

Specifications Guide

- **Introduction**

The Appendix "A" defines the scope of AE services. This Specification Guide further defines the specification services identified in the Appendix "A" and identifies the technical and submittal requirements for specification writers doing work for the Atlantic Division.

- **Communications**

Direct communication with the LANTDIV specification reviewers is encouraged. If you have a question concerning a particular comment, contact your LANTDIV reviewer. This may avoid unnecessary re-submittal of plans and specifications due to a misunderstood comment. The reviewer's name, phone number and email address can be found on the comment sheets.

- **Specification Requirements**

- **General Requirements for the Preparation of Project Specification**

The project specifications form a part of the contract documents. Format and general instructions for the preparation of project specifications are provided in MIL-HDBK-1006/1, "Policy and Procedures for Project Drawing and Specification Preparation". Specifications are required to be in SpecsIntact system format, based on Unified Facilities Guide Specifications (UFGS), edited and supplemented to suit the particular project. The specifications shall be as brief as possible, definitive, and free of ambiguities and omissions that might result in controversies and contractor claims for additional compensation. Further information on the preparation of specifications is contained in the "Specification Preparation Manual" (SPM) on the [Engineering and Design Web page](#) (Click on Specification Support Tab).

- **Guide Specifications**

Use guide specifications of the Unified Facilities Guide Specifications (UFGS) series in the preparation of project specifications. The UFGS replaces the Navy and Army guide specification databases by combining these two databases into one. Electronic copies of the UFGS are available on CD-ROM and on the Internet as described herein. Any hard copy required by the AE may be printed from either source. LANTDIV Regional Guide specifications are available on the [NAVFAC Criteria](#) website. These guides are also available on CCB. Sample specifications developed by LANTNAVFACENGCOM are available on the LANTDIV website on the on the [Engineering and Design Web page](#) (Click on Specification Support Tab). The AE shall carefully edit, modify, and supplement these sections and prepare additional sections in the same format to ensure they are coordinated with the project design. The latest guides, the "UFGS" series, should be considered as standards for format where they differ from earlier guides. Further information on the preparation of specifications is contained in the "Specification Preparation Manual" (SPM) on the [Engineering and Design Web page](#) (Click on Specification Support Tab).

- **SpecsIntact System and CCB**

Unified Guide Specifications in the "SpecsIntact" System are available as part of the Construction Criteria Base (CCB) through the National Institute of Building Sciences (NIBS). The CCB is an extensive database of construction-related standards, specifications, manuals, and other documents available on Compact Disc, Read Only Memory (CD-ROM). AE's under contract to the Navy are required to use the UFGS. The UFGS are available for viewing and download on the following website run by NIBS – www.ccb.org/ufgs/ufgs.htm. Information on obtaining subscriptions to the Construction Criteria Base (CCB) containing "SpecsIntact", may be obtained from the following:

NATIONAL INSTITUTE OF BUILDING SCIENCES
ATTN CCB
1090 VERMONT AVENUE, NW, SUITE 700
WASHINGTON DC 20005-4905

Telephone: 202-289-7800
Fax: 202-289-1092
Internet: www.nibs.org
Email: nibs@nibs.org

NOTE: It is imperative that the AE discuss SpecsIntact features with the Specifications Branch Head prior to beginning any specification preparation so that an agreement can be reached regarding the proper version of the CCB (CCB is reissued on a quarterly basis) to use for a specific project. This will minimize or eliminate rework of specifications following a reissuance of the CCB.

- **References**

Military Bulletin 34 (MIL-BUL-34) lists all current Federal specifications, Military specifications, industry standards and technical society standards that are referenced in the Unified guide specifications. MIL-BUL-34, and some of the referenced Federal and Military specifications reside on the CCB. They are also available from Standardization Documents Order Desk, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094. The importance of obtaining the necessary Federal and Military Specifications cannot be over-emphasized, particularly when the AE has shop drawing approval responsibility. It is essential that the AE become familiar with existing design criteria and publications that are referenced in the guide specifications before they are referenced in the project specifications. Before actually referencing one of these specifications, the following points should be resolved:

- A. Does the amount of material and the nature of the project justify referencing the publications and testing required therein (particularly for materials on which such tests are not common)?
- B. Do the referenced publications cover material of a quality and type suitable for the service required?

In referencing publications, the following rules should be followed:

- A. Do not copy portions of publications in the project specifications, except where applicable portions are short in length and remainder of the publications does not apply to the specific project. In this case, do not list or reference the publication in the project specification.
- B. Avoid reference to specific paragraphs in the publication unless the paragraphs referenced are the only portions of the publication that are applicable to the specific project.

- C. Avoid repeated references to a publication within the same section.
- D. Read carefully all "Notes on the Use of the Publication".
- E. Specify types, classes, weights, and similar applicable characteristics required to ensure accurate description.

- **Interim Specification Revisions (ISR)**

The Specifications Branch at LANTNAVFACENGCOM maintains a document known as the Interim Specification Revisions (ISR) which is published within the Specification Preparation Manual. This document indicates changes required in specific Unified Facilities Guide Specification sections until such changes are incorporated in the master guide specifications. It is mandatory that these changes be incorporated into all project specification sections. The "Specification Preparation Manual" (SPM) is on the [Engineering and Design Web page](#) (Click on Specification Support Tab).

- **Design Services**

- **Specifying New Materials**

From time to time requests are made to consider the use of materials that are comparatively new. The fact that a material is new should not necessarily bar its use, provided it has been thoroughly investigated. Neither should previous use place a material in an "approved" category. Usually, service records of new materials do not exist. It is necessary, therefore, to base judgments upon laboratory tests. Such tests, in order to be accepted as authoritative, should be made by impartial qualified laboratories. Tests conducted by laboratories employed by manufacturers do not always show possible defects in the material used. Unless a material is tested under the conditions of actual use, or comparisons are made under like conditions, the results are not conclusive. Most reputable manufacturers will furnish all requested information and answer all reasonable questions. Unless the manufacturer of a new material furnishes factual data sufficient to evaluate the material, it should not be considered for use. If a material is considered for use, a suggested competitive-type, generic specification should be obtained from the manufacturer. Such a specification must be analyzed and revised as necessary to assure that a competitive, high-quality product will be obtained. All products specified in contract specifications must have a minimum of three manufacturers or suppliers capable of providing the item specified. If not, justification must be obtained for the use of proprietary items in the contract specification.

- **Proprietary and Restrictive Requirements**

Specifications for construction should allow for maximum latitude in the use of various types of commercially available products that meet Government requirements. Sometimes, however, it may be necessary to use items with more restrictive availability. The restrictions that follow are contained in the Federal Acquisition Regulations (FAR) and certain statutes.

- **Proprietary Specifications:**

Proprietary or restrictive requirements shall not be used unless it is conclusively established that no substitute will serve the purpose. However, from time to time a situation arises in which only a single product will perform the required function. In

such cases, the AE should forward a request to the LANTNAVFACENGCOM Project Manager (PM) fully justifying use of the sole source product. In addition to the detailed justification, the designer shall provide an estimate of the cost of the proprietary item in relation to the total cost of the contract. Timely submittal of the request is required to avoid delays in the work. Use of proprietary items is prohibited unless formal written approval is obtained from the Contracts Division of LANTNAVFACENGCOM.

If such authorization is granted, the product shall be included in the technical section specified by manufacturer's name and catalog number, followed by the phrase "notwithstanding any other provision of this contract, no other product will be acceptable." This is necessitated by the Contract Clause that permits substitution of any supposedly equal product unless such language is used.

Any specification section that contains proprietary items shall have a notice to that effect on the first page of the specification section. The following shall be placed above the section number and title at the top of the first page of the section:

This specification contains proprietary products.

The use of proprietary items has been the subject of many Contract claims on project in the past. Project designers and specifiers must be aware of the restrictions on proprietary items and must take special precautions to avoid their use unless formal written approval is obtained as provided herein.

- **“Or Equal” Specifications:**

Specifying products by naming acceptable commercial products followed by the words “or equal” is permitted under the following conditions: (a) there are no Government guide specifications for the item, (b) the item is a minor part of the construction project, and (c) the item cannot adequately be described because of technically involved construction or composition. In each instance a minimum of three manufacturers shall be included in the description followed by the words “or equal”. The essential features (salient characteristics) of the item must also be set forth in sufficient detail to establish the basis upon which the equality of nonlisted products will be determined. LANTNAVFACENGCOM prefers not to use “Or Equal” specifications. Obtain concurrence from the LANTNAVFACENGCOM Specifications branch prior to use of this specification method.

- **Experience clauses:**

Ordinarily, experience clauses are not included in the technical specifications. On occasion, because of special difficulties in the work, strict construction schedules, or past unsuccessful experience with contractors, an experience clause may be use to ensure competence in the contractor. Experience clauses relate to the responsibility of a firm, and more specifically, to its capacity to perform the work. Inclusion of experience clauses in project specifications requires prior approval from the Contracts Division of LANTNAVFACENGCOM. Experience clauses that occur in NAVFAC guide specifications have already been reviewed by a Level I Contracting Officer and may be used without further approval or waiver.

- **Pre-Qualification Statements and Experience Requirements**

Projects utilizing conventional construction methods and materials cannot be restricted with respect to bidders, building systems, or materials. Occasionally, a project is unique in nature or has special circumstances that dictate use of unconventional methods. For these projects, the AE shall identify and document to the PM the need and basis of need for unique construction or state-of-the-art procurements. Documentation shall include a description of the unique features, the reasons for their uniqueness and a description of the pre-qualification and experience requirements necessary to adequately construct these features. Documentation should be forwarded to the PM as soon as possible in the design process.

- **Proper Phraseology and Terminology for Contract Specifications**

The project specifications are a part of the contractual agreement between the Government and the Contractor. As with any legal document, terminology and phraseology are very important. Use of similar though incorrect words or phrases can hold serious legal ramifications when a dispute arises between the two parties. The use of proper words and phrases is discussed in detail in Chapter 3, "Instructions to A&E's and Typists" of the SPM. Review this section and use proper terminology in the creation of the project specification. The "Specification Preparation Manual" (SPM) is on the [Engineering and Design Web page](#) (Click on Specification Support Tab).

- **Standard Plates, Sketches, and Details**

Except for sketches in amendments, plates, sketches, boring logs, and details shall be provided on the drawings and not in the specifications.

- **Bid Items (Additives and Options)**

Bid items are not required if the project cost estimate is clearly within the funds available. However, if the estimated construction cost exceeds the project budget, additive bid items or option items may need to be established by the AE in conjunction with the PM and the station in order to ensure that an award can be made within the available funds

In composing bid items, the "base bid" must provide a usable facility. Work increments for additive bid items and option items should be selected which can logically be separated from the project without rendering the facility unusable. It is intended that the "base bid", together with all the bid items, will provide the maximum usable facility for the funds available.

- **Additive Bid Items**

Additive bid items shall be arranged such that the most essential portion of the work is added first. Succeeding items are arranged in decreasing importance. During evaluation of the bids, additive items are added to the base bid in the order listed. As each additive item is added, a new bid price is computed and compared to the available funds. As additive items are determined to be within the funds available they are added to the Contractor's bid price. If they are not within the funds available they are skipped. Each additive bid item shall be independent of the others.

- **Option Items**

When funding is not available to cover certain portions of the work at the time of bid opening, but there exists a high probability of attaining the funding in the near future, option items provide a means to obtain and hold competitive bid prices for these items of work. Typically, the bid price for the option item(s) is added to the base bid

price to determine the low bidder. Options need not be listed in a particular order. They are executed individually at the Government's discretion. A time limit is given in the contract documents for the Government's right to execute each option. Use of options in construction contracts must be approved by the Contracting Officer prior to advertisement. Option items and additive bid items shall not be mixed on a single construction contract.

The number of bid items and the estimated cost per item will depend upon the nature of the project. There shall be no more than four bid items without specific approval of the Contracting Officer. Each estimated additive increment should tend to approximate 2% to 10% of the estimated base bid. Bid items shall not be indicated on the drawings or referenced anywhere in the specifications without prior approval of LANTNAVFACENGCOM Specifications Branch. Do not use the term "alternate" to represent bid items. Do not use the term "base bid" to indicate items in the primary bid item. Deductive bid items are not permitted.

- **DesignBuild**

For DesignBuild (DB) projects, the contract specifications provide the majority of the project requirements. With the abbreviated set of contract drawings, the specification becomes the critical part of the documents where the design criteria and scope of work are specified. All DesignBuild specifications shall include the standard DIV 00 and DIV 01 UFGS specification sections and the following LANTNAVFACENGCOM sample sections:

Section 01005, "Facility Program Requirements"
Section 01006, "Design Documents"
Section 01958/01959, "DesignBuild Criteria"

These sample sections have been developed by the LANTNAVFACENGCOM Specifications Branch for use on LANTNAVFACENGCOM projects. No technical specification Sections, Division 02 through Division 16, are usually required. Prior to beginning the DB documents, contact the Specifications Branch to discuss the format, and the requirements of the specifications, and to obtain the specifications listed above for use in the project. Attention to detail and completeness of the design criteria is critical to the successful procurement of the facility required by the activity.

- **Combining Projects**

There are times when it is advantageous for the Government to combine multiple designs into a single construction contract. This can be done in one of two ways. The projects can be combined early on in the design process such that a seamless set of plans and specifications are created. The danger with this methodology is that the projects are very difficult to separate if funding, scheduling, or other problems arise.

The second, and generally preferred method, is to design the projects as if they were separate contracts. To put the projects together, one construction contract number is selected and used on all drawings and the cover sheets of all specifications. Each project has a separate technical specification (Divisions 02-16) with its own specification number. A single "front end" (Divisions 00 and 01) is created for the combined project. The benefit of combining by this method is that the projects can be easily separated if desired.

Contact the Specifications Branch for specific instructions and examples concerning the combination of projects if this contracting method is being considered.

- **Post Design Services**

- **Amendments**

After release of the contract documents, and prior to bid opening, formal changes to the solicitation are made by amendments. Terminology and layout of amendments are of critical importance to ensure clarity of the final contract documents. All amendments shall be coordinated through the Specifications Branch. Amendments may be created in Word or in SpecsIntact. Any full specification section, either new or replacement, shall be created in SpecsIntact. Amendments may include new or revise drawings. These shall be prepared on standard LANTDIV drawforms. If sketches are required, obtain sketch templates form LANTDIV. Available are both a full size sketch sheet and an 8 ½" X 11" sketch page. Amendments shall be provided both in electronic and in hard copy. Electronic copy shall be provided on 3-1/2" floppy disk with title of project, construction contract number, amendment number, word processing program used, and date. Prior to submittal of an amendment, contact the Specifications Branch to determine the number of the amendment. The following sample amendment illustrates the format and terminology desired:

SAMPLE AMENDMENT

CONTINUATION SHEET

DIVISION 00 DOCUMENTS

DOCUMENT 00102 LIST OF DRAWINGS

1.2 CONTRACT DRAWINGS

NAVFAC Dwg. No. 4376950 and 4376951 are added to the list of drawings and accompany this amendment.

NAVFAC Dwg. Nos. 4376308, 4376309, 4376310, 4376311, 4376312, 4376313, 4376314, 4376315, and 4376316 are revised as of March 17, 1998. These revised sheets accompany this amendment.

Sketches SK-05-97-7040-1 and SK-97-7040-2 are added to the list of drawings. These sketches accompany this amendment.

On NAVFAC Dwg. No. 4376290 (T-1)

General Notes: Delete Note 1 in its entirety and replace with the following: "1. One lane of Williamsburg Road shall remain open at all times."

PROJECT TABLE OF CONTENTS

Section 02457, "Steel Sheet Piles", is added to the Table of Contents and accompanies this amendment.

Delete sections 16050, 16303, and 16520 in their entirety and replace with Sections "16050X, Basic Electrical Materials and Methods", "16303X, Underground Electrical Work", and "16520X, Exterior Lighting". Sections 16050X, 16303X, and 16520X accompany this amendment.

DIVISION 01 GENERAL REQUIREMENTS

SECTION 01500 TEMPORARY FACILITIES AND CONTROLS

1.3 CONSTRUCTION SITE PLAN

Delete this paragraph in its entirety.

1.4 STORAGE AREAS

At the beginning of this paragraph add the following: "Contractor shall be responsible for security of his own property."

1.4.1 Storage in Existing Buildings

Delete this paragraph in its entirety and replace with the following:

05000156 Amend 0003
2

“1.4.1 Laydown Area

The enclosed site available for storage shall be located at the North side of the building near the Lobby’s North entrance.

1.4.2 Material Storage

The Contractor will be working in and around an occupied building. The storage of materials unless approved by the Contracting Officer will not be allowed in the building.”

DIVISION 16 ELECTRICAL

SECTION 16402 INTERIOR DISTRIBUTION SYSTEM

2.2.1 Surface Non-metallic Raceway

After the text “snap cover type”, add “color shall be white.”

3.1.3.1 Workmanship

After this paragraph, add the following:

“3.2 FIELD QUALITY CONTROL

Furnish test equipment and personnel, and submit written copies of test results. Give Contracting Officer five working days notice prior to each test.

3.2.1 Devices Subject to Manual Operation

Each device subject to manual operation shall be operated at least five times, demonstrating satisfactory operation five out of five times.”

-- End of Amendment –

05000156 Amend 0003

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- **Change Orders**

After contract award, changes to the contract documents are made by change orders. If prepared officially by the AE, the format of a change order is the same as an amendment with the exception of a different header on the first sheet and different footers. Change orders may be created in Word or SpecsIntact. Any full specification section, either new or replacement, shall be prepared in SpecsIntact. See the previous paragraph, "Amendments", for direction on drawings and sketches. Change orders shall be submitted both in electronic and hard copy. The following change order illustrates the format desired:

SAMPLE CHANGE ORDER

N62470-96-C-6042

NAVFAC
SPECIFICATION NO.
05966042
PROPOSED CHANGE

TACTICAL SUPPORT VAN PAD
AT THE
MARINE CORPS AIR STATION, NEW RIVER
JACKSONVILLE, NORTH CAROLINA

DIVISION 00 DOCUMENTS

DOCUMENT 00102 LIST OF DRAWINGS

1.2 CONTRACT DRAWINGS

On NAVFAC Dwg. No. 4369801 (C-15)

Van Pad Pavement Detail A/C12/C12: Change "(5.2 Mpa FLEXURAL STRENGTH)" to read "(4481 kPa FLEXURAL STRENGTH)".

DIVISION 02 SITE WORK

SECTION 02762 JOINTS, REINFORCEMENT, AND MOORING EYES IN CONCRETE PAVEMENTS

3.3.7 Dowel Assemblies

Delete the first sentence of this paragraph.

-- End of Proposed Change Order --

05-96-6042 PROPOSED CHANGE ORDER

1

- **Design Submittals**

- **General**

- **Responding to Review Comments**

The AE is responsible for the resolution and incorporation of government comments into the project design. At each submittal, previous review comments on Design Coordination and Comment sheets or on marked specifications shall be returned with each comment addressed. If the comment was incorporated into the design, a response shall so indicate. If the comment was not incorporated, an explanation shall be provided for not doing so. The LANTDIV reviewer shall be contacted to discuss any comment that will not be incorporated, for whatever reason.

- **Submittal Quality**

The Quality Coordination Review prints are due with the 100% Submittal, however, its never too early to start the coordination process. The basis for the design can be cross-checked to ensure that the various discipline design solutions are consistent with each other, the Appendix A, the FACD, or other scoping sessions. Review the preliminary cost estimates, compare them to the project budget and look for cost creep. Are there any unresolved issues effecting the final design? Submittals are not just milestones to be met, but opportunities to review your design processes and solutions, and make sure that the design team has meshed and that their approach is consistent, coordinated and on track for timely completion.

- **35% Design Development Submittal**

Outline Specifications: Before starting work on project specifications, the AE personnel who prepare the project specification shall confer as necessary with the LANTNAVFACENGCOM Specifications Branch to ensure a clear understanding of current Government requirements. All AEs starting their first project for LANTNAVFACENGCOM shall confer with the Specifications Branch before starting any work. AEs shall obtain the document entitled "[Specification Preparation Manual](#)" (SPM) (available on the LANTNAVFACENGCOM homepage). This document shall be thoroughly studied prior to the preparation of project specifications.

After the preliminary architectural, environmental, and engineering studies have been completed and the basic features of the proposed design have been established, but before any detailed preparation of project specifications is begun, an outline specification shall be submitted as a part of the 35% submittal. The AE shall consult the "[List of Guide Specifications](#)" in the SPM for instructions concerning use of special guide specifications on LANTDIV projects.

The outline specification shall list each anticipated section of the project specification along with appropriate statements applicable to each section. The outline specification shall state all basic construction items and specific types of materials, and shall be complete enough to enable LANTNAVFACENGCOM to ascertain that the proper guide specifications are being used and to provide appropriate guidance to the AE. The outline specifications shall describe any special conditions of service and site conditions inherent in the project. The following sample outline specification illustrates the type of information and the format desired:

Sample Outline Specification

Division 00 - Documents

- 00102 List of Drawings
- 00120 Supplementary Instructions to Bidders

Division 01 - General Requirements

- Section 01110 Summary of Work
- 01140 Work Restrictions
- 01200 Price and Payment Procedures
- 01310 Administrative Requirements
- 01320 Construction Progress Documentation
- 01330 Submittal Procedures
- 01450 Quality Control
- 01500 Temporary Facilities and Controls
- 01525 Safety Requirements
- 01561 Erosion and Sediment Control
- 01575 Temporary Environmental Controls
- 01580 Project Identification
- 01770 Closeout Procedures
- 01781 Operation and Maintenance Data

Division 02 - Site Work

- Section 02220 Site Demolition
Remove existing partitions, doors, plumbing fixtures and lighting fixtures as indicated.
- 02315 General Excavation, Filling, and Back Filling
Excavation, backfilling, and compacting for buildings and utilities.
Grading for grass areas.
- 02510 Water Distribution
Buried water piping service to building 5-foot line.
- 02530 Sanitary Sewerage
Sanitary gravity sewer service to buildings 5-foot line.

Division 03 - Concrete

- Section 03300 Cast-in-Place Concrete
Spread footings, slab on grade, walks, and equipment pads.

Division 04 - Masonry

- Section 04200 Unit Masonry
Face brick and concrete masonry unit (CMU) cavity walls, CMU partitions.

Sample Outline Specification (continued)

Division 05 - Metals

This division is not used.

Division 06 - Wood and Plastics

Section 06100 Rough Carpentry
Nailers and blocking at roof.

06200 Finish Carpentry
Cabinets for coffee mess.

Division 07 - Thermal and Moisture Protection

This division is not used.

Division 08 - Doors and Windows

Section 08110 Steel Doors and Frames
Grade III, Extra Heavy Duty, throughout. Hot-dip galvanized for exterior doors.

08520 Aluminum Windows
Double-hung, thermal break, clear anodized or white enamel finish.

08710 Door Hardware
Bored locks, push-pull toilet room doors, stainless steel finish except hinges may be chromium plated.

08800 Glazing
Insulating glass units for windows, wire glass for doors.

Division 09 - Finishes

Section 09900 Paints and Coatings
New surfaces and existing painted surfaces which are damaged during performance of the work. Flat latex in offices, semigloss enamel in corridors.

Division 10 - Specialties

This division is not used.

Division 11 - Equipment

This division is not used.

Sample Outline Specification (continued)

Division 12 – Furnishings

Section 12490 Blinds, Venetian (and Audio Visual)
One-inch slats, for windows

Division 13 - Special Construction

(Describe applicable requirements if any)

Division 14 - Conveying System

(Describe applicable requirements if any)

Division 15 - Mechanical

Section 15050 Basic Mechanical Materials and Methods

15080 Mechanical Insulation
Fiberglass duct insulation, fiberglass, polyurethane, or polyisocyanurate pipe insulation.

15400 Plumbing Systems
DMV piping, domestic water piping, flush valve water closets, and Counter top lavatories.

Division 16 - Electrical

Section 16050 Basic Electrical Materials and Methods

16303 Underground Electrical Work
Plastic duct, concrete encased; high-voltage cable.

16402 Interior Distribution Systems
Copper conductors in rigid steel conduit, except where electric metallic tubing is permitted; panel boards.

NOTE: When a 35% submittal is not required, the AE **must** contact the head of the Specifications Branch at 757-322-4406 to determine which version of the Construction Criteria Base (CCB) will be used for the project. If desired, an informal review can be done, usually by submittal of an outline specification by fax.

- **100% Prefinal Submittal**

- **Specification:**

Specifications for the 100% submittal shall be complete, with all elements thoroughly checked and coordinated with the drawings and with sufficient detailed information to permit accurate bidding and construction of the project. Particular emphasis shall be placed on coordination of the various elements of the specification where portions are prepared under subcontract to the AE contract. Specifications shall be prepared using the SpecsIntact software with the NAVFAC guide specifications. Do not translate to another software. For the 100% submittal of the specification, **marked specifications are no longer acceptable**. 100% specifications shall be edited in SpecsIntact using the redlining feature and shall be submitted with this feature visible. Follow the procedures in [Chapter 3, "Instructions to A&E's and Typists" in the SPM](#). All specifications shall be bound in one single volume, if feasible. A submittal register shall be provided with the 100% submittal. A completed [Project Information Form \(PIF\)](#) shall also be provided.

- [Submittal Approval Reservation](#) - At present, all contracts are administered under a formal quality control system. Under this system the contractor's quality control manager approves all shop drawings except those specifically reserved by the project specifications for approval by the Contracting Officer. [Chapter 5 of the SPM, "Reservation of Review and Approval by the Government of Contractor Submittals on Construction Contracts"](#), provides a list of all submittals reserved for Government approval. Review and apply this information in the editing of the project specifications.
- [Submittal Deletions](#) – [Chapter 6, "Submittal Deletions", in the SPM](#) indicates those submittals LANTNAVFACENGCOM has determined to be unnecessary for most projects. Unless submittals listed hold critical importance for the project, delete these submittals during the editing of the project specifications.
- [Control Diagrams](#) - Provide a written sequence of operation for each mechanical and electrical control system stating explicitly how systems are to function. Give all pertinent data regarding safety, alarms, indicators, and control parameters. The sequence of operations may be shown on the control diagrams in lieu of description in the specification.

- **Final Submittal**

- **Specification:**

Following the review of the 100% prefinal submittal, comments and corrections to be included in the final submittal will be furnished to the AE by LANTNAVFACENGCOM. The final submittal to LANTNAVFACENGCOM shall include the previously marked specifications and/or comment sheets, the final specification in SpecsIntact format, the submittal register program, a final PIF, and the final specification in .pdf format ready for Electronic Bid Solicitation. Scan all computer disks for viruses using commercial virus scanning software prior to submittal. All these requirements are described in detail in [Chapter 3, "Instructions to A&E's and Typists", in the SPM](#).

- **Other Submittal Requirements**

- **Environmental Projects (Asbestos, Lead Containing Paint, PCB's, Petroleum, etc.)**

Many projects include special requirements due to the presence of environmentally sensitive materials. As part of the AE contract, investigations are conducted to determine the presence, levels, and limits of sensitive materials. Reports are then provided by the investigative firm and the information is used in the design of the project. It is important for the Government to provide this information to the contractor as part of the contract documents. Reports should be made part of the contract specifications by including them at the end of the appropriate specification section, i.e. the asbestos report would be placed at the end of Section 13281, "Engineering Control of Asbestos Containing Materials". If there is a question as to the logical location for a report within the specification, contact the head of the Civil/Structural/Environmental section of the Specifications Branch at (757) 322-4301. As part of the final specification submittal, provide an electronic copy of all reports included in the specification either in Word or SpecsIntact. This requirement is necessitated by LANTNAVFACENGCOM's use of electronic bid sets for the release of all contract documents.

- **Overseas Requirements**

- **Specifying Foreign Materials**

For overseas projects (except Puerto Rico) the "Buy American Act" does not apply. Therefore, specifications shall be written to reflect the use of local materials, standards and codes, except that projects in Iceland and the Azores shall be specified using U.S. Standards. The AE shall comply with the specific instructions provided in the Appendix "A" for each project.

- **EFA Med**

Materials shall be specified using current local standards to the maximum extent possible. U.S. Standards are allowable only under the following conditions:

1. Standard is recognized and used in the country in which the project is located.
2. Only U.S. products are acceptable for the item in question.

Use Section 01015, "Special Conditions for Projects in the Mediterranean Area," which is available on CCB in the LANTDIV masters.

LANTNAVFACENGCOM is in the process of creating a database of guide specifications for use in Italy. The Italian Guide Specification (IGS) database is available on the LANTDIV website on the [Specifications](#) page

AE shall make maximum use of the IGS database for Italian projects. If the AE does not find needed sections in the database, the AE shall regionalize the current UFGS, incorporating all ISR changes. For projects not in Italy, the AE may use either the IGS or the UFGS database as a template for the project specification. In either case, the AE shall regionalize the specifications to use in-country standards and practices.

- **Azores**

Use standard UFGS to create project specifications. Contact the Specifications Branch at (757) 322-4406 for other sample specifications used in the Azores. Use Section 01014, "Special Conditions for Azores Projects", which is a LANTDIV Regional Guide Specification. Section 00124, "Supplementary Instructions to Bidders", is available on the LANTNAVFACENGCOM Homepage, at the Design Division, Specifications site, and is required on all Azores projects.

- **Iceland**

Use standard UFGS to create project specifications. Section 01013, "Special Conditions for Iceland", is which is a LANTDIV Regional Guide Specification. Determine from the project manager if the project will be standard IPC negotiated, National Competitive Bid (NCB), or International Competitive Bid (ICB). Contact the Specifications Branch for special requirements on NCB and ICB projects, and for sample specifications used in Iceland.

- **Guantanamo Bay, Cuba**

Use standard UFGS to create project specifications. Section 01011, "Special Conditions for Guantanamo Bay", is which is a LANTDIV Regional Guide Specification. Contact the Specifications Branch for sample specification sections used in Guantanamo Bay.

- **Puerto Rico**

Use standard UFGS to create project specifications. Incorporate appropriate paragraphs in accordance with criteria notes in the guide specification sections.