Design Build Services

Statement of Work

Little Creek Campground Improvements
Salt Lake Field Office

February 2026

US Department of the Interior
Bureau of Land Management
Salt Lake Field Office

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1 Project Introduction

Project Title: Little Creek Campground Improvements

1.1 Scope

In accordance with the terms and conditions of the Contract, the Design-Build Contractor (DBC, or "Contractor") shall perform the work of this Statement of Work (SOW) for the Bureau of Land Management (BLM) as described below.

All Architect-Engineer (A-E) Services required in this SOW shall be performed by licensed Landscape Architects and Engineers registered in the State of Utah.

The schematic design provided by the BLM shall be used as the basis of the design, see Attachment Att-01. The Contractor shall be responsible for developing an integrated design solution, preparing phased construction documents, and final construction of phase 1 of the project based on available funding.

The design of the Little Creek Campground will require review and coordination with the BLM. The improvements proposed includes but not limited to redesign and construction of 9 campsites, installation of shade pavilions, tent pads, remediation of storm drainage issues, installation of kiosk(s), replacement of group pavilion, installation of picnic tables, and redesign of site layout.

The project scope shall include a full and complete campground design with a phased construction process based on funding available to the BLM. Phase 1 of construction shall include all work around the main entrance parking lot and group site, re-grading/shaping the entrance area to provide for storm water remediation, demolishing and replacing the group site pavilion and re-constructing the group site area. Phase 2 will be constructed at a future time as funding becomes available.

Little Creek Campground Improvements Goals and Project Scope:

1. General Site:
    a. Site Clearing: Remove existing vegetation, debris, obstructions, etc. as necessary for construction
    b. Grading and drainage: Ensure proper grading and positive drainage for campsites, roads, parking, and common spaces.
        i. Existing culverts appear to have insufficient hydraulic and structural capacity. Design needs to analyze existing site drainage and repair/replace culverts where needed
        ii. Fill and regrade low area West of Site 7
        iii. Install new vegetation along clear area West of Site 7.
    c. Pavements
        i. Repair all existing gravel surfaces to ensure smooth rideability and positive drainage
        ii. Re-design roadway, parking, and camping areas to accommodate design vehicle
    d. Install approximately thirty (35) shade trees throughout campground
        i. Locations to be discussed during site visit
        ii. See technical requirements/ design considerations
    e. Provide native perennial grass and forbs where seeding will be necessary
        i. Ensure the use of certified weed-free seed
    f. Water system:
        i. Install water spigot(s) at the group site and spaced around the campground loop. One (1) spigot to be located adjacent to ABA complaint campsite and must meet ABA standards
        ii. Install irrigation system for vegetation in compliance with the Town of Randolph
        iii. Water system is owned/maintained by the Town of Randolph, design must meet all requirements of the State of Utah, Division of Drinking Water as well as Town of Randolph
2. Entrance Area
    a. Remove and dispose of existing wooden kiosk

b. Provide one new three (3) panel metal kiosk immediately inside of entrance to campground and one new three (3) panel metal kiosk adjacent to group area. Kiosks to include:
    i. Map
    ii. Campground rules and QR code for rec.gov reservation and payment
    iii. Pack it in-pack it out for trash, shooting closure, and adjacent Little Creek Reservoir interpretive information.
    iv. Include message encouraging public land users before entering campground, to inspect and clean motorized and mechanized vehicles of weeds and their seeds
c. Regrade and gravel the entrance area
d. Provide delineation to improve traffic flow such as natural features or concrete parking bumpers
e. Provide improvements to alleviate circulation concerns with RV's and large trailers occupying the entrance area. Improvements would direct new arriving visitors to the entrance kiosk for campground information.
f. Provide a minimum of six designated parking stalls at the entrance area directly adjacent to the information kiosks. Use natural delineation, concrete bumpers, and/or short rust-brown metal fencing for parking containment
g. Provide native perennial grass and forbs where seeding will be necessary
    i. Ensure the use of certified weed-free seed

3. Individual campsites - Nine (9) Total:
    a. Redesign nine (9) existing individual campsites
        i. Redesign minimum of two (2) campsites to be "pull through"
        ii. Redesign minimum of one (1) campsite to meet ABA compliance requirements (BLM recommends site 1, 2, or 4). (Cross slopes of campsite parking of 0.5-1% and longitudinal slope no greater than 3%. tent pads and picnic shelters maximum of 1.5% for positive drainage.
    b. Provide new delineation
        i. Use natural features where possible
    c. Provide the following at each site:
        i. Shaded pavilion installed on top of concrete pad
            1. Minimum roof area of 200 square feet with dimensions of approximately 14'x14'
            2. Minimum concrete pad size shall be 16'x16' or 256 square feet
            3. Relocate existing picnic table under pavilion
            4. See Attachment 02 for typical architectural style of pavilion
        ii. Fire ring
            1. 4' diameter, concrete – See Attachment 02 for example fire ring
            2. Existing fire ring to be salvaged, stockpiled on site, and returned to the Government
        iii. Tent pad
            1. Preferred size:16' x 16'
                a. Minimum size: 12' x 12'
                    i. Only use if site is unable to accommodate preferred size
            2. Tent pad perimeter to be constructed of 8" x 8" treated timber
            3. Install weed barrier fabric and fill interior of pad with crushed stone for drainage and stability
        iv. Gas stove platform
            1. See Attachment 02 for example platform
    d. Provide native perennial grass and forbs where seeding will be necessary
        i. Ensure the use of certified weed-free seed

4. Group site:
    a. Pavilion:
        i. Demolish and dispose of existing pavilion and concrete pad, including foundation
        ii. Remove and dispose of existing picnic tables
        iii. Construct new steel frame pavilion, including concrete foundation and floor

1. Pavilion to be sized to accommodate 8 picnic tables and up to 50 people
2. Pavilion to include provisions for future lighting/electrical installation
3. See Attachment 02 for typical architectural style of pavilion

iv. Provide 6 picnic tables
1. Table to match existing tables at individual campsite. Table must be at least 92” long, constructed of concrete, have a smooth top. Table finishes must include the BLM logo, tan color, and coated with an acrylic sealer.
2. 6 tables will be installed underneath new pavilion
3. See Attachment 02 for example picnic table
4. Ensure correct number of tables meet ADA/ABA standards

v. Provide 2 concrete service tables
1. Service tables shall be 96” L, 36” D, x 31” T
2. Colors and finish shall match picnic tables
3. Will be installed outside but adjacent to pavilion
4. See Attachment 02 for example service table

vi. Install new fire ring and concrete pad around ring
1. 6’ diameter, concrete – See Attachment 02 for example fire ring
2. Existing fire ring to be stockpiled on site and returned to the Government
3. Concrete pad to be sized adequately to allow proper pedestrian circulation around fire pit.

b. General Site:

i. Repair/ Expand adjacent parking area to accommodate 20 vehicles
1. Use natural features to delineate parking areas

ii. Provide ADA compliant access between parking area, pavilion, and existing vault toilet
1. Move existing vault toilet in parking lot to the east along edge of disturbed area.

iii. Remove and dispose existing briquet-style raised grill

iv. Install 4 raised tent pads
1. Preferred size:16’ x 16’
a. Minimum size: 12’ x 12’
b. Only use if site is unable to accommodate preferred size
2. Tent pad perimeter to be constructed of 8” x 8” treated timber
3. Fill interior of pad with crushed stone for drainage and stability

v. Install new barrier or fence around group site picnic area
1. Replace with natural features or rust-brown metal fence

vi. Provide native perennial grass and forbs where seeding will be necessary
1. Ensure the use of certified weed-free seed

5. Design Standards – All work and products shall be accomplished and produced in accordance with the following standards:
a. BLM Guidelines for a Quality Built Environment
b. ABAAS (Architectural Barriers Act Accessibility Standards)
c. BLM Roads Manual 9113
d. Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects “FP-24”
e. National Park Service Campground Design Guidelines (May 2021)
i. Design vehicle for horizontal alignment – Truck with fifth wheel trailer (55 ft total)
ii. Minimum 50 ft turning radius
f. 11th Edition of the Manual on Uniform Traffic Control Devices (MUTCD), December 2023
g. American Concrete Institute (ACI) 318-14, “Building Code Requirements for Structural Concrete”.
h. ACI 301-16, “Specifications for Structural Concrete”.
i. BLM National Sign Handbook https://www.blm.gov/services/national-operations-center/national-sign-program.

6. Technical Requirements/ Design Considerations:

a. Roadways and Parking:
    i. All pavements shall be designed for a 20-year design life without major repair. All pavement systems shall be composed of aggregate, unless otherwise noted. Pavement systems shall be designed for site subsoil conditions as determined in the geotechnical report and shall include any subsoil drainage required by the design.
    ii. All concrete paving, curbs, gutters, and wheel stops shall be in accordance with ACI 318 for design and in accordance with ACI 301 for concrete materials. Concrete paving shall be air entrained for exterior exposure. Minimum compressive strength at 28 days for concrete paving shall not be less than 4000 psi.
    iii. Vehicular pavement markings and signage shall be in accordance with the MUTCD.
    iv. Handicap parking and associated ramps/walks shall meet the requirements of ADA and ABA accessibility guidelines.
b. Sidewalks
    i. All walks around the group camp site, and elsewhere on the site shall be concrete, minimum 4 inches thick, with a minimum width of 5 feet, unless designated otherwise. Furnish base course under pedestrian paving if required by the geotechnical report.
    ii. Site walkway grades shall not exceed ADA and ABA accessibility requirements. Provide accessibility ramp at main building entrances in accordance with ADA and ABA accessibility requirements.
c. Concrete Pads:
    i. Concrete Pads: Provide concrete pads for all shade structures (Individual campsites (9) and group camp site (1)). Concrete pads shall be a minimum of 4 inches thick, and shall be sized to meet the loads, dimensions, and requirements of each item.
    ii. Provide thickened edge along all concrete pads to help protect and mitigate potential effects of erosion.
    iii. All concrete pads shall be in accordance with ACI 318 for design and in accordance with ACI 301 for concrete materials. Concrete paving shall be air entrained for exterior exposure. Minimum compressive strength at 28 days for concrete paving shall not be less than 4000 psi.
d. Structures (Shade Pavilions):
    i. Structures to be constructed of metal construction intended for outdoor use in public parks, campgrounds, or similar public areas. All structure components shall be powder coated free of sharp edges, exposed hardware, and similar features that could present a hazard to user.
    ii. Structure to be supported by four corner posts and open on all sides. Group shelter may have a western windbreak wall. Structure shall be designed to be anchored to permanent concrete footings.
    iii. Professional engineer to design structure for applicable site design loads.
    iv. Structures shall be designed and built with materials such that hollow spaces cannot be created or breached by wildlife (for example, avoid hollow wooden walls that woodpeckers can drill into, or small openings that bats can squeeze through).
    v. Structures will be designed and built with materials such that surfaces that could support bird nests are not created (such as ledges and rafters).
e. Landscaping:
    i. Landscaping Goals: Landscaping shall match existing features.
    ii. Planting Restrictions: Plant during one of the following periods. Coordinate planting periods with initial maintenance periods to provide required maintenance from date of Substantial Completion.
        1. Spring Planting: April 1 to June 1.
    iii. Weather Limitations: Proceed with planting only when existing and forecasted weather conditions permit planting to be performed when beneficial and optimum results may be obtained. Apply products during favorable weather conditions according to manufacturer's written instructions.
    iv. Maintenance Service

1. Initial Maintenance Service: Provide full maintenance by skilled employees of landscape Installer. Begin maintenance immediately after each area is planted and continue until site is accepted by BLM as fundamentally complete
2. Shrubs and Turf: 60 days from date of Substantial Completion.
    a. When initial maintenance period has not elapsed before end of planting season, or if turf is not fully established, continue maintenance during next planting season.

v. Suggested Species:
1. Narrowleaf Cottonwood (Populus angustifolia)- Recommend planting closer to riparian area (south side of campground)
2. Quaking aspen (Populus tremuloides)
3. Bigtooth maple (Acer grandidentatum)
4. Gambel oak (Quercus gambelii)
5. Lodgepole pine (Pinus contorta)
6. Ponderosa pine (Pinus ponderosa)
7. Species to not consider: Bristlecone pine (Pinus longaeva (aristata))
8. Other protective measures: space the pine trees at least 20-24 feet away from any fast-growing deciduous trees to prevent them from shading the pines.

f. Site Preparation:
i. A stormwater pollution prevention plan (SWPPP) shall be prepared by the DBC.
ii. DBC shall be responsible for preparing and submitting Notice of Intent (NOI), and Construction General Permit (CGP) with Utah Pollutant Discharge Elimination System (UPDES)
iii. Do not begin site-clearing operations until temporary erosion protection and sedimentation control measures are in place. Provide temporary erosion and sedimentation control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to the Erosion Protection and Sediment Control Plan, specific to the site, that complies with EPA document No. EPA 832/R-92-005 or requirements of authorities having jurisdiction, whichever is more stringent.
iv. Locate and clearly identify trees, shrubs, and other vegetation to remain.
v. DBC is responsible for coordinating markings of utilities before site clearing or excavation.
vi. DBC Furnished Materials: All imported materials, including borrow and aggregates, shall be furnished from approved locations outside of the BLM site boundaries.
vii. Clearing and Grubbing: Once salvage operations are complete, and tree protection fencing is in place, clear and grub all remaining vegetation to be removed. Remove all stumps a minimum of 2 feet below proposed subgrade and remove roots and debris a minimum of 6 inches below proposed subgrade.

g. Water supply:
i. Provide a closed loop water distribution system which will meet flow requirements for the new site features that use water.
ii. The water distribution system shall be connected to the municipal water supply.
    1. Water distribution system/irrigation system must meet all requirements of the State of Utah, Division of Drinking Water as well as Town of Randolph including any necessary design reviews and construction permits necessary.
iii. Burial depth and cover shall be adequate to prevent freezing of water distribution system piping.
iv. Provide backflow prevention in accordance with AWWA Manual M14-15, and as required by state and local regulatory agencies.
v. All lines shall be leak tested prior to acceptance.

h. Storm Drainage:
i. As needed, provide grading, drainage pipe and appurtenances to facilitate positive drainage away from the campsites and roadways. As needed, provide structures which channel drainage away from roads, sidewalks, and parking lots. New storm drainage features shall connect to and complement existing storm drainage features.

ii. Overland flow values and associated design parameters such as rainfall data, storm frequency, storm water quality standards and hydrograph computation methods shall be computed in accordance with local regulatory requirements.
iii. Storm drainage pipe shall have a minimum inside diameter of 12 inches.
iv. Pipe material selection and bedding/backfill requirements shall ensure the load carrying capacity of the pipe is not exceeded.
v. Drainage piping may be either reinforced concrete pipe conforming to ASTM C76 or corrugated aluminum or galvanized steel piping. The inside of the corrugated pipe should be lined for improved hydraulic performance. Both the aluminum and steel pipe shall have an appropriate coating (i.e. bituminous, zinc, polymer, etc.) based on the corrosiveness of the soil and drainage the pipe will be exposed to (i.e. highly acidic or highly alkaline soils, etc.).

i. Fencing:
    i. Fences will be designed to meet BLM standards for wildlife movement (H-1741-1 Fencing).

The DBC remains fully responsible for determining if the standards or provisions cited have been revised or updated. Any such conflicts between the specifications and the identified standard or provisions shall be brought to the attention of the Government requesting direction

1.2 Location

This project is located at Little Creek Campground, located on Little Creek Road approximately 3 miles West of Randolph, Utah. (LAT/LON: 41.677694°N, 111.226138°W)

1.3 Background / Description

Little Creek Campground is located three miles West of the Town of Randolph adjacent to Little Creek Reservoir. The campground was constructed in 1995 and consists of a group site that includes 1 large pavilion and 4 picnic tables. Additionally, there are 9 individual campsites. Each campsite has 1 picnic table, 1 fire ring, and 1 parking stall. Potable water is available (seasonally) and is connected to the Town of Randolph's culinary water systems. The site also includes 2 single-vault pit toilet restrooms. The campground is roughly 5.5 acres and enclosed by a perimeter fence.

Visitor feedback and monitoring at the campground indicates the location receives heavy sun exposure and has little to no shade, making it a less desirable destination during peak visitation in the summer. The campground also has limited capacity for larger RV's and fifth wheel trailers with insufficient pull-through parking to accommodate these increasingly popular rigs. Additionally, the existing group site pavilion has increased maintenance and cleaning needs due to nesting swallows under the pavilion canopy. Also, the existing group site parking area has limited capacity and overflows into the entrance area as it has little to no delineation.

1.4 Schedule & Milestones

The work shall be completed in accordance with the following schedule:

Conference Call:
Prior to the Kickoff Meeting and Site Visit, the DBC shall initiate and conduct a conference call with the Government. The purpose of this call is to preview the project, interview the client on overall expectations for the project, review Government-provided materials, and generally discuss plans for the design effort. The meeting must be attended by the key members of the DBC team, including a licensed landscape architect. The DBC shall determine which other team members shall be required to attend the site visit and will have the opportunity to ask questions about the project to be better prepared for the site visit. Within (3) three calendar days of the conference call, the DBC shall provide detailed meeting notes outlining the discussion.

Kickoff Meeting and Site Visit (1-10 calendar days into performance):
Key members of the DBC team shall attend a one-day meeting at the Little Creek Campground. Within (3) three calendar days of the kickoff meeting and site visit, the DBC shall provide detailed meeting notes. Meeting and site visit will include the following:

- Review and discussion of project scope, deliverables, and schedule.
- Review of Government-provided information.
- Review and discuss BLM project goals and objectives
- Site familiarization tour.

Conceptual Site Design
The required deliverables to be included with the Conceptual Site Design documents are outlined in the Design Requirements section of this SOW. The Conceptual Site Design Documents are to be submitted 45 calendar days after award. BLM review comments, selected concepts and options feedback shall be completed and returned to the DBC no later than 15 calendar days after submission.

65% Construction Documents
The required deliverables to be included with the 65% Construction Documents are outlined in the Design Requirements section of this SOW. The 65% Construction Documents are to be submitted no later than 30 calendar days after acceptance of the Conceptual Site Design. BLM review comments on the 65% Construction Documents shall be completed and returned to the DBC no later than 15 calendar days after submission.

95% Construction Documents
The required deliverables to be included with the 95% Construction Documents are outlined in the Design Requirements section of this SOW. The 95% Construction Documents are to be submitted no later than 30 calendar days after acceptance of the 65% Construction Documents. BLM review comments on the 95% Construction Documents shall be completed and returned to the DBC no later than 15 calendar days after submission.

100% Construction Documents (CD
The required deliverables to be included with the 100% Construction Documents are outlined in the Design Requirements section of this SOW. The 100% Construction Documents are to be submitted no later than 30 calendar days after acceptance of the 95% Construction Documents. BLM review comments on the 100% Construction Documents shall be completed and returned to the DBC no later than 15 calendar days after submission.

Complete Stamped and Signed Construction Documents (CD)
The required deliverables to be included with the Complete Stamped and Signed Construction Documents are outlined in the Design Requirements section of this SOW. The Complete Stamped and Signed Construction Documents are to be submitted no later than 15 calendar days after the acceptance of the 100% CD submittal. BLM review of the Complete Stamped and Signed Construction Documents shall be completed and returned to the DBC no later than 10 calendar days after submission.

Construction
Construction shall not begin until the Government has issued the DB Construction Start Work Notice.

As-Constructed Drawings
As-Constructed Drawings shall be submitted to BLM no later than 21 days after Substantial Completion.

1.5 Information

The BLM Points of Contact for this project are as follows:

Contracting Officer (CO)
Lisa McKeon
lisa_mckeon@ios.doi.gov

850-890-6395

Contract Specialist (CS)
TBD

BLM Project Engineer
Contact information to be provided after award

Contracting Officer Representative (COR)
Contact information to be provided after award

1.6 Government Furnished Documents

The following data and materials will be provided to the DBC and are included in Section 5 of this SOW (additional items not listed may be available, and can be provided upon request by the DBC in coordination with BLM):

- Little Creek Campground Schematic Design
- Campground Furnishing Examples
- BLM Codes and Standards

1.7 DBC Submissions Requirements

All DBC Submissions should be submitted electronically. Electronic copies shall be provided in both the original software file format (AutoCAD/Revit, MS Word, etc.) and PDF format.

All drawing sheets must be consecutively numbers (1 of xx, 2 of xx, etc.) through the full set, in addition to the discipline numbering (e.g. M1, S1, etc.), and electronic Drawing File Names must begin with overall sheet number. Drawings in PDF format shall consist of the entire set of design documents, be in consecutive order and have, at a minimum, bookmarks to the beginning of each discipline (Cover, Civil, Structural, Architectural, Mechanical, Electrical, Plumbing, etc.).

Specifications in PDF format shall be in a single file and organized with separate bookmarks for each of the MasterFormat divisions and each specification section. Additional required formatting is as follows:

Drawings:
Drawings shall be submitted in digital format only.

Sheet Size:	ANSI B (11” x 17”).
Digital File Format:	AutoCAD 2024 or Revit 2024 and Adobe PDF. If BIM is used, the electronic BIM file(s) must also be provided to the BLM.
Organization:	National CAD Standard.
PDF Document:	Set to open with Bookmark tab open to the left, document to be bookmarked to open to Cover, and then at minimum to the first page of each design discipline thereafter. PDF document shall also be set to open with Magnification “Fit Page” and Page Layout “Single Page.”

Specifications:
Specifications shall be submitted in digital format only.

Sheet Size:	8 ½” x 11”.
Digital File Format:	MS Word and Adobe PDF.
Organization:	MasterFormat with BLM header and footer.
PDF Document:	Set to open with Bookmark tab open to the left, document to be bookmarked to open to Cover, Table of Contents and then the first page of each section

thereafter. PDF document shall also be set to open with Magnification "Fit Page" and Page Layout "Single Page Continuous."

Design Calculations:
Design Calculations shall be submitted in digital format only.
Sheet Size: 8 ½" x 11".
Digital File Format: Adobe PDF.

Distribution:
All submittals shall be via electronic copy to the COR identified in the contacts section above.

File Transfer:
The DBC is responsible for establishing a file sharing site for communication of large documents and files.

2 Project Requirements

2.1 General Requirements

2.1.1 Scope of Work and Project Summary Requirements

The project will consist of the design and construction of various improvements to the Little Creek Campground.

The work will include, but may not be limited to, the following:

- Evaluate the project scope, concept drawings and performance specifications.
- Review site data.
- Upon award, provide design schedule of work, with milestone submittal dates indicated. Coordinate proposed milestone dates with the BLM.
- Review and survey existing site, buildings, features, and utilities.
- Design site, site utilities, structures, and roadway systems.
- Submit design submittals for review and approval, as required per milestone dates outlined in the design schedule.
- Provide schedule of construction work. Coordinate proposed milestone dates with BLM and plans for construction work around active and non-active operations.
- Secure work area and provide for continued access to the facility as technically feasible.
- Construct phase 1 of project.
- Create and provide Operations and Maintenance (O&M) manuals.
- Provide As-Constructed documents.

2.1.2 Definition of Contract Line Items

The intent of this section is to explain, in general, what is included in each contract line item, limits or cut-off points where one item ends and another begins. If no item exists for a portion of the work, include the costs in a related line item.

See SF1442 Section B

2.1.3 Progress Payments

Progress payments shall be made to the DBC generally as follows and as required by the solicitation:

Design Phase:
Progress payments during the design phase of the work will be based on submission, review, and acceptance of design deliverables as outlined in this SOW.

Construction Phase 1:

Progress payments during construction will be based on the percentage of work completed on items listed on the approved schedule of values. Actual construction completed and in place will form the basis for payment. Verification of the percentage of completion shall be initiated by the Contractor under the direction of a representative of the Government, unless the Government waives this requirement in a specific instance. The Contractor shall make the computations for payment based on the Government's verification of work completed and in place for any periods for which progress payments are requested. The Contractor shall furnish to the Government originals of all field notes and all other records relating to the basis for payment, who shall use them as necessary to determine the final amount of progress payments. The Contractor shall retain copies of all such material furnished to the Government.

2.1.4 Project Meetings

Project meetings shall be conducted as follows:

Design Phase Progress Meetings:

The DBC shall participate in the design milestone meetings at each project milestone as outlined in section 2.2. Meeting(s) will be held virtual (Microsoft Teams) and attended by the Government and other project team members during the project Design Phase. Two (2) meetings will be held at each milestone with the following agenda items:

- Design Submittal Briefing
  - To be held at the conclusion of current design submittal
  - DBC will present submittal items, status of design documents, and any of interest items
  - Focus on previous review comments and how items were addressed
  - Schedule update
- Design Comment Review Meeting
  - To be held after submittal of government design review comments
  - DBC will address action items for design review comments and any clarifying elements the Government or DBC needs to proceed
  - Schedule update
  - Other business related to the project.

Preconstruction Meeting:

After the Complete Stamped and Signed Construction Documents are approved and prior to the start of construction, the Contracting Officer (CO) will arrange an on-site Preconstruction meeting with the DBC. The following Part 2.0 Project Requirements Deliverables shall be submitted a minimum of one week prior to the Preconstruction Meeting:

- Letter designating the DBC Project Superintendent.
- Project Schedule with construction portion fully developed.
- Schedule of Values.
- Accident Prevention Program.
- List of subcontractors for the project (must be the same as in the DBC's proposal).
- Written statements from subcontractors certifying compliance with applicable labor standard clauses.
- Evidence of liability insurance coverage and workmen's compensation for the Contractor and all subcontractors.
- Quality Control Plan.
- Stormwater Pollution Prevention Plan Submittal process.
- List of required permits.

The meeting agenda will include the following as a minimum:

- Correspondence procedures.
- Jobsite safety.
- Roles and responsibilities.
- Lines of Authority.
- Schedule of Values.
- Progress payments.

- Submittal process.
- Resolution to any comments provided by the BLM on the Part 2.0 Project Requirements deliverables.
- Construction schedule (provide an electronic copy in software it was created in).
- Labor standards.
- Payroll reports.
- Modifications.
- Accident reporting.
- BLM Rules and Regulations.
- Medical emergency processes, availability, emergency numbers, and contacts.
- BLM permits, burning construction waste, rules of the road, alcohol use, housekeeping, firearms, pets, natural and cultural resource concerns.
- Bridge, access road and site constraints.
- Visitation and public relations.
- Environmental and sustainability requirements for the Project.
- Saturdays, Sundays, holidays and night work.
- Traffic control.

Construction Phase Progress Meetings:
The DBC shall participate in weekly virtual (Microsoft Teams) conference calls with the Government and other project team members during the Construction Phase to update them on the following agenda items:

- Approval of minutes of previous meetings.
- Submittal status.
- Review of off-site fabrication and delivery (as applicable).
- Requests for Information (RFIs) and issues.
- Modifications.
- Work in progress and work projected over the next six (6) weeks.
- Schedule update (provide updated Critical Path Method schedule every two months).
- Status of As-Constructed Drawings and O&M Manuals.
- Other business related to the project.

Meeting Participation:
Participation at scheduled meetings on the part of this DBC shall include the design disciplines and consultants along with subcontractors as appropriate to the project milestones and current issues. Participants shall be responsible professionals with direct knowledge of the work components.

The DBC shall take the lead in the coordination and facilitation of all meetings and ensure the attendance of the necessary team members. DBC shall provide meeting minutes and written responses to review comments within one week of the meeting conclusion or receipt of comments.

2.1.5 Project Schedule

The Project Schedule shall be managed by the DBC as follows:

General:
The Contractor shall furnish the project schedule to the Government and provide digital copies after award and at the Kickoff Meeting. The Schedule shall include a detailed design phase with design deliverable submission dates and review periods, as well as a summary construction schedule, with important milestones included.

The Contractor shall fully develop the construction portion of the schedule and submit it to the Government before the Preconstruction Meeting or any construction begins. The project schedule shall

be updated every month throughout the entire contract period until project substantial completion. The status date of each schedule update shall be 10 days before the progress payment request date.

Purpose:
The purpose of the project schedule is to ensure adequate planning, coordination, scheduling, and reporting during execution of design and construction activities of the DBC. The project schedule will assist the DBC and the Government in monitoring the progress of the work, evaluating proposed changes, and processing the DBC's monthly progress payment requests.

Software:
Scheduling software shall be the latest version of Microsoft Project or approved equal.

Schedule Development:
The project schedule shall cover the entire contract period. The late finish date of the project schedule shall be the same date as the established completion date of the contract.

The DBC shall use the Critical Path Method (CPM) with limited use of lead or lag durations between scheduled activities. The DBC's project schedule shall consist of procurement activities (including permits, mobilization, submittals, and the fabrication and delivery of key and long-lead procurement items) and construction activities.

In developing the project schedule, the DBC shall be responsible for ensuring that subcontractor work at all tiers, as well as its own work, is included in the project schedule.

Project Schedule Updates

Monthly Updates:
The monthly updating of the project schedule shall be an integral part and basic element of the estimate upon which progress payments shall be made under this contract. If, in the judgement of the Government, the DBC fails or refuses to provide a schedule of values and a complete schedule update or revision as specified hereinafter, the DBC shall be deemed to have not provided the required information upon which the progress payment may be made and shall be subject to retainage of a portion of the payment.

Progress Report:
The report shall include a brief description of the actual progress made during the update period; actual and potential delaying activities; any impediments to progress; issues related to inclement weather; progress toward established milestones and project float. The report shall include a brief description of the work anticipated to be performed in the next month. Any minor revisions to the schedule should be identified so they can be evaluated and accepted or rejected.

As the project progresses, indicate Actual Completion percentage for each activity. If the schedule update shows a late finish date after the contract completion date, at a minimum, include the following in the progress report submission:

- Any known delays.
- Actions that will be taken to get back on schedule.
- Pending modifications.
- Impediments or constraints affecting progress.

Progress Payments:
The monthly updating of the currently accepted construction schedule shall be an integral part of the process upon which progress payments will be made under this contract. If the Contractor fails to provide schedule updates or revisions, then a portion of the monthly payment may be retained until such corrections have been made.

Time Impact Analysis for Contract Modifications, Changes, Delays, and Contractor Requests Requirements:

When contract modifications or changes are initiated, delays are experienced, or the DBC desires to revise the project schedule, the DBC shall submit to the Government a written time impact analysis illustrating the influence of each modification, change, delay, or DBC request on the contract time.

Time Extensions:
Activity delays shall not automatically mean that an extension of the contract time is warranted or due the DBC. It is possible that a modification, change, or delay will not affect existing critical activities or cause non-critical activities to become critical. Time extensions will be granted in accordance with the terms of the contract.

2.2 Design Requirements

The campground design effort will comply with environmental regulations as well as requirements of the local reviewers. Design will also include utilities such as water distribution, and site drainage system. The contractor shall review existing utility routes and research tie-in locations. Possible capacity issues shall be brought to the BLM's attention.

The following requirements will be considered supplementary to the basic professional requirements to comply with applicable regulations, codes, and standards. The requirements serve to identify specific items the Government wants accomplished in the design effort.

2.2.1 Conceptual Site Design

The intent of the conceptual design phase is to present the initial ideas and data to the Government providing various options for site layouts and manufactured materials. The conceptual site design shall include at least three alternative site plans. At a minimum, these alternatives should incorporate different site access points, campsite layouts, pavilion types, and any other items the DBC would like more information on the preferences from the Government.

Include the following:

- Existing conditions and Topographical Site Survey documents, including:
  - Control points.
  - Existing physical features.
  - Field notes and observations.
  - Site photos.
  - Utilities, above and below ground.
  - Topographic contours.
- Schematic Site Design
  - Including ADA accessible routes and campsites
  - Proposed locations and orientation for all major items include but not limited to: tent pads, fire rings, picnic tables, pavilions, parking, RV pads
  - Landscaping and irrigation site plan
- Typical drawings for proposed tent pads, pavilions, picnic tables, gas stove-stand, fences, and any other furnished items
- Preliminary stormwater and drainage plans
- Preliminary water distribution plans
- Geotechnical report including soils and seismic analysis and recommendations for excavations, foundations, roadway typical sections, and import fill, et al, to assess the existing soils conditions for the project.
- Required peak water demands, and storm water flow calculations.

2.2.2 65% Construction Documents

The 65% Construction Documents phase shall consist of the continued development and expansion of the Conceptual Site Design based on the preferred options chosen from the Government during the Conceptual Site Design Review. The DBC is responsible for providing, in writing, responses to the BLM's review comments of the Conceptual Site Design submission.

The following items shall be provided / completed by the DBC in the submission of the 65% Construction Document package (in addition to the items outlined in the **Section 2.2.1 Conceptual Site Design**):

- Construction Drawing Set to include:
  - Overall phased site development plans.
  - Demolition plans
  - Drainage and stormwater management plans.
  - Erosion and sediment control plans.
  - Landscaping and irrigation site plans.
  - Grading plans.
  - Water supply and distribution plans
  - Additional utilities and infrastructure plans.
- Technical Specification Package organized in accordance with industry standards (MasterFormat).

2.2.3 95% Construction Documents

The 95% Construction Documents phase shall consist of the continued development and expansion of 65% Construction Documents. The DBC is responsible for providing, in writing, responses to the BLM's review comments of the 65% Construction Documents.

The following items shall be provided / completed by the DBC in the submission of the 95% Construction Document package (in addition to the items outlined in the **Section 2.2.2 65% Construction Documents**):

- Construction Drawing Set to include:
  - Overall phased site development plans.
  - Demolition plans
  - Drainage and stormwater management plans.
  - Erosion and sediment control plans.
  - Landscaping and irrigation site plans.
  - Grading plans.
  - Water supply and distribution plans
  - Additional utilities and infrastructure plans.
- Construction schedule
- Technical Specification Package organized in accordance with industry standards (MasterFormat).

2.2.4 100% Construction Documents

The 100% Construction Documents phase shall consist of the continued development and expansion of 95% Construction Documents. The DBC is responsible for providing, in writing, responses to the BLM's review comments of the 95% Construction Documents.

The following items shall be provided / completed by the DBC in the submission of the 100% Construction Document package (in addition to the items outlined in the **Section 2.2.3 95% Construction Documents**):

- Construction Drawing Set to include:
  - Overall phased site development plans.
  - Demolition plans
  - Drainage and stormwater management plans.
  - Erosion and sediment control plans.
  - Landscaping and irrigation site plans.
  - Grading plans.

    - Water supply and distribution plans
    - Additional utilities and infrastructure plans.
- Construction schedule
- Technical Specification Package organized in accordance with industry standards (MasterFormat).

2.2.5 Complete Stamped and Signed Construction Documents

Upon approval of the 100% Construction Documents by BLM the Complete Stamped and Signed Construction Documents submission shall be considered the final document package, which shall be approved, stamped, and signed by the official Design Professional of Record. Professional landscape architects and engineers stamping the record drawings shall be licensed in the State of Utah.

The following documents shall be included in the Complete Stamped and Signed Construction Documents, and shall be used for Construction, BLM archiving, and general use:

- Construction Drawings
- Divisions 2 through 49 Construction Specifications.
    - All Structural Tests and Special Inspections (as applicable) should be included in the specifications.
- Design Calculations.
- Written responses to the 100% Construction Documents review comments.

All items in the Complete Stamped and Signed Construction Documents package shall be submitted digitally in both PDF and their respective native file types (AutoCAD, Revit, MS-Word, MS-Excel, etc.).

2.3 Construction Requirements

2.3.1 Environmental and Sustainability Requirements

Minimize Construction Impacts:
The following mitigation measures shall be implemented to minimize the impacts of construction activities:

- Site Disturbance: Minimize the construction limits of the project to reduce the project's impact on the site.
- Toxic Chemicals: Avoid materials that can leach toxic chemicals into the ground water. Do not allow toxic chemicals to enter sewers or storm drains or contaminate land or any body of water.
- Soil Erosion: Protect against erosion and topsoil depletion in accordance with a site-specific Stormwater Pollution Prevention Plan after obtaining a UPDES Construction Storm Water Permit. Before starting construction, the Contractor shall implement the approved SWPPP.
- Noise: Minimize noise generation during construction. Operate power equipment in accordance with local noise restrictions.
- Exotic Vegetation and Noxious Weeds: Prevent the introduction and minimize the spread of exotic vegetation and noxious weeds. Incorporate the following procedures:
    - Any fill, rock, or additional topsoil needed shall be obtained from a Government approved source.
    - All areas disturbed by construction shall be re-vegetated using approved native seed and/or plants.
    - Begin project demolition, construction, and maintenance activities in weed-free areas before operating in weed-infested areas
    - Clean equipment (remove mud, dirt, and plant parts) before entering campground for demolition, construction, and maintenance activities. Before leaving the campground, clean all equipment if operating in areas infested with weeds. Workers need to inspect, remove, and properly dispose of weed seed and plant parts found on their clothing and equipment. Proper disposal means bagging the seeds and plant parts and incinerating them.

        - Ensure the use of certified weed-free seed when seeding native perennial grass and forbs.
    - Migratory Birds: If construction occurs in the Spring, BLM Biologist will complete a survey for nesting birds 7-10 days prior to construction/installation activities. A report of the survey results will be provided to the DBC at the completion of the survey.
        - If no migratory birds are found nesting in the project area, then project activities may proceed as planned.
            - If migratory birds are present and nesting in the project area, BLM Biologist may request an avoidance buffer or may be on site for observation during work depending on species. Active raptor nests shall be avoided by the spatial and temporal buffers specified in the U.S. Fish and Wildlife Utah Field Office's Guidelines for Raptor Protection from Human and Land Use Disturbances (Romin & Muck, 2002).
- Sensitive Species: Existing structures will be surveyed for bat use prior to demolition/removal. If bats are using structures, then exclusion of the bats (if the site is not being used as a maternity colony or winter roost) from the structure should be performed by a qualified wildlife biologist prior to demolition/removal. If the site is being used as a maternity colony or winter roost, then demolition/removal will be delayed until bats are no longer using the structure.
    - New developments/facilities will not be located within 100 meters (330 feet) of active pygmy rabbit or kit fox burrows. Surveys will be performed in suitable habitat no more than 30 days prior to installation of new facilities.
- General Wildlife:
    - All excavated steep-walled holes or trenches more than 2-feet deep will be covered at the close of each working day. If trenches cannot be closed, one or more escape ramps constructed of earthen fill or wooden planks should be installed. Before holes or trenches are filled, they will be thoroughly inspected for trapped animals.
    - All construction pipes, culverts, or similar structures accessible to wildlife and stored at the construction site for one or more nights will be inspected for wildlife before the pipe is subsequently buried, capped, or otherwise used or moved in any way. Any wildlife found inside the structure will be allowed to leave before the structure is buried, capped, or moved.

Air and Water Pollution Control:

Air quality impacts are expected to be temporary and localized. To minimize these impacts, the following actions shall be taken:

- To reduce tailpipe emissions, construction equipment shall not be left idling any longer than is necessary for safety and mechanical reasons.
- To reduce construction dust, water shall be applied to problem areas. Equipment shall be limited to the fenced project area to minimize soil disturbance and dust generation.
- Take all necessary reasonable measures to reduce air and water pollution by any material or equipment used during construction. Keep volatile wastes in covered containers.

2.3.2 Schedule of Values

After contract award and before the Design Meeting, submit a schedule of dollar values based on the Contract Price Schedule. Breakdown each lump-sum item into component parts of design deliverables or construction work for which progress payments may be requested. The total costs for the component parts of work shall equal the contract line item amount for that lump-sum item. The Government may request data to verify accuracy of dollar values. Include mobilization, general condition costs, overhead and profit in the total dollar value of unit price items and in the component parts of work for each lump-sum item, as described below.

The total cost of all items shall equal the contract sum. The Schedule of Values will form the basis for progress payments.

An acceptable Schedule of Values shall be agreed upon by the Contractor and Government before the first progress payment is processed. A cost loaded project schedule may be an acceptable substitute for a schedule of values in some cases.

All schedule of value submittals shall include supporting documentation which may include but is not limited to, labor, material, equipment breakdowns, unit of measure, markup factors and calculations used.

2.3.3 Construction Support

Staging Areas

Construction sites will be limited to the smallest feasible area. Ground disturbance and site management will be carefully controlled to prevent undue damage to vegetation, soils, and to minimize air, water, soil, and noise pollution.

Staging is limited in or near the construction area for a construction office or trailer.

Construction equipment and material storage shall be located in previously disturbed areas near the construction site. All staging areas shall be returned to pre-construction conditions once construction is complete. Standards for this, and methods for determining when the standards are met, shall be developed in consultation with the Government.

Structures

Trailers, Storage, Field Offices, Staging Area and Sheds: Location shall be approved by the Government.

DBC's Field Office: Field office shall be of structurally sound construction, and weather tight. The location shall be coordinated with BLM prior to its arrival onsite.

Storage Sheds: If used, provide weather tight sheds or other covered facilities for storage of materials subject to weather damage.

If used, all temporary water, sewer, sanitary facilities, and electric utilities shall be completely removed upon project completion. Remove temporary utility connections.

The location of the Staging Area for construction equipment shall require BLM approval.

Construction Zones

Construction zones shall be fenced with BLM approved construction barrier fencing such as portable chain-link, or plastic fencing before any construction activity begins. The fencing shall define the construction zone and confine activity to the minimum area required for construction. All protection measures shall be clearly stated in the construction specifications, and workers will be instructed to avoid conducting activities beyond the construction zone as defined by the construction zone fencing.

Protection of Public: Fence, barricade, or otherwise block off the immediate work area to prevent unauthorized entry. Erect and maintain fencing, barricades, lights, signals, and warning signs in accordance with the most current version of the MUTCD.

Parking of Construction Vehicles

Parking of vehicles shall be limited to existing roads, in legally designated areas, and within approved staging area(s).

2.3.4 Submittals During Construction

2.3.4.1 Construction Submittals:

Submittals will be required in accordance with the Performance Specifications. DBC shall verify and determine what submittals will be required and the type of submittal. Action submittals require Government approval prior to construction and Informational submittals are either accepted or rejected. The BLM typically does not require Action submittals on all materials in a

Design Build contract but focuses on the major systems and finishes. DBC Construction Coordination shall coordinate with BLM what Action submittals and Informational submittals will be required and revise the included "Submittal List" form accordingly.

2.3.4.2 Construction Submittal Types:

Action Submittals:

Written, graphic information, and physical samples that require Government's responsive action.

- Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
- Shop Drawings: Prepare project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
- Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
- Construction Materials: The Contractor is encouraged to submit for approval products made out of recycled or environmentally responsible material per the Guiding Principles. Every effort will be made by the BLM to approve these materials.

Informational Submittals:

Written information that does not require Government's responsive action. Submittals may be rejected for not complying with requirements.

- General: Prepare and submit Informational Submittals required by individual Specification Sections.
- Informational submittals include but are not limited to Coordination Drawings, Certificates, Test reports, Manufacturer's instructions, Division 01 Management Plans, etc.

2.3.4.3 Contractor's Review:

Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions.

2.3.4.4 General Submittal Procedures:

Prepare and submit submittals as follows. The Government reserves the right to require submittals in addition to those called out in this statement of work.

Coordination:

Coordinate preparation and processing of submittals with performance of construction activities. Review them for legibility, accuracy, completeness, and compliance with Contract Documents.

- Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
- Partial submittals are not acceptable, will be considered non-responsive, and will be returned without review.

Processing Time:

Allow enough time for submittal review, including time for resubmittals. Time for review shall commence when the submittal is received by the Government (or designee) and is ready for review. When the Government has completed their review, the BLM submittal review form will be sent to the DBC indicating the status of submittal approval. No extension of the Contract Time will be authorized because of failure to transmit submittals far enough in advance of the Work to permit processing, including re-submittals.

- Action Submittals: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required.
- Informational submittals: Allow 10 days for review of each submittal.

Electronic Submittals:

Identify and incorporate information in each electronic submittal file as follows:

- CM-16 Transmittal Form: All submittals shall be transmitted using Bureau of Land Management CM-16 form. The electronic version of the form can be obtained from the Government (or designee). No action will be taken on a submittal item unless accompanied by the CM-16 transmittal form.
    - Complete the general information at the top of the form.
    - Provide all required information based on the submittal type
    - Attach all related documents.
    - Sign a hard copy or electronically sign the CM-16 form in the Contractor section at the bottom of the form, and send the completed form to the Government (or designee).
- Physical samples: Complete the CM-16 form and send the completed form to the Government (or designee). Deliver the physical sample to the Government (or designee) on site for processing. All comments and actions shall be documented on the CM-16 form.

The DBC may request approval from the BLM to utilize a project management program such as Procore.

2.3.4.5 Government's Review:

Action Submittals:

Government will review each submittal, generate comments on corrections or modifications required, and indicate the appropriate action on the CM-16 Transmittal Form. The submittal will be marked in one of three ways as defined below:

- Approved: Acceptable with no corrections.
- Approved with Notations: Minor corrections or clarifications required. All comments are clear and no further review is required. The Contractor shall address all review comments when proceeding with the work.
- Disapproved – Resubmit: Rejected as not in accordance with the contract or as requiring major corrections or clarifications. The Government will identify the reasons for disapproval. The Contractor shall revise and resubmit with changes clearly identified.

Informational Submittals:

The Government will review each submittal and will either accept or reject them.

2.3.4.6 Submittal List:

A submittal list has been drafted by the BLM and attached to the end of this section. The intent is to provide an overall summary of submittal requirements and not a comprehensive list.

2.3.4.7 Use for Construction:

Use only final submittals with mark indicating "Approved" or "Approved with notations". Ensure all notations have been incorporated and, at a minimum, keep one copy of the final approved submittal on site for use during construction.

2.3.5 Construction Coordination

The Government will provide all necessary written notification and/or direction to the Contractor. An on-site BLM Project Inspector (PI) will coordinate the Contractor's construction efforts with the site staff's daily operations and will transmit and receive correspondence between the Bureau of Land Management and the DBC. However, the PI will have no authority to accept or reject work, or to authorize changes to the terms and conditions of the contracts, or to obligate the BLM for time or money.

2.3.6 Digital Images

The DBC shall capture digital images weekly of the project site. The DBC and BLM will develop a photo location plan to determine areas to capture photos and how locations will be annotated. The BLM anticipates approximately 25 images per week. Upon completion of the site, final images are to be downloaded and provided to the BLM in PDF format.

2.3.7 Quality Control

2.3.7.1 General:

The quality of all work shall be the furnished by the DBC. Testing shall be furnished by an independent testing laboratory and shall be coordinated by the Contractor. Inspect and test all work as needed to ensure that the quality of materials, workmanship, construction, finish, and functional performance is in compliance with applicable specifications and drawings. Quality Control Daily Reports shall be completed by the Quality Control Supervisor. Test reports shall be completed by the person performing the test. The Government may designate locations of tests.

2.3.7.2 Quality Control Staff:

The Contractor's Quality Control Supervisor shall be assigned no other duties. The Contractor's designated Quality Control Supervisor shall be on the project site whenever contract work is in progress. The Contractor's job supervisory staff may be used to assist the Quality Control Supervisor supplemented, as necessary, by additional certified testing technicians.

2.3.7.3 Testing Laboratory and Equipment:

The DBC is responsible for employing certified independent laboratories to perform sampling and testing. The testing laboratory organization shall be certified for the type of testing work to be done. All measuring devices, laboratory equipment, and instruments shall be calibrated at established intervals against certified standards in accordance with NBS requirements. Upon request, measuring and testing devices shall be made available for use by the Government for verification tests.

2.3.7.4 Submittals:

The DBC shall be responsible for the following Quality Control submittals:

Quality Control Plan: Prior to the Preconstruction Meeting, submit for approval a written Contractor Quality Control (CQC) Plan. If the plan requires any revisions or corrections, the Contractor shall resubmit the plan within ten (10) calendar days. The government reserves the right to require changes in the plan during the contract period as necessary to obtain the quality specified. No change in the approved plan may be made without written concurrence by the Government.

The plan shall include:

- A list of personnel responsible for quality control and assigned duties. Include each person's qualifications.
- A copy of a letter of direction to the Contractor's Quality Control Supervisor outlining assigned duties.
- Names, qualifications, and descriptions of laboratories to perform sampling and testing, and samples of proposed report forms.
- Methods of performing, documenting, and enforcing quality control of all work.
- Methods of monitoring and controlling environmental pollution and contamination as required by regulations and laws.

Daily Reports: Submit daily reports showing all inspections and tests on the first work day following the date covered by the report. Utilize the forms attached at the end of this section.

Test Reports: Submit Daily Test Report Information Sheets with Quality Control Daily Reports. Submit failing test results and proposed remedial actions within four hours of noted deficiency. Submit three (3) copies of complete test results not later than one (1) calendar day after the test was performed.

Off-Site Inspection Reports: Submit prior to shipment.

If the CQC plan and Quality Control Daily Reports are not submitted as specified, the Government may retain all payments until such time a plan is accepted and implemented or may retain payments for work completed on days there are no Quality Control daily reports.

2.3.7.5 Execution:

Off-Site Control: Items that are fabricated or assembled off-site shall be inspected for quality control at the place of fabrication.

On-Site Control: Notify the Government at least 48 hours in advance of the preparatory phase meeting.
Notify the Government at least 24 hours in advance of the initial and follow-up phases.

2.3.7.6 Quality Control Phases:

The DBC shall coordinate the following Quality Control Phases:

Preparatory Phase: Perform before beginning each feature of work.

- Review control submittal requirements with personnel directly responsible for the quality control work. At a minimum, the Contractor's Quality Control Supervisor and the foreman responsible for the feature of work shall be in attendance.
- Review all applicable specifications sections and drawings related to the feature of work.
- Ensure that copies of all referenced standards related to sampling, testing, and execution for the feature of work are available on site.
- Ensure that provisions have been made for field control testing.
- Examine the work area to ensure that all preliminary work has been completed.
- Verify all field dimensions and advise the Government of discrepancies with contract documents.
- Ensure that necessary equipment and materials are at the project site and that they comply with approved shop drawings and submittals.
- Document all preparatory phase activities and discussions on the Contractor's Quality Control Daily Report.

Initial Phase: As soon as work begins, inspect and test a representative portion of a particular feature of work for quality of workmanship.

- Review control testing procedures to ensure compliance with contract requirements.
- Document all initial phase activities and discussions on the Contractor's Quality Control Daily Report. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.

Follow-Up Phase: Inspect and test as work progresses to ensure compliance with contract requirements until completion of work.

Additional Preparatory and Initial Phases: Additional preparatory and initial phases may be required on the same feature of work for the following reasons:

- Quality of on-going work is unacceptable.
- Changes occur in the applicable quality control staff, on-site production supervision, or work crew.
- Work on a particular feature of work is resumed after a substantial period of inactivity.

2.3.7.7 Documentation:

The Contractor shall maintain Quality Control Daily Reports and Daily Test Report Information Sheets of quality control activities and tests.

Quality Control Daily Reports may not be substituted for other written reports required under clauses of the Contract, such as Disputes, Differing Site Conditions, or Changes.

2.3.7.8 Enforcement:

The Contractor shall stop work on any item or feature pending satisfactory correction of any deficiency noted by the quality control staff or the Government.

2.3.8 Working Hours Restrictions

All work and deliveries shall be from sunrise to sunset Monday-Friday unless otherwise approved by the Government. No work shall occur on federal holidays or weekends without prior approval.

2.3.9 Temporary Services

Temporary materials may be new or used but must be adequate in capacity for the required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.

Fire Protection Equipment: Observe and enforce standards of fire prevention. DBC will be required to provide fire extinguishers, water tank, shovels and any required city, County or State permitting at the project site to extinguish fires that maybe started by welding activities or vehicles. No open fires shall be allowed.

Vehicles and Equipment: Provide one fire extinguisher on each vehicle or piece of equipment. Extinguishers shall have a minimum UL rating of 2-A:10-B:C. A capable and qualified person shall be placed in charge of fire protection. The responsibilities shall include locating and maintaining fire protective equipment and establishing and maintaining safe torch cutting and welding procedures.

Hazard Control: Take all necessary precautions to prevent fire during construction. Do not store flammable or combustible liquids in existing structures. Provide adequate ventilation during use of volatile or noxious substances.

Spark Arresters: Equip all gasoline or diesel-powered equipment used in potential forest or grass fire locations with spark arresters approved by the U. S. Forest Service. Written determinations of areas and periods of potential fire hazard will be issued by Government. Locate internal combustion equipment so that exhausts discharge well away from combustible materials. Locate service areas a minimum of 50 feet from buildings. Shut down equipment before refueling.

Welding: Cutting by torch or welding shall be performed only when fire protection is provided per NFPA 51B.

Telephone: The DBC shall make arrangements with the local telephone company and pay all costs if the DBC wants to have job-site telephone service.

Water: DBC shall provide potable water and pay all costs.

Sanitary Facilities: DBC will be permitted to use existing vault toilets.

2.3.10 Access

Coordinate construction efforts with the Government such that there is minimal impact to the work of the Bureau of Land Management personnel and the visiting public. During construction of the scheduled facilities, the Design Build Contractor shall have limited access to the site. Site access shall be coordinated with the BLM.

2.3.11 Preservation of Adjacent Features

Confine all operations to work limits of the project. Prevent damage to natural surroundings. Restore damaged areas outside the work limits, repairing or replacing damaged trees and plants, at no additional expense to the Bureau of Land Management.

Provide temporary barriers to protect existing trees, plants and root zones that are to remain in place. Do not remove, injure or destroy trees or other plants without prior approval. Consult with the Government. Remove agreed upon roots and branches that interfere with construction. Carefully supervise excavation, grading, backfilling, and other construction operations near trees and plants, to prevent damage.

2.3.12 Utilities

Disruptions of services shall be kept to a minimum. The Contractor shall coordinate with the local utility companies. All disruptions shall be arranged at least 48 hours in advance with Bureau of Land Management and must be approved by Government.

Construction procedures will prevent accidental disruptions to facilities outside the project limits by investigation of existing utilities and protection during construction; accidental disruptions shall be remedied at no cost to Bureau of Land Management.

The contractor shall be responsible for coordination with all local utility companies and for payment of all associated fees.

2.3.13 Hauling Restrictions

Comply with all legal and local road restrictions in the hauling of materials.

2.3.14 Accident Prevention

Accident Prevention Program: Prior to the Preconstruction Meeting, submit an accident prevention program. The program must be accepted by the BLM before any on-site work can begin. The program shall comply with OSHA and project requirements. Include the following:

- Name of the responsible supervisor to carry out the program.
- Monthly safety meetings.
- First aid procedures.
- Outline of each phase of work.
- Hazards associated with each phase and methods proposed to ensure property protection, safety of the public, Bureau of Land Management staff and DBC employees.
- Training.
- Planning for possible emergency situations.
- Housekeeping
- Fire protection.

Accident Reporting: Reportable accidents, defined as death, occupational disease, traumatic injury to Contractor's personnel, BLM employees or the public, property; property damage or any accident in excess of $100; and fires must be reported within seven (7) calendar days. Complete and Accident/Property Damage Report (attached form CM-22) and forward to the Government.

Quality Assurance: Ensure that all employees are physically qualified to perform their assigned duties in a safe manner. Do not allow employees to work if their abilities are impaired. Operators of all equipment shall be able to understand signs, signals and operating instructions, and shall be capable of operating such equipment.

Accident Prevention Products: Provide the following:

- First aid facilities.
- Personnel protective equipment: Meet requirements of NIOSH and MSHA.

- Emergency instructions, including telephone numbers and reporting instructions for ambulance, physician, hospital, fire department and park police. Place in conspicuous locations at the worksite.
- Adequate egress at all times in accordance with the Standard for Safeguarding Construction, Alteration, and Demolition Operations (NFPA 241).
- Hard hats and safety vests for all employees and for up to 6 visitors.
- Designate and post signs in all hard hat areas.

Training: Provide training for first aid and hazardous material handling and storage.

2.3.15 Temporary Controls

Housekeeping: Keep project neat, orderly, and in a safe condition at all times.

Weather Protection: When inclement weather is expected, provide temporary protection, for areas where roofing, siding, windows, doors, or other enclosing elements have been removed or have not been installed. Inspect protective coverings frequently to ensure that they are functioning properly.

Fire Protection: Provide fire extinguishers, water tank, shovels and any required city, County or State permitting at the project site to extinguish fires that maybe started by welding activities or vehicles.

2.3.16 Field Engineering

The DBC shall set initial construction stakes establishing lines, slopes, grades, reference points, base lines and bench marks as required. The DBC shall execute the work in accordance with these stakes, and perform all additional staking necessary to execute the work.

All existing survey control utilized for this project shall be preserved. Controls that are destroyed by the DBC shall be replaced by the DBC at their expense.

2.3.17 Project Close-out

Project Record Drawings: Maintain one complete full-size set of contract drawings and one full-size set of vendor-supplied drawings. Clearly mark changes, deletions, and additions using Bureau of Land Management standards to show actual constructed conditions. Keep record drawings current. Certification of accuracy and completeness will be required for monthly payment requisitions. On completion of the total project, submit complete record drawings.

As-Constructed Drawings: Provide as-constructed drawings by updating the Approved DB Construction Drawing AutoCAD, or Revit, files with information provided on the record drawings, contract modifications; and other applicable shop drawings, sketches, and data. AutoCAD files should be in compliance with the US National CAD Standard. Provide as-constructed drawings in the following formats:

- Full-size paper copies (At Site)
- Drawing files in both PDF and AutoCAD (or Revit) formats (uploaded to BLM-approved digital repository).

Posted Operating Instructions: Furnish operating instruction attached to or posted adjacent to equipment. Include wiring diagrams, control diagrams, control sequence, start-up adjustment, operation, lubrication, shutdown, safety precautions, procedures in case of equipment failure and other items of instruction recommended by manufacturer.

Cleaning: Before scheduling the final inspection, remove all tools, equipment, surplus materials, and rubbish. Restore or refinish surfaces that are damaged due to work of this contract to original condition. Remove grease, dirt, stains, foreign materials, and labels from finished surfaces. Thoroughly clean building interiors. Pick up and remove all construction debris from the site. At time of final inspection, project shall be thoroughly clean and ready for use.

Final Inspection: Before submitting a request for final inspection, submit the following:

- Project Record Drawings and As-Constructed Drawings: As specified above.
- Guarantees and Bonds: As specified in Performance Requirements and Specifications.
- Spare Parts and Materials: As specified in Performance Requirements and Specifications
- Operation and Maintenance Data: As specified below and in Performance Requirements and Specifications.
- Keys and Keying Schedule: Submit all keys including duplicates. Wire all keys for each lock securely together. Tag and plainly mark with lock number, equipment identification, or panel or switch number, and indicate location, such as building and room name or number.
- Operating Tools: As specified in the individual sections.
- Special Tools: One set of special tools required to operate, adjust, dismantle, or repair equipment. Special tools are those not normally found in possession of mechanics or maintenance personnel.
- System Demonstration and Training: As specified below and in Performance Requirements and Specifications.
- Mechanical and Electrical Systems: Verify the following in writing:
    - All systems are complete.
    - All systems have been properly started and are operational.
    - All controls are complete and operational, and sequences have been checked and are functioning properly.
- Testing and Balancing Report

Operation and Maintenance Data: Provide one set of 3-ring binders with operation and maintenance data to the Contacting Officer for review, prior to the final inspection. Data shall include manufacturer's standard literature, equipment data sheets, and vendor-furnished as-built drawings; custom written data not included in manufacturer's standard literature; and schedules, warranties, parts lists, test results, and subcontractor list.

After BLM review of operation and maintenance data is complete, incorporate comments and submit 3 final sets of operation and maintenance data to the Government.

System Demonstration and Training: Train designated personnel in adjustment and operation (including seasonal and emergency operations, if applicable), maintenance, and safety requirements of equipment and systems. Instructors shall be thoroughly trained in operating theory as well as practical operation and maintenance work for each type of equipment or system. The sequence of the training shall follow the approved outline of the training guide; i.e. Operating and Maintenance Data. Individual sections specify the duration of training required. If no duration is listed, provide training of sufficient duration to adequately cover the subjects.

2.3.18 Substantial Completion and Final Inspection

Submit written certification to the Government that the project, or designated portion of project, is substantially complete, and request a final inspection. Upon receipt of written request that project is substantially complete, the Government will proceed with inspection within 10 days of receipt of request or will advise the Contractor of items that prevent the project from being designated as substantially complete.

When work is determined to be substantially complete, the Government will prepare a list of deficiencies ("Punch" List") to be corrected before final acceptance. The Government will issue a Letter of Substantial Completion. If work is not determined to be substantially complete, the Government will notify the DBC in writing. Contractor shall complete the work described on the list of deficiencies within 30 calendar days, as weather permits. If the Contractor fails to complete the work within this time frame, the Government may either replace or correct the work with an appropriate reduction in the contract price or charge for re-inspection costs in accordance with the Inspection of Construction clause of the contract. After completing work, the DBC shall resubmit certification and request a new final inspection.

Acceptance of the Work: After all deficiencies have been corrected, the Government will issue a Letter of Final Acceptance.

2.4 Forms

The BLM will require the following forms and minimum information required for each form:

- Submittal / Transmittal
  - Name of Contractor, subcontractor, and supplier
  - Specification section, page number, and paragraph, and/or drawing number
  - Description of item
  - Area of BLM action, with method for tracking status (approved, approved with changes, rejected, submittal version)
- Accident / Property Damage Reports.
- Quality Control Reports
  - Environmental conditions
  - Summary of work, test, and inspections performed and an evaluation against the established standard
  - Documentation of input from the BLM
- Testing Reports / Inspection Reports
  - Name of individual and company / lab performing the test with contact information
  - Description of work / test
  - Test results
  - Professional Opinion regarding compliance of inspected / tested work
  - Recommendations / corrective actions
- Update / Status Reports
  - Work accomplished
  - Problems encountered
  - Look ahead
  - Photos
  - Summary of information and/or status of all the above reports
  - Attach above reports as needed

The actual forms used will be designed by the DBC with input from the BLM and approved by the BLM. The BLM may require additional information prior to approving the form.

3 Performance Requirements

3.1 Design Imperatives

Utilize the following at all stages of the design and construction processes:

- Appropriate design solutions for BLM site use and maintenance capabilities.
- Compliance consistency reviews.
- Integration of facilities into the BLM site environment.
- Quality control.
- Risk analysis.
- Scope and budget consistency reviews.
- Sustainable design practices.
- Universal design principles.
- Value-based design methodology.

3.2 Facility Performance

All work performed shall comply with applicable laws, regulations, and BLM policies and guidelines.

3.3 Elements and Products

In addition to requirements specified in other chapters, provide products and elements that comply with the following:

- Where “no substitutions” is indicated, use only the product (or one of the products) specified.
- Elements made up of more than one product:
    - Where an element is specified by performance criteria, the project shall use construction either proven-in-use or proven-by-mock-up, unless otherwise indicated.
        - Proven-In-Use: Proven to comply by having actually been built to the same or very similar design with the same materials as specified and functioning as specified.
        - Proven-By-Mock-Up: Compliance reasonably predictable by having been tested in full-scale mock-up using the same materials and design as specified and functioning as specified. Testing need not have been accomplished specifically for this project when published listings of independent agencies include details of testing and results, citation of test by listing number is sufficient (submittal of all test details is not required).
        - The DBC may choose whether to use elements proven-in-use or proven-by-mock-up, unless either option is indicated as specifically required.
        - Where test methods accompany performance requirements, those test methods shall be used to test the mock-up.
    - Where a type of product is specified, without performance criteria specifically applicable to the element, the project shall use the type of product specified.
    - Where more than one type of product is specified, without performance criteria specifically applicable to the element, the DBC shall use one of the types of products specified.
    - Where a type of product is specified, with applicable performance criteria, the DBC shall use either the type of product specified or another type of product that meets the performance criteria as proven-in-use or proven by mock-up.
    - Where more than one type of product is specified, with applicable performance criteria, the DBC shall use either one of the types of products specified or another type of product that meets the performance criteria as proven-in-use or proven-by-mock-up.
    - Where neither type of product nor performance criteria are specified, the DBC shall use products that will perform well within the specified life span of the building.
- Products:
    - Where a product is specified only by a manufacturer name and model number / brand name, the DBC shall provide products that include the same salient features or are equal to the brand name products.

- Where the properties of a product are specified by description and/or with performance criteria, the DBC shall use products that comply with the description and/or performance criteria.
- Where manufacturers are listed for a particular product, the DBC shall use a product made by one of those manufacturers that also complies with other requirements.
- Where actual brand name products are not identified by either the Government or the DBC, the DBC shall identify the products to be used.
- In the Proposal:
    - The DBC shall identify one or more product types for each system, assembly, or element.
    - For each product type, the DBC shall identify brief descriptive or performance specifications.
    - For major manufactured products that are commonly purchased by brand name, and any other products so indicated, the BLM will identify at least one manufacturer that will be used.
- During Design Development or Construction Documents Submissions:
    - Where more than one product type is identified for a particular system, assembly, or element, the DBC shall identify exactly which type will be used.
    - For each product type, the DBC shall identify descriptive or performance specifications; early submittals shall be brief specifications, but complete specifications shall be provided prior to completion of construction documents.
    - For each product type, the DBC shall identify at least one manufacturer that will be used.
    - For major manufactured products that are commonly purchased by brand name, and any other products so indicated, the DBC shall provide manufacturer's product literature on at least one actual brand name product that meets the specifications, including performance data and sample warranty.
- During Construction:
    - The DBC shall identify actual brand name products used for every product, except commodity products specified by performance or description.
    - Where a product is specified by performance requirements with test methods, and if so specified, the DBC shall provide test reports showing compliance.
    - The DBC shall provide manufacturer's product literature for each brand name product.
    - The DBC shall provide the manufacturer's certification that the product used on the project complies with the contract documents.
- Before End of Closeout:
    - The DBC shall provide copies of all manufacturer warranties that extend for more than one year after completion.

End of Document