIVE ACTION TAKEN:

FOLLOW-UP INSPECTION:

LIST ALL INSPECTIONS BY SUBJECT AND SPECIFICATION LOCATION.  
COMMENTS AND/OR DEFICIENCIES NOTED AND CORRECTIVE ACTION TAKEN.

SIGNATURE: \_\_\_\_\_  
QUALITY CONTROL REPRESENTATIVE/MANAGER

THE ABOVE REPORT IS COMPLETE AND CORRECT. ALL MATERIALS AND EQUIPMENT USED AND ALL WORK PERFORMED DURING THIS REPORTING PERIOD ARE IN COMPLIANCE WITH THE CONTRACT SPECIFICATIONS, AND SUBMITTALS, EXCEPT AS NOTED ABOVE.

SIGNATURE: \_\_\_\_\_  
CONTRACTOR'S APPROVED AUTHORIZED REPRESENTATIVE

**SUBMITTAL REGISTER**

CONTRACT NO.  
n/a

TITLE AND LOCATION						CONTRACTOR											
Landscape Master Plan, AOC, Ft Meade, MD																	
A C T I V I T Y  N O	T R A N S M I T T A L  N O	S P E C I F I C S E C T	D E S C R I P T I O N	P A R A M E T E R S	G O V E R N M E N T  C L A S S I F I C A T I O N	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION		APPROVING AUTHORITY				M A I L E D  T O  C O N T R A C T O R	R E M A R K S	
						S U B M I T	B Y	B Y	A C T I O N  C O D E	D A T E  O F  A C T I O N	D A T E  F W D  T O A P P R  A U T H	D A T E  F W D  T O O T H E R	D A T E  R C D  F R O M O T H E R	A C T I O N  C O D E			D A T E  O F  A C T I O N
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
	01010		SD-01 Preconstruction Submittals														
			Field Office/Storage Plan	1.8.4.3	G AR												
			Safety Supervisor	1.3.3													
			Activity Phase Hazard Analysis Plan	1.3.3	G AR												
			OSHA Log	1.3.4.2													
			Contractor Quality Control (CQC) Plan	1.4.3.1	G AR												
			Diskette	1.5.6	G AR												
			SD-04 Samples														
			Progress As-Built Prints	1.7.2	G AR												
			Completed As-Built Contract Drawings	1.7.4	G AR												
			SD-07 Certificates														
			Progress Schedule	1.1.1	G AR												
			Submittal Register	1.5.6	G AR												
			SD-09 Manufacturer's Field Reports														
			Checklist	1.2.4	G AR												
			Outline Report	1.3.3	G AR												
			Title Evidence	1.1.2													
			Language Certificate	1.3.3	G AR												
			Vehicle Registration	1.1.4.5													



## INSTRUCTIONS

1. Section I will be initiated by the Contractor in the required number of copies.
2. Each transmittal shall be numbered consecutively in the space provided for "Transmittal No.". This number, in addition to the contract number, will form a serial number for identifying each submittal. For new submittals or resubmittals mark the appropriate box; on resubmittals, insert transmittal number of last submission as well as the new submittal number.
3. The "Item No." will be the same "Item No." as indicated on ENG FORM 4288 for each entry on this form.
4. Submittals requiring expeditious handling will be submitted on a separate form.
5. Separate transmittal form will be used for submittals under separate sections of the specifications.
6. A check shall be placed in the "Variation" column when a submittal is not in accordance with the plans and specifications--also, a written statement to that effect shall be included in the space provided for "Remarks".
7. Form is self-transmittal, letter of transmittal is not required.
8. When a sample of material or Manufacturer's Certificate of Compliance is transmitted, indicate "Sample" or "Certificate" in column c, Section I.
9. U.S. Army Corps of Engineers approving authority will assign action codes as indicated below in space provided in Section I, column i to each item submitted. In addition they will ensure enclosures are indicated and attached to the form prior to return to the contractor. The Contractor will assign action codes as indicated below in Section I, column g, to each item submitted.

### THE FOLLOWING ACTION CODES ARE GIVEN TO ITEMS SUBMITTED

- |      |  |       |   |
|------|--|-------|---|
| A -- | Approved as submitted.   | E --  | Disapproved (See attached).   |
| B -- | Approved, except as noted on drawings.   | F --  | Receipt acknowledged.   |
| C -- | Approved, except as noted on drawings.<br>Refer to attached sheet resubmission required. | FX -- | Receipt acknowledged, does not comply<br>as noted with contract requirements. |
| D -- | Will be returned by separate correspondence.   | G --  | Other (Specify)   |

10. Approval of items does not relieve the contractor from complying with all the requirements of the contract plans and specifications.

**RECORD DRAWING AS-BUILT  
XYZ CONTRACTOR**

Plate: 1

Sheet Number: T-1

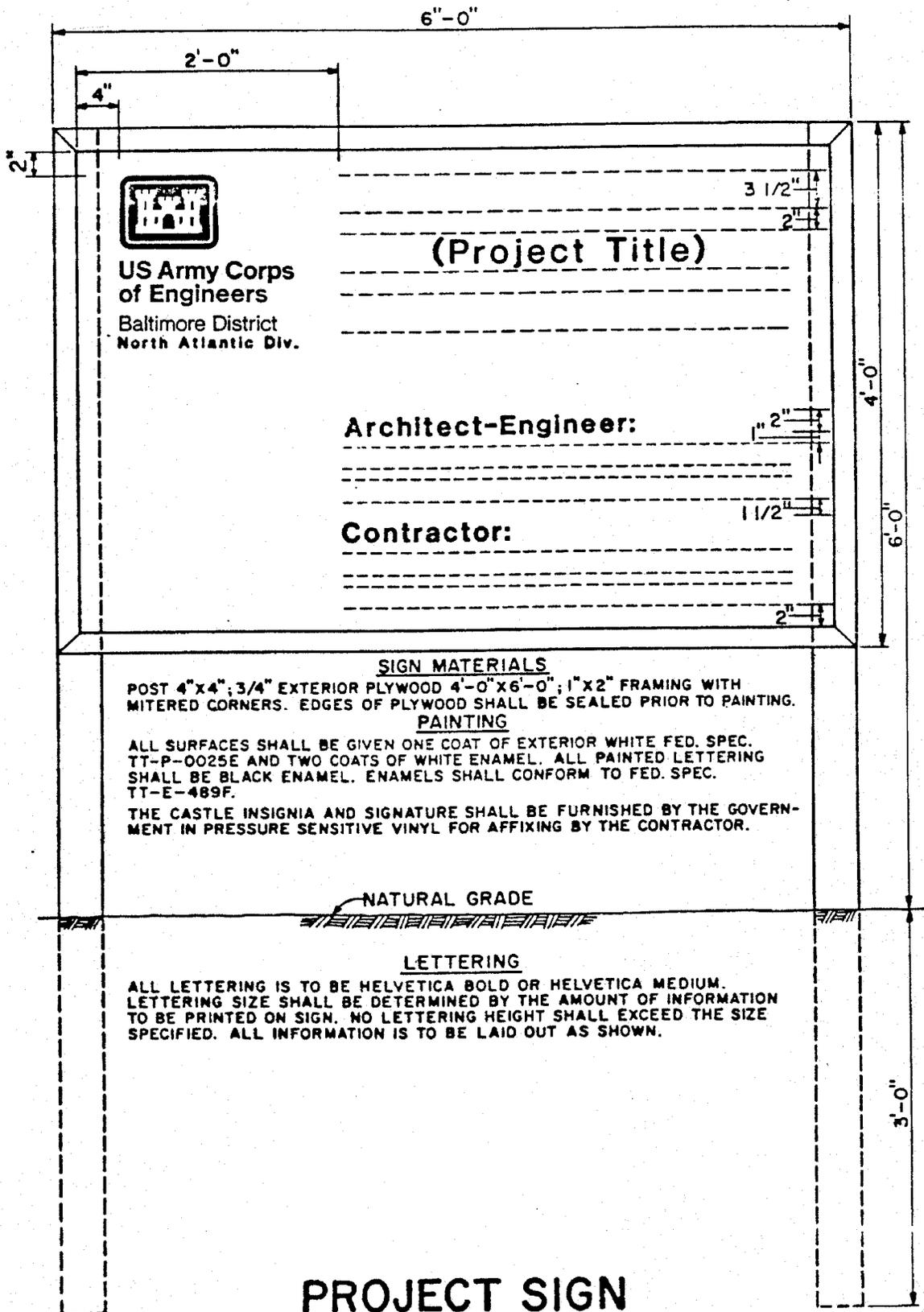
FT. INDIANTOWN GAP PENNSYLVANIA

EQUIPMENT CONCENTRATION SITE

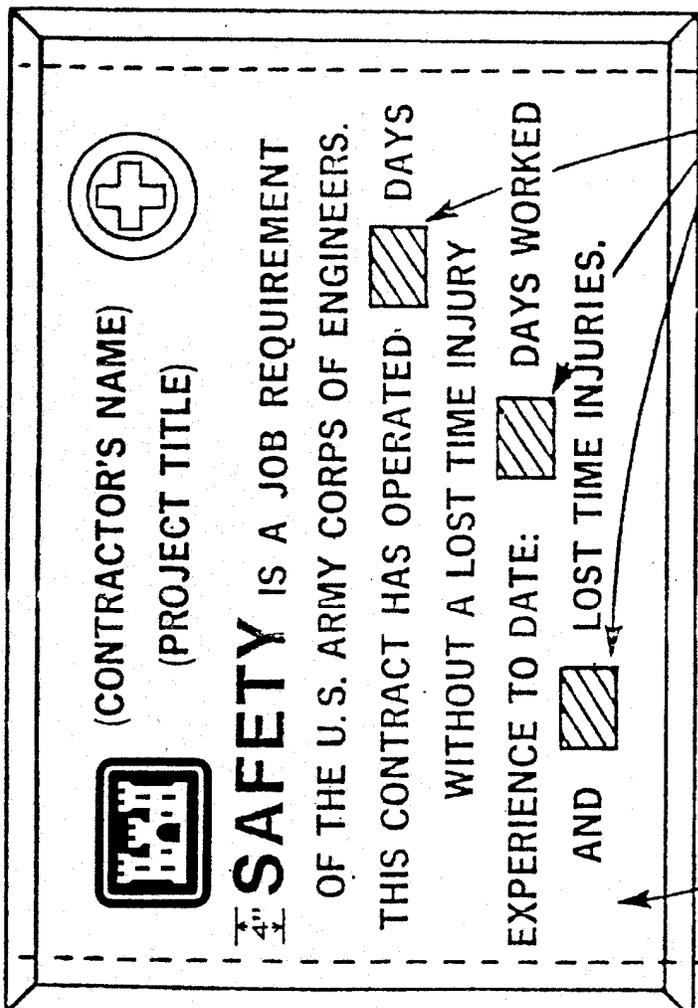
COVER SHEET

U.S. ARMY ENGINEER DISTRICT, BALTIMORE CORPS OF ENGINEERS BALTIMORE, MARYLAND	Designed by:		Date: JAN 2001	Rev.
	Dwn by:	Ckd by:	Design file no.	
A/E FIRM/CONTRACTOR 3 LINES PROVIDED OR LOGO	Reviewed by:		Drawing Number: F-XXX-XX-XX	
	Submitted by: Chief, Branch		File name: FILENAME Plot date: 12/25/00 Plot scale: 1=1	

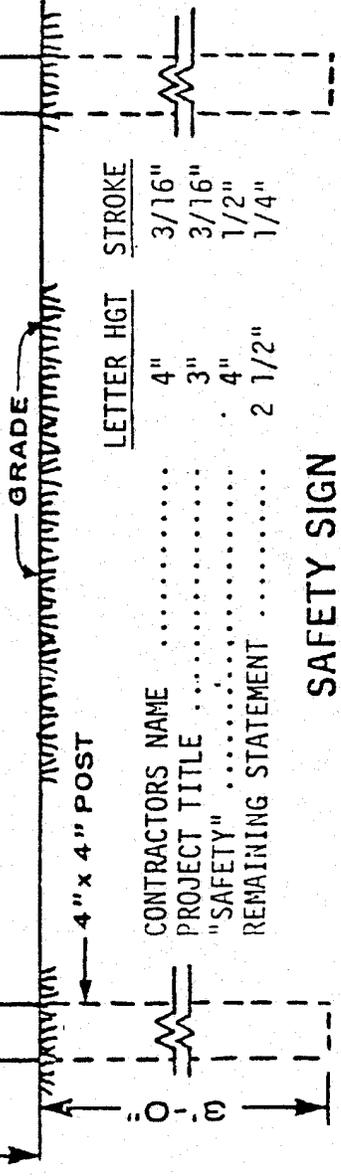
Mark	Description	Date	Appr.	Mark	Description	Date	Appr.
	AS-BUILT	10 SEP 02					
3	REVISED SECTION A-A AND C-C	5 JAN 01	A.E. / D.P.				
2	REVISED PER AMENDMENT NO. 2	30 DEC 00	A.E. / D.P.				
1	REVISED PER AMENDMENT NO. 1	25 DEC 00	A.E. / D.P.				



6'-0"



3/4" EXTERIOR PLYWOOD 4" x 6" PAINTED BLACK



SAFETY SIGN

SIGN MATERIALS

POST 4"x4"; 3/4" EXTERIOR PLYWOOD 4'-0"x6'-0", 2"x2" FRAMING WITH MITERED CORNERS. FRAMING ENCLOSED EDGES OF PLYWOOD AND BE INSTALLED FLUSH ON BACK SIDE AND PROJECTING IN FRONT. OUTSIDE WHITE, HOUSE PAINT-2 COATS; BOTH SIDES AND EDGES; COLORS IN OIL FOR LETTERING - LAMP BLACK AND BULLETIN RED; CASTLE SHALL BE RED; LETTERING SHALL BE BLACK; THE CROSS SHALL BE GREEN

THE CASTLE INSIGNIA SHALL BE FURNISHED BY THE GOVERNMENT IN PRESSURE SENSITIVE VINYL FOR AFFIXING BY THE CONTRACTOR.

## **SECTION 02930 - TREES AND TREE INSTALLATION**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

**A.** Related Work Specified Elsewhere:

1. Section 02920 Planting Soil

#### **1.2 DESCRIPTION**

**A.** Furnish all labor, materials, tools, equipment, and services necessary for and reasonably incidental to complete the landscape planting work as shown on the drawings, or specified, including, but not limited to the following:

1. Procurement and Installation of trees and planting accessories
2. Application of mulches
4. Maintenance.
5. Guarantee.

#### **1.3 QUALITY ASSURANCE**

**A.** Comply with applicable Federal, State, County and Local jurisdiction regulations where project is located.

**B.** Landscape planting and related work shall be performed by a firm with a minimum of ten years of experience handling, moving and installing and establishing large plant materials similar to those specified for this Project.

1. The Contractor shall have a demonstrable record of successful establishment of large plant materials in conditions similar to those of this Project.
2. The Contractor shall have or be qualified for security clearances to access Fort Meade and the project site.

**C.** Applicable Specifications and Standards:

1. "Standardized Plant Names," latest edition, American Joint Committee on Horticultural Nomenclature.
2. "American Standard for Nursery Stock," current edition, American Association of Nurserymen.

#### **1.4 SUBMITTALS**

- A. Manufacturer's Data: Submit to the Contracting Officer's Representative five (5) copies of manufacturer's and/or source data for all materials. .
- B. Samples: Submit to the Contracting Officer's Representative three (3) samples of all mulches, topsoil, soil mixes, and the organic matter used in the making of the soil mixes. Samples shall weigh one pound and be packaged in plastic zip lock bags. Samples shall be typical of the lot of material to be delivered to the site and provide an accurate indication of color, texture, and organic make-up of the material. A soil analysis of the soil mixes and topsoil, stating pH, nutrient levels (N, P, K), and a mechanical analysis shall be made by a qualified soil testing lab and submitted with the sample. The report must give recommendations for soil amendments for the particular use. All materials shall be reviewed by the Contracting Officer's Representative prior to use.
- C. If requested by Contracting Officer's Representative submit phytosanitary certificate of plant material.

#### **1.5 PROJECT CONDITIONS**

- A. Notify Contracting Officer's Representative at least ten calendar days prior to installation of plant material.
- B. Protect existing utilities, paving, and other facilities from damage caused by landscaping operations.
- C. A complete list of plants, including a schedule of sizes, quantities, and other requirements is shown on the drawings. In the event that quantity discrepancies or material omissions occur in the plant materials schedule, the planting plans shall govern.

## 1.6 REVIEW AND ACCEPTANCE OF PLANTS

### A. Preliminary Review of Plant Material Prior to Planting:

1. A written request for review of plant material at their place of growth shall be submitted to the Contracting Officer's Representative at least ten calendar days prior to digging. This written request shall state the place of growth, quantity of plants to be reviewed, and size of each plant. Plant materials shall be reviewed via photographs prior to tagging. The photographs of plant material are for general conformance only, all plant material will be reviewed at their place of growth as indicated in 1.6 A.4 below. The Contracting Officer's Representative reserves the right to refuse review at this time if, in his judgement, a sufficient quantity of plants are not available for review.
2. If specified plant material is not obtainable, submit to Contracting Officer's Representative substantiation of non-availability. Contractor shall submit in writing for review and evaluation substantiation of non-availability from a minimum of five (5) reliable nursery sources (American Nurserymen's Association Members) that the plant material in question is not obtainable.
3. In the event that plant material submitted within the written request is found to be unacceptable as per Section 2.1 Plants, the Contractor shall pursue other sources until acceptable plant material (as per Section 2.01 Plants) is found, at no additional cost to the Owner.
4. All plants shall be reviewed and tagged by the Contracting Officer's Representative at their place of growth and upon delivery for conformity to specification requirements. Such review shall not impair the right of rejection and review of plant material for conformance to specification requirements by the Contracting Officer's Representative during progress of the work.
5. If, due to unacceptable plant material at their place of growth (Contractor's source) additional review/tagging trips are required, the Contractor shall reimburse the Government for any time and additional travel expenses required.

- B. Substantial Completion:** The Contracting Officer's Representative will review the work for substantial completion upon written notification by the Contractor that all planting operations have been completed. The Contracting Officer's Representative will conduct the review within ten working days of notification.

1. Review of the work for Substantial Completion shall be for conformance to the Contract Documents, including materials, workmanship and condition, and shall not relieve the Contractor of responsibility for full conformance to the Contract, including establishment, maintenance and guarantee.
- C. Establishment: The establishment period is intended to insure that the completed work is delivered to the Contracting Officer's Representative with all plant materials established in vigorous and healthy condition.
1. The establishment period shall begin immediately after installation and continue until Acceptance by the Contracting Officer's Representative. During the establishment period, planting areas and plants shall be protected against disturbance or damage of any kind. Plants found to be dead, damaged or not in vigorous and healthy condition and true to habit shall be treated or replaced, without additional cost to the Government, before review for Acceptance, or as soon as weather and planting conditions permit.
- D. Acceptance and Initiation of Maintenance and Guarantee: The Contracting Officer's Representative will review the work for Acceptance only once all items noted during the substantial completion review have been completed in their entirety and, upon written request of the Contractor. The request shall be received at least ten calendar days before the requested date of review. Plants not in a vigorous and healthy condition and true to habit shall be replaced, without cost to the Owner, as soon as weather and planting conditions permit.
- E. Final Review for Guarantee Conformance: At the end of the guarantee period, the Contracting Officer's Representative shall review all guaranteed work upon written request of the Contractor. The request shall be received at least ten calendar days before the requested date for final review.
1. All plant material rejected by the Contracting Officer's Representative shall be replaced, and will be subject to all requirements stated in this specification
    - a. Replacements shall be similar in all respects to the original plants.

- b. Photographs of plant material proposed to be used as guarantee replacements shall be submitted to the Contracting Officer's Representative for review prior to procurement and transport to the project site.

## 1.7 GUARANTEE

- A. Trees shall be guaranteed for a period of one year or one entire growing season, whichever is longer, from the date of Acceptance.
- B. The guarantee period does not begin until all the work is accepted. All guarantee periods will terminate at one time, one year or one entire growing season from the last date of Acceptance.
- C. The Contractor shall replace, without cost to the Owner, and as soon as weather conditions permit and within a specified planting period, all dead plants and all plants not in a healthy condition during and at the end of the maintenance period. The plants shall be free of dead or dying branches and branch tips, and shall bear foliage of a normal density, size, and color. Replacements shall closely match adjacent specimens of the same species. Replacements shall be subject to all requirements stated in this specification.
- D. The guarantee of all replacement plants shall extend for an additional period of one year from the date of their acceptance after replacement.

## PART 2 - PRODUCTS

### 2.1 PLANTS

- A. General: Refer to the PLANT SCHEDULE on the drawings for specific types and quantities of plants to be furnished.
  - 1. Plants shall be true species and variety and shall be nursery grown in accordance with good horticultural practices and in climatic and soil

conditions similar to those in the locality of the project, for at least two years. They shall have been root pruned within two years.

2. Plants shall be dormant when dug. If the dormancy period has passed before installation and plants have been held at the nursery after digging, the Contractor shall provide written substantiation that the tree was dug in dormancy.
  - a. If plants cannot be dug in dormancy due to the nature or schedule of the project, notify the Contracting Officer's Representative prior to procurement.
  - b. Plants dug out of the dormancy period, if permitted by the Contracting Office Representative shall be dug with a minimum of a 25 percent increase in the diameter of the root ball. Additional means to reduce stress may be required by the Contracting Officer's Representative.
  - c. Trees larger than 5" caliper shall be dug by hand. Root balls shall be drum laced with a flat bottom.
  - d. No plants heeled-in or held in cold storage from the prior season will be accepted.
3. Unless specifically noted otherwise, all plants shall be of specimen quality, exceptionally heavy, symmetrical, tightly-knit plants, so trained or favored in their development and appearance as to be unquestionably and outstandingly superior in form, number of branches, compactness, and symmetry.
4. Plants shall be sound, healthy and vigorous, well-branched and densely foliated when in leaf, free of disease, insect pests, eggs or larvae, and shall have healthy, well-developed root systems. They shall be free from physical damage or adverse conditions that would prevent thriving with the specified result.

**B.** Plant Size: Plant sizes and configurations shall meet or exceed standards as set forth in ANZI Z60.1, American Standard For Nursery Stock, latest edition, published by the American Association of Nurserymen, unless otherwise indicated in the Contract Documents.

1. Caliper measurement shall be taken at a point on the trunk 6" above natural ground line for trees up to 4" in diameter, and at a point 12" above the natural ground line for trees over 4" in diameter

2. Plants shall be measured when branches are in their normal position. Height and spread dimensions specified refer to the main body of the plant and not from branch tip to tip.
  3. If a range of size is given, no plant shall be less than the minimum size and not less than 50 percent of the plants shall be as large as the maximum size specified. The measurements specified are the minimum size acceptable and are the measurements after pruning, when pruning is required.
  4. Plants that meet the measurements specified, but do not have an appropriate balance between height and spread, shall be rejected.
  5. Plants larger than specified in the Contract Documents may be used if acceptable to the Contracting Officer's Representative. Use of such plants shall not increase the contract price. If larger plants are accepted, the size of the root balls, if specified by the Contract Documents, shall be increased proportionally.
- C. Transport: Transport plants in an enclosed truck or trailer. If plants are too large for enclosed transport, wrap and secure the canopy to prevent wind burn and desiccation.
- D. Pruning: Trees shall not be pruned before delivery. Trees which have a damaged or crooked leader, or multiple leaders unless specified in the Contract Documents, will be rejected. Trees with abrasion of the bark, sunscald, disfiguring knots, fresh cuts or wounds over 1-1/4" which have not completely calloused, will be rejected.

## 2.2 PLANTING SOIL

- A. Planting soil mixture shall be in accordance with Section -02920 Planting Soil

## 2.3 ROOT STIMULANT AND SPECIAL APPLICATION FERTILIZERS

- A. Root Stimulant: Water-soluble organic bio-stimulant containing humic extracts, cold water kelp extracts, vitamins and amino acids, and plant co-enzymes, produced specifically to stimulate root growth in newly planted trees. Representative products include Roots 2!" Thrive Alive!" and Kick!" . Apply per manufacturer's recommendations.

- B. Holly Fertilizer: Slow release granular fertilizer formulated specifically for use on these plants. Do not use on other plant materials. Representative products include: Osmocota 10-6-4, Sierra 17-6-10, and Espoma Holly Tone. Apply per manufacturer s recommendations.

## 2.4 MATERIALS FOR PLANTING

- A. Anchors: Stamped steel ground anchors or below-ground anchoring systems manufactured specifically for use in securing large trees. Three anchors per tree shall be used.
- B. Stakes: straight hardwood stakes 2" x 2" x 7' minimum. Three stakes per tree shall be used.
- C. Guys for trees larger than 5 inches in caliper, 3/16" galvanized wire cable or other guying system manufactured specifically for securing trees.
- D. Guys and Ties for trees 5 inches or less in caliper: UV resistant flat woven polypropylene strapping material manufactured specifically for use in securing newly installed trees.
- E. Hose: Corded rubber, black in color for deciduous trees and green in color for evergreen trees, and either 1/2" or 3/4" depending on the size of the tree.
- F. Clamps: Galvanized or zinc coated and appropriate size to hold cable used.
- G. Turnbuckles: Galvanized steel or zinc coated.
- H. Protection Fencing: Polyethylene mesh, 4 feet in height, secured with metal T-post stakes.
  - 1. Material: High density polyethylene
  - 2. Color: Black or green. Do not switch or change color during the Project.
  - 3. Ultraviolet resistance: Fully stabilized
  - 4. Nominal mesh opening: 1-1/4 inches x 1-1/4 inches
  - 4. Temperature range: -60 degrees F. to 180 degrees F
  - 5. Tensile yield: 3200 psi
  - 6. Tensile strength: 370 lbs per foot
  - 7. Elongation at break: 150%

### **PART 3 EXECUTION**

#### **3.1 PREPARATION OF PLANT MATERIALS:**

- A.** Dig plants with firm, natural balls of earth of a diameter not less than that shown on the plant list or that recommended by the American Standard for Nursery Stock, and of sufficient depth to include the fibrous and feeding roots. Plants will not be accepted if the ball is cracked or broken before or during planting operations. All dirt thrown on top of the ball by cultivation and other nursery practices shall be removed prior to digging the ball.
1. Tree balls shall be wrapped with burlap and drum laced with a flat bottom.
  2. Use of synthetic wrapping materials is not permitted.

#### **3.2 EXCAVATION OF PLANTED AREAS:**

- A.** Prior to commencement of planting the Contractor shall interpret and stake tree locations. The Contracting Officer's Representative shall review the field layout with the Contractor and make adjustments as may be required. The request shall be received at least five (5) calendar days before the anticipated date of review.
1. Field location shall avoid existing trees, obstructions and deleterious or otherwise unsuitable conditions.
- B.** Excavate pits with vertical sides unless otherwise indicated on the drawings and with bottom of excavation slightly raised at center to provide positive drainage. Loosen hard subsoil in bottom of excavation to a maximum depth of 6". Remove all excavated material that will not be reused from the job site.
1. Pits shall be sized at 3 times the diameter of the tree ball and no deeper than the depth of the root ball
  2. If pits are dug with a mechanical excavator or backhoe, scrape and loosen the sides and compact subgrade at the bottom of the pit to prevent settling.

- C. Fill excavations to 1/3 depth with water and allow to percolate out before planting. If after 24 hours water remains in the excavation, notify the Contracting Officer's Representative in writing that such conditions exist. Upon notification, Contracting Officer's Representative will review existing conditions to determine appropriate action or corrective measures to be taken.
  
- D.. If rock, underground construction work, utilities, tree roots, or other obstructions are encountered that would be detrimental to the growth of plant material, notify the Contracting Officer's Representative in writing that such conditions exist. Upon notification, the Contracting Officer's Representative will review existing conditions to determine appropriate action or corrective measures to be taken.

### 3.3 PLANTING

- A. Planting Season: Plants shall be planted only within the following dates or as otherwise permitted by the Contracting Officer's Representative
  - 1. Until June 30<sup>th</sup>
  
- B. Handling: Handle plants carefully at all times
  - 1. Protect plants at all times from sun or drying winds. Plants that cannot be planted immediately on delivery shall be kept in the shade, well protected with soil, wet moss, or other acceptable material and shall be kept well watered. Water plant material as necessary to maintain root system in a constantly moist condition. Plants shall not be held or remain unplanted for longer than twenty-four hours after delivery to the site without authorization of the Contracting Officer's Representative.
  - 2.. Plants shall not be bound with wire, rope or strapping at any time so as to damage the bark or break branches. Plants shall be lifted and handled from the bottom of the ball only.
  
- C. Planting Operations:
  - 1. Set plants at same relationship to finished grade as they bore to the ground from which they were dug unless otherwise called for on the drawings or by field conditions that would be deleterious.
  - 2. Immediately in coordination with excavation and tree placement, backfill soil mixture in lifts of a maximum of 18". Lightly compact each lift. Soil

mixture shall not be so compacted as to restrict the free flow of water through the soil. Place fill to a suitable elevation above finish grade in order to provide for any anticipated settlement to the elevation shown.

- a. Use specified planting soil mixture to backfill pit approximately 2/3 full. Water thoroughly before installing remainder of the planting soil to eliminate air pockets and minimize settlement.
  - b. Brace plants plumb and in position until the planting soil has been settled solidly around the perimeter of the root ball.
  - c. Place additional planting soil to meet finish grade.
3. Cut ropes or strings from top of ball and trunk. Leave burlap or cloth wrapping intact other than to remove portions of burlap wrapped around the trunk at top of ball.
  4. If wire baskets were approved by the Contracting Officer's Representative, cut, and remove wire baskets from top 1/3 of ball after plant has been set.
  5. Form a compacted 3" to 4" high soil basin around an area 2 times the diameter of the root ball. Water in saucer and re-settle soil around root ball to eliminate air pockets. Repeat process a minimum of twice and allow to settle for 24 hours.
    - a. If the soil around the root ball has settled, provide additional planting soil to smoothly match adjacent finish grade.
    - b. After 24 hours apply fertilizer and a bio-stimulant at manufacturer's recommended rates.
  6. Mulch trees immediately after planting to a consistent depth of 3 inches.
    - a. Extend mulch to cover a maintainable planted zone (maintenance area) as defined in 3.4 A.
  7. Remove all labels, strings, etc. from all plants except the Contracting Officer's Representative's plant seals.
    - a. Trees without the Contracting Officer's Representative's original seals at Substantial Completion will be subject to rejection.
    - b. Remove the plant seals upon direction of the Contracting Officer's Representative

**D. Staking, Guying and Pruning:**

1. Staking, anchoring and guying shall be installed immediately after planting. Plants shall stand plumb/vertical.
  - a. Do not fully tighten ties or guys. Allow for the natural trunk movement and flexibility of the tree.

2. At the direction of the Contracting Officer's Representative, anchoring and guying may be omitted for trees 7 inches or larger in caliper.
3. Prune plants immediately after installation only to remove dead wood, suckers, and broken or badly bruised branches. Use only clean, sharp tools.
  - a. Do not reduce the canopy or prune live wood.

### **3.4 PROTECTION AND MAINTENANCE AREA**

- A. An area the diameter of the plant pit or 10 feet in diameter, whichever is larger, around each tree shall be protected by temporary fencing.
  1. T-Posts should be placed a maximum of 10 feet apart with the flat side facing out. Locate posts outside of the edge of the watering basin
  2. The vertical strand of fence shall be sandwiched between the flat side of T-Post and a 1" x 2" wood slat. Secure slat and fencing to the T-post with wire ties or plastic cable ties 1 foot o.c. spacing.
  3. To connect fence sections, overlap 2 strand section from each end and weave a 1" x 2" slat through the overlapped strands.
  4. Fence should be tensioned by hand only. Do not use mechanical tensioners.
  5. Provide a 4 foot wide post to post gate section to allow access for maintenance. Secure gate closed with ties.

## **PART 4 MAINTENANCE**

### **4.1 MAINTENANCE PERIOD AND TASKS**

- A. Maintenance shall begin upon Acceptance by the Contracting Officer's Representative, and shall continue for 1 year. Maintenance shall consist of any and all tasks required to keep newly installed trees healthy, vigorous and as additionally specified. Maintenance shall include, at a minimum, the following tasks:
  1. Protection and maintenance areas are to be kept free of grasses and weeds.
  2. Maintain a depth of 3 inches of wood mulch over the maintenance area at all times during the maintenance period. Provide additional mulch as required.

3. Pruning: Pruning will include work that is necessary to maintain the plants in their normal growth pattern and natural character, including but not limited to the removal of deadwood, suckers and broken or badly bruised branches.
4. Disease and Insect Control: Contractor will deliver plants free of diseases and insects at the end of the maintenance period.
5. Watering: Contractor shall ensure that adequate moisture is provided to all plants. Water shall be provided to all new plantings as follows:
  - a. Water thoroughly at time of planting.
  - b. Plant material shall be watered a minimum of once weekly for a period of one full growing season. If soil moisture conditions do not require additional watering, the Contractor shall inform the Contracting Officer Representative.
  - c. Watering shall provide the equivalent of a minimum of two inches of precipitation per week.
  - d. The Contractor shall advise the Contracting Officer Representative if adjustments to the schedule and amount of water are required to provide adequate moisture to plant materials.
  - e. After the first growing season, the Contractor shall water the plants bi-weekly for an additional growing season.
6. Settlement: Reset plants to proper grade and position as required. Add topsoil to areas of settlement to maintain the original grade.
  - a. Do not add topsoil over the root ball
7. Stakes and Guys: Maintain all stakes and guys in-place and condition as originally installed. Replace broken or missing stakes or guys.
  - a. Remove all staking and guying materials at the completion of the maintenance period unless directed otherwise by the Contracting Officer Representative.
8. Maintain protection fencing in-place and vertical. Replace torn or damaged mesh and broken or missing posts.
  - a. Remove all fencing materials at the completion of the maintenance period unless directed otherwise by the Contracting Officer Representative.

END OF SECTION 02930



**ARCHITECT OF THE CAPITOL  
CONGRESSIONAL CAMPUS  
FORT MEADE, MARYLAND**

**LANDSCAPE PLAN PHASE ONE  
PROJECT SPECIFICATIONS**

**Project No. 030322**

**100% SUBMISSION**

**May 3, 2004  
Revised May 7, 2004**

**URS/Stephenson & Good**

**ARCHITECT OF THE CAPITOL  
CONGRESSIONAL CAMPUS  
FORT MEADE, MARYLAND**

**PROJECT SPECIFICATIONS TABLE OF CONTENTS**

SECTION 02920	PLANTING SOIL
SECTION 02925	SODDED LAWN
SECTION 02930	TREES AND TREE INSTALLATION

**AOC Congressional Campus 100% Submission**

5.07.04

Phase One Plant List

**1 ROCK AVENUE ENTRANCE**

---

Plant	Qt	Latin Name	Common Name	Size
DECIDUOUS TREES				
QPh	7	Quercus phellos	Willow Oak	5" Cal.
QA-5	18	Quercus acutissima	Sawtooth Oak	5" Cal.

**2 MD 32 BUFFER**

---

Plant	Qt	Latin Name	Common Name	Size
DECIDUOUS TREES				
QA	16	Quercus acutissima	Sawtooth Oak	7" Cal.
QP	8	Quercus palustris	Pin Oak	7" Cal.
EVERGREEN TREES				
PP	5	Picea pungens	Colorado Spruce (green)	18' Ht.
PS	18	Pinus strobus	Eastern White Pine	18' Ht.
IxO	21	Ilex opaca	American Holly	14'

## **SECTION 02920 - PLANTING SOIL**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Related Work Specified Elsewhere
  - 1. Section 02930 Tree Installation

#### **1.2 DESCRIPTION OF WORK**

- A. Furnish all labor, materials, tools, equipment, and services necessary for and reasonably incidental to complete the preparation and installation of a modified planting soil mix for tree planting as shown on the drawings, or specified, including, but not limited to the following:
  - 1. Preparation of Planting Soil Mix

#### **1.3 QUALITY ASSURANCE**

- A. Planting soil preparation and mixing shall be performed by a firm with a minimum of ten years experience in this type of work.

#### **1.4 SUBMITTALS**

- A. Submit to the Contracting Officer's Representative copies of manufacturers and/or source data for all materials including soils.
- B. Samples: Submit to the Contracting Officer's Representative samples of topsoil, sand organic matter and mineral additive to be used in the making of the planting soil mix, and the final planting soil mix. Samples shall weigh one pound and be packaged in plastic ziplock bags. Samples shall be typical of the lot of material to be delivered to the site and provide an accurate indication of color, texture, and organic make-up of the material. A soil analysis of each of the topsoil and planting soil mix, stating pH, nutrient levels (N, P, K), and a mechanical analysis shall be made by a qualified soil testing lab and submitted to the Contracting Officer's Representative prior to use. The soil analysis must give recommendations for approval for soil amendments for the particular use.

## PART 2 - PRODUCTS

### 2.1 PLANTING SOIL MIXTURE

- A. The Planting Soil Mixture shall be composed as follows however percentages may be adjusted by the Contracting Officer's Representative upon submission of soil test analyses:
1. 80% topsoil
    - a. topsoil excavated from tree pits may be used if approved by the Contracting Officer's Representative
    - b. excavated topsoil samples and laboratory tests shall be reviewed by the Contracting Officer's Representative and shall be determined suitable for use if, by laboratory soil classification, is considered a sandy clay loam or sandy loam friable topsoil.
      1. Provide 3 soil analysis tests from samples obtained randomly throughout the field.
  2. 10% coarse sand
  3. 10% composted organic material
  4. PH and fertilizer amendments as indicated by laboratory test of the planting soil mixture.
- B. Topsoil or excavated topsoil shall meet ASTM D 5268, pH range of 5.5 to 7, a minimum of 4% percent organic material content; freely draining, free of stones .75 inch or larger in any dimension and other extraneous materials harmful to plant growth.
1. Topsoil Source: Import topsoil or manufactured topsoil from off-site sources. Obtain topsoil displaced from naturally well-drained construction or mining sites where topsoil occurs at least 4 inches deep; do not obtain from bogs or marshes.
  2. Reuse excavated topsoil stockpiled on-site, if suitable in accordance with 2.1; B, and approved by the Contracting Officer's Representative. Clean excavated topsoil of roots, plants, sod, stones, clay lumps, and other extraneous materials harmful to plant growth.
    - a. Do not use excavated subsoil.
    - b. Supplement with imported or manufactured topsoil from off-site sources when quantities are insufficient. Obtain topsoil displaced from naturally well-drained construction or mining sites where

topsoil occurs at least 4 inches deep; do not obtain from bogs or marshes.

1. Provide a minimum of 3 soil analysis tests from samples obtained randomly from the excavated topsoil or other topsoil source.
3. The pH value shall be between 5.5 and 7.0.
4. Soil Chemical Analysis: Submit a soil chemical analysis performed by a recognized testing laboratory. Soil analysis shall contain recommendations for adjustments to obtain optimum pH, nitrogen, phosphorous, potassium, soluble salts and trace elements.
  - a. Provide additives and amendments recommended by the testing laboratory upon review and approval or adjustment of the Contracting Officer's Representative.
  - b. Testing and all adjustments and amendments shall be at the Contractor's expense.
- C. Sand shall be clean, washed, coarse, masonry sand sized up to 1/4".
- D. Organic matter used in planting soil and back fill shall be composted leaves, bark, or other composted material approved by the Contracting Officer's Representative.
  1. Composted bark shall be potting grade pine bark.
- E. Fertilizer: Organic, low salt index, slow acting fertilizer. Representative product: Milorganite.
  1. Trace elements shall be commercially available slow release materials containing zinc (Zn), molybdenum (Mo), copper (Cu), boron (B), magnesium (Mg), iron (Fe), manganese (Mn), calcium (Ca), and sulfur (S).
- F. Dolomitic lime shall be agricultural grade ground limestone containing total carbonates of 85% with a minimum of 30% magnesium carbonates.

### **PART 3 - EXECUTION**

#### **3.1 MIXING OF PLANTING SOILS**

- A. Determine component and amendment ratios based on laboratory soil test recommendations.
- B. Mixing: Mix soil components by hand or mechanical means prior to placement. Thoroughly mix to insure homogeneous structure and distribution of soil amendments.
- C. Re-test planting mix to ensure the final mix is in accordance with laboratory soil test recommendations. Adjust and re-mix as required.
- C. Protection: Cover pre-mix components and mixed soil at all times to maintain the optimum moisture content, including during transport and on-site storage.

END OF SECTION 02920

**Landscape Plan Implementation Project**  
Library of Congress - Book Storage Module 1 Facility Screening  
AOC Congressional Campus, Ft. Meade, Maryland

**Background:** The Government intends to install a landscape plan that has been developed for buffering existing and future facilities that are operated by the Library of Congress. The facility is known as Book Storage Module 1 and is located between Maryland Route 32 and Rock Avenue within the secured perimeter of Ft. Meade. The primary purpose of this project is to provide a significant landscape buffer between the Module 1 building and Maryland Route 32. The secondary purpose is to provide certain landscape improvements between the Module 1 building and Rock Avenue. This project represents the first of several landscape improvement actions planned for the AOC Congressional Campus as new development occurs.

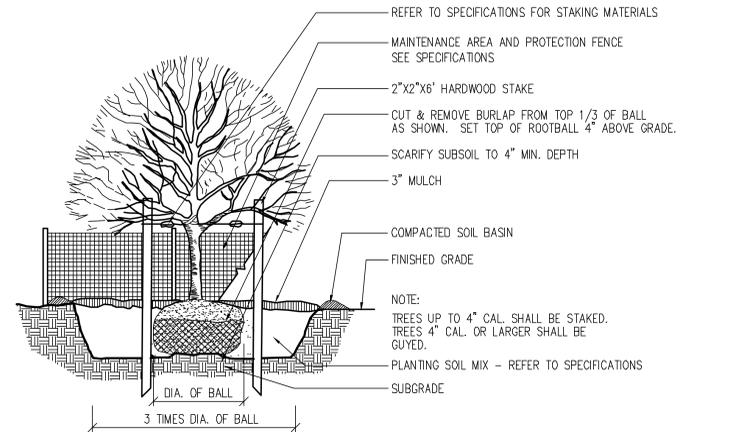
This landscape contract will provide for the supply, installation, watering and maintenance of approximately 96 evergreen and deciduous trees within the existing terrain of the AOC Congressional Campus. The installation is to be scheduled for late Spring 04 and Fall 04. The trees specified on the plans represent native and introduced species that will complement adjoining natural features, while also creating an immediate effective intermittent landscape buffer between Book Storage Module 1 and adjoining public rights-of-way.

The Route 32 buffer trees will be planted in an informal layout that is intended to be generally consistent with, and responsive to, existing conditions. The Rock Avenue buffer trees will be planted in a semi formal pattern that is consistent with street tree plantings within Ft. Meade. Existing field conditions associated with the planting zones are generally open with gradual sloping terrain. Existing stormwater management facilities, drainage swales, and perimeter fencelines may affect the planting zones.

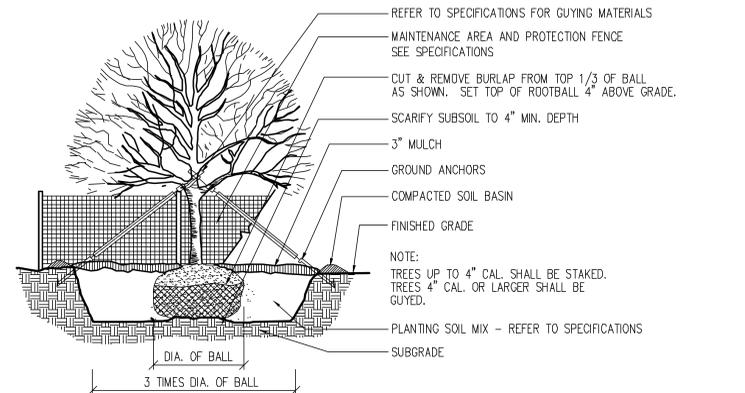
The Contractor shall provide and install the specified trees according to the Phase 1 Landscape Plan and Specifications. Substitutions for materials not available in the specified sizes will be considered. However, it is preferred that the specified materials be procured. The plan does not require alteration of the existing topography or drainage conditions within the site. Site preparation is limited to tree location field stake-out and individual tree planting requirements. The Contractor shall propose a construction action plan and integrated maintenance program based upon the plan and specifications and the existing site conditions for Government review and approval. This plan shall address tree procurement, site access and circulation, security requirements, stormwater management facilities, site utilities, staging area delineation, protection of existing vegetation and field location stakeout. The maintenance program will address watering, grass and weed control and other maintenance as specified.

To be attached:           Plans and specifications

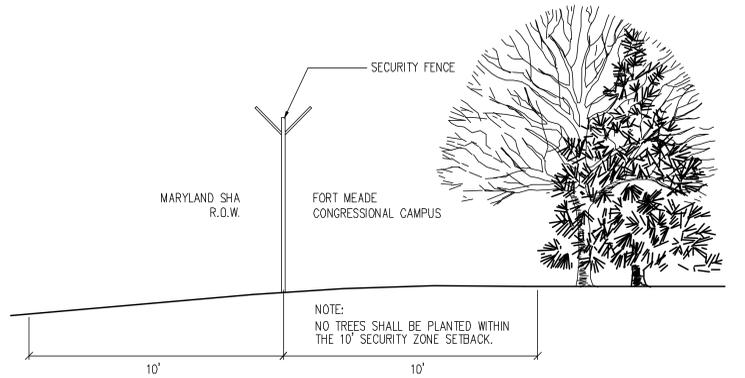




**1 TREE PLANTING AND STAKING DETAIL**  
NOT TO SCALE (PLNTD1A)  
NOTE: EVERGREEN TREE PLANTING AND STAKING DETAIL SIMILAR



**2 TREE PLANTING AND GUYING DETAIL**  
NOT TO SCALE (PLNT04A)  
NOTE: EVERGREEN TREE PLANTING AND GUYING DETAIL SIMILAR



**3 10' SECURITY ZONE SETBACK**  
NOT TO SCALE (PLNT06A)

Plant Schedule

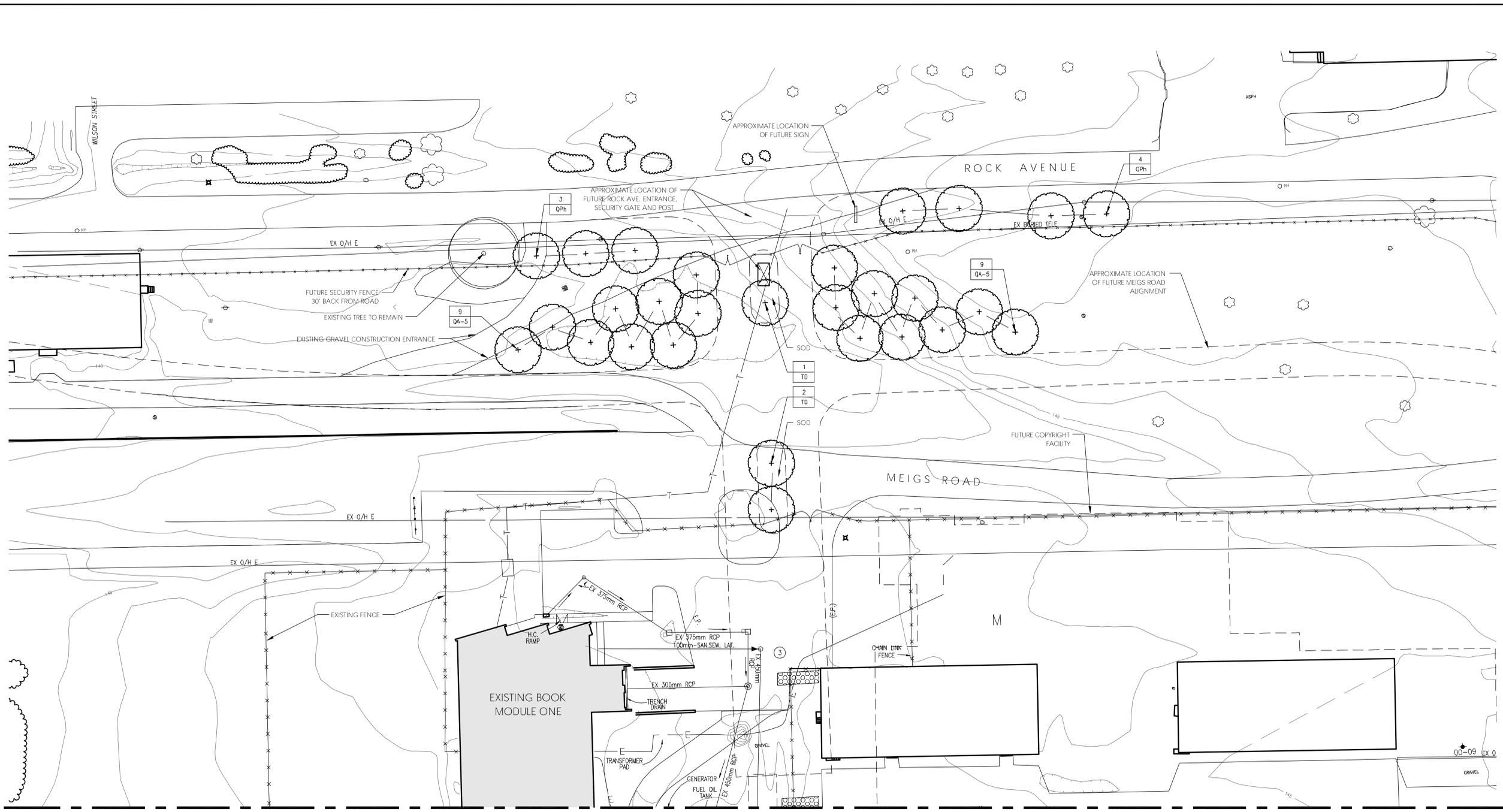
Key	Qty.	Botanical Name	Common Name	Size / Root
<b>Deciduous Trees</b>				
QA	16	Quercus acutissima	Sawtooth Oak	7" cal., B&B
QA-5	18	Quercus acutissima	Sawtooth Oak	5" cal., B&B
QPh	7	Quercus phellos	Willow Oak	5" cal., B&B
QP	8	Quercus palustris	Pin Oak	7" cal., B&B
TD	3	Taxodium distichum	Bald Cypress	14" ht., B&B
<b>Evergreen Trees</b>				
IxO	21	Ilex opaca	American Holly	14" Ht., B&B
PP	5	Picea pungens	Colorado Spruce (green)	18" Ht., B&B
PS	18	Pinus strobus	Eastern White Pine	18" Ht., B&B

NOTE: REFER TO SPECIFICATIONS FOR ADDITIONAL PLANT INFORMATION.



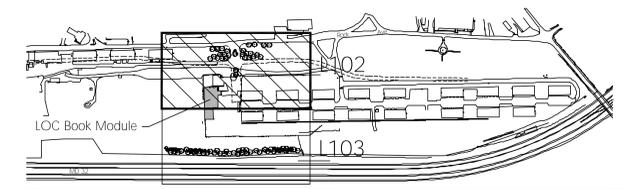
REVISIONS:

NO.	DESCRIPTION	DATE

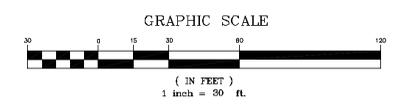


MATCHLINE SHEET L103

NOTE: TREE LOCATIONS AS SHOWN ARE APPROXIMATE. ACTUAL LOCATIONS TO BE STAKED IN FIELD FOR REVIEW AND ADJUSTMENT BY THE CONTRACTING OFFICE REPRESENTATIVE PRIOR TO INSTALLATION.



Vicinity Map  
scale 1:500



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RECOMMENDED FOR APPROVAL

DIRECTOR OF ARCHITECTURE  
DIRETOR OF ENGINEERING

ALAN M. HANTMAN, FAIA  
ARCHITECT OF THE CAPITOL

WORKS NAME  
**CONGRESSIONAL CAMPUS FORT MEADE, MARYLAND**

PROJECT DESC  
**FORT MEADE LANDSCAPE MASTER PLAN**

DRAWING TITLE  
**LANDSCAPE PLAN PHASE ONE SITE PLAN**

SCALE	DESIGNED BY	CHECKED BY
1"=30'-0"	MJS	FRWG
DRAWN BY		
0.30322		
0.30322_L102		

**L102**

DATE  
MAY 7, 2004

100% SUBMISSION