

SECTION 01 33 10.05 20
DESIGN SUBMITTAL PROCEDURES

05/17, CHG 7: 03/25

PART 1 GENERAL

1.1 SUMMARY

This section includes requirements for Contractor-originated design documents and design submittals.

1.2 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

U.S. DEPARTMENT OF DEFENSE (DOD)

FC 1-300-09N	(2024) Navy and Marine Corps Design
UFC 1-200-01	(2022; with Change 4, 2024) DoD Building Code
UFC 1-300-08	(2023) Criteria for Transfer and Acceptance of DoD Real Property
UFC 4-010-06	(2023) Cybersecurity of Facility-Related Control Systems

1.3 UFC 1-200-02

UFC 1-200-01 requires compliance with UFC 1-200-02, "High Performance and Sustainable Building Requirements".

1.4 GENERAL DESIGN REQUIREMENTS

Contractor-originated design documents must provide a project design that complies with the Request For Proposal (RFP), FC 1-300-09N, UFC 1-200-01, UFC 4-010-05, ICD 705 1.5.1 the Core UFCs, and other UFC's listed above.

1.5 SUBMITTALS

Submit design submittals, including shop drawings used as design drawings, to the Government for approval. The use of a "G" following a submittal indicates that a Government approval action is required. Submit the following in accordance with this section and Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES.

SD-01 Preconstruction Submittals

Submittal Register; G

SD-05 Design Data

Design Drawings; G

Specifications; G

Basis of Design; G

Design Submittals; G

DD Form 1354; G

1.6 DESIGN QUALITY CONTROL

1.6.1 Contractor Reviewing and Certifying Authority

The QC organization is responsible for reviewing and certifying that design submittals are in compliance with the contract requirements.

1.6.2 Government Approving Authority

The Contracting Officer is the approving authority for design submittals.

1.6.3 Designer of Record Certifying Authority

The Designer of Record (DOR), as registered and defined in FC 1-300-09N, is the design certifying authority. The DOR accepts responsibility for design of work in each respective design discipline, by stamping and approving final construction drawings submitted to the Government approval authority.

1.6.4 Contractor Construction Actions

Upon submission of sealed and signed design documents certified by the DOR, Design Quality Control (DQC) Manager and the Quality Control (QC) Managers, the Contractor may proceed with material and equipment purchases, fabrication and construction of any elements covered by that submittal at their own risk prior to receiving Final Design Acceptance by all Government parties.

1.6.4.1 Exception to Contractor Construction Actions

The Government will approve the following final submittals before the Contractor shall be allowed to proceed with construction, except as specified in the following paragraph:

- a. Request(s) for Government pre-approval for materials and/or equipment purchases, fabrication and construction with longer than standard lead-times or substantial price increases will be received by the Contracting Officer. The request(s) will be submitted in writing for review and approval, prior to the Prefinal (95%) Design Submittal package.

1.6.5 Contractor's Responsibilities

- a. Designate a lead licensed architect or engineer to be in responsible charge to coordinate the design effort of the entire project. This lead architect or engineer must coordinate all design segments of the project to assure consistency of design between design disciplines.
- b. With the Designer of Record, verify site information provided in the RFP. In addition, provide additional field investigations and verification of existing site conditions as may be required to support the development of design and construction of the project.

- c. Indicate on the transmittal form accompanying submittal which design submittals are being submitted as shop drawings.
- d. Advise Contracting Officer of variations, as required by paragraph DESIGN CHANGE AND VARIATIONS.
- e. Provide an updated, cumulative [submittal register](#) with each design package that identifies the design and construction submittals required by that design package and previous submittals.

1.6.6 QC Organization Responsibilities

- a. The QC Manager must certify design submittals for compliance with the contract documents. The DOR stamp on drawings indicates approval from the DOR.
- b. QC organization must certify submittals forwarded by the Designer of Record (DOR) to the Contracting Officer with the following certifying statement:

"I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated with Contract Number (insert contract number here), is in compliance with the contract documents, and is submitted for Government approval.

Certified by DQC Manager _____, Date _____

Certified by QC Manager _____, Date _____"

- c. Sign certifying statement. The persons signing certifying statements must be the QC organization members designated in the approved QC plan. The signatures must be in original ink. Stamped signatures are not acceptable.
- d. Update submittal register as submittal actions occur and maintain the submittal register at project site until final approval of all work by Contracting Officer.
- e. Retain a copy of approved submittals at project site.

1.6.7 Government Responsibilities

The Government will:

- a. Note date on which submittal was received from QC manager, on each submittal.
- b. Perform and provide a quality assurance (QA) review of submittals for Contractor evaluation and resolution.
- c. Upon submittal of final design package and resolution of comments by the Contractor, the Government will sign final design package and return electronic copy of signed design documents to the Contractor.
- d. Upon Government receipt and acceptance of the Designer of Record signed and stamped final design submission for all work, a no-cost unilateral modification will be issued to incorporate the final design into the contract.

1.6.7.1 Actions Possible

Submittals will be returned with one of the following notations:

- a. Submittals may be marked "approved." Submittals marked "approved" indicate a quality assurance (QA) review has been performed.
Government review or approval of any portion of the proposal or final design does not relieve the Contractor from responsibility for meeting the contract requirements or for any error that may exist, because under the Quality Control (QC) requirements of this contract, the Contractor is responsible for ensuring information contained within each submittal accurately conforms with the requirements of the contract documents. Furthermore, Government review or approval of a submittal is not to be construed as a complete check.
- b. Submittals marked "not reviewed" indicate submittal has been previously reviewed and approved, is not required, does not have evidence of being reviewed and certified by Contractor, or is not complete. Submittal will be returned with an explanation of the reason it is not reviewed. Resubmit submittals returned for lack of review by Contractor or for being incomplete, with appropriate action, coordination, or change.
- c. Submittals marked "revise and resubmit" or "disapproved" indicate submittal is incomplete or does not comply with design concept or requirements of the contract documents and must be resubmitted with appropriate changes. If work has been started on the unacceptable portion of the design submittal, the Contractor must propose corrective action. No further work is allowed to proceed until the issue is resolved in a manner satisfactory to the Government.

1.7 DESIGN DOCUMENTS

Provide design documents that include basis of design, design drawings, and design specifications, reports, and submittal register in accordance with **FC 1-300-09N**, Navy and Marine Corps Design Procedures.

The Contractor is encouraged to make product, material, and system selections during the project design and indicate these choices on the design documents. Accomplish this by submitting design drawings and specifications that include proprietary submittal information such as manufacturers name, product names, model numbers, product data, manufactures information, provided optional features, appropriate connections, fabrication, layout, and product specific drawings. Adherence to RFP submittal requirements and provision of DOR approved construction submittal information on the design submittals - eliminates the need for follow-on traditional construction submittals after the final design is approved.

Refer to Section **01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES** for requirements pertaining to Contractor proposed design changes or variations.

1.8 DESIGN DRAWINGS

Prepare, organize, and present design drawings in accordance with the requirements of **FC 1-300-09N**, Navy and Marine Corps Design Procedures.

Submit all CAD files for the final drawings on CD-ROM or DVD disks in AutoCAD 2020 format. Drawing files must be full files, uncompressed and unzipped.

1.8.1 Design Drawings Used as Shop Drawings

Design drawings may be prepared more like shop drawings to minimize construction submittals after final design is approved. If the Contractor chooses or is required to include the construction submittal information on the design documents, indicate proprietary information on the design drawings as necessary to describe the products, materials, or systems that are to be used on the project. Construction submittal information included directly in the design drawings must be approved by the DOR. All design documents must be professionally signed in accordance with [FC 1-300-09N](#), Navy and Marine Corps Design Procedures.

1.8.2 Drawing Format For Design Drawings Used as Shop Drawings

The Contractor-originated drawings will be used as the basis for the record drawings. Shop drawings included as design documents must comply with the same drawing requirements such as drawing form, sheet size, layering, lettering, and title block used in design drawings.

1.8.3 Identification of Design Drawings Used as Shop Drawings

The Contractor's transmittal letter and submittal register must indicate which design drawings are being submitted as shop drawings.

1.8.4 Drawing Numbers

Files shall be named in the following format: (6 digit project number)(discipline sheet number)(sheet number in sequence of total sheets). As an example see the following: 980006S15 (Project #98-0006, Sheet 15).

1.8.5 Seals and Signatures on Documents

All final Contractor-originated design drawings must be signed, dated, and bear the seal of the registered architect or the registered engineer of the respective discipline in accordance with [FC 1-300-09N](#). This seal must be the seal of the Designer of Record for that drawing, and who is professionally registered for work in that discipline. A principal or authorized licensed or certified employee must electronically sign and date final drawings and cover sheet, in accordance with [FC 1-300-09N](#). The design drawing coversheets must be sealed and signed by the lead licensed architect or engineer of the project design team. Indicate the Contractor's company name and address on the drawing coversheets of each design submittal. Application of the electronic seal and signature accepts responsibility for the work shown thereon.

1.8.6 Units of Measure

Utilize [English Inch-Pound](#) units of measure on the design documents

]1.10 SPECIFICATIONS

Provide a Contractor-originated design specification that in conjunction with the drawings, demonstrates compliance with requirements of the RFP. The specified products, materials, systems, and equipment that are approved by the DOR; submitted to the Government by the Contractor; and reviewed by the Contracting Officer must be used to construct the project. UFGS sections contained in RFP Part 2 become a part of the Contractor-originated Division 01 specification without modification. Specification Sections contained in RFP Part 5 become a part of the Contractor-originated specification without modification.

1.10.1 Specifications Components and Format

The Contractor must prepare design specifications that include a UFGS specification for each product, material, or system on the project. If the Contractor chooses or is required above to combine design and construction submittal information on the design documents, provide a UFGS specification and also proprietary information such as catalog cuts and manufacturers data that demonstrates compliance with the RFP. Organize the specifications using Construction Specification Institute (CSI)

MasterFormat™ unless the Contracting Officer requires a UniFormat organization. Navy's use of system specifications takes precedence over CSI MasterFormat component breakdown and related component specifications. Provide project specifications to include the following:

- a. Provide the specification cover sheet with the professional seal and signature of the lead licensed architect or engineer of the project design team. Indicate the Contractor's company name and address on the specification coversheet.
- b. Table of contents for entire specification.
- c. Individual UFGS specification sections for each product, material, and system required by the RFP. Edit UFGS sections in accordance with RFP Part 4, PTS Section Z-10, Design Submittals.
- d. If proprietary information is provided or required, include a coversheets for the product, material, or system information that is being proprietarily specified. This information is to follow the related UFGS specification.
- e. If proprietary information is provided or required, include highlighted and annotated Catalog Cuts, Manufacturer's Product Data, Tests, Certificates, Manufactures information and letters for each product, material, or system that is being proprietary specified.
- f. Coordinated submittal register for all products, materials and systems with each design submittal. Provide a cumulative register that identifies the design and construction submittals required by each design package along with previous design submittals. The DOR must assist in developing the submittal register by determining which submittal items are required to be approved by the DOR. Complete all fields in the final submittal register in order to obtain Government approval of the final design.

1.10.2 Specifications Section Source Priority

Choose UFGS sections that describe the products, materials, and systems that are used on the project. Use current UFGS sections that are available on the Whole Building Design Guide website (available at this website:

<https://www.wbdg.org/ufgs> and give priority to the Unified Tri-Service UFGS sections (no spec number suffix) and UFGS that are prepared by NAVFAC (.00 20 suffix). Only use a UFGS section prepared by another DoD Component (.00 10, and .00 30 suffix), if an applicable NAVFAC prepared specification section does not exist. Do not use Army (.00 10 suffix) specifications from Division 22 through Division 28. If no applicable UFGS technical specification exists to meet your project requirements, consult with Shaw CE project manager for guidance and create a new UFGS specification in accordance with UFS 1-300-02, Unified Facilities Guide Specifications (UFGS) Format Standard.

1.10.3 Fire Protection Specifications

Specifications pertaining to spray-applied fire proofing and fire stopping, exterior fire alarm reporting systems, interior fire alarm and detection systems, and fire suppression systems, including fire pumps and standpipe systems must be either prepared by, or reviewed and approved by the Fire Protection DOR.

1.10.4 Identification of Manufacturer's Product Data Used with Specifications

Provide complete and legible catalog cut sheets, product data, installation instructions, operation and maintenance instructions, warranty, and certifications for products and equipment for which final material and equipment choices have been made. Indicate, by prominent notation, each product that is being submitted including optional manufacturer's features, and indicate where the product data shows compliance with the RFP.

1.10.5 Specification Software

Submit the final specification source files in SpecsIntact.

1.11 BASIS OF DESIGN

Prepare, organize, and present basis of design in accordance with the requirements of [FC 1-300-09N](#). The basis of design must be a presentation of facts to demonstrate the concept of the project is fully understood and the design is based on sound engineering principles. Provide design analyses for each discipline and include the following:

- a. Basis of design that includes:
 - (1) An introductory description of the project concepts that addresses the salient points of the design;
 - (2) An orderly and comprehensive documentation of criteria and rationale for system selection; and
 - (3) The identification of any necessary licenses and permits that are anticipated to be required as a part of the design or construction process.
- b. Code and criteria search must identify all applicable codes and criteria and highlight specific requirements within these codes and criteria for critical issues in the facility design.
- c. Calculations as specified and as needed to support this design.
- d. For new construction, provide an exterior enclosure vapor pressure analysis, hygrothermal analysis, and written/graphic descriptions for each unique wall and roof assembly used as part of exterior enclosure barriers.
- e. Section titled "Antiterrorism" that documents the antiterrorism features, if applicable.
- f. Fall Protection Analysis
- g. Draft and Interim DD Form 1354 that document the real property assets of the project. Refer to RECORD DOCUMENTS paragraphs in this section

for requirements.

- m. Section titled "Cybersecurity" that documents the cybersecurity design and construction of facility-related control system requirements.

1.11.1 Basis of Design Format

The basis of design for each design discipline must include a cover page indicating the project title and locations, contract number, table of contents, tabbed separations for quick reference, and bound in separate volumes for each design discipline.

1.11.2 Design Calculations

Place the signature and seal of the designer responsible for the work on the cover page of the calculations for the respective design discipline.

1.11.4 Fall Protection Analysis

Eliminate fall hazards in the facility or if not feasible provide control measures to protect personnel conducting maintenance work after completion of the project. Identify fall hazards in the Basis of Design with the Design Development and Prefinal submittals. The analysis must describe how fall hazards are considered, eliminated, prevented or controlled to prevent maintenance personnel from exposure to fall hazards while performing work at heights. Refer to RFP Part 2, Section 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS for fall hazard protection requirements.

1.11.6 Cybersecurity Basis of Design

Provide a single submittal indicating criteria and describe requirements for integrating cybersecurity in the design and construction of the facility-related control systems in accordance with UFC 4-010-06. The basis of design must describe specific guidance for control systems with the assigned Confidentiality, Integrity and Availability (C-I-A) impact ratings and shall list the security controls with recommendations and justifications for future tailoring of the security control set.

1.14 RECORD DOCUMENTS

1.14.1 Record Drawings

The as-built modifications must be accomplished by electronic drafting methods on the Contractor-originated DWG design drawings to create a complete set of record drawings. In addition to the requirements of FAC 5252.236-9310, RECORD DRAWINGS, survey the horizontal and vertical location of all provided underground utilities to within 0.1 feet relative to the station datum. All pipe utilities must be surveyed at each fitting and every 100 LF of run length. Electrical and communication duct bank, direct buried conduit, and direct buried conductor must be surveyed every 100 LF and at each change of direction. Record locations and elevations on the Record Drawings.

- a. For each record drawing, provide CAD drawing identical to signed Contractor-originated PDF drawing, that incorporates modifications to the as-built conditions. In addition, copy initials and dates from the Contracting Officer approved .PDF documents to the title block of the record CAD.DWG drawings. The RFP reference or definitive drawings are not required for inclusion in the record set of drawings.
- b. After all as-built conditions are recorded on the CAD.DWG files,

produce a PDF file of each individual record drawing in conformance with FC 1-300-09N. Electronic signatures are not required on record drawings.

- c. Provide a searchable electronic copy of the photo documentation used in the QC Daily Reports. Refer to Section 01 45 00 QUALITY CONTROL.

1.14.2 Source Documents

Provide the specifications, basis of design, reports, surveys, record model, calculations, and any other contracted documents on the CD-ROM or DVD disk with the record drawings.

1.14.3 DD Form 1354

Prepare a Draft and Interim DD Form 1354, TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY, in accordance with UFC 1-300-08. Coordinate the identification of quantities of appropriate asset construction categories with the Contracting Officer and the RPAO.

- a. The Government will provide the Initial Draft DD Form 1354, Transfer and Acceptance of Military Real Property filled in with the appropriate Real Property Unique Identifiers (RPUID) and related construction Category Codes to summarize the designed real property assets that apply to this contract. Modify and include any necessary changes to the DD Form 1354 when meeting with the Contracting Officer and the Real Property Accounting Officer during the Pre Construction Meeting and the Project Closeout Meetings. The Contractor must provide the Interim DD Form 1354 that uses the appropriate division of the RPUIDs/ Category Codes to represent the final constructed facility and include all associated cost.
 - (1) Coordinate the Contractor's Price and Payment structure with the structure of the RPUIDs/ Category Codes.
 - (2) Divide detailed asset breakdown into the RPUIDs and related construction Category Codes and populate associated costs which represent all aspects of the work. Where assets diverge into multiple RPUID/Category Codes, divide the asset and provide the proportion of the assets in each RPUID/ Category Code. Assets and related RPUID/ Category Codes may be modified by the Contracting Officer as necessary during course of the work.
 - (3) Coordinate identification and proportion of these assets with the Government Real Property Accounting Officer.
 - (4) Cost data accumulated under this section are required in the preparation of DD Form 1354.
- b. After award of the contract but prior to commencement of any work, meet with the Contracting Officer to discuss and develop a clear understanding relative to the administration of the Draft and Interim DD Form 1354 Submittal.
- c. Draft DD Form 1354. DOR must determine quantities of applicable real property assets broken out by construction categories and submit a "Draft DD Form 1354" for Government approval as a part of the Basis of Design included with the Prefinal Design submittal. "Draft DD Form 1354" must include all quantities and units of measure, but does not require cost breakdown. The CE project manager will provide the first draft of the DD1354 to the contractor with

RPUIDs and CCNS on it.

- d. Interim DD Form 1354. Coordinate with the DOR and update the Draft DD Form 1354 submission to include any additional assets, improvements, or alterations that occurred during construction. Use the Draft DD Form 1354 and the Section 01 20 00 PRICE AND PAYMENT PROCEDURES to identify costs. Submit Interim DD Form 1354 to the Government for approval 30 days prior to the Beneficial Occupancy Date (BOD). If modifications to the Interim DD Form 1354 are required by the Government, the corrected version must be submitted prior to the BOD.

NOTE: Do not use the following bracketed option for Navy projects. Include the following bracketed paragraph for projects being accomplished for non-Navy DOD Components.

Submit the completed Checklist for Form DD1354 of Government-Furnished and Contractor-Furnished/Contractor Installed items. Attach this list to the Interim DD Form 1354. Instructions for completing the form and a blank checklist may be obtained from [UFC 1-300-08](#).

Coordinate with Section 01 20 00 PRICE AND PAYMENT PROCEDURES for construction categories and associated category codes. The Contractor's Schedule of Prices must allocate the total cost of construction to the appropriate category codes.

When documenting demolition work, the DD Form 1354 must list the quantitative data associated with this work as a negative value to show the cost should be deleted from the Navy asset data store. Coordinate with the Installation Real Property POC to assist in determining the negative value for demolition work.

There are two ways to account for the demolition portion of the project and to document the reduction of real property: (1) attach an Authorization for Demolition form 18 (Service-specific) to the DD Form 1354 to document category codes and quantities of demolished real property. These should be listed separately from constructed/transferred item numbers; or, (2) indicate, as additional DD Form 1354 item numbers, all demolished real property facility numbers and category codes using negative numbers (shown in parenthesis) for units of measure, and in block 18 indicate N/A for costs. Disposal cost within the footprint of the project is added into total construction cost of new facility prompting the demolition.

]1.14.4 Not used

PART 2 PRODUCTS

2.1 CONSOLIDATED RFP DOCUMENTS

Within **[four weeks]** **[]** after contract award, provide electronic version and **[three]** **[]** hard copies of consolidated RFP documents incorporating the Contractor's Proposal and all RFP amendments and revisions that are **contained in the contract award. Identify the changes to the RFP with the "Red-lining" or "Track Changes" feature of**

SpecsIntact or MS Word to highlight the pre-award modifications to the contract. Identify the amendment source at each addition and deletion by annotation, such as footnote or reference in parenthesis.

2.2 DESIGN SUBMITTALS

Complete the Contractor-originated design submittals as defined by this contract, and coordinate with the approved design network analysis schedule.

2.2.1 Design Submittal Packages

The Government prefers to review for Quality Assurance (QA) as few submittal packages as possible. Site and Building Design Submittal Packages are required, however Critical Path Design Submittals are acceptable if they are substantiated as having an impact to the critical path in the Government approved Network Analysis Schedule. A Critical Path submittal must include all design analyses, drawings, specifications and product data required to fully describe the project element for Government review.

Examples of project elements that may be submitted as Critical Path Design Submittal Packages are: Master Plan Design, Demolition Design, Foundation Design, Structural Design, Building Enclosure Design, Remaining Work Design, Furniture/Equipment Design, long lead items, or any other construction activity or project element that can be organized into a submittal package that can be reviewed and approved by the Government without being contingent upon subsequent design submittals.

2.2.1.1 Site Design (Not used)

The Site Design typically includes the following components:

hazardous/contaminated material removal.

- [a. Master Site Plan
-] [b. Demolition
-] c. Site work [including Environmental]
- d. Geotechnical

2.2.1.2 Building Design

The Building Design typically includes the following components:

- a. Foundation - N/A
- b. Structural - as related to the roof and components
- c. Building Enclosures as related to the roof and components
- d. Remaining Work- N/A
- e. Furniture/Equipment - N/A

2.2.2 Required Design Submittals

Provide the following Design Submittal packages. Provide comprehensive,

multi-discipline design packages that include design documentation for project elements, fully developed to the design stage indicated, and in accordance with FC 1-300-09N, except where specified otherwise.

[a. b. Design Development [in-progress,][over the shoulder review,] - Government Progress QA. [21] [_____] calendar day Government review time.

[c. Prefinal (100 percent) Design - Government Progress QA. [21][_____] calendar day Government review time.begin.

Coordinate this requirement with paragraph EXCEPTION TO CONTRACTOR CONSTRUCTION ACTIONS of this section.

d. Final Design - Government QA.[[21] [_____] calendar day Government review time for submittals requiring Government approval prior to construction.]

2.2.3 Critical Path Design Submittals

Provide Critical Path Design Submittals that include design documents for the project elements involved. Include and provide full documentation that would normally have been provided in earlier submittal stages, such as Design Development Phase.

[a. 100 percent (Prefinal) Design - Government Progress QA. [21] [_____] calendar day Government review time.

] *****
NOTE: Choose the bracketed option for Final Design review time when the contract requires Government approval of submittals before construction can begin. Coordinate this requirement with paragraph EXCEPTION TO CONTRACTOR CONSTRUCTION ACTIONS of this section.

b. Final Design - Government QA.[[21] [_____] calendar day Government review time for submittals requiring Government approval prior to construction.]

2.2.4 Review Copies of Design Submittal Packages

NOTE: Add other addressees as directed by the Project Manager.

a. Provide bound copies of each design submittal package for review to the following reviewers. Addresses for mailing will be furnished at the PAK meeting.

(1) [8] [_____] paper copies to the NAVFAC component and [1] [_____] electronic copies of the Final submittals.

[(2) [2] [_____] paper copies to the [Activity claimant].

] (3) [8] [_____] paper copies to the Activity Public Works Officer (PWO) and [1][_____] electronic copies of the Final submittals.

-] b. Provide the same quantities of copies for resubmittals, as required for each design submittal.

2.2.5 Design Submittal Review Schedule

Use the time frames for Government submittal review identified in the RFP. For construction scheduling purposes add additional time to the identified minimum review time periods to allow for the following

scheduling conditions:

- (1) Submittals received after noon will be logged in on the following business day.
- (2) Federal holidays, including the period between Christmas and New Year's Day, will be considered non-working days for Government personnel in reviewing design submittals and attending design related meetings.
- (3) Postpone delivery if Government personnel to receive the submittal are unavailable. Assure in advance of the submittal delivery it can be received.
- (4) Postpone delivery when heightened security restricts access to the Base. Coordinate heightened security requirements in advance with the CM.
- (5) Period of review for a resubmittal is the same as the initial submittal. Review time for resubmittals caused by non-conformance, do not result in a change in contract duration or cost.

2.2.6 Distribution of Approved Final Design Drawings and Specification to Government Representatives

NOTE: Edit the list of Government Representatives to receive final design document copies for use during construction. Add name, address, and phone number of each required Representative below and list other Representatives as directed by the Project Manager.

Submit within 14 calendar days of receiving the Government Approved Final Design Documents, which includes any Critical Path Final Design Document Packages, electronic and hardcopy(s) of these final documents to Government representatives for use during the construction of the project. If Critical Path Submittal Packages are used, provide coversheets and index to identify each sheet and how this Critical Path Submittal Package fits into the overall project. Provide the number and type of copies of the final design documents to the following Government representative:

- a. [Two] [_____] electronic [and [two] [_____] hard] copy(s) to the Project Manager (name, address, and phone number)
- b. [Two] [_____] electronic [and [two] [_____] hard] copy(s) to the Design Manager
- c. [One] [_____] electronic [and [one] [_____] hard] copy(s) to the Construction Manager
- d. [One] [_____] electronic [and [one] [_____] hard] copy(s) to the Contracting Officer
- e. [One] [_____] electronic [and [one] [_____] hard] copy(s) to the Public Works Officer

2.3 IDENTIFICATION OF DESIGN SUBMITTALS

Provide a title sheet to clearly identify each submittal, the completion status, and the date. The title sheet must use the standard format indicated in the FC 1-300-09N for title sheets. The title sheet must be unique to a particular design submittal. Submit the project title sheet with design status and date for the design submittals.

2.3.1 Critical Path Submittal Title Sheet

Identify Critical Path submittals as such and include a title sheet indicating the type of critical path submittal, the level of completion of the individual drawings, and which drawings are approved for construction.

2.3.2 Construction Document Validation

All CAD design documents used to construct the facility must bear a visible and legible AutoCAD generated plotstamp in the lower right-hand margin of each drawing. The plotstamp information on the jobsite construction documents must match the plotstamp information contained on the following development stages of the design documents:

- a. The Final Critical Path Submittal or the Final Design Submittal professionally signed by the DOR and submitted for Government approval.
- b. The Final Critical Path Submittal or the Final Design Submittal drawings that have been approved by the Government. This development stage may be combined with "c." below, if issued at the same time.
- c. The Final Critical Path or Final Design drawings that have been included in the contract by modification.
- d. The Final Critical Path or Final Design drawings which include subsequent revisions to the design documents that have been included in the contract by modifications.

Issue new drawings for construction which bear the current plotstamp once a new development stage of the design documents has been accomplished. Design documents which do not bear a plotstamp that matches the corresponding plotstamp exhibited on the design documents described above, are not allowed to be used for the construction of the project. The plotstamp must bear the date and time of the plot, at a minimum. Maintain a plotstamp record at the jobsite that lists the applicable plotstamp information for each drawing through each stage of development described above.

PART 3 EXECUTION

3.1 CONTRACTOR'S RESOLUTION OF COMMENTS

Provide written responses to all written comments by the Government. Resubmittal of an unacceptable design submittal must be a complete package that includes all the required, specified components of that design submittal. When required by the Government, Contractor resubmittal of design package, due to nonconformance to the contract, is not a delay in the contract.

3.2 DESIGN CHANGE AND VARIATIONS

**NOTE: For projects in NAVFAC PAC area of operation,
add bracketed item in the paragraph below.**

A design change is when the design is revised from what was reviewed by the Government during any phase of the design process prior to Government approval of the Final Design. A variation is any portion of the design that differs from the requirements of the solicitation, accepted proposal, or final design after Government approval of the Final Design. Design changes and variations require Government approval and only variations that are advantageous to the Government will be considered. Refer to Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES for further explanation and requirements of design change and variation.[Discuss design changes and variations with the Contracting Officer before submission to address functional and quality requirements are met and minimize rejections and resubmittals. When contemplating a design change or variation that results in lower cost, consider submission of the variation as a Value Engineering Change Proposal (VECP).]

**NOTE: For projects in the NAVFAC PAC area of
operation, select second bracketed options.**

The Contractor must immediately notify the Government of all potential design changes and variations[via a Request for Information (RFI) which must be clearly marked as "DESIGN CHANGE" or "VARIATION"] to the Contracting Officer. Design changes or variations that the Contractor asserts will require a contract modification to adjust the cost/price or schedule are not allowed to be incorporated in the design during any phase of the design process without prior documented approval from the Contracting Officer. Contractors will not receive compensation for any unauthorized design changes or variations which have been included in the Government approved Final Design. Include the following information in the design change and variation [RFIs] [submittal]:

- a. Indicate the RFP Parts, sections, and paragraphs affected by this design change or variation,
- b. The scope of work of the design change or variation,
- c. The reason for the proposed change,
- d. Explanations of how the variation is advantageous to the Government.
- e. Indicate which upcoming design submittal will be affected by the subject design change,
- f. Explanation of contract cost/price and schedule impacts or provide an affirmative statement indicating that the design change or variation will not have an impact on the contract cost/price or schedule.
- g. Coordination measures proposed to incorporate the design change or variation into the construction.
- h. Upon request by the Contracting Officer, submit a cost proposal

prepared using the UniFormat Work Breakdown Structure for all design changes and variations that have cost or schedule impacts. Submit a proposal that provides cost breakdown of each UniFormat system or subsystem that is applicable to the design change or variation. Utilize the units of measure indicated in the UniFormat Structure at the NAVFAC DB RFP website, <https://www.wbdg.org/navy/ndbm>.

3.3 THE CONTRACT AND ORDER OF PRECEDENCE

3.3.1 Contract Components

The contract consists of the solicitation, the approved proposal, and the final design.

3.3.2 Order of Precedence

In the event of conflict or inconsistency between any of the below described portions of the conformed contract, precedence must be given in the following order:

- a. Any portions of the proposal or final design that exceed the requirements of the solicitation.
 - (1) Any portion of the proposal that exceeds the final design.
 - (2) Any portion of the final design that exceeds the proposal.
 - (3) Where portions within either the proposal or the final design conflict, the portion that most exceeds the requirements of the solicitation has precedence.
- b. The requirements of the solicitation, in descending order of precedence:
 - (1) Standard Form 1442, Price Schedule, and Davis Bacon Wage Rates.
 - (2) Part 1 - Contract Clauses.
 - (3) Part 2 - General Requirements.
 - (4) Part 3 - Project Program Requirements.
 - (5) Part 6 - Attachments (excluding Concept Drawings).
 - (6) Part 5 - Prescriptive Specifications exclusive of performance specifications.
 - (7) Part 4 - Performance Specifications exclusive of prescriptive specifications.
 - (8) Part 6 - Attachments (Concept Drawings).
- c. Within Part 3 - Project Program Requirements Section 5.0 ROOM REQUIREMENTS provides detailed requirements on a room by room basis that further defines requirements that are in addition to the

ENGINEERING SYSTEMS REQUIREMENTS SECTION.

3.3.2.1 Government Review or Approval

Government review or approval of any portion of the proposal or final design does not relieve the Contractor from responsibility for errors or omissions with respect thereto.

-- End of Section --