DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
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IN REPLY REFER TO

20 May 2002

From: Commander, Naval Facilities Engineering Command
To: Commander, Atlantic Division, Naval Facilities Engineering Command
Commander, Pacific Division, Naval Facilities Engineering Command
Commander, Southwest Division, Naval Facilities Engineering Command
Commander, Southern Division, Naval Facilities Engineering Command

Subj: ROICC INVOLVEMENT WITH NAVY AND MARINE CORPS INTERNET (NMCI) CONTRACT CONSTRUCTION WORK

Ref: (a) NMCI Contract No. N00024-00-D-6000
(b) SPAWAR ltr 4400 Ser PMW 152-021 of 20 Mar 01

Encl: (1) Roles and Responsibilities for NMCI Construction Work

1. The Navy awarded reference (a) to EDS (prime contractor associated with Information Strike Force, or ISF) to provide information technology (IT) service throughout the Navy and Marine Corps. The contract consists of a five-year base performance period with an additional three-year option at a value of over $7 billion. All contracting authority resides with the Space and Naval Warfare Systems Command (SPAWAR) except for limited ACO responsibilities delegated to the Marine Corps.

2. To meet their contractual requirements, ISF must plan, design, and construct a comprehensive IT infrastructure, including network operations centers, server farms, and cable networks throughout Navy and Marine Corps installations. Reference (b) requested NAVFACENGCOM assume Program Management responsibilities in coordinating the provision of Government Furnished Facilities (GFF) to ISF per the contract. To support our GFF responsibilities, Southwest Division established the NMCI GFF Program Management Office in San Diego.

3. ROICC general support roles and responsibilities during construction work performed either for or by ISF on Navy and Marine Corps installations are addressed in enclosure (1). For any Navy or Marine Corps installation, construction work may be comprised of any combination of the following three elements:

a. GFF "shell". Paragraph 5.6 of reference (a) requires the government to provide ISF "storage space, working space, basic office furniture, heat, light, ventilation, electric current, and outlets for the use of the Contractor's personnel." These government-furnished facilities have been defined as the "shell" for NMCI facilities. These facilities must meet minimum criteria established by ISF, including the removal or abatement of hazardous material within those spaces. Any repair, maintenance, or modification of facilities to meet ISF's "shell" criteria is the responsibility of the host installation. If such work is to be performed by contract, the ROICC's duties and responsibilities remain as they are for normal construction work.

b. ISF Build-out. After accepting the government's "shell", ISF has the responsibility to outfit the facilities to their specifications and requirements, generally referred to as the "build-out." Build-out consists of installing electronic equipment, cabinets, and cabling, but may also involve major interior renovations such as raised flooring, HVAC installation or modification, lighting installation or modification, etc. In addition, ISF may install peripheral equipment, such as HVAC units, outside the shell to support their operations.

c. Cable Plant. The last element of work involves the construction of the cable plant from the server farms to the desktops. This entails cabling between, into, and throughout buildings, across bases, through existing or new router closets and down to the desktops. ISF is to select routes for cables in buildings that avoid known or potential hazardous material locations wherever possible. The cable plant construction may utilize existing duct banks or may install new duct banks with significant trenching. ISF is responsible for completing this work at their expense, with the exception of hazardous material removal or abatement, which is the government's responsibility.

4. NMCI is a service contract with construction incidental to providing the primary intent of the contract, IT services. As a service contract, familiar construction specifications are noticeably absent from reference (a), but ISF will construct their build-out to commercial standards and local building codes. For instance, the requirement to follow the Army Corps of Engineers Safety and Health Requirements Manual, EM-385-1-1 is not included reference (a), but ISF must follow federal and state OSHA standards for safety. ISF will design to commercial standards and codes and provide their design for government review before starting construction. In addition, due to the nature and scope of the contract, ISF work is proceeding at an extremely accelerated pace. It is important to the success of the contract that this pace be maintained. To execute at this pace, the ROICC must establish an excellent working relationship with ISF and their subcontractors to assist in providing liaison and coordination.

5. Given the accelerated pace of work and the lack of construction specifications or requirements, it is imperative the ROICC maintain a delicate balance between facilitating contractor performance during construction and protecting government interests. If the ROICC determines that ISF is failing to build to code, to follow federal safety and environmental regulations, or to maintain a reasonable standard of care, the ROICC shall immediately notify the NAVFAC NMCI Program Management Office and the on-site SPAWAR Contracting Officer's Representative, providing details of the problem and recommended solutions. The ROICC's roles and responsibilities are generally defined as:

a. Coordinating, collecting, and distributing reviews of design plans by ISF. As a general guideline, these reviews should be reviewed and returned to ISF (with appropriate comments) within 2 working days.

b. Limited construction start up assistance normally provided to any new contractor (i.e., Preconstruction Conference, coordination of security badging, vehicle passes, etc.).

c. Visits to the job site, as appropriate, to gain a perspective for the safety and quality practices being performed.

d. Reasonable assurance that applicable building and safety codes are being followed. ROICC representatives have authority to immediately suspend work when life-threatening safety violations or any unsafe work practices are observed or found.

e. Coordination and interface with other construction contracts being administered by the ROICC office.

f. Liaison and assistance with other station departments (i.e., Public Works, Security, Environmental, Fire Department, etc.) before and during construction.

g. Assisting ISF with any permits, site approvals and obtaining laydown areas.

h. When tasked, administering contracts or overseeing PWC/PWD work required by the government such as hazardous material abatement and electric transformers.

6. If you have questions, contact David Nelson of the NMCI GFF Program Management Office at DSN 522-1410 or commercial (619) 532-1410 or e-mail at nelsondp@efdsw.navfac.navy.mil. Visit the Southwest Division website (http://www.efdsw.navfac.navy.mil/05/05I/NMCI.htm) for additional roles, responsibilities and guidance for ROICC and other NMCI team members.

M. K. LOOSE
Vice Commander

Copy to:
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Roles and Responsibilities for NMCI Construction Work

ROICC Responsibilities:

1. Coordination of the government review of the ISF design including receipt and distribution of designs between all involved parties. Since ISF is designing their construction efforts to local safety and building codes and/or commercial standards, these reviews are limited to safety, UFAS, fire protection, and general code compliance. Reviews should be completed in approximately two working days. Use of overnight delivery services may be required for reviewers out of the area.

2. Limited construction start-up coordination and assistance similar to what is provided for new construction projects, including preconstruction conferences and assistance on utility outages, dig permits, security passes, laydown areas, etc. A separate preconstruction conference is recommended for each different phase of the work such as the exterior cable construction, the interior cable/equipment installation including the equipment closets (in nearly every building on base) and the server farm construction phase with the ancillary buildings for admin and warehouse renovation.

3. Coordinate all ISF construction-related activities. Coordination/scheduling of BAN/LAN cabling with the Activity facility representatives and facility tenants is the responsibility of the Activity.

4. Visits to the job site, as appropriate, to gain a perspective for job site safety and reasonable assurance that ISF construction complies with their design.

a. ROICC representatives have authority to immediately suspend work when life threatening safety violations or any unsafe work practices are observed or found. If construction is suspended due to safety, the ROICC must immediately notify the cognizant SPAWAR COR and the SWDIV GFF PM Office of the circumstances and recommended corrective actions.

b. Any issues regarding construction quality should be immediately directed to the ISF construction contractor(s) for resolution. The ROICC shall also notify the cognizant SPAWAR COR and the SWDIV GFF PM Office of the circumstances and recommended corrective actions.

5. ROICC liaison assistance to:

a. Coordinate and resolve hazardous material issues. Asbestos has been a particular challenge. Coordinate with the facility owner to provide copies of applicable asbestos and hazardous material surveys to ISF for each building and facility that the cable/equipment contractor will be working in. If asbestos or other hazardous material is encountered during ISF's work, coordinate remediation activities with the Activity PWD or local PWC (as applicable).

b. Coordinate with other station departments (i.e., Public Works, security, environmental, fire department, etc.) as required to maintain construction progress.

c. Coordinate and interface with other construction contracts in the vicinity of the NMCI construction.

6. Arranging for Fire Protection consultation, testing and acceptance through the local EFD/A or local EFD-approved Fire Protection engineer.

ISF Responsibilities:

1. Quality Control and Safety.

2. Construction Management.

3. Obtaining personnel and vehicle passes.

4. Notification and control of utility outages/tie-ins to station utilities systems.

5. Complying with local, state and federal environmental regulations and laws. Notifying ROICC of any environmental issues.

6. Traffic Control and obtaining approval of haul routes.

7. Applying for and obtaining all permits including digging, hot work, air emission permits, etc.

8. Notifying ROICC or Base Security of any security issues.

9. Complying with station regulations.

10. Completing and submitting all construction designs for government review and comment; incorporating government review comments before starting construction.

11. Design oversight, inspection and certification (in accordance with the current version of MIL-HNBK 1008) of Fire Protection/Life Safety systems to allow for NAVFAC certification.

12. Proper storage of materials onsite.

13. Coordination of equipment and materials movement.

14. Coordination of new work with existing conditions including existing underground utilities.