

\*\*\*\*\*  
USACE / CESAJ

Adapted for CESAJ programs February 2000.

DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS

CESAJ 01 30 00 (Apr 2006)  
-----

JACKSONVILLE DISTRICT LOCAL MASTER GUIDE SPECIFICATION

\*\*\*\*\*

SECTION TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01 30 00

ADMINISTRATIVE PROCEDURES

11/13

PART 1 GENERAL

- 1.1 SUMMARY
- 1.2 SUBMITTALS
- 1.3 PROJECT COORDINATION
  - 1.3.1 Resident Management System (RMS)
  - 1.3.2 Coordination with Other Contracts
    - 1.3.2.1 [Contractor Shared Space or Facilities
    - 1.3.2.2 [Previous Supply Contract
    - 1.3.2.3 [Adjacent Contractor
    - 1.3.2.4 [Future Contract
    - 1.3.2.5 [Work by Others
  - 1.3.3 Access by Others
  - 1.3.4 Inspections by Others
- 1.4 PROJECT MEETINGS
- 1.5 PRECONSTRUCTION CONFERENCE
  - 1.5.1 Preconstruction Conference Minutes
  - 1.5.2 Preconstruction Conference Submittals
    - 1.5.2.1 Other Division 01 Submittals
    - 1.5.2.2 Divisions 02 through 48 Submittals
- 1.6 PARTNERING
  - 1.6.1 Initial Partnering Meeting
  - 1.6.2 Partnering Regroups
- 1.7 NOTICE TO PROCEED
- 1.8 COORDINATION MEETING
- 1.9 PROGRESS MEETINGS
  - 1.9.1 Progress Meeting Participants
- 1.10 CONTRACTOR PERFORMANCE EVALUATIONS
  - 1.10.1 Training

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION

3.1 GENERAL MEETING REQUIREMENTS

3.2 PROGRESS MEETING AGENDA

-- End of Section Table of Contents --

\*\*\*\*\*  
USACE / CESAJ

Adapted for CESAJ programs February 2000.

DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS

CESAJ 01 30 00 (Apr 2006)  
-----

JACKSONVILLE DISTRICT LOCAL MASTER GUIDE SPECIFICATION

\*\*\*\*\*

SECTION 01 30 00

ADMINISTRATIVE PROCEDURES  
11/13

\*\*\*\*\*

NOTE: This guide specification covers the requirements for administrative procedures.

Comments and suggestions are welcome. Using e-mail for feedback is encouraged. Comments should be directed to:

Engineering Division, Design Branch, Specifications Section.

ALL COMMENTS RECEIVED WILL BE DISSEMINATED TO THE PROPER OFFICE FOR RESPONSE. This specification has tailoring options for non-dredging or dredging projects. Deselect the option not used upon download.

\*\*\*\*\*

PART 1 GENERAL

\*\*\*\*\*

NOTE: This guide specification contains requirements which may be included in projects when applicable; requirements will be added, deleted, or modified as necessary to satisfy project conditions.

\*\*\*\*\*

1.1 SUMMARY

Manage project and coordinate activities of own employees, subcontractors, suppliers and offsite fabricators. Contractor shall use computers, E-mail, and Internet resources for administrative work. Notify Contracting Officer of important meetings, schedule events and activities. Furnish labor and materials and equipment required to plan and execute project management functions and coordination. Coordinate activities and manage resources to construct project conforming to contract, on time and within budget. Related Sections are 01 32 01 PROJECT SCHEDULE, and 01 45 04 CONTRACTOR QUALITY CONTROL01 45 05 DREDGING/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL.

1.2 SUBMITTALS

\*\*\*\*\*  
 NOTE: Submittals must be limited to those necessary for adequate quality control. The importance of an item in the project should be one of the primary factors in determining if a submittal for the item should be required.  
 \*\*\*\*\*

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Transmit submittal items in accordance with Section 01 33 00 SUBMITTAL PROCEDURES. Submit the following preconstruction submittal items no later than 20 calendar days after award or 5 calendar days after Notice to Proceed, whichever is later:

SD-01 Preconstruction Submittals

List of Subcontractors

Documentation of compliance with Clauses SUBCONTRACTS (LABOR STANDARDS) and LIMITATIONS ON SUBCONTRACTING of Section 00700 CONTRACT CLAUSES in Volume 1, and, if included, paragraph LIMITATIONS ON SUBSTITUTIONS FOR CERTAIN POSITIONS AND/OR SUBCONTRACTORS of Section 00800 SPECIAL REQUIREMENTS in Volume 1. As part of the initial project schedule, submit a list of proposed subcontractors with company name, person to contact, street address, mail address, phone number, type of specialty and estimated subcontract quote.

\*\*\*\*\*  
 NOTE: Delete the following submittal UNLESS work is located on a GOVERNMENT INSTALLATION; i.e., Military Base.  
 \*\*\*\*\*

Certificate of Insurance

Refer to Clause INSURANCE--WORK ON A GOVERNMENT INSTALLATION of Section 00700 CONTRACT CLAUSES in Volume 1.

SD-07 Certificates

Signature Authority

Furnish a power of attorney or a notarized letter of authority from Contractor identifying local representatives authorized to sign contract documents.

Drug-Free Work Place Record

Documentation of compliance with Clause DRUG-FREE WORKPLACE of Section 00700 CONTRACT CLAUSES in Volume 1 (see subparagraphs (b) (1) through (b) (7)).

1.3 PROJECT COORDINATION

1.3.1 Resident Management System (RMS)

Contractor shall use Corps of Engineers' Resident Management System, referred to as Quality Control System (QCS), for construction information management. See Section 01 45 04 CONTRACTOR QUALITY CONTROL01 45 05 DREDGING/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL.

1.3.2 Coordination with Other Contracts

\*\*\*\*\*  
NOTE: Some sites have multiple contracts and limited access or storage. When on-going contracts are in vicinity of project site, show location, shared facilities and work by others, utility owners. Furnish as much site-specific information as possible for Contractors to manage risk and cost estimate coordination requirements.  
\*\*\*\*\*

1.3.2.1 [Contractor Shared Space or Facilities

[[Employee parking] [and] [material storage areas] will be shared with other Contractors. Each Contractor is responsible to maintain his portion of shared facilities until contract completion of his contract. Each Contractor is responsible to secure and protect stored materials from theft or damage.] [Portions of access road are shared; first Contractor on site is responsible to maintain shared portion of access road passable for two-wheel drive sedans until his contract completion. Upon demobilization of maintaining Contractor, the remaining Contractor will be notified by Contracting officer to maintain parking, storage areas and access roads in satisfactory condition for clean-up and dust control.]

1.3.2.2 [Previous Supply Contract

Contract includes Contractor installation of Government-furnished property (GFP) furnished under Government supply contract. Contracting Officer will deliver GFP to a location for Contractor storage or pick-up. Coordinate GFP delivery and supplier activities in construction schedule. Notify Contracting Office when supplied technical on-site support is required to oversee installation of GFP.]

1.3.2.3 [Adjacent Contractor

An active construction near project site may impact Contractor work (location is as shown). Coordinate activities to avoid impact to adjacent Contractors and prevent problems from adjacent contract.]

1.3.2.4 [Future Contract

During construction period for this project, a future contract [(located as shown)] [(near project site)] is scheduled to start. Coordinate contract activities with other Contractor to avoid impact to either contract. Notify Contracting Officer of problems caused by other contract.]

1.3.2.5 [Work by Others

During construction period, construction or maintenance work will be

performed by others within construction limits. Coordinate work by others with Contracting Officer and schedule activities to avoid problems.]

### 1.3.3 Access by Others

Maintain access to power poles and other items owned or operated by utility companies. Coordinate with utility companies as required for line marking, hookups, and relocations as needed to perform work. Incoming electrical utilities become the responsibility of Contractor at transformers. Coordinate emergency incident response with local law enforcement and fire rescue authorities. Notify Contracting Officer in writing of coordination problems encountered affecting work.

### 1.3.4 Inspections by Others

During construction period, inspection or maintenance work will be performed by others within the construction limits. The Contractor will be responsible for neatly mowing all grass and vegetation (not to include established trees or other protected vegetation designated as wetland areas) within the construction limits for the duration of the contract. Areas not accessible to mowers shall be edged or trimmed neatly. Mowing or trimming shall be performed every three weeks or when vegetation exceeds twelve inches in height.

## 1.4 PROJECT MEETINGS

Contracting Officer requires following types of project meetings:

- Preconstruction Conference
- Partnering Meeting
- Partnering Regroup Meetings
- Coordination Meeting
- Preparatory and Initial Phase meeting for each feature of work
- Project Progress Meetings

Project meetings are described in detail in subparts below.

## 1.5 PRECONSTRUCTION CONFERENCE

Contracting Officer will conduct a Preconstruction Conference for this project in accordance with Clause PRECONSTRUCTION CONFERENCE of Section 00700 CONTRACT CLAUSES in Volume 1. Preconstruction Conference will be 30 calendar days after Notice of Award (NOA) or 15 calendar days after Notice to Proceed (NTP), whichever is later. (Refer to subparagraph "Preconstruction Conference Submittals" below.) Contracting Officer will notify Contractor of time, place, and agenda. Contractor shall notify key subcontractors and suppliers to attend. Contracting Officer will discuss contract "ground rules" and general issues including:

- Lines of Contracting Officer authority
- Lines of Contractor authority
- 00700 Contract Clauses
- 00800 Special Contract Requirements
- Contract Administration
- Progress Payment
- Correspondence Procedures
- Project Schedule
- Submittal Register
- Labor requirements

-- General Site Safety

1.5.1 Preconstruction Conference Minutes

Contracting Officer will take detailed minutes of Preconstruction Conference discussions and may use an audio or video tape. Copies of typed minutes will be provided to the Contractor to review for accuracy, sign and return. Signed minutes become part of the contract file. Audio or video tapes if used will be made available for Contractor to review or copy at Area Office.

1.5.2 Preconstruction Conference Submittals

The timing of submission of submittals and completion of the Preconstruction Conference is intended to allow the Contractor and the Government adequate time to prepare for commencement of work. However, should the Contractor fail to submit required items and receive acceptance and/or approval within the times stated, the Contractor will not be permitted to commence work until these requirements have been satisfied. Any delays attributable to the Contractor's failure to comply with these pre-work requirements shall be at the Contractor's expense and may be cause for remedial action by the Contracting Officer. Submittals required by this Section are described in paragraph SUBMITTALS above.

1.5.2.1 Other Division 01 Submittals

\*\*\*\*\*  
NOTE: Deselect dredging or non-dredging as indicated above. Select appropriate bracketed Section reference. Fill in blanks where appropriate. REMEMBER TO DELETE BRACKETS.  
\*\*\*\*\*

The Contracting Officer reviews submitted draft plans to prepare Coordination Meeting agenda and understand Contractor procedures. Submit the following, as indicated in their respective sections, 20 calendar days after award or 5 calendar days after Notice to Proceed, whichever is later:

- Project Schedule - See Section 01 32 01 PROJECT SCHEDULE
- Diving Plan - See Section 01 35 25 OWNER SAFETY REQUIREMENTS - DIVING
- Accident Prevention Plan - See Section 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS
- Quality Control Plan - See Section 01 45 04 CONTRACTOR QUALITY CONTROL 01 45 05 DREDGING/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL
- Temporary Facilities Plan - See Section 01 50 02 TEMPORARY CONSTRUCTION FACILITIES
- Traffic Control Plan - See Section 01 55 26 TRAFFIC CONTROL
- Environmental Protection Plan - See Section 01 57 20 ENVIRONMENTAL PROTECTION

1.5.2.2 Divisions 02 through 48 Submittals

In addition to the above, bring submittal items for materials, workmanship, plans or events required early in project schedule which are ready for transmittal to Contracting Officer. Prepare transmittal of submittal items in accordance with Section 01 33 00 SUBMITTAL PROCEDURES.

1.6 PARTNERING

Contracting Officer wants to have a bilateral project partnership with Contractor that draws on strengths of both organizations to identify and achieve common goals. Typical partnering goals include:

- Effective and efficient contract performance
- Project completion on time and within budget
- Construction completed according to plans and specifications
- Development of cooperative management teams
- Project success with customer (stakeholders) satisfaction
- Improved Project communication

1.6.1 Initial Partnering Meeting

\*\*\*\*\*  
**NOTE: Fill in blanks where applicable. Remember to delete brackets.**  
 \*\*\*\*\*

Contractor, key subcontractors and suppliers shall attend a one-day project "Partnering Meeting". The Partnering Meeting is a project team building workshop facilitated by qualified persons. Contracting Officer attendees and invited persons may include:

- Administrative Contracting Officer Representative (Area Engineer)
- Construction Quality Assurance Representatives
- Jacksonville District - Construction Branch persons
- Jacksonville District - Engineering Division Designers
- Local Sponsor (Owner) - [ ]
- [ ]

Goal of initial Partnering Meeting is to build trust, identify common goals, and understand individual project members' expectations and organizational values. Usual results include better communication between contract parties, shortened project learning curve and a cohesive two party contract partnership. Participants usually sign a voluntary partnering agreement generally describing mutual obligation to cooperate to achieve project goals and maintain effective communication. Contracting Officer will pay costs for workshop site rental and facilitator fees.

1.6.2 Partnering Regroups

After initial Partnering Meeting participation will be voluntary in accordance with a signed Partnering Agreement. After initial Partnering Workshop, partnering sessions will be hosted by both parties on an alternating basis with the hosting party being responsible for all costs associated with their meeting. At no time will these costs be used to change the contract price. Partnering Agreements include provisions for Contracting Officer and Contractor to request "Partnering Regroups" when needed. A "Partnering Regroup" is usually a short (4 hours - 1 day) informal partnering session where senior level Contractor and Contracting Officer project members and other interested parties review project issues of concern. Issues of conflict are reviewed, attempt to affirm common project goals and understand concerns of other partner.

1.7 NOTICE TO PROCEED

\*\*\*\*\*



**NOTE: Deselect dredging or non-dredging as indicated above.**

\*\*\*\*\*

Notice to proceed (NTP) will be issued 15 calendar days after award or after all required bonds are in place, whichever is later. If the Contractor has failed to submit and receive acceptance and/or approval of specified plans, including, but not limited to, Accident Prevention Plan - Section 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS, Quality Control Plan - Section 01 45 04 CONTRACTOR QUALITY CONTROL 01 45 05 DREDGING/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL, and Environmental Protection Plan - Section 01 57 20 ENVIRONMENTAL PROTECTION, or has not yet received the Contracting Officer's conditional approval to work under an interim plan, the Contractor shall not proceed with the work and shall consider the work to be suspended in accordance with the Suspension Of Work clause of the contract. While the Contractor is working under a conditionally accepted interim plan, funds may be retained from progress payments in accordance with the Payments Under Fixed-Price Construction Contracts clause of this contract until such time as the Contractor submits an acceptable plan. If the Contractor does not submit an acceptable plan within a reasonable time, as determined by the Contracting Officer, the Contracting Officer may order the Contractor to suspend work. Any suspension order issued for the Contractor's failure to submit an acceptable plan will not constitute unreasonable delay under the Suspension Of Work clause and the Contractor will not be entitled to an equitable adjustment of either performance period or contract price.

#### 1.8 COORDINATION MEETING

Coordination Meeting is scheduled, convened and conducted by Contracting Officer after a Preconstruction Conference and prior to starting physical construction. Draft plans submitted after NOA (i.e., Quality Control Plan, Environmental Protection Plan and Accident Prevention Program) will have been reviewed. Coordination Meeting is primarily for on-site Contractor Quality Control staff, including subcontractor and supplier employees performing quality control, to meet and discuss the project in detail with Contracting Officer's Quality Assurance Representatives. Purposes of Coordination Meeting are:

- Achieve mutual understanding with Contractor of required Quality Control
- Jointly review submitted draft plans; resolve issues of concern
- Discuss project plans and specifications, schedule, documentation
- Establish a good working relationship between the Contractors Quality Control Staff and Quality Assurance Representatives

#### 1.9 PROGRESS MEETINGS

Schedule, convene and preside over progress meetings as required. As project activities increase ("ramp up"), a minimum of one progress meeting per week is typical of a project of this scope. Convene additional meetings as required, or when requested by Contracting Officer. Notify persons needed to be present to discuss agenda issues. Contracting Officer may direct attendance by key Contractor suppliers, or fabricators as needed. A sample meeting agenda is provided in paragraph GENERAL MEETING REQUIREMENTS below. The Contractor shall take minutes of the meetings and distribute copies of the minutes within three working days after the meetings.

1.9.1 Progress Meeting Participants

Typical participants include:

- Contracting Officer or Contracting Officer's Representative
- Contractor's Site Superintendent
- Contractor's Quality Control Manager
- Contractor's Safety Coordinator
- Subcontractors, as appropriate to the agenda
- Suppliers, as appropriate to the agenda
- Others as appropriate to the agenda

1.10 CONTRACTOR PERFORMANCE EVALUATIONS

Contractors are given an opportunity to provide and/or enter performance evaluation comments directly into the Contractor Performance Assessment Reporting System (CPARS), Architect-Engineer Contract Administration Support System (ACASS), and the Construction Contractor Appraisal Support System (CCASS). The systems are web-enabled applications that support the completion, distribution, and retrieval of contract performance evaluations. Provide to the responsible area office the name and email address of the contractor user that will be accessing CPARS/ACASS/CCASS. Read this paragraph in conjunction with Paragraph 999.236-4003 CONSTRUCTION CONTRACTOR PERFORMANCE EVALUATIONS of Section 00800 SPECIAL REQUIREMENTS.

1.10.1 Training

Contractor online training is available at the following web site: <https://www.cpars.gov/allapps/cpartrng/onlinetrn.htm>. Training will give the student an understanding of the Contractor Representative and Contractor Corporate Senior Management levels of access, the policies and regulations governing CPARS/ACASS/CCASS, and the electronic workflow with particular attention to the Contractor comment function.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION

3.1 GENERAL MEETING REQUIREMENTS

\*\*\*\*\*  
**NOTE: Deselect dredging or non-dredging as indicated above.**  
 \*\*\*\*\*

See Section 01 45 04 CONTRACTOR QUALITY CONTROL 01 45 05 DREDGING/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL for Preparatory and Initial Phase meeting checklists. Contractor is responsible for phase and progress meetings to include:

- Meeting notification to participants
- Prepare agenda for meetings
- Use phase checklists for Preparatory and Initial Phase meetings
- Physical arrangements for meetings
- Preside at meetings
- Record minutes recording proceedings and decisions
- Copy and send minutes to:
  - Meeting participants
  - Project parties affected by decisions

Contracting Officer (No later than 3 working days)

### 3.2 PROGRESS MEETING AGENDA

Modify agenda as needed for on-going work.

Review minutes from previous progress meetings  
Review QCS Contractor Action Item Report  
Review work progress since previous meeting  
Review current definable features of work:  
-- Identify phases of current features of work  
-- Identify pending phase changes  
-- Identify features for discussion in next scheduled meeting  
Discuss problem prevention:  
-- Field observations  
-- Deficiencies and tracking  
-- Procedures working well  
-- Problems, conflicts  
-- Methods to improve  
Review construction schedule:  
-- Identify delays  
-- Discuss proposed corrective actions to regain schedule  
Submittals and Requests for Information (design interpretation):  
-- Review submittal register  
-- Identify submittals to expedite as required  
Review off-site activities:  
-- Fabrications  
-- Material and equipment delivery schedule  
Review Testing:  
-- Type, Schedule  
-- Received Results  
Review changes to construction schedule:  
-- Planned progress during succeeding work period  
-- Coordination of various schedules  
-- Effect of changes on construction and completion date  
Review site safety  
Discuss maintaining contract quality for materials and workmanship  
Discuss pending modifications, changes and substitutions  
Discuss other business, as appropriate  
  
-- End of Section --