

CHAPTER A-11
SPECIFICATIONS

Revised July 2020

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CHAPTER A-11

SPECIFICATIONS

11.1 **GENERAL.** The Engineering Data Management Section (EN-DD) coordinates the activities related to the preparation and issuance of the bid document for formally advertised projects. The section assists the A-E with the format and administrative requirements involved with preparing the contract specifications and reviews these specifications for continuity of bid documents.

This chapter has been prepared to assist the A-E in preparing the contract specifications. Questions relating to this chapter or any facet of specification writing or preparation shall be directed to the Savannah District Project Manager. EN-DD will promptly respond to the Project Manager's inquiry.

11.2 **APPLICABLE PUBLICATIONS.**

ER 1110-345-100 Design Policy for Military Construction

ER 1110-1-8155 Specifications

ER 415-1-10 Contractor Submittal Procedures

Federal Acquisition Requirements

Part 6, Competitive Requirements

Part 7, Acquisition Planning

Part 10, Specification, Standards and Other Purchase Descriptions

Part 36, Construction and Architect-Engineer Contracts

UFC 1-300-02 UFGS Format Standard

11.3 **PRECONCEPT SUBMITTAL REQUIREMENTS.** No requirements.

11.4 **CODE 3 DESIGN SUBMITTAL REQUIREMENTS.** Submittal content and format shall be as described in applicable year Project Definition Report (PDR) instructions (obtained from SAS PM).

11.5 **CONCEPT (35%) DESIGN SUBMITTAL REQUIREMENTS.** The A-E shall submit a listing of the proposed guide specifications and A-E prepared sections that will be required for the project. The proposed table of contents shall show sections using the current UFGS numbers and titles. Sections shall be arranged within their respective divisions, in numerical order. New specification sections developed by the A-E shall be numbered in accordance with the Construction Specification institute's (CSI's) current MasterFormat, given a 5th level designation of 99, and the A-E Firm's name shall be placed in the Section header as the Preparing Activity.

11.6 **PRELIMINARY (60%) DESIGN SUBMITTAL REQUIREMENTS**

Division 01 specifications submitted at this stage should be complete, with no issues appearing on the SpecsIntact reports. Although the technical specifications (Divisions 02 - 48)

submitted at this stage are not required to be completely edited, there should be no issues appearing on the Section Verification and Address Verification reports.

11.7 FINAL (100%) DESIGN SUBMITTAL REQUIREMENTS.

The A-E shall provide an electronic copy of the final project specifications in SpecsIntact format, on CD. The original technical sections shall have been prepared in accordance with the specific requirements and instructions contained in this chapter.

11.8 CORRECTED FINAL DESIGN SUBMITTAL REQUIREMENTS.

11.8.1 Notice. In the Corrected Final Design Submittal, the designer of record finalizes the construction documents. This includes the incorporation of approved comments from the previous design submittal reviews. The Corrected Final Design Submittal requirements shall be the same as the Final Design Submittal requirements. Unless indicated otherwise in the project Specific Instructions, this submittal will not be another review in ProjNet and is only for final backcheck of all comments.

11.8.2 Corrected Submittal. When this submittal stage is required, the A-E shall submit the final project specification that has been corrected and/or revised in accordance with the Final Design Submittal review comments. The submittal shall include the A-E's annotated comments (see paragraph 11.14) indicating the action taken on each of the review comments.

11.9 REQUIREMENTS FOR DESIGN/BUILD RFP PACKAGES. The requirements of D/B RFP package are basically the same as for Final Design above and as further described by specific instructions to contract or delivery order. The format of the D/B package will be different in that typically very few technical specifications are included. The requirements are more performance oriented.

11.9.1 RFP Wizard. For some projects RFP development will require the use of an Internet based tool called the "RFP Wizard".

11.9.1.2 Access to the Internet web site is controlled by User Name and Password. The site is: https://ff.cecer.army.mil/rfp_wizard/. The Project Manager can sponsor an A-E firm's point of contact (POC) to be added into the system, by submitting a formal request to SAS administrator. (The following information is needed: POC First Name, MI, Last Name, e-mail address and Firm's Name). A User Account will be set up for one member of the firm with Power User rights. This permits the A-E to create new jobs in the system, input data, and assign other to the project. When new jobs are set up, the A-E shall also assign the SAS Administrator or Specification specialist to the project so that we may do the final processing of the project once it is ready to advertise. Power User can only manage projects they "Own". After the corrected final is submittal, ownership of the Project will be transferred to the SAS Administrator in SAS-EN-DGO.

11.9.1.3 Specifics of using the RFP Wizard are covered in chapter 7 of the MILCON Implementation Guide which is available for downloading at the introductory Welcome page of the Wizard shown above. (No login is needed)

11.9.1.4 Create a New Project using the same name as provided on the 1391, with the addition of the building type in the task order name, if multiple RFP packages are required. Once a project name is set up, a series of windows appear asking questions of the project and

acquisition strategy. If the District has not selected an acquisition strategy or the Project Manager has failed to inform the A-E, choose C-Type contract initially. This can be changed later, and will not affect the technical requirements of the RFP.

11.9.1.5 With Power User rights this permits the A-E to assign other design team users to projects. Typically a representative of each discipline responsible for the RFP creation. The A-E may however elect to have only one person input the data.

11.9.1.6 Once all data is filled in, the Wizard can create a draft RFP with all administrative and technical sections necessary for a basic RFP. For Draft submittals Section 00 21 00 through 00 73 00 should be generated with the submittal as well as the technical and other Division 1 sections. Sections 00 21 00 through 00 73 00 may not be used in the format provided for the advertisement because SPS (PD2) system is mandated by DoD and is not compatible with Wizard output.

11.9.1.7 Chapter 7 of the Implementation guide shows all the windows that will need input for a new project. It is recommended that these lists be reviewed at pre-design meetings to attain as much information as possible.

11.9.1.8 Appendices. By default, the wizard will add cover sheets for some appendices. Appendix K and L have standard content provided by the MT Team. Other appendices will be considered “not used” unless replaced by the preparer as follows: Select the Radio Button next to the appendix you wish to upload and then select the “Browse” button to locate the file on the local machine. Once selected, click the “Upload” button in the middle of the page to attach the file. This action will replace the “Not Used” version of the appendix with the project specific content. Contact the Project Manager to see if the District has some standard appendices for an Installation. The A-E or Savannah District will provide the Geotechnical Information Appendix A, depending on contract agreement.

11.9.1.9 If the project includes more than one task order at the same site, a few other User Defined appendices are required. These are Appendix N, LEED Requirements for Multiple Contract Combined Projects, Appendix O, LEED Strategy Tables and Appendix W, Demarcation Matrix is generally required. This appendix would naturally be very project specific and must be provided by the A-E.

11.9.1.10 Download the file from “View the Draft RFP”. Generate the file and download it for faster viewing. Do not LOCK the RFP. This will only be done when a solicitation / task order number has been assigned and we have authority to advertise. Generally this is only done by the District.

11.10 TYPES OF SPECIFICATIONS FOR FULL DESIGN.

11.10.1 Available Guide Specifications. Project specifications shall be prepared using the Unified Facility Guide Specifications (UFGS) obtained from the Whole Building Design Guide ([WBDG](#)), furnished by the Savannah District, or as prepared by the A-E for job specific requirements when not available elsewhere, and using the SpecsIntact software, available from [NASA](#). The guide specifications shall be edited and adapted by the designer to fit each individual project in accordance with the project requirements. The designer shall delete the inapplicable portions of the guide specifications and revise and/or supplement, as required, the applicable portions to provide a complete project specification. Deviations, except as authorized by ER 1110-1-8155, will not be allowed without prior approval through the Savannah District.

UFGS that have been unified for use by all participating agencies have a level 3 (## ## ##) or level 4 (## ## ##.##) Master Format^(TM) number. UFGS that are agency-specific have a fifth level number (## ## ##.## ##). A fifth level number "10" indicates USACE, "20" indicates NAVFAC, "30" indicates AFCESA, and "40" indicates NASA. Specification Sections prepared by Savannah District have the 5th level number "37". Preparing agencies are indicated in the UFGS header of each specification. When selecting Specification Sections, the A-E should follow this order of preference:

- (A) Savannah District Guide Specifications, available through the PM
- (B) USACE-specific UFGS (or AFCESA-specific, for USAF projects)
- (C) unified UFGS
- (D) UFGS identified as specific to another agency

In SpecsIntact, after adding the necessary Specification Sections to a project and before editing individual Sections, globally review and delete inapplicable Tailoring Options.

NOTE: All specifications shall be written in accordance with the requirements of the technical manuals and the architectural and engineering instructions and as required by law to provide open and competitive bidding without proprietary exclusion of acceptable products. The guide specifications, including the "Notes To The Specifier," shall be reviewed before starting the drawings and again before writing the specifications. See ER 1110-1-8155 for criteria, guidance, and limitations not covered by these standard procedures.

11.10.2 Other Specifications. When there is no appropriate UFGS for a particular topic, the A-E will prepare the required specification. The specification shall be prepared using a SpecsIntact template and the UFGS format. The specification shall not be written around materials, equipment, or procedures which restrict competitive bidding unless a specific waiver has been obtained by the Project Manager. The A-E shall prepare the required section using one of the following procedures:

11.10.2.1 Functional or Descriptive Specifications. The A-E will normally be instructed to prepare "functional or descriptive specifications" using industry standards, manufacturer's data, and other available information. These specifications shall be prepared and developed by listing parameters, methods, techniques and other requirements that several manufacturers can satisfy. These specifications shall list the essential features, requirements, minimum functions, and other factors to clearly indicate the type and quality of item required. Specifications should not be developed around a single manufacturer. Questions concerning the preparation of specifications of this type should be directed to the Project Manager.

11.10.2.2 Sole Source Specifications. There may be instances when only one manufacturer's product will satisfy job conditions. For example, in rehabilitation work, updating a particular piece of existing mechanical equipment may require new parts from the manufacturer of that particular piece of equipment. A sole source type may be acceptable in this instance, provided prior approval is received from higher authority. To receive approval, the A-E must provide written sole source justification to the Project Manager. This justification should be prepared and presented as early in the design process as possible, since approval usually takes considerable time. The A-E should be aware that preparing proprietary type specifications based on trade, brand, manufacturer's name or adopting a manufacturer's description of a particular article or procedure is unacceptable and shall be avoided.

11.10.2.3 "Or Approved Equal" Specifications. In some instances, acceptable standards of quality may be listed by brand name or approved equal. The salient features of the product, the names of at least 3 manufacturers (with current addresses and phone numbers) and model numbers must be listed. Each of the listed items should be items exhibiting the functional characteristics required. Each brand name should be followed by the words "or approved equal." The intent of the "or approved equal" procedure is to offer bidders the opportunity to substitute items equal in functionality and quality. "Or approved equal" specifications should be avoided, in preference to "functional or descriptive specifications".

11.11 **SPECIFICATION PREPARATION METHOD.** For full designs, Savannah District accepts only specifications prepared in SPECSINTACT format. Use the most current version of the sections at the time final design documents are being developed.

11.11.1 SPECSINTACT. SpecsIntact software is available, free of charge, from the NASA-maintained website <http://specsintact.ksc.nasa.gov/Software/Software.shtml>

11.11.2 Using SPECSINTACT. Refer to SPECSINTACT User Manual. A-E is responsible for obtaining their own training on this software.

11.11.3 Developing Unique Project Specifications. The software will permit the generation of a new section for a specific item, material, or process. Use the generic template to create a unique specification. When sole source requirements have been Government-approved and are included in the specifications, for each such requirement the designer will develop the items described at FAR 6.303-2. Create unique specifications following the Construction Specifications Institute (CSI) guidelines as modified by UFC 1-300-02. When the A-E is required to prepare a specification section for a unique product or procedure, the section shall be prepared using SPECSINTACT.

11.12 **ADMINISTRATIVE SPECIFICATION SECTIONS.** In addition to all technical sections, all final design and final RFP submittals will include all administrative sections. Coordinate with PM on development of administrative sections, which involve Contracting, Construction, Engineering and Project Management Division coordination. See Exhibit A-11-7 for a listing and description of typical administrative sections. Editing specifications and incorporation of review comments for all administrative sections will be coordinated by the PM and may vary on a project by project basis. Provide the following items to the Project Manager prior to the final design/final RFP submittal for internal coordination of administrative sections.

11.12.1 Scope of Work. The A-E shall submit Section 01 11 00 SUMMARY OF WORK. The scope of work will be a brief written description of the work involved and will include a listing of approximate quantities, such as "the work includes the construction of a 250,000 square foot administrative building...." The project site shall be located by including the name of the Installation, county, and state in which the work is done. Also, the appropriate cost range shall be selected by the A-E from the ranges listed below and included at the end of the resume:

- less than \$25,000
- between \$25,000 and \$100,000
- between \$100,000 and \$250,000
- between \$250,000 and \$500,000
- between \$500,000 and \$1,000,000
- between \$1,000,000 and \$5,000,000
- between \$5,000,000 and \$10,000,000

between \$10,000,000 and \$25,000,000
between \$25,000,000 and \$50,000,000
between \$50,000,000 and \$100,000,000
over \$100,000,000

See Exhibit A-11-5.

11.12.2 Construction Time Estimate. The A-E shall submit a Construction Time Estimate and the rationale used to develop the estimate. When preparing the estimate, consideration shall be given to procurement of materials, sequence of construction, climatic conditions to be encountered during construction, etc.

11.12.3 Bid Schedule (Section 00010). The A-E shall submit a proposed Bid Schedule for bidding purposes. The Schedule shall set up all lump sum and unit price items for the work to be accomplished under the contract. Lump Sum items are generally preferred for Military projects. Break out major items such as site development and individual building types. On renovation projects, it may be best to break out individual tasks even further so that they can be used for comparison during negotiations. Occasionally unit price schedule is more suitable. Ensure that unit price schedule is in agreement with payment paragraphs of technical specifications and is prepared in accordance with instructions contained in Chapter A-9 Cost Estimates. The bid schedule shall be carefully coordinated with the payment paragraphs (if required) included in the technical specifications. In instances where extremely small quantities are involved in the exterior items of work, payment will be on a "job lump sum basis" (see Exhibit A-11-2). When large quantities are involved in exterior items of work, payment will be made on a "unit price basis" (see Exhibit A-11-3). A list of quantities for each item of outside work--site preparation, drainage, paving and utilities--will be submitted with the quantity takeoff regardless of whether the item is paid for on a lump sum or unit price basis (see Exhibit A-11-4).

11.12.4 Table of Contents. The A-E shall prepare and submit a Table of Contents for the specifications.

11.12.5 List of Government-Furnished Equipment. If applicable, the A-E shall submit a list of Government-furnished equipment, including the description, weight, size, quantities, and approximate value for inclusion in the contract clauses of the solicitation. This list is usually applicable in renovation or relocation projects when the user wishes to relocate existing equipment. This list shall be furnished in two categories, Government-Furnished, Contractor-Installed (GFCI) and Government-Furnished, Government-Installed (GFGI), if applicable.

11.12.6 Salvable Material. If applicable, the A-E shall submit information concerning any salvable material.

11.12.7 Special Situations. The A-E shall submit information covering any unusual situations, i.e., interface problems, outages, security and/or safety requirements, storage areas, construction sequences and phasing requirements, access to site, early completion dates, etc.

11.12.8 Construction Phasing. For complex projects that include demolition before new construction can begin require a phasing plan. The A-E will provide phasing requirements for construction as part of the scope of work and technical requirements.

11.12.9 Additional Submittals. The complexity of some projects may require additional submittals, other than those previously listed. The A-E shall be advised of any additional submittal requirements and shall submit them as directed.

11.12.10 Questions. Any questions concerning the above listed submittal requirements should be directed to the Project Manager.

11.13 **Technical Specifications.** The technical specifications shall include performance and specific tasks type specifications for all work required to complete the project.

11.13.1 Responsibility. The A-E shall be responsible for the accurate preparation of the technical specifications. The A-E shall provide clarification, corrections for amendments or revisions needed to correct errors or omissions.

11.13.2 Editing. The A-E will delay preparation of the project specifications until after the preliminary review stage. Generally, guide specifications must be edited by the A-E to satisfy the requirements of the particular project being designed. Use the "Revisions" option in the SpecsIntact software (similar to "Track Changes" in MS Word) to track additions, changes, and deletions within the Sections. The drawings and specifications must complement each other. All extraneous and irrelevant information contained in the guide specifications must be eliminated. Likewise, information not originally contained in the guide specifications must be added to ensure a complete specification. Furthermore, functional or descriptive specifications must be developed as necessary to fully specify the requirements of the project being designed.

11.13.3 Notes to the Specifier. Specific "NOTES TO THE SPECIFIER" are included in the body of guide specifications. These notes are denoted by a row of asterisks above and below the notes. These notes form an important part of Corps of Engineers technical requirements and offer direction to the specification writer. They should be carefully followed not only in preparing the specification but particularly in preparation of drawings. In many instances, reference is made to items not included in the main body of the specification. The A-E shall read the notes and comply with the instructions contained therein. It is very important to provide drawing details referenced in the specification.

11.13.4 Contractor Submittals. The specifications shall require the Contractor to submit shop drawings, samples, manufacturer's data, certificates, test reports, etc. as appropriate. Each individual submittal needs to be coded as to the review level in accordance with the "NOTES TO THE SPECIFIER" for the Paragraph SUBMITTALS in each specification Section. Generally, it is desirable that the requirements for government approval of submittals be kept to a minimum pursuant to this ER. Generally, only submittals requiring significant extensions of a design, designer oversight of complex systems or commissioning requirements will be listed as requiring Government approval (G). In most cases, the submittals are for Information Only. But there are "G" level reviews. Here a decision has to be made: if this is an extension of design, then the "Designer of Record" needs to review it, otherwise the Government Area or Resident office will review it. Once each submittal is properly coded, the software can generate ENG Form 4288 automatically.

For an A-E prepared specification section, the A-E shall properly code the SPECSINTACT document so that submittals will be included in ENG Form 4288.

11.13.5 Payment Paragraphs. No payment paragraphs will be required when bid items on the Schedule are all job, lump sum. Payment paragraphs are required for those sections which cover miscellaneous utilities, roadways, site development, and other outside facilities set up for

separate payment at a unit price. Each section of specifications which sets items of work for separate payment shall have a paragraph entitled "PAYMENT." This paragraph shall be so worded as to conclusively indicate the method of payment and shall be fully coordinated with the applicable item listed in the Schedule.

11.13.6 Deleted Paragraphs. When editing a guide specification in preparing the final project specifications, the A-E shall delete inapplicable paragraphs entirely, including the SpecsIntact "tags".

11.13.7 Attachments and Appendices. When other files, such as checklists, reports, or spreadsheets, must be included with the specifications, the files may follow an individual Section or be added to the end of the specifications. Submit the files, in Adobe pdf format, with the SpecsIntact files for the design submittals. The A-E may also send the files in their original format.

11.13.7.1 Attachments. Small files, such as a LEED Project Checklist or hardware schedule, may follow the appropriate Section; these files shall be referred to in the Section as an attachment ("See Attachment A 'Hardware Sets'") and the file itself shall be named with the Section number and the attachment letter (e.g., 08 71 00a.pdf). The letter designations shall be consecutive within each Section and restart again for new Sections (e.g., 01 33 29a.pdf, 01 33 29b.pdf, 08 71 00a.pdf)

11.13.7.2 Appendices. Larger files, such as asbestos surveys or geotechnical reports, shall be placed at the end of the specifications and referred to as appendices ("See Appendix A 'Bldg 386 Hazardous Materials Survey'"). File names shall be descriptive and start with the Appendix letter (e.g., "A - Geotech Rpt.pdf", "B - ACM Survey"). The Savannah District standard Appendix cover sheet will be available from the PM.

11.13.8 SPECSINTACT Verification Reports. Process the Section files in SpecsIntact and appropriately resolve the issues in the reports (address verification, bracket verification, reference verification, section verification, submittal verification, and reference title).

11.14 **Quality of Work.** In accordance with the "Responsibility of the Architect-Engineer" clause of the Contract Clauses of the Architect-Engineer contract, the A-E is totally responsible for the content of the technical specifications and for material shown on the drawings which has been inadvertently omitted from the specifications. The specifications shall be clear, concise, complete, correct, and shall not be subject to interpretation. They shall be specific and free of ambiguities.

11.14.1 Coordination. The A-E shall coordinate the specifications with the drawings and cross check all references within the specification for agreement with the drawings and other sections of the specifications.

11.14.2 Checklist. A checklist for final specification preparation is included as Exhibit A-11-1 and should be used to ensure that specifications are acceptable. If any of the questions are answered "NO," that portion of the work is unacceptable. Any questions resulting from answering the checklist should be referred to the Project Manager.

11.15 **PROJECT REVIEW COMMENTS.** The A-E shall annotate the action taken on each concept/preliminary, final or corrected final review comment and shall include the annotated comments with the appropriate submittal package. If the A-E feels that any comment is

inappropriate or in error, he shall contact the Project Manager to resolve the conflict. If the comment is modified or omitted as a result of this coordination, then a brief record of the conversation shall be included with the annotated comments.

11.16 CONTRACT PLANS AND SPECIFICATIONS.

11.16.1 Handling Bidder Inquiries. Drawings and specifications are furnished to the A-E's for those projects they have designed at the same time they are furnished to bidders. Questions from contractors or suppliers to the A-E requiring interpretation should be referred to the Savannah District. An example of this reasoning would be an occurrence wherein a supplier queried an A-E as to whether a certain insulation would meet requirements of the specifications. He reputedly was told that it would, and based his bid accordingly. Criteria requirements had been changed subsequent to design completion by the A-E. The Savannah District had changed the specifications to conform to the new criteria. The insulation proposed would not meet the new requirements.

11.16.2 Clarification Inquiries. The above guidance is not intended to discourage A-E's from following through on requests for clarification, etc., received from bidders. In many cases, such requests require clarification or correction. In such cases, the A-E should notify the Project Manager in the Savannah District by the most expeditious means of communication available of the nature of the discrepancy and the A-E's recommendations for correction. This action permits correction by amendment to the solicitation rather than by a more expensive contract modification.

11.17 **AMENDMENTS.** During the advertisement period as discrepancies, oversights, omissions, and other changes surface, the A-E shall prepare affected drawings and specifications for amendment. All questions involving the amendment procedure should be addressed to the Project Manager. Federal regulations require that bidders be given ample time for the necessary assimilation of the materials contained in the amendment, and that the material is received at least 14 days prior to bid opening date. When required, the A-E will furnish to Savannah District, no later than 3 weeks prior to date of bid opening, a CD reflecting revised specifications and drawings incorporating all amendment changes.

11.17.1 Amended Specifications. The A-E is required to furnish revised sections electronically showing the changes made by amendment. To show only the changes made by amendment, accept the changes made during the design process before revising the Section using the "Revisions" option. Each revision will be indicated by placing an asterisk and the amendment number (e.g. *1, *2, etc.) in the nearest blank line above the revised text. Each revised or added section will carry the statement "(Revised [or Added] by Amendment No. 000_)", right-justified, in the footer of each page.

11.17.2 Deleted Paragraphs. In preparing the original specifications, deleted paragraphs and subparagraphs were removed entirely. In revising the specifications by amendments, the paragraphs being removed are re-titled as "Deleted."

11.18 **MODIFICATIONS.** Modifications to construction contracts are high priority items and shall be acted upon without delay. Timely preparation of contract documents (see Exhibit A-11-7) to accompany the modification package will prevent undue delay in construction schedules. Upon receipt of design requirements for a proposed modification, the A-E will proceed with preparation of the necessary changes or additions. The completed package will be forwarded to the Project Manager for finalization and subsequent implementation by Construction Division.

Modifications to the construction contract may be accomplished by application of one or more methods available to the A-E. Formulating a clear, concise, and accurate modification package cannot be overemphasized.

11.18.1 Scope of Work. One of the most important items the A-E must furnish for a modification is a clear concise scope of work for all major aspects of the modification.

11.18.2 Specifications. When revisions or additions to the specifications are necessary, each change will be indicated by placing a hashtag and the modification number (e.g. #1, #2, etc.) in the nearest blank line above the revised text, using the "Revisions" option. Each revised or added section will carry the statement "(Revised [or Added] by Modification No. 000_)", right-justified, in the footer of each page.

11.18.3 Modification Drawings or Sketches. Refer to Chapter A-10 for discussion of modifying contract drawings.

11.18.4 Modification Estimate. Cost estimates should be prepared in detail as required for final design documents as described in Chapter A-9, COST ESTIMATES, of this manual. The cost estimate must accompany the finished modification package.

CHECKLIST FOR FINAL SPECIFICATION PREPARATION

	YES	NO
a. Have all "gaps" been eliminated where material has been omitted from text?	_____	_____
b. Have verification reports been run and errors corrected in an appropriate manner?	_____	_____
c. Has ENG Form 4288 SUBMITTAL REGISTER been printed?	_____	_____
d. Have attachments and appendices been included in the submittal?	_____	_____

SAMPLE BIDDING SCHEDULE SUGGESTED FOR SMALL PROJECTS AND PROJECTS
WITH MINOR SITE WORK AND UTILITIES

Section 00010 - Solicitation Contract Form

MUNITION STORAGE FACILITY
POPE AIR FORCE BASE, NORTH CAROLINA

ITEM	DESCRIPTION	QUANTITY	U/M	U/P	AMOUNT
0001	BASE BID - Construction of Storage Igloos (1 and 2) to the 5-Foot Building Line, Complete	1	LS	XXX	_____
0002	BASE BID - Site Preparation and Development, Including Utilities, Complete	1	LS	XXX	_____
0003	ADDITIVE NO. I - Construction of Flammable Storage Building to the 5-Foot Line, Complete	1	LS	XXX	_____
TOTAL BASE BID (ITEMS 0001 AND 0002)					\$ _____
TOTAL BASE BID PLUS ADDITIVE NO. I (ITEMS 1 THROUGH 3)					\$ _____

END OF SECTION 00010

SAMPLE BIDDING SCHEDULE SUGGESTED FOR LARGER PROJECTS

Section 00010 - Solicitation Contract Form

PAVING OF EXISTING ROADS AND PARKING AREAS
CLARKS HILL DAM AND LAKE
SAVANNAH RIVER
GEORGIA AND SOUTH CAROLINA

ITEM	DESCRIPTION	QUANTITY	U/M	U/P	AMOUNT
0001	Paving of Existing Roads and Parking Areas - Petersburg Recreation Area:				
0001A	1-1/2 Inch Thick Bituminous Course	13,000	SY	_____	_____
0001B	6-Inch Thick Graded Crushed Aggregate Base Course	13,000	SY	_____	_____
0001C	Lower Subgrade 6 Inches	6,240	SY	_____	_____
0002	Paving of Existing Roads and Parking Areas - Winfield Recreation Area:				
0002A	Bituminous Pavement Leveling	17,920	SY	_____	_____
0002B	1-1/2 Inch Thick Bituminous Pavement Overlay	17,920	SY	_____	_____
0002C	1-1/2 Inch Thick Bituminous Pavement on Completed Base Course	1,680	SY	_____	_____
0002D	6-Inch Thick Graded Crushed Aggregate Base Course	6,240	SY	_____	_____
0002E	Remove and Repair Existing Pavement	1	LS	XXXXX	_____
TOTAL BID (ITEMS 0001 THROUGH 0002E)					\$ _____

END OF SECTION 00010

SAMPLE BIDDING SCHEDULE SUGGESTED FOR LARGER PROJECTS WITH MULTIPLE
ADDITIVES

SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

GENERAL INSTRUCTION FACILITIES &
MARION AVENUE WIDENING
FORT JACKSON, SOUTH CAROLINA

ITEM	DESCRIPTION	QUANTITY	U/M	U/P	AMOUNT
0001	BASE BID - General Instruction Facility with Metal Roof, Complete to the 5-Foot Building Line	1	LS	XXX	_____
0002	BASE BID - Site Preparation and Development Utilities and Parking Lots for the General Instruction Facility, Complete	1	LS	XXX	_____
0003	BASE BID - Marion Avenue Widening Including Landscaping and Utilities, Complete	1	LS	XXX	_____
0004	BASE BID - Install Government-Furnished Interior Furnishings, Complete	1	LS	XXX	_____
0005	ADDITIVE NO. I - Changing Room, Complete	1	LS	XXX	_____
0006	ADDITIVE NO. II - Auditorium Roof Deck, Complete	1	LS	XXX	_____
0007	ADDITIVE NO. III - Sodding, Complete	1	LS	XXX	_____
TOTAL BASE BID - ITEMS 0001 THROUGH 0004					\$ _____
TOTAL BASE BID PLUS ADDITIVE NO. 0001 ITEMS 0001 THROUGH 0005					\$ _____
TOTAL BASE BID PLUS ADDITIVES NOS. 0001 AND 0002 ITEMS 0001 THROUGH 0006					\$ _____
TOTAL BASE BID PLUS ADDITIVES NOS. 0001 THROUGH 0003 ITEMS 0001 THROUGH 0007					\$ _____

END OF SECTION 00010

SCOPE OF WORK

The site of work is located in Houston County, Georgia, at Robins Air Force Base and includes the following principal features and approximate quantities:

- (a) Construction of a gymnasium containing approximately 10,000 square feet of floor space, consisting of concrete floor slabs, concrete frame, concrete masonry unit walls, open web steel joists, steel deck and built-up roofing. Interior work includes plumbing, heating, air conditioning, and electrical work. Gymnasium to be furnished with miscellaneous gymnasium equipment.
- (b) Gas line - 500 feet of 1-1/2 inch pipe.
- (c) Water line - 400 feet of 3-inch pipe; 3-inch gate valve; connection to existing 10-inch line.
- (d) Sanitary sewer - 285 feet of 6-inch pipe; 1 manhole.
- (e) Sprigging - 1.6 acres.
- (f) Landscaping for the gymnasium building.
- (g) Exterior electrical work.
- (h) Clearing and grubbing, including removal of portable wooden bleachers (16' x 74') - 2.9 acres.
- (i) Unclassified excavation - 1,500 cubic yards.
- (j) Unclassified borrow - 500 cubic yards.
- (k) 1-1/2 inch flexible pavement, including tack and prime coats and 7-1/2 inch stabilized aggregate base course - 700 square feet.
- (l) 4-inch concrete sidewalk - 500 square yards.
- (m) 6-inch asphalt concrete curb - 50 linear feet.
- (n) Precast concrete bumper curbs - 13 each.
- (o) 4-inch printed stripes - 150 linear feet.
- (p) Storm drainage system:

6-inch pipe	72 linear feet
8-inch pipe	202 linear feet
10-inch pipe	58 linear feet

The cost of this work is estimated to be between \$1,000,000 and \$5,000,000. Construction duration for this project is estimated to be 360 days.

EXAMPLE MODIFICATION SCOPE OF WORK

Modification of Specifications
Solicitation Number DACA21-95-B-0110
Contract No. DACA21-96-C-0029
Modificaton No. MCB96-29-D

U.S. ARMY ENGINEER DISTRICT, SAVANNAH
CORPS OF ENGINEERS
100 WEST OGLETHORPE AVENUE
SAVANNAH, GEORGIA 31402-0889
10/23/95

The Specifications and Drawings for Construction of EM Barracks Complex - Fort Gordon, Georgia, under Contract Number DACA21-95-C-0029, are modified as follows:

A. SPECIFICATIONS:

The new and revised pages listed below (Revised and Added by Modification 96-29-D are hereby added to and made a part of the Contract Specifications. An asterisk in the right margin of revised pages indicates each line in which a revision was made.

<u>Section</u>	<u>Revised Pages</u>	<u>Added Pages</u>
08700		1a
09510	2	

B. DRAWINGS File No. 71-08-09:

Sheet 53 with Revision No. 1 and new Sheets 53A, 53B, 53C and 53D (Added by MCB 96-29-D) all dated 23 October 1995 are hereby added to and made a part of the contract drawings.

Encls
Specs (2 pages)
Dwgs as listed in Para B above
(Revised and Added by MCB 96-29-D)

CONTRACTUAL REQUIREMENTS

The list below contains the most commonly required Division 00 Specifications for Savannah District projects and information on coordination. These sections will be coordinated through the PM and included in all final design and final RFP submittals.

00 21 00 INSTRUCTIONS TO OFFERORS

Prepared by Contracting based on input from PM and A-E and provided to A-E for inclusion in submittal by PM.

00110 PHASE 1 of 2 DESIGN-BUILD SELECTION PROCEDURES AND BASIS OF AWARD

Prepared by Contracting based on input from PM That Has Been Coordinated with the PDT (RFP Preparer, EN, CD and Customer). Requires legal sufficiency review by OC. Provided to A-E for inclusion in submittal by PM.

00120 PHASE 2 DESIGN-BUILD SELECTION PROCEDURES AND BASIS OF AWARD

Prepared by Contracting based on input from PM That Has Been Coordinated with the PDT (RFP Preparer, EN, CD and Customer). Requires legal sufficiency review by OC. Provided to A-E for inclusion in submittal by PM.

00111 ONE PHASE DESIGN-BUILD SELECTION PROCEDURES AND BASIS OF AWARD

Prepared by Contracting based on input from PM That Has Been Coordinated with the PDT (RFP Preparer, EN, CD and Customer). Requires legal sufficiency review by OC. Provided to A-E for inclusion in submittal by PM.

00112 PRICE-PERFORMANCE TRADE-OFF SELECTION PROCEDURES AND BASIS OF AWARD

Prepared by Contracting based on input from PM That Has Been Coordinated with the PDT (RFP Preparer, EN, CD and Customer). Requires legal sufficiency review by OC. Provided to A-E for inclusion in submittal by PM.

00113 LOW PRICE-TECHNICAL ACCEPTABLE SELECTION PROCEDURES AND BASIS OF AWARD

Prepared by Contracting based on input from PM That Has Been Coordinated with the PDT (RFP Preparer, EN, CD and Customer). Requires legal sufficiency review by OC. Provided to A-E for inclusion in submittal by PM.

00 45 00 REPRESENTATIONS AND CERTIFICATIONS

Prepared by Contracting and provided to A-E for inclusion in submittal by PM.

00 72 00 CONTRACT CLAUSES

Prepared by Contracting and provided to A-E for inclusion in submittal by PM.

00 73 00 SPECIAL CONTRACT REQUIREMENTS

CONTRACTUAL REQUIREMENTS

Prepared by Contracting based on input from PM, CD and Customer. Provided to A-E for inclusion in submittal by PM.

ADMINISTRATIVE SECTIONS

The list below contains the most commonly required Division 01 Specifications for Savannah District projects. These sections will be coordinated through the PM and included in all final design and final RFP submittals. Other Division 01 Sections may be added as appropriate.

01 11 00 SUMMARY OF WORK

A description of work covered in this contract; this Section is required in all projects. Prepared by A-E.

01 14 00 WORK RESTRICTIONS

Requirements for work and site restrictions. Prepared by A-E.

01 22 00.00 10 MEASUREMENT AND PAYMENT

Lump sum schedule payment items and unit price schedule payment items. Prepared by A-E.

01 30 00 ADMINISTRATIVE REQUIREMENTS

General administrative paragraphs. Prepared by A-E.

01 32 01.00 10 PROJECT SCHEDULE

The preparation and maintenance of the project schedule for construction projects or design-build construction projects. Prepared by A-E.

01 33 00 SUBMITTAL PROCEDURES

Prepared by and available from Savannah District, this Section covers the general procedures regarding submittals, data normally submitted for review to establish conformance with the design concept and contract documents, called for in other Sections of the Specifications.

01 33 16.00 10 DESIGN AFTER AWARD

Post-award design submittal requirements for a Design-Build solicitation. Only applicable to Design-Build. Prepared by A-E.

01 33 29 SUSTAINABILITY REPORTING

This Section covers sustainability documentation for Guiding Principles Validation (GPV), and Third Party Certification (TPC). Prepared by A-E.

01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS

Safety and occupational health requirements for the protection of Contractor and Government personnel, property, and resources. Required in all projects. Prepared by A-E.

01 42 00 SOURCES FOR REFERENCE PUBLICATIONS

Listing of organizations whose publications are referenced in other Sections of the Specifications. Required in all projects. The only editing necessary is the addition of organizations whose publications are not included in the Unified Master Reference List

ADMINISTRATIVE SECTIONS

(UMRL), such as state DOT specs. A supplemental list, containing contact information for state and local sources, is available through the PM.

01 45 00.00 10 QUALITY CONTROL

Contractor Quality Control for construction projects or design-build construction projects. Required in all projects. Prepared by A-E.

01 45 00.15 10 RESIDENT MANAGEMENT SYSTEM CONTRACTOR MODE (RMS CM)

Use of RMS for contract monitoring and administration. RMS is used for all but the smallest projects, but confirm with the Project Manager that it will be used for the project. Prepared by A-E.

01 45 35 SPECIAL INSPECTIONS

Covers the requirements for special inspections when required by UFC 3-301-01. Applies to vertical construction. Prepared by the A-E.

01 50 00 TEMPORARY CONSTRUCTION FACILITIES AND CONTROLS

Temporary construction facilities, safety systems, construction traffic provisions, construction signage and controls over contractor operations required for use in all projects. Prepared by A-E.

01 57 19 TEMPORARY ENVIRONMENTAL CONTROLS

Environment protection during construction activities. Prepared by A-E.

01 57 23 TEMPORARY STORM WATER POLLUTION CONTROL

Temporary construction measures most used in complying with the Best Management Practices of the storm water pollution prevention plan as required by a NPDES Permit. Prepared by A-E.

01 58 00 PROJECT IDENTIFICATION

Temporary signs for project identification. The USACE requirements from this Section may be moved to Section 01 50 00, eliminating the need for this Section. Prepared by A-E.

01 74 19 CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT

The management of non-hazardous construction and demolition waste materials. Prepared by A-E.

01 78 00 CLOSEOUT SUBMITTALS

Closeout submittals including: revised project documents, warranty management, testing, adjusting and balancing, O & M manuals, and final cleaning. Prepared by A-E.

01 78 23 OPERATION AND MAINTENANCE DATA

ADMINISTRATIVE SECTIONS

Operation and Maintenance (O&M) data packages, manuals and training. Use this Section in large or complex building projects; for small projects (e.g. repair, landscaping, civil works), the O&M requirements in Section 01 78 00 may be sufficient. Prepared by A-E.

01 78 24.00 10 FACILITY DATA REQUIREMENTS

Covers the requirements for maintenance and turnover of electronic Facility Data for use by O&M personnel and systems of record. May be used instead of Section 01 78 00. Confirm with the PM which Section is appropriate for the Customer. Prepared by A-E.

01 91 00.15 10 COMMISSIONING

Commissioning requirements. Prepared by A-E.

*** End of Section ***