DATA ITEM DESCRIPTIONS (DIDs)

FOR

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TABLE OF CONTENTS

DATA ITEM DESCRIPTION	FORM APPROVAL OMB NO 0704-0188

1. TITLE	2. IDENTIFICATION NUMBER
PRELIMINARY ASSESSMENT REPORT	DID001

3. DESCRIPTION / PURPOSE

To document the results of the contractor's Preliminary Assessment relative to a proposed project.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) states the content requirements for a Preliminary Assessment report.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS. Each site proposal shall be in accordance with this DID.

10.1 The contractor shall provide and submit to the Government a Preliminary Assessment (PA) report for each PA performed. The PA report shall document all significant aspects of the assessment including but not limited to the Energy Conservation Measure(s) (ECM) under investigation, people contacted during the assessment, relevant information obtained from site personnel, availability and quality of as-built drawings, maintenance records, measurements taken, equipment inspection details, determination of problem areas and recommendations to resolve the problems, and estimated cost of each ECM, if appropriate. Type, location, and amount of hazardous materials shall be documented along with a proposed method of labeling, handling, removal, and disposal. Removal of hazardous materials shall be in a manner that minimizes impact on the ECM schedule. A proposed cost for this effort shall also be included. The report shall include a narrative describing each proposed ECM in concept, accompanied by sketches of the proposed ECM, and descriptions of the equipment to be supplied. The contractor shall propose the details and Performance Work Statement (PWS) for a PA /study of ECMs which are to be pursued. Areas shall be prioritized based on energy savings potential, cost of implementation, and payback potential so that projects can be selected for further PA/study.

The PA shall investigate many areas of potential cost savings. The report shall list each area investigated and not recommended for further review. A justification for not recommending any ECM(s) shall be included so ECM(s) is not reviewed again unless there are significant changes.

10.2 Preliminary Assessment format should be in accordance with FEMP standards and guidelines.

10.3 Information identified in this DID should be utilized to enhance the descriptions contained in the FEMP formats.

10.4 Draft financial schedules may be included as part of this submittal.

11. DISTRIBUTION STATEMENT

DD Form 1664, JUN 86 *PREVIOUS EDITIONS ARE OBSOLETE*

DATA ITEM DESCRIPTION	FORM APPROVAL OMB NO 0704-0188
1. TITLE INVESTMENT GRADE AUDIT	2. IDENTIFICATION NUMBER DID002

3. DESCRIPTION / PURPOSE

To provide details concerning the cost feasibility of the proposed energy cost-saving measure(s) (ECM).

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) identifies the Government requirements for feasibility studies to be performed under this ECM.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS. Each Investment Grade Audit (IGA) shall be in accordance with this DID.

10.1 The contractor shall prepare and IGA study report and a life cycle cost analysis in accordance with National Institute of Technology and Standards Handbook 135, using the current Department of Energy's Energy Escalation Rate Calculator and other applicable criteria as specified by the Contracting Officer for each ECM. The IGA study report shall state the purpose of the study; identify pertinent data; list and discuss all assumptions, provide a detailed cost breakdown of each ECM show calculations of all costs and savings, with a brief narrative describing each calculation, life cycle analysis yearly breakdown and results, recommendations, conclusions, an analysis for sensitivity of all significant variables and other pertinent data. The IGA study shall document the technical approach of each ECM and provide drawings, sketches, and equipment catalog cuts, to the extent needed to define the means and method of each ECM. The IGA report should provide sufficient detail to present the concept of the design (35% design level or greater). The IGA PA report shall include the proposed estimated cost to develop the design. The proposed estimated cost will be negotiated with the Government and resubmitted as required. Recap sheets used as provided in the Schedules in Attachment J-6 or as provided by the FEMP Guidance shall be incorporated in the study.

10.2 The contractor shall evaluate the financial aspects of the project from the contractor's and the Government's points of view taking in consideration the cost to develop the project and the cost to administer the contract. The contractor shall use the contractor's own financial criteria when determining life cycle cost of project from the contractor's perspective.

10.3 (Optional – to be discussed prior to and during the IGA) An outline draft of the planned M&V Plan shall be included which will clearly indicate the approach to measuring and verifying savings for this project. Actual cost savings utilizing best available data during time period for M&V reporting shall also be included along with risk analysis.

10.4 The IGA shall be combined with the ECM proposal, DID003 into one document that contains all the information listed in this DID.

11. DISTRIBUTION STATEMENT

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DATA ITEM DESCRIPTION	FORM APPROVAL OMB NO 0704-0188

1. TITLE	2. IDENTIFICATION NUMBER
ECM PROPOSAL	DID003

3. DESCRIPTION / PURPOSE

To provide a detailed energy cost-savings analysis, with a thorough description of all assumptions, all calculations used to derive the savings prediction, and supporting documentation such that the Government can completely verify the accuracy and logic of the savings estimate.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) describes the details required for an ECM proposal.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS.

The ECM proposal shall include the project overview, technical proposal, and price proposal as outlined in the RFP. A narrative executive summary which defines the effort to be performed shall be provided. The narrative shall briefly cover the design of the system/modification to be provided and each major topic indicated below.

10.1 Savings Estimate

10.1.1 Energy Cost-Savings Estimate. The contractor shall provide a detail energy savings analysis with a thorough description of all assumptions and all calculations used to derive the savings prediction, and supporting documentation in sufficient detail that the Government can completely verify the accuracy and logic of the savings estimate. If a computer program is used to calculate the savings, a step-by-step hand calculation which shows the procedure and logic used by the software shall be provided. For example, if a computer program is used to determine the energy used to heat and cool a building before and after an insulation retrofit, a simplified hand calculation which verifies the order of magnitude of the results and presents the logic and assumptions used by the software shall be provided. An electronic copy of the program file shall be provided for Government inspection and review, along with access to the software used to generate the program. Working copies of Excel spreadsheets shall be included in electronic format.

10.1.2 Ancillary-Savings Estimate. An estimate of ancillary savings shall be submitted. The estimate shall include a narrative which describes the operation, maintenance, and repair cost currently being borne by the Government for which the contractor is either going to assume responsibility or eliminate. The cost of operation, maintenance, and repair is subject to review, modification, and approval by the Government.

10.2 Energy Cost-Savings Determination Method. The Contractor shall provide a proposal which indicates how savings generated by contractor efforts during the life of the energy cost-saving measure (ECM) will be determined.

11. DISTRIBUTION STATEMENT

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10.2.1 Baseline Energy Usage. The Contractor shall submit for review and approval the method and means the contractor plans to use to predict the amount of energy the system in question would have used had the contractor not implemented the ECM. The contractor shall submit all supporting documentation used to arrive at this baseline, along with a narrative which completely and clearly describes the methodology employed and the assumptions made. The contractor shall indicate how this baseline affects other baselines already in effect for other projects, how this baseline may impact baselines for future projects, and how future energy cost-saving projects implemented in the area by parties other than this contractor may affect this baseline

10.2.2 Actual Energy Usage. The contractor shall submit for review and approval the method the contractor plans to use to measure or calculate the amount of energy the system uses after implementation of the ECM. The contractor shall submit all supporting documentation, along with a narrative which completely and clearly describes the methodology to be used to determine actual energy usage and the assumptions made. The contractor shall indicate how this actual energy usage determination method affects others already in effect for other projects, how it may affect future projects, and how future energy projects implemented in the area by parties other than this contractor may affect the proposed actual energy usage determination method. The contractor shall indicate if additional meters will be required. If additional meters will be needed, the contractor shall indicate where they will be installed, what type meters will be installed, how the meters will be monitored, and when they will be read, and where the data will be stored and maintained. Identification of actual energy data shall be accomplished in the most economically viable means given the relative size of the ECM.

10.2.3 In addition to the actual energy usage, the energy usage as defined and detailed in the proposal must be included so that proposed, agreed upon, and actual energy can be correlated.

10.3 Ancillary Cost-Savings Determination Method. The Contractor shall submit the contractor's proposed method of determining ancillary cost savings during the life of the ECM. The method may include adjustments for cost inflation and equipment deterioration or depreciation during the term of the ECM, if appropriate. The Government may require changes to the methodology to reflect real world funding constraints.

10.4 Overhead and Fee together result in a composite Markup rate. A Markup rate cannot be applied to financing and interest costs.

10.5 Maintenance and Repair. The contractor shall submit the process for maintenance and repair of the systems to be modified by this ECM as appropriate. The contractor shall describe the maintenance and repair organization to be utilized in this effort. The contractor shall describe in detail the maintenance and repair tasks to be performed, the number of maintenance personnel on site, the qualifications and duties of the personnel, and the personnel schedules. The contractor shall provide specific details and plans for scheduled, preventive, unscheduled, and emergency maintenance and repair. The contractor shall explain all contractual relationships involved if the maintenance and repair service is to be provided by a firm(s) other than the contractor. The contractor shall discuss how the contractor will interface with others who may have maintenance responsibility in the same area. The contractor shall describe how the contractor proposes to receive and respond to both routine and emergency requests for maintenance and repair services, including response times for both and maximum times for completion of repair of failures which may require the removal of equipment from service or limit the equipment's effectiveness. The contractor shall indicate spare parts availability. The contractor shall discuss service equipment and tools needed to perform contractor duties and how the need for this equipment will be met. The contractor shall define specifically the boundaries of the maintenance effort for which the contractor proposes to assume responsibility. In some cases, the Government may provide maintenance and repair services for equipment installed under this contract. Contractor shall immediately notify the Government during performance assessment(s) or during scheduled maintenance activities if corrective action can be taken. Contractor must perform contractually-required maintenance, repair, and replacement. For non-replacement ECMs (or additional ECMs): Since there will be additional maintenance, repair, and replacement responsibilities without additional Operational and Maintenance budgets will be extremely difficult for maintenance performance by the Installation.

10.6 Operation. The contractor shall explain the contractor’s approach to operation of the ECM if appropriate. The contractor shall describe in detail the operation tasks to be performed, the number of operators on site, the qualification duties of the operators, and the operator schedule. The contractor shall describe all contractual relationships involved if operation is to be provided by a subcontractor. The contractor shall indicate what conditions the systems and services the contractor will provide or will be contractually obligated to maintain, such as minimum and maximum space temperatures, lighting levels, flow rates, steam pressure and quality, reliability and availability, and other conditions pertinent to the ECM.

10.7 Schedule. The contractor shall provide a computer-generated schedule which indicates all major activities to be performed by the contractor from the construction phase of the ECM through completion of training and project documentation, including but not limited to obtaining of permits, acquisition, mobilization, construction, utility outages, testing, inspection and approval, training, as-built drawing submittal, O&M manual submittal, and final remediation report submittal.

10.8 Cancellation Schedule. The contractor shall submit the proposed cancellation schedule for the work if the contract is terminated for convenience.

10.9 Training. The contractor shall submit a proposed Government employee training plan. All ECMs which will change equipment operation, maintenance, or repair practices, even if the contractor plans to assume these responsibilities, shall include provisions for the training of an appropriate number of Government employees with respect to the new practices. This requirement is intended to ensure that if, during a National Security emergency the post had to be closed to all but Government personnel, the Government personnel would have the knowledge needed to successfully operate the ECM systems. If an ECM is small or uncomplicated, the training may consist of a brief field tour and an opportunity for Government personnel to question the instructor with respect to system configuration and operation. With respect to larger or more complicated systems, the training would be more extensive, involving a formal training course. Submitted information shall include a training synopsis, a list of the equipment which the training will cover, course duration with a breakdown of classroom field training hours, instructor's qualifications and course material to be provided. The Contractor shall specify the frequency of training required which will vary depending on the type and complexity of the ECM.

10.10 Estimated Costs. The contractor shall provide a detailed cost estimate of all non-construction activities which are considered allowable costs in accordance with Section B of this contract. Costs may include but are not limited to operation, maintenance, repair, and training costs.

10.11 Project Implementation Cost Estimate. The preliminary cost estimate accompanying each package shall be detailed, as a minimum, as shown below, based on the current level of design.

a. Description of item/service.
b. Quantity of item/service.
c. Unit of measure for items/service.
d. Man-hours per unit of measure to install/test/service.
e. Material cost of item/service.
f. Equipment cost associated with item (if applicable).
g. Special services (factory technicians, test labs, etc.) required.
h. Subcontractor work.
i. Bond/Insurances/Other
j. Travel Costs
k. Markup.

The details indicated above shall be arranged in a logical manner, with mathematical summations at suitable positions. Wage rates utilized in crew rates shall be identified as to crew composition by trade, with base rate and fringes detailed separately. To show competition for these ECMs three bids may be included as appropriate for the ECMs. These bids shall be provided to the Government for cost review.

10.12 35% Design. Proposal shall include a 35% Conceptual Design in accordance with the items described in the Design Build Technical Requirements UFC 1-300-07A and shall include:

a. System Description

b. Systems Selection Analysis and discussion

c. Preliminary plans (single line diagrams, zoning distribution, capacities, partially completed equipment schedules, and layout of equipment

d. Outline specifications (including all major equipment and systems)

e. Preliminary code analysis

10.13 Quality. Contractor shall address what quality control measures were applied to the proposal and what measures will be included in the remainder of the design effort to assure a complete quality product was/will be provided to the Government. The individuals responsible for assuring completeness of the proposal, design, and adherence to contractual requirements shall be identified.

10.14 Format. Contractor shall utilize the most current FEMP format and incorporate the design aspects into the IGA/Proposal or the below format may be utilized with KO approval.

a. Cover Letter
b. Cover Page
c. Table of Contents
d. Executive Summary
e. List of Each ECM Reviewed

f. ECM 35% Design Details (repeat section as required)
    1. ECM Description
    2. Relevant Decision Information
    3. Drawing Availability and Quality
    4. Maintenance Records
    5. Measurements Taken
    6. Equipment Inspections
    7. Assumptions
    8. Technical Approach
    9. Conceptual Design
    10. Drawings
    11. Specifications
    12. Code Analysis
    13. Cut Sheets of Major Elements
g. Estimated Cost Details (repeat section as required & recap)
    1. Methodology Utilized
    2. Baseline Operations Costs
    3. Project Costs
    4. Post Construction Operations Costs
    5. Energy Savings
    6. Ancillary Savings
    7. O&M Savings
    8. Payback Period
    9. Total Net Savings
h. Financials
    1. Sensitivity Analysis
    2. LCCA
    3. Termination Schedule
    4. Payment Schedule
    5. Financing Strategy
i. Implementation
    1. Management Team & Subcontracting Approach
    2. Schedule
    3. Interface with existing ECMs
    4. Utility Coordination
    5. Permits and Licenses
    6. Environmental Issues
    7. Hazardous Material Information
    8. Government Responsibilities
    9. Health and Safety Outline
    10. Quality Control Outline
    11. Commissioning and Testing
    12. Final Acceptance
    13. As Builts
j. Risk Analysis
k. Operation and Maintenance
    1. O&M Manual Outline
    2. Training
    3. Government Responsibilities
    4. Warranties
l. Draft M&V Plan
    1. Approach
    2. Outline with support detail
m. Ownership
n. Government Responsibilities
o. Other Information
p. Appendix

DATA ITEM DESCRIPTION	*FORM APPROVAL OMB NO 0704-0188*

1. TITLE	2. IDENTIFICATION NUMBER
QUALITY CONTROL PLAN	DID004

3. DESCRIPTION / PURPOSE

Implementation and documentation of a comprehensive contract quality control plan for the ECM construction and operations, maintenance, and repair activities.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) identifies the contract requirements for the quality control plan.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS. The quality control plan shall be in accordance with this Data Item Description unless otherwise indicated or modified in the ECM.

10.1 Inspection System

10.1.1 General. The Contractor shall provide and maintain an effective quality control plan or Contractor inspection system which will assure that all supplies and services required under the contract conform to contract requirements whether constructed or processed by the Contractor, or procured from subcontractors or vendors. The Contractor shall perform or have performed the inspections and tests required to substantiate that all supplies and services conform to drawings, specifications, and contract requirements and shall also perform or have performed all inspection and tests otherwise required by the contract unless the required inspection and/or test is specifically designated to be performed by the Government. The Contractor shall make certain that as construction efforts commence mission impact is minimized. The Contractor shall ensure that occupant considerations are of critical importance in design of systems and that the system is designed and installed in a manner that does not cause undue discomfort to occupants.

10.1.2 Organization. The system shall be implemented by the designation of a quality control person from the Contractor's production or supervisory staff who shall report directly to the Contractor's top management. This organization shall consist of not less than one person who will be on the job site at all times work is in progress, and whose sole responsibility is to provide continuous inspection of the work to insure compliance with the contract plans and specifications. On construction efforts, this person shall have as a minimum: at least five (5) years verifiable construction experience in the type of work specified in the contract. On operations, maintenance, and repair activities, this person shall have at least 5 years verifiable experience in the type of operations, maintenance, and repair work specified.

10.1.3 Records. The Contractor shall maintain current records on an appropriate approved format of all inspections and tests performed. These records should provide factual evidence that the required inspections or tests have been performed, including type and number of inspections or tests involved; results of inspections or tests; nature of defects, causes for rejection, etc.; proposed remedial action; and corrective actions taken. The Contractor shall not build upon or conceal any feature of the work containing uncorrected defects, and payment on deficient items will be withheld until satisfactorily corrected. These records must cover both conforming and defective items and must include a statement that all supplies and materials, incorporated materials, incorporated in the work, are in full compliance with the terms of the contract. These records shall be turned over to the Contracting Officer, or authorized representative, at the completion of the ECM construction and monthly for operations, maintenance, and repair work.

11. DISTRIBUTION STATEMENT

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10.1.4 Schedules. The Contractor shall establish controls necessary to assure scheduled completion dates established by the contract are not impacted by delinquent submittal data and/or operational tests. Sixty days in advance of the ECM construction completion date and prior to scheduling a pre-final inspection of the work, or any phase of work, under the contract, the Contractor shall submit to the Contracting Officer, or authorized representative, a complete and factual report of all remaining submittals, inspections, and tests required prior to acceptance of the work. The report shall include the following:

a. A list of outstanding shop drawing submittals or resubmittals requiring approval by the Contractor.

b. A list of manuals, test reports, spare parts, keys, etc., to be furnished to the Government, and scheduled submittal dates.

c. Schedule of required operational tests and/or instruction periods.

d. Scheduled delivery dates for materials or equipment impacting contract completion.

e. Plan of action by the Contractor for correcting any known contract deficiencies including delay in scheduled progress.

10.1.5 (Optional) In addition to the construction, which includes design, and proposal phases, the Quality Control Plan should specifically address the M&V phase of the project and identify the process to be utilized and who has the responsibility and authority to review, approve, and signoff on the M&V reports indicating that they are complete and meet contractual requirements. This phase of the project extends over the longest period of time, therefore it is imperative that quality is addressed to assure that the success of the project with justifiable payments.

(Sample of typical Contractor Quality Control Report)

CONTRACTOR'S NAME
(Address)
DAILY CONSTRUCTION QUALITY CONTROL REPORT
Date:_____ Report No.:_____

Contract No.:_____

Description and Location of Work:_____

Weather: (Clear) (P. Cloudy) (Cloudy); Temperature:_____ Min._____Max.;
Rainfall:_____ inches

Contractor/Subcontractors & Area Responsibility w/Labor Count for Each:
a. _____
b. _____
c. _____
d. _____

Equipment Data: (Include items of construction equipment, other than hand tools, at the job site, and whether or not used.)

1. Work Performed Today: (Indicate location and description of work performed. Refer to work performed by prime and/or subcontractors by letter in Table above. If no work is performed, report the reason.)

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2. Results of Surveillance: (Include satisfactory work completed, or deficiencies with action to be taken.)

a. Preliminary Inspection:

b. Final Inspection:

3. Test Required by Plans and/or Specifications Performed and Results of Tests:

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4. Verbal Instructions Received: (List any instructions given by Government personnel on construction deficiencies, retesting required, etc., with no action to be taken.)

5. Remarks: (Cover any conflicts in plans, specifications, or instruction or any delay to the job.)

_____

6. Results of Safety Inspection: (Include safety violations and corrective actions taken.)

_____

Contractor's Inspector

CONTRACTOR'S VERIFICATION: The above report is complete and correct and all material and equipment used and work performed during this reporting period are in compliance with the contract plans and specifications except as noted above.

_____

Contractor's Chief Quality Control

NOTE

DO NOT LEAVE REPORT ITEMS BLANK

Items 1. through 6. must be reported every day. If there is no other report on an item, enter the word "none" in the reporting space. Reports with items left blank will be returned as incomplete.

INSPECTION CHECKLIST

CONTRACT NO.: _____ DATE:_____
DESCRIPTION AND LOCATION OF WORK INSPECTED: _____
SPECS. SECTION _____
REFERENCE CONTRACT DRAWINGS: _____

A. PERSONNEL PRESENT

	NAME	POSITION	COMPANY,
1.	_____	_____	_____
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

B. MATERIALS BEING USED ARE IN STRICT COMPLIANCE WITH THE CONTRACT PLANS AND SPECIFICATIONS. YES_____ NO_____
IF NOT,
EXPLAIN:_____

C. PROCEDURES AND/OR WORK METHODS WITNESSED ARE IN STRICT COMPLIANCE WITH THE REQUIREMENTS OF THE CONTRACT SPECIFICATIONS.

YES_____ NO_____
IF NOT,
EXPLAIN:_____

D. WORKMANSHIP IS ACCEPTABLE. YES_____NO _____STATE AREAS WHERE IMPROVEMENT IS NEEDED:_____

E. SAFETY VIOLATIONS AND CORRECTION ACTION TAKEN:_____

_____
QUALITY CONTROL REPRESENTATIVE

DATA ITEM DESCRIPTION	FORM APPROVAL OMB NO 0704-0188
1. TITLE SITE SAFETY AND HEALTH PLAN	2. IDENTIFICATION NUMBER DID005

3. DESCRIPTION / PURPOSE

This plan details the tasks and activities of site safety management required to identify, evaluate, and eliminate or control hazards at the work.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) identifies the contract requirements for the site safety and health plan.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS. For each ECM, a site safety and health plan shall be prepared in accordance with this Data Item Description.

The Site Safety and Health Plan (SSHP) shall be prepared in accordance with the requirements specified in this section:

1. Site Visit Abbreviated Accident Prevention Plan (SVAAPP)
The Contractor will be required to submit an SVAAPP prior to commencement of any site visit which are not covered under an Accident Prevention Plan. The Contractor shall prepare a "fill-in-the-blank" template SVAAPP to be used for all site visits. The SVAAPP shall be adapted to sites specified in the individual task/delivery orders and shall be prepared prior to each site visit. SVAAPP's shall be submitted electronically to the CEHNC Safety Office and Project Manager (Adobe PDF format) for review and acceptance. Upon acceptance, by the CEHNC Safety Office, the Contractor shall submit final SVAAPP via e-mail, including tracking submittal via Form 4025. The SVAAPP shall be submitted to the CEHNC Safety Office for acceptance before any work under this contract is awarded. A SVAAPP can be obtained by contacting the CEHNC Safety Office. The SVAAPP shall be approved prior to the Contractor performing any surveys on-site. Submission or approval requirements may be updated at the TO level. The Contractor shall submit the APP to the Contracting Officer, Contracting Officer Representative, and Project Manager within 10 government calendar days prior to commencement of work.

2. Abbreviated Accident Prevention Plan (AAPP)
Abbreviated Accident Prevention Plan (AAPP). The Contractor will be required to submit an AAPP to the Contracting Officer, Contracting Officer Representative, and Project Manager prior to commencement of any work beginning. The Abbreviated Accident Prevention Plans shall address applicable items listed in Appendix A of the US Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1**, latest version**) in addition to the other applicable requirements of EM 385-1-1 and OSHA requirements. **NOTE:** AAPP is at the discretion of the Huntsville Center Safety Office and contractor must have acceptance from the Contracting Officer prior to submittal. The Contractor shall submit the APP to the Contracting Officer, Contracting Officer Representative, and Project Manager within 10 government calendar days prior to commencement of work.

3. Site Specific Accident Prevention Plan (APP)
Accident Prevention Plan (APP). The Contractor shall submit an APP prior to any installation/maintenance activities beginning at the site. APP's shall address applicable items listed in Appendix A (Minimum Basic Outline for Accident Prevention Plans) of EM 385-1-1 in addition to the other applicable requirements of OSHA and EM 385-1-1**, latest version,** requirements. The plan shall be site specific and shall also address any unusual or unique aspects of the project or activity for which it is written. The Contractor shall coordinate with the facility representatives or facility contractor, on first aid, emergency phone numbers & response plans, site evacuation plans, lock out tag out procedures, any permit required procedures, obtaining a list of previously identified confined spaces, evacuation drills, hazardous/toxic environments/agents etc. This information shall be included in the APP. The APP shall also include site specific Activity Hazard Analysis (AHAs) for the project. The APP is the document that details how the safety and health requirements of OSHA; other regulatory codes and documents; and EM 385-1-1 are to be accomplished. Accident Prevention Plans (APP, IAW EM 385-1-1, Appendix A) shall be submitted in accordance with each task order. The APP shall be approved prior to the Contractor mobilizing on-site to perform work. Submission or approval requirements may be updated at the TO level. The Contractor shall submit the APP to the Contracting Officer, Contracting Officer Representative, and Project Manager within 30 government calendar days prior to commencement of construction phase and a revised APP prior to

the start of Operation & Maintenance phase in the contract.

Addendums to the APP - The Contractor is responsible to verify that any Proposals, Service Orders, Change Orders, and Contract Modifications are covered under the current accepted APP. If the pending work effort is NOT covered under the initial task order APP, the contractor shall submit, for Government review and acceptance, an addendum to the APP to the Contracting Officer, Contracting Officer Representative, and Project Manager within 10 government calendar days prior to commencement of work.

4. Activity Hazard Analysis (AHA)

Activity Hazard Analysis (AHA) - Before beginning each activity, task or Definable Feature of Work (DFOW) involving a type of work presenting hazards not experienced in previous project operations, or where a new work crew or subcontractor is to perform the work, the Contractor(s) performing that work activity must prepare an AHA. AHAs must be developed by the Prime Contractor. If the Prime Contractor requires a subcontractor or any sub tier-contractor or supplier performing the work, to develop an AHA, it shall be provided to the Prime Contractor SSHO for review and approval before submitting to the Huntsville Center Safety Office for review and acceptance. The Prime Contractor shall review the AHA list periodically (at least annually in conjunction with an APP review) and update as necessary when procedures, scheduling, or hazards change.

5. Site and Safety Health Officer (SSHO)

Site and Safety Health Officer (SSHO). The Site Safety and Health Officer (SSHO) shall be a full-time responsibility, dedicated employee of the Prime Contractor, an employee other than the supervisor, report to a senior project (or corporate) official, and possess training in compliance with this section. NOTE: SSHO shall not be dual hatted or have any other role. The SSHO shall meet the minimum training requirements stated in EM 385-1-1; 01A.17.b. If contractor deems a SSHO is not required; they can submit a variance/waiver to the Safety Office per the EM 385-1-1 Appendix D. The variance/waiver shall be submitted to the Government by cover letter from the Contractor. Contractor shall declare on the APP and demonstrate, through training documentation maintained at the site, that the SSHO meets the requirements of EM 385-1-1, 01.A.17. The SSHO is required to be onsite at all times during the performance of work. The duties of the SSHO may be fulfilled as an additional job site responsibility (dual hat) by another Competent Person who is not the Supervisor; however, these collateral duties shall not overcome, inhibit or restrict the effective administration of the Safety and Health Program. Moreover, the functions and roles of the SSHO shall be a singular, full-time responsibility (no other collateral duties) during high hazard activities to include, but not limited to: crane operations, excavations greater than 5-feet, confined space entry, and electrical work to include Lock-out-Tag-out (LOTO) in accordance with the Activity Hazard Analysis (AHA) as prepared per the accepted APP. The Contractor must demonstrate that this employee's non-safety duties are transferred to another employee when full-time SSHO responsibilities are warranted per the risk activities. The SSHO must be at the location of the high hazard activities while they are being conducted. Alternate SSHOs may be approved at the discretion of the CEHNC Safety Office.

6. Accident Reporting and Exposure: Monthly Man-hour reporting

Mishap Reporting. Man-hours and Lost Workday Reporting. Submit project work hours to the Contracting Officer's Representative (COR) monthly in the format provided by the COR. Work hours include all hours on the project where an employee is in an on-duty pay status. The Contractor shall complete a report of exposure hours. The report shall be on the electronic data collection tool provided by the COR described as total hours associated where workers are exposed to the activity hazards and forwarded to the Contracting Officer no later than close of business (COB) the 10th day of the following month." The Government Designated Authority will be identified in the individual delivery/task orders. The PM or COR will copy furnished the report to the U.S. Army Engineering and Support Center, Huntsville (USAESCH), ATTN: CEHNC-CT. The data must be submitted to arrive at the USAESCH not later than 10 calendar days after the end of each month. The information cut-off date will be the last day of each month. The monthly submission must include the title of the report, i.e., Accident Exposure Data Report, contract number, task order number, project site, month and year for which the report is made, a point of contact listing both email address and telephone number, and number of lost workday accidents to include total days lost. If no hours are worked on the project/task, a report showing "zero (0)" is required.

7. Measurement and Verification (M&V) Period.

Measurement and Verification (M&V) Period. The Accident Prevention Plan should also address the specific actions to be taken during the extended duration of the contract during the period of times that the measurement and verification of the installed ECM's shall be accomplished. Before beginning any M&V activity, task or Definable Feature of Work (DFOW) involving a type of work presenting hazards not experienced in previous project operations, or where a new work crew or subcontractor is to perform the work, the Contractor(s) performing that work activity must prepare an AHA.

8. Operation and Maintenance (O&M)/ Performance Period

Operation and Maintenance (O&M)/ Performance Period. The Contractor shall submit an updated APP to the Contracting Officer, Contracting Officer Representative, and Project Manager within 30 government calendar days prior to commencement of O&M/Performance work. The APP will address all O&M work activity along with the AHAs for each definable feature of work. O&M/Performance work only can utilize the HNC Maintenance and Service Variance for this contract and all task orders under this contract. A special Variance for USACE policy EM-385-1-1 'Safety and

Health Requirements,' par. 01.A.17, regarding Contractor implementation of Site Safety and Health Officer (SSHO) responsibilities, has been incorporated into this contract. In acknowledgement of the 'Maintenance and Services' activities performed at numerous different field locations under this contract, the very specific provisions of this special Variance to EM-385-1-1 are detailed in the variance. See PWS and/or discuss with HNC Safety Officer for Safety Variance Package document.

11. DISTRIBUTION STATEMENT

DD Form 1664, JUN 86 *PREVIOUS EDITIONS ARE OBSOLETE*

DATA ITEM DESCRIPTION	*FORM APPROVAL OMB NO 0704-0188*
1. TITLE DESIGN	2. IDENTIFICATION NUMBER DID006

3. DESCRIPTION / PURPOSE

To provide details for the proposed ECM design.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) provides requirements for a design package.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS.

10. Design. ECM design shall be in accordance with this DID.

10.1 General

10.1.1 ECM design packages shall include procedures, drawings, specifications, design calculations, cost estimates, and other items as appropriate. The contractor shall prepare project design documentation and submit such documentation to the Government for review and acceptance. These design packages shall reflect the current level of design completion. Project drawings and specifications shall be sealed and certified by a registered professional engineer to ensure compliance with applicable State,
local, and installation building codes. The design shall be in accordance UFC 1-200-01 (General Building Requirements), except as modified herein or as indicated by the contracting officer. The Contractor shall make certain that design of ECMs is in accordance with site mission requirements. The Contractor has the responsibility to design systems that meet mission requirements. In the case that a system design does not meet mission requirements at the time of award and during the design phase, the Contractor will redesign the system as necessary to meet mission requirements. The Contractor shall ensure that occupant considerations are of critical importance in design of systems and that the system is designed and installed in a manner that does not cause undue discomfort to occupants.

10.1.2 All project and associated equipment and facility installation design documentation shall comply with installation design and construction standards which are appropriate for the ECM to be implemented. UFC 1-200-01 (General Building Requirements) shall be followed which primarily identifies the use of typical commercial construction standards (International Building Code) to be utilized for various types of projects. In addition this UFC identifies other non-typical requirements to be utilized when construction is to be accomplished on DOD facilities. Although commercial standards are encouraged to be utilized, the nature of DOD work with respect to factors such as safety, security, quality, location, type of work, etc., dictates the use of more stringent regulations where required. UFC 1-200-01 has been established to identify the type of work efforts where these more stringent regulations are required. Dates current at the time of the ECM award shall apply to the selected standards, and specific dates shall be identified in the ECM. The Government reserves the right to require any specific standard based on design parameters.

10.1.3 In case of conflict among standards, the most stringent shall apply, unless otherwise specified by the contracting officer. In a case where additional standards are required, they shall be comparable in stringency to the standards listed above.

11. DISTRIBUTION STATEMENT

DD Form 1664, JUN 86 *PREVIOUS EDITIONS ARE OBSOLETE*

10.1.4 Standards actually selected for use in the design shall be cited in the design document, spelled out, with exact standard number, given, and with issue date, at time of design. In addition, a list of standards referred to in the design document shall be presented in the design document.

10.1.5 Each submittal shall be accompanied by manufacturer and contractor supplemented data as needed to fully illustrate the design. The design packages shall be cross-referenced to previous submittals.

10.1.6 Submittals shall consist of printed copies (number of copies as specified by contract) of date, including drawings provided on DFX format compatible with Microstation or AutoCAD to meet the current CADD drawing standards of the installation site as directed by the Government. Specifications shall reflect the drawings in all details. Information in the specifications and design calculations shall be submitted in hard copy and on CD in Microsoft compatible format. Cost estimates shall be submitted on a form which details the itemization as required herein. One set of printed copies will be returned to the contractor marked up to show the suggested corrections or to indicate approval. For minor corrections, comments will be provided on 8 ½ by 11 inch forms.

10.2 Design. The Design shall provide a complete description of the proposed project, the standards to be used in the final design, and the estimated cost to construct the ECM. The design shall be prepared to conform to the following detailed instructions. The Contractor is responsible for delivering a complete, functioning system and is responsible for auditing existing conditions to verify the proposed design will function properly and the system will meet mission requirements. Any changed site conditions should be brought to the attention of the Contracting Officer for determination.

10.2.1 Drawings. Plans shall be prepared to contract drawing scale and, as appropriate, shall include but not be limited to the following:

10.2.1.1 Site plan, showing new and existing contours, controlling grades, storm drainage, and the relation of buildings to existing or proposed roads, streets, parking areas, rail sidings, utilities, floor elevations, and controlling grades.

10.2.1.2 Floor plans, showing dimensions and functional arrangement of areas, including corridors, exits, stairs, and utility spaces, properly related to exterior access, vehicle parking, service areas, etc. Individual treatment shall be given to special designs or items involving deviation from normally accepted standards. Pertinent information regarding fire-protection and safety requirements shall be indicated. Gross floor areas shall be shown for each floor and for the entire building. Column lines shall be designated to aid in location of project components.

10.2.1.3 Elevations and sections, showing story heights, fenestrations, suspended ceilings (if any), and partitions in relation to finish grades. They shall show materials, thicknesses, methods of attachment, and relation of fenestration to supporting columns or walls.

10.2.1.4 Elevations, sections, and plans showing foundations, floors, walls, and roof framing systems, with sizing of typical members. Typical sections shall indicate the method of framing. Design loadings shall be noted on the drawings.

10.2.1.5 Mechanical features, showing heating, ventilation, air-conditioning, plumbing, elevators, material handling equipment, and the location , capacity, and space requirements of major equipment items. Double line layout and riser diagrams of piping, ducts and equipment shall be shown. The operating range or capacity for heating, ventilation, air-conditioning, and refrigeration equipment shall be clearly stated.

10.2.1.6 Electrical features (including power generation and distribution, lighting, communications, instrumentation, and electronic equipment) showing sufficient detail to allow the preparation of an estimate of the cost of the facility's electrical features. Power features shall include a single line diagram which indicates service equipment, substations, motor control centers, feeders, and panels. Panel board schedules for individual loads shall be furnished. The design calculations shall reflect a complete load study based on known and estimated loads. Location, capacity, and space requirements of major items of equipment, including interior substations, service equipment, motor control centers, and panels shall be shown. Lighting features shall indicate typical lighting arrangements, types of fixtures proposed, and lighting levels required. Riser diagrams shall indicate items of equipment for each different type of system, such as fire alarms, communications, instrumentation, television, and others as required. The drawings shall indicate and describe all electrical interfaces required by the criteria.

10.2.1.7 Drawings shall provide equipment schedules and identification tag numbers. Tag numbers shall be developed in accordance with standard installation practices. For large and complex systems that are critical to operation and maintenance, safety, and logistics, the contractor shall provide equipment operating parameters as directed by the contracting officer.

10.2.2 Specifications. Specifications shall be provided as part of the design submittal. Unified Facility Guide Specifications (UFGS) or equivalent shall be used as a basis for the project specifications. When a specifications section for a portion of the work is not available for mark up, equivalent to UFGS's in format and content, a complete section shall be prepared.

10.2.2.1 The specifications shall be submitted for review in marked-up form, with discarded design choices visible in spite of markings. Specifications shall be marked up to the level of design completion and shall accompany the drawings. Inserts shall be neatly typed and inserted into the marked up pages, with accompanying locators indicating their placement.

10.2.2.2 Standard commercial specifications in conjunction with UFC 1-200-01 and the installation design guide can be utilized on certain projects at DOD facilities.

10.2.3 Fire protection and code analysis sheet. A fire protection and code analysis sheet that describes how the proposed building meets the requirements of the applicable code shall be submitted. A plan of the facility which shows locations of fire-rated assemblies, fire separation walls, and fire protection shall be drawn. Fire system changes or installation must be approved by a PE specializing in fire protection.

10.2.4 Design Calculations. Design calculations shall be submitted in support of information depicted in the final plans. Design calculations shall clearly show basis for required capabilities for equipment that is part of the design. Assumptions and data used in calculations shall be referenced.

10.3 Final Design. The final plans shall contain the necessary details for all phases of the project and must be sufficient to attract competitive bids and afford a clear understanding of the job throughout construction.

10.3.1 Final Design Specifications. The contractor shall prepare specification sections (Construction Specifications Institute (CSI) Divisions 1 through 16) as required to detail the project and supplement the drawings for the project. The specifications shall be prepared in accordance with the instructions contained in Chapter 3, Project Specifications of CEHND 1110-1-1. Other documents to be prepared and submitted with the specifications include a cover sheet, table of contents, list of Government furnished equipment, list of proprietary items, statement of work sequence, and statement of construction duration, as well as any other documents needed to complete the project specifications package.

10.3.2 Final Design Analysis. The final design analysis shall be submitted with the final drawings and specifications.

10.3.3 Final Cost Estimate. A final cost estimate, based on the final drawings and specifications shall be submitted. This cost estimate shall be detailed as previously described. The estimate shall be a corrected, expanded version of the cost estimate previously submitted.

10.3.4 Other Cost Estimates. Cost estimates for training, preparation of O&M manuals, and proveout shall also be submitted.

10.3.5 Cost Estimate Submittal. All cost estimates shall be submitted, under separate cover, with the design.

10.4 Submittal Form. All submittals required under this DID shall be itemized on an Engineering Form 4025, which shall accompany the submittal.

10.5 To obtain competition with respect to equipment purchase and any subcontracted labor, the contractor shall forward the RFQ to a minimum of three distinct suppliers (i.e., suppliers having no common brand name affiliation with each other or with the contractor) of each piece of equipment. The contractor shall receive supplier/subcontractor quotes broken down into distinct equipment costs and installation costs in terms of man-hours, costs and skills. These quotes shall be forwarded to the Government as part of the design submittal. The contractor shall select the responsive and responsible suppliers/subcontractors with the best value, document this selection, and proceed with the development of shop/equipment installation drawings for the specific equipment selected.

10.6 The design and construction package shall be sealed and certified by a registered engineer or architect to assure compliance with applicable building codes and Federal agency design standards. The delivery order will specify site specific requirements of the design and construction package. The Contractor is responsible for the technical adequacy of its work. Acceptance of the design and construction package by the Government shall not relieve the Contractor from responsibility for adequacy of its design and installation work.

10.7 If any utility services must be disconnected temporarily to perform work, such interruptions shall be described and indicated on the project installation schedule. The description shall include the length of interruption, its time (date, day of week, time of day, etc.), and a justification.

10.8 For any ECM installation requiring permits from regulatory agencies (i.e., hot-work permit for welding), the Contractor shall provide its plan and schedule for acquiring such permits.

10.9 These design package requirements were established for large projects, more technical projects, or projects that have to meet the additional rules or regulations as a result of being implemented on a DOD facility. The Contracting Officer has the discretion to relax some of these requirements if it is in the best interest of the government to do so. For example, if a replacement lighting project is being installed in an administration building that costs $250,000, the design level of detail required above will adversely impact the project economics and provide little added value so upon petition by the Contractor, the Contracting Officer at his discretion may relax some of the above stated requirements.

U.S. Army Corps of Engineers (USACE)

TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE

For use of this form, see ER 415-1-10; the proponent agency is CECW-CE.

DATE	TRANSMITTAL NO.

SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS (*This section will be initiated by the contractor*)

TO:	FROM:	CONTRACT NO.	CHECK ONE: ☐ THIS IS A NEW TRANSMITTAL ☐ THIS IS A RESUBMITTAL OF TRANSMITTAL _____

SPECIFICATION SEC. NO. (*Cover only one section with each transmittal*)	PROJECT TITLE AND LOCATION	THIS TRANSMITTAL IS FOR: (*Check one*) ☐ FIO ☐ GA ☐ DA ☐ CR ☐ DA/CR ☐ DA/GA

ITEM NO. (*See Note 3*) **a.**	**DESCRIPTION OF SUBMITTAL ITEM** (*Type size, model number/etc.*) **b.**	**SUBMITTAL TYPE CODE** (*See Note 8*) **c.**	**NO. OF COPIES** **d.**	**CONTRACT DOCUMENT REFERENCE**		**CONTRACTOR REVIEW CODE** **g.**	**VARIATION** Enter "Y" if requesting a variation (*See Note 6*) **h.**	**USACE ACTION CODE** (*Note 9*) **i.**
				SPEC. PARA. NO. **e.**	**DRAWING SHEET NO.** **f.**			

REMARKS	I certify that the above submitted items had been reviewed in detail and are correct and in strict conformance with the contract drawings and specifications except as otherwise stated.	
	NAME OF CONTRACTOR	SIGNATURE OF CONTRACTOR

SECTION II - APPROVAL ACTION

ENCLOSURES RETURNED (*List by item No.*)	NAME AND TITLE OF APPROVING AUTHORITY	SIGNATURE OF APPROVING AUTHORITY	DATE

INSTRUCTIONS

1. Section I will be initiated by the Contractor in the required number of copies.

2. Each Transmittal shall be numbered consecutively. The Transmittal Number typically includes two parts separated by a dash (-). The first part is the specification section number. The second part is a sequential number for the submittals under that spec section. If the Transmittal is a resubmittal, then add a decimal point to the end of the original Transmittal Number and begin numbering the resubmittal packages sequentially after the decimal.

3. The "Item No." for each entry on this form will be the same "Item No." as indicated on ENG FORM 4288-R.

4. Submittals requiring expeditious handling will be submitted on a separate ENG Form 4025-R.

5. Items transmitted on each transmittal form will be from the same specification section. Do not combine submittal information from different specification sections in a single transmittal.

6. If the data submitted are intentionally in variance with the contract requirements, indicate a variation in column h, and enter a statement in the Remarks block describing he detailed reason for the variation.

7. ENG Form 4025-R is self-transmitting - a letter of transmittal is not required.

8. When submittal items are transmitted, indicate the "Submittal Type" (*SD-01 through SD-11*) in column c of Section I.
   Submittal types are the following:
   SD-01 - Preconstruction SD-02 - Shop Drawings SD-03 - Product Data SD-04 - Samples SD-05 - Design Data SD-06 - Test Reports
   SD-07 - Certificates SD-08 - Manufacturer's Instructions SD-09 - Manufacturer's Field Reports SD-10 - O&M Data SD-11 - Closeout

9. For each submittal item, the Contractor will assign Submittal Action Codes in column g of Section I. The U.S. Army Corps of Engineers approving authority will assign Submittal Action Codes in column i of Section I. The Submittal Action Codes are:

   A -- Approved as submitted.
   B -- Approved, except as noted on drawings. Resubmission not required.
   C -- Approved, except as noted on drawings. Refer to attached comments. Resubmission required.
   D -- Will be returned by separate correspondence.
   E -- Disapproved. Refer to attached comments.
   F -- Receipt acknowledged.
   X -- Receipt acknowledged, does not comply with contract requirements, as noted.
   G -- Other action required *(Specify)*
   K -- Government concurs with intermediate design. (*For D-B contracts*)
   R -- Design submittal is acceptable for release for construction. (*For D-B contracts*)

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

DATA ITEM DESCRIPTION	*FORM APPROVAL OMB NO 0704-0188*

1. TITLE	2. IDENTIFICATION NUMBER
WORK SCHEDULE	DID007

3. DESCRIPTION / PURPOSE

This provides details of scheduling the work tasks.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) provides details for preparing a work schedule.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS. For each ECM, a work schedule shall be prepared in accordance with this Data Item Description.

Work schedule charts shall be prepared and submitted using Microsoft Project or comparable software. The contract work shall be divided into definable contract features. As a minimum, the Contractor shall address each element of the work as well as principle contract features. A designated column should indicate the percentage of the contract for which each principle contract feature accounts. The vertical lines shall be identified by specific time frames, (i.e., weekly, bi-weekly, monthly) with one space accounting for no more than one month. The Contractor shall identify the date of award of the maintenance, repair, and rehabilitation (MRR) action on the chart. The Contractor shall also identify the contract completion date on the chart. The Contractor shall place bars on the chart to indicate scheduled progress for each feature of work. The Contractor shall note the anticipated percentage complete for each item at the end of each month and at the end of each scheduled block.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION	FORM APPROVAL OMB NO 0704-0188

1. TITLE	2. IDENTIFICATION NUMBER
POST AWARD / PRE-IMPLEMENTATION PROJECT KICKOFF CONFERENCE	DID008

3. DESCRIPTION / PURPOSE

To assure familiarity with details of the Contract and to allow the Contracting Officer, or authorized representative, to interface with the Contractor and his/her organization.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) provides a baseline agenda for the conference.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS. The conference shall be held in accordance with this Data Item Description.

10.1 General

10.1.1 This conference will be held at the location specified by the Contracting Officer, or authorized representative. The purpose of this conference is to enable the Contracting Officer, or authorized representative, to outline the procedures that will be followed by the Government in its administration of the contract and to discuss the performance that will be expected from the Contractor. This conference will allow the Contractor an opportunity to ask questions about the Government's supervision and inspection of contract work, security requirements, regulations, etc. The Contracting Officer, or authorized representative, may invite installation service, engineering, and/or security personnel as well as other involved Government personnel to attend this conference.

10.1.2 Discussion Items.

The following is a list of items for discussion during this conference. This is not considered to be a complete listing.

(a) Authority of the Contracting Officer, or authorized representative, and procedures for administering the contract.

(b) Contractor labor standards provisions.

(c) Contract modification and administration procedures.

(d) Contractor performance evaluation.

(e) Safety requirements, reporting, and emergency procedures.

(f) Security and post access requirements.

(g) Project Schedule.

(h) QA/QC Plan.

10.1.3 QA/QC Plan. The plan shall include forms that will be used for recording the inspections, administration of the inspections, and interrelationship of Contractor and Government inspections. The plan shall also include personnel procedures, instructions, and reports to be used. This document shall include as a minimum:

11. DISTRIBUTION STATEMENT

a. A description of the quality control organization, including a chart showing lines of authority and acknowledgment that the CQC staff shall implement the three phase control system for all aspects of the work specified and shall report to the Project Manager or someone higher in the Contractor's organization.

b. The name, qualifications, duties, responsibilities, and authorities of each person assigned a QC function.

c. Procedures for scheduling and managing submittals, including those of subcontractors, off-site fabricators, suppliers and purchasing agents.

d. Control testing procedures for each specific test required.

DATA ITEM DESCRIPTION	FORM APPROVAL OMB NO 0704-0188

1. TITLE	2. IDENTIFICATION NUMBER
SHOP DRAWINGS	DID009

3. DESCRIPTION / PURPOSE

Catalog cuts, manufacturers' literature or data, drawings, design calculations and other data as specified showing details of proposed equipment, construction, and installation.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) provides for shop drawings resulting from the effects of installed ECMs.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS.

10.1 Submittal. Shop drawings shall be itemized and submitted on Engineering Form 4025. The term "shop drawings" as used herein includes catalog cuts, manufacturers' literature or data, drawings, design calculations with associated data, performance curves, equipment specification sheets, critical dimension sketch (internal clearances) and other information as specified, showing details of proposed equipment and/or installations. Shop drawings shall be submitted to the Contracting Officer for review and acceptance. Shop drawings shall be complete, shall contain all required detailed information, and shall be submitted in logical order to facilitate proper coordination and review. Submittals on component items forming a system or that are interrelated shall be submitted at one time as a single submittal in order to demonstrate that the items have been properly coordinated and will function as a unit. Drawings shall also be supplied on CD in a Microstation format or AutoCAD if requested by the customer.

10.1.1 Shop drawings, other than descriptive material such as catalog cuts and manufacturers' literature or data, shall be submitted on standard full size sheets (30" by 42") or half size sheets (15" by 21"). Reproducibles shall be sharp in detail and suitable for making quality reproductions and for microfilm copying; copies shall be black-on-white or blue-on-white; blueprints are not acceptable. All prints accompanying reproducibles shall be produced from the reproducibles submitted. Quality of the reproducibles and prints of reproducibles shall be checked prior to submitting for acceptance.

10.1.2 Catalog cuts and other descriptive data which has more than one model, size, or type, or which shows optional equipment shall be clearly marked to show the model, size, or type, and all optional equipment which is proposed for acceptance. Approval by the Contracting Officer will be applicable only to those shop drawings and other submittals requiring approval action by the Government.

11. DISTRIBUTION STATEMENT

10.2 Approval. When approved by the Contracting Officer, each copy of the drawings will be identified as having received approval by being so stamped and dated. One copy will be returned to the Contractor and one copy will be retained by the Contracting Officer. The approval of the drawings by the Contracting Officer shall not be construed as a complete check, but will indicate only that the general method of construction and detailing is satisfactory. Contracting Officer's approval of drawings will not relieve the Contractor of the responsibility for any error which may exist, as the Contractor shall be responsible for the dimension and design of adequate connections, details, and satisfactory construction of all work. In addition, the approval by the Contracting Officer will not relieve the Contractor from his responsibility for deviations from drawings or specifications unless he has, in writing, called attention to the deviations and the Contracting Officer approves the change or deviations, in writing, at the time of submission. Nor will it relieve him from the responsibility for any errors of any kind in approved drawing schedules. When the Contractor does call the deviations to the attention of the Contracting Officer, he shall state in his letter whether or not such deviations involve any cost adjustment. If this is not mentioned, it will be presumed that no extra cost is involved in making the change. However, failure to mention deviations which should result in a credit to the Government will not prevent subsequent credit to the Government. In the absence of approval, deviations shall not be performed, and if performed, it shall be at the Contractor's expense.

10.3 Resubmittal. If shop drawings are not approved or accepted, requiring submittal, the Contractor shall take all necessary corrective action and resubmit for approval within 10 calendar days after receipt of notice from the Contracting Officer or his authorized representative. Resubmitted drawings or other data shall show all changes and revisions noted on the drawing or in the comments during review.

DATA ITEM DESCRIPTION	FORM APPROVAL OMB NO 0704-0188

1. TITLE	2. IDENTIFICATION NUMBER
MONTHLY PROGRESS REPORTS	DID010

3. DESCRIPTION / PURPOSE

Progress reports will be used as a measure of accomplished activity.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) provides details for monthly progress reports.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS. For each ECM, an individual monthly progress report shall be prepared in accordance with this Data Item Description unless otherwise indicated or modified in the ECM.

A narrative report in tabular form shall be provided by the Contractor which details each activity shown on the schedule for the reporting period. The report can be in a spreadsheet format with narrative discussion included in a remarks section of the spreadsheet. The report shall be kept simple yet include all pertinent status data for the projects. The Contractor shall submit proposed format to the Contracting Officer, or authorized representative, for approval. Specific contents are:

a. Summarized progress by estimated percentage of physical completion for each ECM, noting any specific identifiable progress for each ECM or sub-ECM element of the project.

b. Remarks section for the Contractor to describe any problems which caused a lag in schedule as well as Contractor plans to get back on schedule.

c. Section for the Government's comments.

d. Section for Contractor to report any substantive communication with Government personnel that requires an action by the customer or the Contractor or that affect contract terms and conditions. This section is to include all open and closed Requests for Information (RFI).

Reports shall be issued the 5th business day of the month following receipt of the notice to proceed with the Design Phase of the project, and shall continue until completion of the System Testing Phase of the project, or as otherwise appropriate for the size and duration of the project at the discretion of the Contracting Officer.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION	FORM APPROVAL OMB NO 0704-0188

1. TITLE	2. IDENTIFICATION NUMBER
COMMISSIONING	DID011

3. DESCRIPTION / PURPOSE

To provide for systematic testing of the modified system/equipment and to document the tests performed as well as the results of these tests.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) states the requirements for system testing.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS. Commissioning shall be done in accordance FEMP commissioning guidance for DOE ESPCs and with this Data Item Description unless otherwise indicated or modified in the ECM.

The Contractor shall submit to the Contracting Officer, or authorized representative, a copy of the proposed plan to prove the system/equipment meets the operating standards promulgated by the design. As a minimum, this testing plan shall contain:

a. Project nomenclature.

b. System/Equipment description.

c. Specific requirements for system/equipment test.

d. Equipment calibration certificates.

e. Testing and Balance Reports (TAB Reports) for EMCS systems are required.

f. Measurements to be taken indicating method and means.

g. A complete copy of testing results shall be provided after completion of the testing

After approval by the Contracting Officer, or authorized representative, the Contractor shall schedule the implementation of this testing plan at a time convenient for the Contracting Officer, or authorized representative, to have Government representative observe the testing.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION	FORM APPROVAL OMB NO 0704-0188

1. TITLE	2. IDENTIFICATION NUMBER
OPERATING AND MAINTENANCE MANUALS	DID012

3. DESCRIPTION / PURPOSE

Operating manuals will be used by Government personnel at the installation to operate the modified system/equipment, and maintenance manuals will be used by Government personnel at the installation to identify and perform required preventive and corrective maintenance on the installed/modified system after completion of the ECM.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) details the requirements for operating and maintenance manuals.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS. Operating and maintenance manuals shall be in accordance with this Data Item Description unless otherwise indicated or modified in the ECM.

10.1 The operating manuals shall be in accordance with ER 25-345-1, comprehensive, and cover the total operation of the ECM. The operating manuals shall contain step-by-step methods for operating each separate component and for operating the systems in a systematic manner. These manuals shall show the location of the item being described and provide a clear and concise narrative description of the item, its operating function, characteristics, and its interrelationship with other system components. The maintenance manual shall provide comprehensive details of complex components and parts with illustrations of how the components and parts are systematically arranged and located. The maintenance instructions shall prescribe the manufacturers' recommended schedule for preventive maintenance plans. The instructions shall clearly identify seasonal maintenance requirements and state the frequencies for all maintenance and/or operations.

10.2 The manuals shall include the manufacturers' name, model number, service manual, and parts list for each major system component and subcomponents.

10.3 Framed instructions, encased in environmentally protective covering, shall be prepared in manner consistent with the final configuration of the system/equipment at the end of the ECM construction. They shall include system/equipment diagrams and condensed operating and maintenance instructions. A complete set shall be placed at strategic operating locations on the system/equipment. The operating instructions shall be provided in a bound document which is clearly tabbed, indexed, and marked for easy use.

10.4 A list of major/minor equipment installed/modified on the project along with a list of service organizations, with addresses, telephone numbers, and qualifications of qualified, permanent service organizations for support of major/minor equipment. This list shall contain a cost for each item shall be included.

10.5 For each major/minor piece of equipment and/or replaceable system component, a list of spares for nominal operations shall be prepared. This list shall have the host equipment and/or system component identified by nomenclature, manufacturer, and part number. Under each identification, the spares shall be identified by nomenclature and cost at time of contract completion. A local source of parts as well as service on the parts shall be identified. This source shall be capable of responding within 24 hours of a call for service. In addition, the name and phone number of the regional supplier of the equipment/systems components shall be provided.

11. DISTRIBUTION STATEMENT

10.6 The program shall provide instruction on operation, troubleshooting, maintenance and repair of equipment and systems modified or installed under each ECM. Instructions shall include both a classroom phase and a practical application phase as is warranted by the type and complexity of the ECM. The course material shall include the operation and maintenance plans and manuals as instructional materials. The program shall be conducted in facilities directed by the Government.

10.7 The Contractor shall train Government personnel to operate, maintain, and repair equipment and systems after the completion of system testing in accordance with each ECM as defined in the ECM Proposal.

10.8 A copy of the trainer's notes and manuals used to provide the training based upon the O&M manual shall be included for future training of Government personnel.

10.9 O&M Manuals shall be submitted at least 2 weeks prior to training in order for review prior to receipt of training.
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DATA ITEM DESCRIPTION	*FORM APPROVAL OMB NO 0704-0188*

1. TITLE	2. IDENTIFICATION NUMBER
AS-BUILT DRAWINGS	DID013

3. DESCRIPTION / PURPOSE

As-built drawings shall be prepared to reflect the final construction configuration of the facilities.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) provides for as-built drawings resulting from the effects of this ECM.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS. As-built drawings shall be in accordance with this Data Item Description unless otherwise indicated or modified in the ECM.

10.1 The contractor shall maintain a set of red-lined, scaled, marked up drawings (latest revision status) throughout the ECM construction and the contract that fully document the status of the work. These drawings shall be maintained throughout the ECM construction phase and shall be available for review by the Government upon request and shall be submitted to the Government at the end of ECM construction. If any system changes are made by the Contractor during the term of the contract, the Contractor shall update the Government's copy of the as-built drawings. Contractor shall not be responsible to update drawings if changes are made by others unless appropriately compensated. These drawings may take forms ranging from simple schematics to detailed installation drawings. The form of the as-builts will be determined by the complexity of the project as ascertained by the Contracting Officer. Generally, the as-built drawings shall be provided in a red-lined PDF file format prior to or in conjunction with being provided in the selected Microstation or AutoCAD format. Hard copies of drawings are discouraged unless requested by the installation during the Feasibility Study/Proposal phase of the project.

10.2 Final submittal of certified as-built drawings may range from a simple marked up schematic for simple ECMs to a submittal made in a digital format (CADD system) compatible to the installation as determined by the authorized installation representative. Drawings shall also be supplied on CD in a Microstation format or AutoCAD as requested by the customer.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION	FORM APPROVAL OMB NO 0704-0188

1. TITLE	2. IDENTIFICATION NUMBER
SITE SPECIFIC ECM FINAL REPORT	DID014

3. DESCRIPTION / PURPOSE

To provide a final report of all work performed under the ECM.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) gives the format and content for the site specific ECM final report.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS. The site specific remediation report shall be prepared in accordance with this Data Item Description unless otherwise indicated or modified in the ECM.

10.1 Final Report. A final report of all technical work accomplished and information gained in performance of the ECM construction, pertinent observations, nature of problems, positive as well as negative results, and design criteria established where applicable will be prepared. Procedures followed, processes developed, etc., will be included. The details of all technical work included shall be sufficient to permit full understanding of the techniques and procedures used evolving technology or processes developed. This document shall be used as the closeout document for the installation phase of the project and thus it must identify each deliverable provided and must reconcile the costs, savings, payments, termination, etc. of the completed project.

10.2 Format.

10.2.1 The title page will identify the report by providing contract number, project names and reporting period.

10.2.2 The front cover of draft reports will bear the following statement in addition to other requirements, “The view, opinions, and/or findings contained in the report are those of the author(s) and should not be construed as an official Department of the Army position, policy, or decision, unless so designated by other documentation.”

10.2.3 Table of Contents.

10.3 Main Body. The main body of the report shall make use of the following outline only as applicable to each individual situation.

10.3.1 Introduction. The introduction shall consist of a statement of work, technical instructions, other contract direction, and previous related submittals. It should also state aims and objectives.

10.3.2 Discussion. Discussion shall give a detailed discussion of the technical effort or work performed covering procedures, equipment, facilities, data, and results (both expected and unexpected).

10.3.3 Documentation. Documentation should be made making reference to all related submittals (drawings, intermediate reports, laboratory reports, conference reports, and other research sources). This documentation list shall be used to verify that all transmittals have been submitted as required as referenced by transmittal number identified.

11. DISTRIBUTION STATEMENT

10.3.4 Tests. Identify tests conducted and resultant test results, both QA and QC.

10.3.5 Summary. The main report body shall end with a summary which should be a concise, self-explanatory recapitulation of the report.

10.3.6 Reconciliation. The report shall include a full reconciliation of all quantities, costs, savings, payment schedules, termination schedules, etc. which will be the start point or as-built condition of the project. A complete set of revised financial schedules shall be provided that incorporates all of the agreed upon changes.

10.3.7 Quality. This document must address the quality actions taken to assure compliance of the provided services with the requirements of the contract and proposal. Each deliverable should be identified and referenced by transmittal number to assure completion and acceptance.

10.3.8 Conclusion. The report should contain a logical conclusion based on the Contractor's evaluation of data presented in the report when an evaluation is applicable. The conclusion should be concise and based on supporting arguments presented in the body of the report. Content of the conclusion is optional on less formalized reports and is left to the discretion of the Contractor.

10.3.9 Recommendations. The report should contain recommendations, when applicable. The recommendations should be a logical outcome of the conclusions and should provide information necessary for action leading to improvements of a system of the state of the art.

10.3.10 Lessons Learned. A complete list of lessons learned during the completion of the project shall be included.

10.4 Optional Content.

10.4.1 Attachments. Drawings, sketches, photographs, calculations, references or other attachments may be used to clarify or explain the text and may be included either in the body of the report of in an appendix. Oversize material shall be arranged to fold within the report without protruding and shall be limited on one-way horizontal foldouts.

10.4.2 Illustrations. Separate lists of figures, illustrations, and tables may be given immediately following the table of contents, on the same page if possible. Such lists shall be included when there are ten or more figures, illustrations and tables.

10.4.3 Abbreviations and Symbols. Lists of abbreviations and symbols with definitions, and definitions of terms, may also be given following the table of contents, or on the same page or its reverse. The lists should be included when applicable for intelligibility and usefulness to the educated, but not specialized, reader of scientific reports.

10.4.4 References. A list of references is recommended if more than five titles are cited in the text, and *shall* follow the last page of the text in the report. Head the page "REFERENCES," list the items in order of initial test reference, and number the items with Arabic numerals. The information of each item will include, in this sequence, as applicable: personal author, title, document number, the Defense Documentation Center AD number, (when known), publisher, data, and classification.

10.4.5 Bibliography. A bibliography (supplemental or associated reading) may be included, if appropriate. Head the list "BIBLIOGRAPHY." It may appear on the same page with the references, space permitting. The items will include the same information required for references, but arranged alphabetically by author and not numbered.

10.4 6 Index. An alphabetical index may be included, if necessary. Normally, it will be included only in a voluminous report that will clearly be used frequently for reference. If used, the index should not be a repetition of section of paragraph titles, but should list every important subject breakdown which users are most likely to seek.

10.4.7 Appendix. An appendix may be used on material related to or additional to the report, such as material not essential to understanding the text, but which provides vital details to the critical reader; additional detailed description; or explanatory matter; extensive test data; complex mathematical derivations; and reproduction of additional tables, illustrations, charts or graphs referenced frequently throughout the report; lists of materials when the contract requires that such a list will be included in the report; and similar material. Special forms that are required by a specification may be included in the appendix. Appendices shall also be used to incorporate reports submitted by other activities that perform some of the technical effort. Each appendix shall be preceded by a title page indicating content (including number of pages) and applicable references to the body of the report.

DATA ITEM DESCRIPTION	FORM APPROVAL OMB NO 0704-0188

1. TITLE	2. IDENTIFICATION NUMBER
M&V REPORT ***(when included in final project scope)***	DID015

3. DESCRIPTION / PURPOSE

Provide an annual M&V Report

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

This Data Item Description (DID) details requirements for the Annual M&V Report.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS. M&V reporting requirements shall be in accordance with FEMP Guidance and the Data Item Description unless otherwise indicated or modified in the ECM Proposal.

10.1 Selection of the appropriate M&V plan for each ECM shall be as per the M&V guidelines for the Federal Energy Management Program. FEMP M&V Review Checklists and FEMP M&V Report Outline shall also be used as the basis for M&V reporting. These documents are available on the FEMP website and shall be used in the version current with the signing of this contract.

10.2 It is understood that there may be a disparity between the M&V savings with partial estimated data and actual savings. For example, if the Government accepts the risk of energy escalation, an energy rate with an escalation factor is stipulated for a contract for calculations. In addition to the FEMP described M&V savings calculations, the use of actual cost of energy or actual energy usage shall also be included in the M&V report in order to calculate energy savings as a management tool to the most economical extent possible. The FEMP M&V Report schedules shall be modified to include these actual savings or a separate schedule shall be included specifically the actual savings at the discretion of the contractor for best formatting options.

10.3 Annual and cumulative data shall be included for M&V savings and actual savings.

10.4 Graphs and charts that depict the various savings scenarios should be included in all M&V reports.

10.5 M&V reports should include a copy of the M&V plan and reference the transmittal numbers of the proposal, financials, and reconciliations of previous submittals.

10.6 Project payment information shall be included in order to show savings are meeting obligations.

10.7 Contractor shall submit the report no later than 90 days after the close of the project acceptance agreed upon by the Contracting Officer which will be correlated to the payment schedule.

10.8 Working copies of spreadsheets and graph tools shall be provided upon request.

10.9 Government personnel witnessing the performance testing or M&V activities shall be identified as participating in the review.

10.10 A copy of previous comments and responses shall be included as a historical record of project reviews

10.11 FEMP ESPC Contract guidance should be used as a framework for the report except modified to address actual savings as well as contract verification savings.

11. DISTRIBUTION STATEMENT