ATTACHMENT C

Guidelines for

OFPM Contractors and A/E Firms Performing Site Investigations, Fieldwork, and Construction at the National Institute of Standards and Technology

Gaithersburg, Maryland

Last Revised on September 9, 2025

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Note: *All days are calendar days.*

1. Emergencies

The NIST Fire Protection Group provides fire and ambulance service on site. In case of emergency, call x2222 from a campus phone. State your name, building location, room number, and a description of the emergency. If a phone other than NIST (975 exchange) is used, "911" should be used for emergency calls. The contractor shall state that they are located at NIST and give the details described above. Using this link, Contractors should become familiar with the NIST Gaithersburg Occupant Emergency Plan Quick Reference Guide.

2. Site Access and Working Hours

NIST is a federal facility, and access is controlled at all entrances to the campus. Only government employees may grant access to non-government employees.

Hours of Operation: NIST gates are open from 6:00 a.m. until 6:00 p.m. for Contractors who do not have 24-hour access approval. Regular work hours are 7:30 a.m. to 5:30 p.m. unless otherwise identified in your contract.

Noise: All work over 80 dBA measured at 15 feet shall occur after regular work hours. Contractor shall have a meter on hand to measure dBA.

Painting Hours: Unless otherwise defined in your contract, all painting shall be done between 5:30 p.m. and 11:00 p.m., Monday through Friday. Painting on weekends may be approved from 6:00 a.m. until 4:00 p.m. and shall be scheduled through the Contracting Officer's Representative (COR), with at least ten days' written notice.

3. Vehicle Access

All vehicles must enter campus through Gate A or Gate F.

- Gate A – Accessible from Diamond Avenue West
- Gate F – Accessible from Muddy Branch Road

Automobiles: Personally Owned Vehicles (POVs) may enter via Gate "A" or Gate "F". Non-Badged contractor personnel arriving in POVs on their first day must check in at the Gate "A" Visitor Center to receive a temporary badge before proceeding to their project site. Hours of operation of the visitor center are 6:00 a.m. to 5:00 p.m. Monday - Friday. Once access is achieved, contractor personnel shall continue obtaining a valid

badge. Once possessing a valid NIST badge, workers may enter via the Main Gate "A" or Gate "F" during open hours and proceed to their designated project site. All vehicles are subject to a random inspection.

Commercial vehicles include pick-ups with storage compartments, delivery trucks, delivery vans, and tractor-trailers: All commercial vehicles shall enter campus through Gate "F". Non-Badged contractor personnel arriving in commercial vehicles on their first day must check in at Gate "F" and receive a temporary badge before proceeding to their project site. Commercial vehicles are inspected at Gate "F", Monday through Friday (excluding holidays), from 6:00 a.m. to 3:30 p.m. All vehicle occupants must be in possession of their valid state-issued identification card or state-issued driver's license. All vehicles are subject to search. Commercial traffic may only enter NIST via Gate "A" between 3:30 p.m. and 4:30 p.m.

Commercial vehicles arriving at Gate "A" will be directed to Gate "F" for inspection during Gate "F" inspection hours. At Gate "F", commercial vehicles will be registered and inspected, and the drivers will be granted access. A vehicle dashboard placard will be placed within the truck. Placards change daily. Any vehicle exiting the campus must be re-inspected upon re-entry.

NIST Truck Inspection Stations Hours:
Gate "F": 6:00 a.m. - 3:30 p.m.
Gate "A": 3:30 p.m. – 4:30 p.m.

Deliveries shall enter through Gate "F" between 6:00 a.m. and 3:30 p.m., Monday through Friday. Deliveries will be accepted through Gate "A" only between 3:30 p.m. and 4:30 p.m., Monday through Friday. No deliveries will be accepted after 4:30 p.m. Deliveries such as FedEx, UPS, etc., made after 4:30 p.m. will be turned away and told to return on the next business day. Non-Badged delivery drivers arriving on their first day must check in at Gate "F" or the Gate "A" Visitors Center, depending on time of day, and receive a temporary badge before proceeding to their project site.

All deliveries require a proper shipping label, manifest, or bill of lading with a specific address (exact location) on campus. A generic address, such as "NIST 100 Bureau Drive," is not sufficient. Delivery personnel without a NIST-provided badge must be registered in the Visitor Registration System (VRS). See your assigned COR for registration in VRS.

The Contractor is responsible for providing information and directions to delivery drivers to proceed to the work area and unload. NIST is not responsible for delivering contractor materials to the project site or unloading them. Contractor supplies and materials shall not be shipped to the NIST Receiving Department for distribution.

Parking: Loading docks are for loading and unloading equipment and materials. Do not park at or near loading docks or the space between buildings. All Contractors' vehicles and POVs are to use the building parking lots or parking lots designated by the COR for construction contractors.

Speeding: The NIST speed limit is posted on the campus. If a speeding ticket is issued, the offender may be required to appear in Federal Court.

4. Hazards

It is prohibited to store, position, and use equipment, tools, and materials in a manner likely to present a hazard to the public or building occupants by accidental shifting, ignition, or other hazardous qualities. Coordinate with the assigned COR and reference NIST's Chemical Hazard Communication Program to ensure that the hazards of all chemicals found in or shipped from a NIST workplace (see definition of "NIST Workplace") are classified and communicated to potentially exposed employees, covered associates, and other parties.

5. Work Safety

Reference NIST S 7401.01 Fire Protection and Life Safety for Design and Construction.

The contractor shall take all necessary precautions to prevent injury to personnel, the public, building occupants, and damage to others' property. If unsafe work practices are observed, the COR may stop work until corrections are made.

6. Safety Equipment

Contractors and A/E firms shall provide the necessary PPE of the approved type to protect themselves against exposures. PPE such as hard hats, eye and hearing protection, proper footwear, hand protection, and respiratory equipment shall be worn in identified areas.

NIST-provided dosimeters (radiation exposure measurement) may be required to be worn when working in or around specific sections of Buildings 235 and 245. Unique safety awareness training is mandatory for working in these Buildings. The contractor shall plan at least four hours for each employee to complete this training.

Building 215 and parts of Building 216 require cleanroom safety visual and in-person training to gain access. The contractor shall plan at least two hours for each employee to complete this training. To understand the training requirements, refer to the link Training: Determining What Training is Required | NIST.

7. Fire Protection

The Contractor or A/E shall comply with all applicable fire protection/prevention requirements of the National Fire Protection Association (NFPA) and NIST Fire and Facilities Safety Group (FFSG).

Should any operations capable of providing a source of ignition (for example, welding, cutting, burning, or heating) be performed within or adjacent to NIST buildings/structures/equipment, a hot work permit must be obtained from FFSG via the assigned COR before such work begins. Reference NIST S 7401.04 Fire Prevention During Welding, Cutting, and Other Hot Work for information and format for the permit. Hot work permits are not issued before 7:30 am Monday through Friday. Hot work permit requests shall be submitted at least two days before starting work.

Contractors should consider alternative cold work methods before requesting a hot work permit. Methods may include:

- Relocating cold work to warmer areas before thawing with an open flame
- Use of manual hydraulic shears versus sawing or cutting with a torch
- Mechanical bolting versus welding
- Screwed or flanged pipe versus soldering

Impairment of part or an entire fire protection (including sprinklers and fire alarm) or life safety system (including means of egress) requires an approved impairment permit by FFSG. Permits must be obtained via the assigned COR and submitted at least five business days before the impairment start date—reference NIST S 7401.03. Impairment of Fire Protection and Life Safety Systems for additional information.

Alterations to fire protection or life safety components require a NIST Work Permit approved by FFSG. Permits must be obtained via the assigned COR and shall be submitted at least five business days before such work begins. Failure to obtain a work permit may result in a stop-work order or loss of building occupancy. FFSG construction inspections or witnessing of acceptance testing shall be scheduled at least two weeks before the requested date.

8. Environmental, Safety, and Health Compliance

Contractors are required to submit health and safety plans within 15 days of the solicitation award. The plans must be specific to the solicitation requirements. Safety plans shall be contract-specific and follow the activity hazard analysis (AHA) format.

Contractors and A/E firms shall adhere to all applicable OSHA, NFPA, NEC, and NIST safety and occupational health regulations while on site. Federal OSHA (Baltimore area office) has safety jurisdiction at federal facilities in Maryland.

If any chemicals, hazardous materials, questionable equipment, or material is found in the contract space, the contractor shall notify the COR to arrange to remove the items. Work shall not continue until others have cleared the items; contractors will not move any chemicals, materials, or equipment in any contracted space.

The Contractor shall inform the COR in writing ten days before painting, new carpet installation, glue applications, using a cleaning solvent, or a large amount of grinding or core drilling is planned.

All roof construction shall be in accordance with U.S. Army Corps of Engineers (USACE) EM-385-1-1 *"Safety and Health Requirements Manual"(current* edition).

9. Security Plan

Contractors are required to submit security plans within 21 days of the solicitation award. The plans must be contract-specific and specific to the solicitation requirements.

Elements of a security plan must address at a minimum (if applicable):

- Security of contractor's trailer/on-site office
- Security of the contract site from unauthorized personnel.
    - Include information on physical barriers restricting access to unauthorized personnel; construction area warning signs; locked construction access points, etc.
- Access control
    - Background checks for contractors and subcontractors,
    - Clearances (if identified in the contract documents as needed),
    - Alien status - https://www.e-verify.gov/employers/federal-contractors).
- Badging
    - Complying with NIST's badge policy, only contractor personnel with badge access to secure areas and who have completed the required NIST escort training are permitted to escort those without badge access to secure areas.
    - Ensuring contractor employees display NIST badges while on campus.
    - Processing badge applications to ensure contract employees submit complete and accurate applications.
    - Lost NIST badge procedures & investigation.
    - Retrieving NIST badges from contractor personnel when no longer requiring access to the NIST campus.
- Vehicular access

    - Contract employees parking in NIST-marked parking spots/places.
    - Vehicle loading and unloading.
    - Limiting parking times at loading docks.
- Internal security
    - Vehicle key control when vehicles are not in use.
    - Securing equipment and tools to prevent theft.
    - Securing Government equipment to prevent theft.
    - Control of Government keys if furnished to the contractor.
- Movement of contract employees
    - Identify how the contractor will ensure contract employees remain on their work sites, especially in occupied buildings with other Federal employees.
- Security of procurement drawings/plans (hard copy and electronic).
- Maintaining security during HAZMAT, law enforcement, fire, or emergency response.

10. Ingress and Egress Pathways

No corridor, aisle, stairway, door, or exit shall be obstructed or used in such a manner as to encroach upon routes of ingress or egress utilized by the public or building occupants, or to present unsafe or unhealthy conditions to the public or building occupants. No currently locked door shall be blocked open or left in an unlocked status without prior written permission from the assigned COR.

NIST's Impairment of Fire Protection and Life Safety Systems Program sets forth requirements and associated roles and responsibilities when performing any activity that may require the impairment of a fire protection and/or life safety system. The provisions of the Impairment program apply to building and research-specific fire protection and life safety systems, including but not limited to:

- Fire Alarm Systems
- Fixed Fire Suppression Systems
- Fire and Smoke Control (and Compartmentation) Systems
- Means of Egress and Associated Systems
- Local Life Safety Systems

An approved Impairment Permit is required for any activity requiring an obstruction or temporary interruption of a fire protection and/or life safety impact. Coordinate all impairment activities with the assigned COR in advance.

11. Security Badges

The United States Department of Commerce Office of Security issues badges for contractor access to NIST.

All foreign nationals shall comply with the United States Department of Commerce DAO 2017-12 - http://www.osec.doc.gov/opog/dmp/daos/dao207_12.html.

U.S. citizens and Resident Aliens may obtain a Visitor Pass, Facility Access Card (FAC), or Personal Identity Verification card (PIV).

The Visitor Pass is for limited access to construction/service areas. It is only available for 14 campus visits in 365 days beginning with the initial registration date. It is only renewable via a pre-approved exception. In limited circumstances, service providers with only periodic access requirements may receive a Visitor Pass for up to one year. Work with your assigned COR for campus entry via a Visitor Pass.

Note: A contract employee may be issued a Visitor Pass for contract and non-contract-related visits. Each daily visit counts as one of the 14 days. Please notify your respective COR if you have been issued a Visitor Pass for another activity within 365 days.

Approval of Visitor Passes for construction/service areas must meet one of the following criteria:

- Visiting NIST to complete the badging process, including badge issuance
- Limited access to NIST Public Spaces or exterior construction
- Limited access to work in areas partitioned or fully separated from occupied areas, with isolated entrances and exits for construction and maintenance contractors
- Limited visits by delivery drivers (material, equipment, concrete, etc.)

Contract personnel with a Visitor Pass must be escorted in secure areas by a properly trained person with a proper security badge (PIV).

The Facility Access Card (FAC) allows limited access to construction/service areas and must meet one of the following criteria:

- Access to NIST Public Space only
- Exterior construction beyond 15 feet from buildings with no requirement to enter secure areas of Department of Commerce/NIST facilities
- Limited access to work in areas partitioned or fully separated from occupied areas, with isolated entrances and exits for construction and maintenance contractors

Contract personnel with a Facility Access Card must be escorted in secure areas by a properly trained person with a proper security badge (PIV).

The FAC requires fingerprinting, the completion of specific documents, and an application to be entered into the NIST Associates Information System (NAIS). The FAC is renewable

after one year. Coordinate with your assigned COR to complete all documents and submit all applications through NAIS.

A Personal Identity Verification card (PIV) provides construction/service access to designated secure areas with two exceptions: Buildings 235 and 245 require additional screening/badging. Secure access is controlled by proximity card readers and is provided only for those areas that are necessary. The PIV card is preferred for all contractor personnel requiring access to secure areas. A PIV badge requires a thorough background investigation to allow unescorted access to designated secure areas.

The PIV requires fingerprinting, the completion of specified documents, and an application entered into the NIST Associates Information System (NAIS). The PIV is renewable depending on the length of the performance contract period. Coordinate with your assigned COR to complete all documents and submit all applications through NAIS.

Badging Matrix

	Duration (Max)	**Access**
Visitor Pass	10 days in 365 days	• Public Spaces • Escort required in secure areas
FAC	1 Year	• Public Spaces • Escort required in secure areas
PIV-I	≤ 6 months	• Limited to six months or less, or Foreign Nationals who do not meet the 3-year U.S. residency requirement • Unescorted in secure areas
PIV	As required by contract	• Unescorted in secure areas • Escort privileges with training

Note: Non-Federal employees are not permitted to escort Foreign Nationals.

Summarizing the anticipated NAIS application timeline (First-time error-free badge applications).

COR submits badge application awarding to the contractor (NIST Action)	Within 7 days
The contractor submits the badge application and documentation to COR for every contract employee.	Within 14 days
Contractor obtains Fingerprints via the USAccess procedure (after receiving an email to schedule a fingerprint appointment)	Within 14 days
The applicant receives an eAPP invitation via email (DoC/NIST Action)	Within 8 days

Applicant completes eAPP before email link expiration *	Within 14 days
After the applicant's application review, the applicant gets approval for the NIST badge (NIST Action)	Within 14 days
The applicant schedules a badge appointment and arrives for a badge	Within 7 days
Total (Estimated Max) (considers only approved applications on 1st try)	78 days

Note: If the applicant doesn't complete the eAPP within 14 days, the contractor must notify the COR to request another eAPP invitation. The receipt of the eAPP invitation may take up to 4 days.

With prior arrangements, COR can send periodic badge status updates to the contractor. The report will indicate if the applicant is:

- Ready for Fingerprints.
- Pending eAPP.
- Ready for Badge.

12. Security Processing Requirements

Security processing shall be conducted in accordance with FAR Clause 48 CFR 1352.237-71—Low Risk Contracts (APR 2010).

All contractor (and subcontractor) personnel employed under a Low-Risk contract shall undergo security processing via their badge application by the Department's Office of Security before being eligible to work on the premises of any Department of Commerce-owned, leased, or controlled facility in the United States or overseas, or to obtain access to a Department of Commerce IT system. All Department of Commerce security processing pertinent to this contract will be conducted at no cost to the contractor.

All contractor personnel submitted for a Visitor Pass will undergo a routine local investigation.

All contractor personnel badge applications submitted for a Facility Access Card (FAC) for access to non-secure/public areas will undergo a Special Agreement Check (SAC) investigation. An FAC application requires the completion and submission of fingerprints, a Form OFI86-C, Form OF-306, and copies of the applicant's driver's license or other identification.

All contractor personnel badge applications submitted for a Personal Identity Verification (PIV) card for access to secure areas will undergo a National Agency Check and Inquiries (NACI) investigation. A PIV application requires the completion and submission of

fingerprints, a Form OFI86-C, Form OF-306, copies of the applicant's driver's license or other identification, and a resume (work history). The applicant must have three years of U.S. residency. An electronic application (eApp) is required for all NACI investigations. This is a modern, secure online platform used to initiate background investigations. For information on resume requirements, see Appendix A.

Non-U.S. citizens must have a background check that includes an Immigration and Customs Enforcement agency check. Non-U.S. citizens (lawful permanent residents) to be employed under this contract within the United States must have official legal status in the United States, continuously resided in the United States for the last two years and obtained advance approval from the servicing Security Officer in consultation with the Office of Security headquarters.

The contractor shall verify all requirements and time expectations concerning badge procedures with the COR upon contract award. The contractor shall plan for and use their administrative staff support to manage badging documents and tracking for staff and subcontractors.

13. Exterior Sites and Storage

Exterior storage next to the project site is not guaranteed. The contractor's exterior administrative support and material storage areas shall be screened. The contract documents should depict all exterior temporary fence with screening requirements. If the contract document does not provide details, the contractor shall follow the requirements detailed in this paragraph for a temporary fence with screening.

Exterior sites and storage areas shall have woven galvanized steel fabric fencing with posts. Fencing shall surround the contractor's entire site(s) within which the contractor works. Fencing shall be at least 6 (six) feet tall with opaque fence slats. Slat color shall be dark green/forest green. Fencing sections shall be bound together to withstand the necessary wind forces. Posts shall be suitable for screening and for the designed application (setting in concrete footings, driving into ground, anchoring with adequate base plates, inserting in precast concrete blocks, etc.). Provide a minimum of 3 ft spacing around fire hydrants and/or Fire Department hose connections to allow access. Provide a minimum 12-foot gate for emergency vehicle access. The gate shall be lockable and meet the same requirements as the static fence.

A written request shall be submitted to the COR at least 21 days before the contractor's anticipated date to erect the fence. The written request shall include drawings showing the exact location of fencing, enclosures, and storage locations/facilities clearly shown on (aerial) site plans with identified surrounding roadways, sidewalks, hydrants, etc. A campus key plan and a more detailed site plan may be necessary for review and advance

approval by COR and others at NIST. COR approval will be via the NIST site coordination (internal) permit process.

Temporary fencing shall comply with ASTM F3342 (Current Edition) *Temporary Fence Applications for Construction Sites*. As a delegated design, the contractor shall provide the site plan with a fence and screen layout and installation plan for review. The plan shall be verified and stamped by a professional engineer. Provide calculations to demonstrate the wind loading for the fence and screen.

At contract completion, the contractor shall remove the temporary fence and restore the site to its original condition. For additional considerations, refer to the "Excavation and Trenching Activities" section of this guide.

14. Electrical Safety

All contractors shall comply with the current edition of NFPA 70E "Standard for Electrical Safety in the Workplace." If the Contractor selects to work on energized equipment, the Contractor shall have a documented permit system for working on energized electrical equipment. Coordinate all permit applications with your assigned COR.

Reference NIST's Electrical Safety document for more information.

15. Confined Space Entry

If a contractor or A/E must enter a confined space, they shall follow the applicable provisions of the OSHA Permit-Required Confined Space Regulation (29CFR1910.146). The contractor or A/E shall implement and document an entry permit system as necessary, considering personnel training, atmospheric testing, ventilation, PPE, and emergency procedures and equipment. Contact your assigned COR with any questions regarding any confined space to be entered on the NIST site. Copies of the contractor entry permit system shall be submitted to the COR for approval in advance.

16. Key Access

Gaithersburg's Electronic Key Management System allows contractors to be issued temporary key(s) to some campus locations secured by a regular key lock only.

This system allows contractor personnel who are approved to be issued a key(s) to electronically "sign out" the key(s). This is done by presenting their NIST-issued ID to a key cabinet card reader, which will only allow for a specific key ring(s) to be removed from the cabinet. This system will log when the user signs the key ring out to identify the individual responsible for the key(s). This individual will be able to "sign out" the keys

based on a specific time frame and must return the keys at the end of each day or working shift. All keys must be returned within 24 hours. Keys can be signed out multiple times after return.

Only contractor personnel who are U.S. citizens, have completed the required NAIS Agreement, and have been issued a PIV or PIV-I Badge may request keys. Discuss this opportunity with your assigned COR and complete the Locksmith Service Request.

17. Roof Access

Roof access permits must be obtained for work or investigation purposes to access any roof on a NIST campus. Before roof access is required, request a permit from the COR in writing ten (10) days in advance.

- Requires Fall Protection training documentation
- The completion of a health and safety plan is required if work is to be performed on the roof
- May require lockout and tagout of hazardous energy to include chemicals from fume hoods

18. Mechanical/Electrical Rooms

Obtain authorization from the COR before working in electrical and/or mechanical rooms. All rooms shall be locked after use. Only High-Voltage Qualified personnel shall enter and work in spaces containing electrical equipment over 600 volts unless escorted by a High-Voltage Qualified individual. Unqualified personnel shall be escorted and briefed on all hazards associated with the space. They shall also comply with instructions given by the High-Voltage Qualified individual. Contractor shall provide written evidence that the personnel are qualified to be around dead front equipment over 600V. Do not operate any valves, switches, or breakers without prior approval from the COR.

19. Utility Outages and Road Blockages

Do not close or partially block any roads or create utility outages (electrical, steam, chilled water, domestic water, compressed air, natural gas, sanitary sewer, telephone, fire alarm, signal systems, etc.) without prior authorization from the COR. Provide a written request at least 21 days before any planned utility system outages. Complete building outages require 50 days written notice. Outages to more than one building require a written 190-day notice. All outages and road closures shall be scheduled for Saturdays unless otherwise noted within your contract documents.

To allow proper coordination, provide the COR with a minimum of five days' notice before operating valves, switches, or breakers.

20. Safety Around Equipment

Do not turn off, on, or adjust any NIST operating equipment without prior authorization from the COR. Work carefully around rotating equipment. Loosely fitting clothing (neck ties, dangling jewelry, etc.) shall not be worn when working near rotating equipment. Long hair shall be secured. Some equipment may start automatically. (Note: It may become necessary to implement appropriate lock-out and tag-out procedures to control hazardous energy sources and ensure that personnel do not activate equipment during investigation, servicing, or maintenance.) Provisions of NFPA 70E shall be followed when an arc flash hazard exists.

21. Asbestos

Ductwork and piping may be insulated with asbestos-containing materials (ACM). Contact the assigned COR before disturbing any suspected ACM. For example, ACM may be found in floor tile, bench tops, and/or plaster ceilings.

Ceiling Tile: If more than three (3) ceiling tiles must be removed at one time in a single location, notify the assigned COR for coordination with OFPM's safety representative before removal to review the task to be performed and ensure all safety requirements are adhered to. Contractors shall provide seven days' written notice before removing ceiling tile.

Whenever a ceiling tile is removed, it must be removed slowly and as level as possible. Workers must check as soon as they can see on top of the tile if any debris is lying on top, such as a piece of pipe insulation or other building materials. If there is debris, the worker should reinstall the tile and notify their supervisor and COR so that the proper measures can be taken to remove the ACM found.

All contractors, at a minimum, must wear the following Personal Protective Equipment while working on/in/above the ceiling and/or removing ceiling tiles:

- Safety glasses with side shields or goggles
- Leather gloves or the Mechanics Red Gloves

This information shall be identified in the contractor's safety plan.

It is strictly prohibited to perform any "aggressive activity" that could break an ACM's encapsulated seal or agitate the air above the hallway or concourse ceilings. Examples of "aggressive activity" include - dragging conduit or pipes over ceiling tiles; hammer drilling into the columns; removing numerous ceiling tiles at one time; striking against pipes or

pipe insulation; dropping items on top of ceiling tiles; and numerous workers above the ceiling at one time performing various tasks.

22. Investigation Equipment

Site investigations and field work may require specific investigative equipment (measuring tapes, flashlights, screwdrivers, ladders, etc.). Contractors and A/E firms shall provide all investigative equipment necessary to perform their work. Ladders shall comply with all safety regulations and inspection requirements. All equipment is the contractor's responsibility.

23. Ground Penetrating Radar in Existing Structures

The contractor shall clear the area with ground-penetrating radar before core boring, drilling, or otherwise penetrating existing floors or walls within facilities. The COR shall observe the test report and/or the identification prior to penetrating the floor, wall, or proposed penetration location.

24. Internal Combustion Equipment

Equipment with internal combustion engines will not be allowed within any building without prior written approval from the COR. There is no guarantee this equipment will be approved. Gasoline or diesel-powered equipment (such as forklifts, loaders, tractors, cutting saws, etc.) will not be authorized for use within any building under any circumstances.

25. Site Coordination Procedures

The contractor shall submit a written request at least 21 days in advance for all construction or investigation activities that require closure of sidewalks, roads, or other identified paved surfaces.

26. Temporary Utilities

For the use of temporary exterior power, the Contractor shall provide the COR with a written request covering the following requirements:

- Requested tie-in point – identify the voltage, overcurrent protection, and existing equipment (switchboard, panel board, load center, etc.) location

- Provide a one-line diagram for the proposed system:
  - Cable sizes
  - Overcurrent protection size(s) and type(s) (all devices)
  - Length of cabling and type of conduit
  - Transformer sizing to include ground rods and grounding electrode conductors
- If any component is aerial, the contractor shall provide construction details on:
  - Height of cables
  - How the cables are supported

NIST will review the request within 17 business days. If the request is approved, the COR will provide:

- Arc flash labels, which the contractor shall affix to the one-line devices per NFPA 70E.
- Date the outage is approved for the work

In addition, the contractor shall follow the criteria identified in the "Utility Outages and Road Blockage" section of this guide.

For temporary plumbing (sanitary and potable water), the Contractor shall provide the COR with a written request covering the following requirements.

- The need for the service
- The tie-in location
- Size of utility and length of run.
- Invert elevations for sanitary and storm lines
- The site plan shows routing, depth, and any protective measures

NIST will review the request within 17 business days.

27. Adverse Weather

To request an adverse weather time extension, the weather experienced at the project site during the contract period must be found to be unusually severe, that is, more severe than the adverse weather anticipated for the project location during any given month. The exceptionally severe weather must delay the contract-identified completion of the project. The delay must be beyond the contractor's control and without the contractor's fault or negligence. The written request for consideration must be made no more than 30 days after the weather event.

The following monthly anticipated adverse weather delay schedule is based on the National Oceanic and Atmospheric Administration (NOAA) at Ronald Reagan Airport. It will constitute the baseline for monthly weather time evaluations. The contractor's

progress schedule must reflect these anticipated adverse weather delays in all weather-dependent activities.

MONTHLY ANTICIPATED ADVERSE WEATHER DELAY WORKDAYS BASED ON A FIVE (5) DAY WORK WEEK

J	F	M	A	M	J	J	A	S	O	N	D
8	6	8	6	8	7	7	6	6	6	6	7

For roofing projects, contractors may submit a written request to be permitted to work on Saturdays (if they elect to do so), provided they provide the COR with five days' written notice. Rain on Saturdays and Sundays is not factored into adverse weather delays for any contract unless that contract explicitly requires all work to be completed on Saturdays and/or Sundays.

28. Excavation and Trenching Activities

Excavation and trenching activities are not permitted without prior written authorization from the COR. The contractor shall turn over a utility marking report plotted on the appropriate construction drawings to the COR within 7 days of excavation or trench close-in. Written authorization will be via NIST Form 897, OFPM Excavation Permit. The contractor is responsible for locating and identifying all utilities via contract personnel using utility locating devices before excavating.

29. Environmental Management

NIST will conduct its operations in an environmentally sound manner. NIST's Environmental Management System (EMS) has been established based on the requirements of the International Organization of Standards (ISO14001). All firms contracted by NIST shall review and be familiar with the NIST Environmental Policy and significant aspects of the NIST EMS, which may be accessed at http://www.nist.gov/public_affairs/envpolicy.cfm.

All contractors who provide products and services to NIST shall comply with all applicable environmental regulations, conduct their work using environmentally sound practices, and assess options with the least environmental impact. The Maryland Department of the Environment (MDE) will inspect and enforce sediment control and stormwater management regulations and practices for projects at NIST.

30. Grass within Contractor Area

Grass within the contractor's area of control (i.e., lay down area, construction site, etc.) shall be maintained to a height of no more than 12 inches.

31. Restoration of Exterior Construction Site

Upon completion of all contract work, the contractor shall restore the entire construction site to its original condition. This shall include removing all debris and stones of 2 inches or larger from the subsoil to a depth of 8 inches below the finished grade, regardless of the site's pre-existing condition. The contractor shall complete seeding once all debris and noted stones are removed from the topsoil.

The contractor shall follow the contract document requirements for seeding. If none exist, the contractor must follow the following:

The contractor is responsible for all measures to ensure grass seed germination and establishment. Seeding must be done to establish medium to high maintenance lawn areas. Seeding must only be used to establish lawn areas between the following dates.

Maryland Department of the Environment, MDE, calendar for seeding in Maryland.
Central MD:

- March 1 to May 15
- August 15 to October 15

Outside of these dates, Certified Tall Fescue sod must be used to establish medium—to high-maintenance turf areas. Sod installed on slopes will be secured using sod staples to prevent the sod from sliding and erosion. If sod is used to establish turf areas, the contractor shall be responsible for watering and mowing for three months.

Grass seed blends and grass used in sod:

- 80% to 90% Tall Fescue improved varieties (no K-31 tall fescue seed)
- 5% to 10% Kentucky Bluegrass
- 5% to 10% Perennial Ryegrass (optional)

No annual Rye grass seed shall be used in any grass seed mix unless used as a temporary stabilization for erosion control. The seeding rate to establish turf must be 6lbs to 8lbs per 1000sqft, or 261lbs to 348lbs per acre. The overseeding rate for existing turf is 3lbs to 5lbs per 1000sqft.

Hydroseed mulch and/or straw mulch must be used to stabilize seeded areas and protect from erosion. Straw mulch must be tacked in place with a tacking agent. Erosion control blankets must be used on slopes and secured with sod staples to prevent erosion when establishing turf areas with seed.

32. Historical Requirements

The NIST Campus is listed as a historic district in the National Register of Historic Places. All campus projects (buildings, structures, and grounds) other than routine maintenance and repair must conform to the Secretary of the Interior's (SOI) Standards for the Treatment of Historic Properties.

Changes to building exteriors, landscapes, and certain building interiors are reviewed and approved at various stages by the NIST Architectural Design Review Board (ADRB) and, ultimately, by the NIST Federal Preservation Officer (FPO).

All designs for proposed additions and changes to facades, rooflines, and building silhouettes other than in-kind repairs must be reviewed and approved by the NIST Architectural Design Review Board (ADRB) and the Maryland Historical Trust (MHT). Project-related communications with the MHT are only conducted by the NIST Federal Preservation Officer, who may require technical information and graphic support from the design professional.

The design professional shall coordinate with the COR to schedule needed presentations to the ADRB and/or the MHT and provide sufficient time in the project schedule to allow for these design reviews.

Because many of NIST's natural and landscape features have been determined to be character-defining features and/or contributory resources to the NIST historic district, the design professional shall coordinate with the NIST NEPA coordinator and the FPO.

Because of high traffic and visibility, specific campus locations around the central core (B101 and B220 – B227) may require enclosed fencing beyond what is identified in section "Exterior Sites and Storage" of this guide. The Design Professional shall coordinate with the COR to incorporate the design specifications for such an enclosure based on recommendations from the NIST ADRB.

Many architectural components of campus facilities (exterior and interior, as well as some landscape features) are character-defining features requiring preservation, repair, or limited in-kind replacement. Design professionals must consult the Historic Structure Reports for Buildings 101, 220, 221, 222, 223, 224, 225, and 226 for a list of these features.

Character-defining Features for other facilities should be verified with the NIST FPO at the commencement of the planning and design phases.

33. Scrap Building Materials Disposal

It is NIST Policy that construction demolition materials and debris generated shall be recycled to the greatest extent practicable. NIST aims to recycle 50% of construction demolition materials and debris generated by each contract. Recyclable items include wood, glass, aluminum, steel, gypsum, paper, cardboard, and plastics. The contractor shall store recyclable waste in separate, clearly marked containers.

To reduce the disposal of clean, discarded wood-based building materials taken to the landfill, segregate them and dispose of them using approved methods. Arrange for recycling materials or provide them to companies that receive wood for disposal in biomass-to-energy facilities.

34. Operation and Maintenance Equipment Manuals

Unless otherwise required by the contract documents, the contract operation and maintenance equipment manuals must be provided in the following form:

- Hard copies in bound or spiral binders. Any drawings supplied in the binders shall not be larger than 11" x 17" and shall be folded to fit inside the binders.
- Electronic copies on CD/USB drive (Adobe PDF).

35. Building 101 Restricted Activities

For two days (a total of six) in October, February, and June, the contractor will be prevented from completing any work in the courtyards, streets, and sidewalks in and around Building 101. In addition, service/construction or other related activities will be prevented from occurring. The COR will provide the contractor with written notice once the dates for implementing this restriction are identified.

36. Key Personnel Requirements

The contractor must provide qualified key personnel to administer and execute their contract requirements. This core of personnel is critical to ensure a successful contract.

Per the contract, the construction contractor shall provide key personnel meeting the minimum qualifications, duties, and responsibilities identified in the contract requirements. The contractor must submit resumes for each key position to the Contracting Officer and COR for approval, along with other pre-execution documentation.

You shall reference the conract specific specification section 013100 and key personnel clause 1352.237-75.

The contractor shall assign the following key personnel to this contract, at a minimum: Project Manager, Construction Superintendent, Quality Control Manager, Safety Manager, and Scheduler. The contractor shall provide the names of their key personnel at least 15 days before starting construction operations. Provide a list of key personnel assignments, including the superintendent and other personnel who will eventually be on the project site.

Any changes to the original list of key personnel shall be submitted for approval in advance to the contracting officer. Identify individuals and their duties and responsibilities. List addresses and phone numbers, including home, office, cellular telephone numbers, and email addresses. Also, provide similar information for any alternates who will act in the absence of individuals assigned primary responsibility on the contract. Replacement personnel must possess qualifications equal to or exceeding the qualifications of the personnel being replaced, unless the contracting officer approves an exception.

37. Daily Reports

The Contractor shall provide a daily report of all significant activities, personnel on site (including all subcontractors), major deliveries, and primary tools and equipment on site. These reports shall be provided to the COR weekly or sooner if requested.

38. Tours of the Construction Site

Any request for tours or presentations related to a contract by the contractor shall be submitted in writing for approval at least 30 days in advance to the COR. The contractor shall provide the following information for review:

a) Purpose of the Tour/Presentation
b) Time of the Tour/Presentation
c) Number of attendees
d) Names of each attendee
e) Name of each attendee's employer
f) Address of each attendee's employer
g) Indicate if a US Citizen, a US Permanent Resident Alien, or a foreign national.

39. As-Builts and/or Red Line Drawings

Unless otherwise required by the contract documents, the contract-specified as-builts and/or red line drawings shall be provided in hard copies on Arch D (24” x 36”) format and electronic copies on CD/USB drive (Adobe PDF, AutoCAD).

40. APPENDIX

Appendix A – Resume/Work History

APPENDIX – A

Resume/Work History

[Applicant Full Name]
[Job Title] – [Company Name]
[Company Address]
Phone: [xxx-xxx-xxxx] | **Email:** [applicant@email.com]

Work History (at least last five years)
I have worked at **[Company Name]** since **[Month, Year]**.

_____

Example (filled in)
Harry Potter
Carpenter – Hogwarts Inc.
1234 Main Street, City, ST 12345
Phone: 555-123-4567 | Email: emelo.perez@email.com
Work History
I have worked at **Hogwarts Inc.** since **June 2021**.
I worked at **Gryffindor Cabinets** from **January 2018 until June 2021**.