

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CONSTRUCTION SPECIFICATION PACKAGE PREPARATION	FMEP-P-0400	Rev. No. 3
	Page 1 of 7	

1.0 PURPOSE

To define the requirements for the preparation, review, approval, issuance and control of specifications, as well as preparation of specification packages for construction acquisition.

2.0 GENERAL

This procedure is to be used for all specifications created or modified and issued to Acquisition and Logistical Support (ALS) for construction contracts by the Facilities Maintenance and Engineering (FME) Department. It is divided into two main parts. Part A deals with the technical revision of standard specifications and revision of standard specifications for creating project specifications. Part B deals with the administrative and procedural steps required to assemble a specification package.

PART A TECHNICAL SPECIFICATION REVISION

3.0 PROCEDURE

3.1 SPECIFICATION NUMBERING

Specifications are to be numbered in accordance with the FME Procedure FMEP-P-0240, Document Numbering.

3.2 STANDARD SPECIFICATION COVER SHEET

The Specifications Cover Sheet as shown in Exhibit A shall be used for all specification sections for internal document control and signature approval. This cover sheet is not included in specification packages sent to contractors.

3.3 SPECIFICATION FORMAT

Refer to the Construction Specification Institute “Section Format” for additional guidance.

3.4 DIVISION 1 STANDARD SPECIFICATION (SS) FOR ISSUANCE TO A CONSTRUCTION CONTRACTOR (SEE EXHIBIT B)

The intent is to use the SS as issued with a minimum of project specific changes in order to make the SS truly “standard.” The specifications that are found in Division 1 are tied to the contract general provisions and shall be handled separately from Divisions 2 thru 16 as outlined below.

SAIC FREDERICK

A Division of Science Applications International Corporation

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CONSTRUCTION SPECIFICATION PACKAGE PREPARATION	FMEP-P-0400	Rev. No. 3
	Page 2 of 7	

The following eight specification sections within Division 1 shall be used on every construction project regardless of size. Six of these shall not be changed or modified for a specific project. Two sections shall be modified as outlined below for each specific project.

01000 Project Specific Requirements: This section shall be modified for every project to include specific requirements relating to the particular scope of work (changes shall be made in accordance with 3.6 below). These requirements may also include limited changes to requirements, e.g., advising contractor that warranty provisions described in technical division, take precedence over 01740 as submittal requirements defined in technical division, take precedence over 01340.

01310 Project Meetings and Coordination: This section shall remain unchanged.

01321 Scheduling and Progress: This section shall remain unchanged.

If a schedule with greater detail is required for larger or more complex projects then use Section 01320 Scheduling and Progress and delete section 01321.

01340 Submittal of Shop Drawings, Product Data and Samples: This section shall remain unchanged.

01341 Submittal Register: This section shall be modified with project specific requirements and will require the project team to list all items that are to be submitted (changes shall be made in accordance with 3.6 below).

01400 Quality Control: This section shall remain unchanged.

01700 Contract Acceptance Requirements: This section shall remain unchanged.

01740 Warranties: This section shall remain unchanged.

The remaining Division 1 specifications sections should be added as they apply to the scope of work (Examples are as follows):

01010 Summary of Work: This section is a template for including work by others (items not in contract), work by SAIC-F vendors and SAIC-F furnished equipment. This section must be modified if it is included.

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CONSTRUCTION SPECIFICATION PACKAGE PREPARATION	FMEP-P-0400	Rev. No. 3
	Page 3 of 7	

01650 Starting of Systems: Training, Functional Performance Testing: needs to be included if these are required for the scope of work. The actual period of training or performance testing needs to be specified in section 01000 Project Specific Requirements. This section may be modified for specific equipment.

01950 Pre-Commissioning & Commissioning Acceptance Testing of Building Systems: needs be included if these are required for the scope of work, this section may be modified for specific requirements. The actual periods of the commissioning being stated in section 01000 Project Specific Requirements.

01370 Schedule of Values: should be included (unchanged) if progress payments are expected.

01730 Owner Operation and Maintenance Manuals: should be included (unchanged) if these are required.

In general, all testing requirements need to be specified in the applicable specification section, throughout Divisions 2 through 16. All training, commissioning, and acceptance testing requirements shall be specified in section 01000 Project Specific Requirements, with the actual periods of these requirements being stated.

Division 1 sections should reflect the revision number and date that is on the original version pulled from the (G) drive. Sections that are modified should be given the next sequential revision number.

Each section and page shall include a footer with the project name, revision number and date as well as page numbers for each section. Refer to Exhibit D

3.5 REQUIREMENTS FOR PREPARATION OF ALL REMAINING SPECIFICATION DIVISIONS 2 THRU 16

If the standard specification is acceptable and meets the project requirements as written, then no further action is required for this section. If the standard specification requires revision refer to section 3.6

3.6 PROJECT SPECIFICATION (PS) FOR ISSUANCE TO A CONSTRUCTION CONTRACTOR (EXHIBIT D)

The standard specifications shall be used as the basis for creating a Project Specification (PS).

SAIC FREDERICK

A Division of Science Applications International Corporation

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CONSTRUCTION SPECIFICATION PACKAGE PREPARATION	FMEP-P-0400	Rev. No. 3
	Page 4 of 7	

Preparation of a PS for a specific work order (WO) should use the standard specification as a basis, with non- applicable sections deleted and noted as not applicable (N/A) and all specific requirements added. Those SS sections requiring revision for PS requirements should be renumbered as a PS-section with all changes noted using the “track changes” function of the word processing software. This will help identify changes for the review and signature requirements.

The original copy of this revision shall be checked and signed in accordance with section 4.0 of this procedure.

The originator of the changed document shall give the original signature copy to the secretary of projects, and place the electronic copy in the WO folder for later incorporation into the overall project specification package.

3.7 PREPARATION OF A PROJECT SPECIFICATION PACKAGE COVER SHEET (EXHIBIT C)

The requirements for a Project Specification Package Cover Sheet shall be as follows: The cover sheet shall use the Standard Specification Cover Sheet with the WO number and the PS-0001 designation in the right hand header with the project title and the work order number in the title. The signature block shall be signed in accordance with 4.0 except the (by block) shall be signed by the Project Manager (PM) and the checker shall be the Lead Engineer and it should be marked as revision 0 issued for bids.

3.8 PREPARATION OF A SPECIFICATION INDEX (EXHIBIT E)

The requirements for a project specification index shall be as follows:

A unique project specification index will be prepared for each package indicating the project title. The section name, the date and the number of pages shall be placed in the footer. To the left of the specification number, a (SS) or a (PS) should be placed to identify if the specification section has been changed. The index should contain the specification title, the revision number, the date and the initials of the originator of the section. The index should reference all applicable specification sections to create a work order unique project index. The index shall also reference all applicable drawings or supporting information that is included for reference.

3.9 COORDINATION

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CONSTRUCTION SPECIFICATION PACKAGE PREPARATION	FMEP-P-0400	Rev. No. 3
	Page 5 of 7	

The Lead Engineer for the project shall determine the necessity for interdisciplinary coordination of specification sections. The specific discipline engineer designated by the lead engineer is responsible for evaluation and review of items pertinent to their discipline and for initialing and returning the document with comments back to the Lead Engineer.

Each discipline engineer should review the standard specification sections within their area of responsibility and recommend the use of only those sections that apply to the scope of work. Giving all the specification sections to the contractor whether or not they apply is not good practice, and not consistent with FME policy. Each specification package should contain only those requirements that apply and are enforceable.

4.0 REVIEW AND APPROVAL

4.1 SIGNATURE

After completion of the specification, the preparer is to sign the “By” block of the Specification Cover Sheet and forward the specification to the Checker.

4.2 CHECKING

Specifications shall receive an independent check by an individual(s) who has adequate qualifications to have originated the specification.

The Checker shall be responsible for: Checking specifications, attachments and appendixes for conformity to this procedure; verifying that the specification and appendices/attachments are properly correlated with each other and with related design documents; signing/initialing the specification cover sheet and forwarding the specification to the Manager of Engineering for signature.

4.3 APPROVAL

After the preparer and checker are satisfied with the revisions it is given to the Manager of Engineering who reviews the completed specification section or package for technical content and conformance with procedural requirements, signs in the Approved block on the Specification Cover Sheet and places the date of signature in the Date block on the Specification Cover Sheet, and forwards the Specification Section or Specification Package to the secretary of projects for further processing.

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CONSTRUCTION SPECIFICATION PACKAGE PREPARATION	FMEP-P-0400	Rev. No. 3
	Page 6 of 7	

4.4 PROJECT MANAGER

Reviews the specification for conformance with requirements, works with the administration staff to complete part B, assembles the entire package, signs the Project Specification Cover Sheet and forwards the package to the Manager of Projects.

PART B ADMINISTRATIVE AND PROCEDURAL REQUIREMENTS FOR PREPARING A PROJECT SPECIFICATION PACKAGE.

1.0 ASSEMBLING A SPECIFICATION PACKAGE

The Project Manager or Lead Engineer shall be responsible for coordinating with the administrative staff for compiling all required sections for the project, and modifying all documents as specified in this procedure. This includes the cover sheets, indexes, submittal register and appropriate specification sections into the WO file.

The administrative staff will pull all signed and completed documents from the WO folder and accept all track changes on approved (PS) sections and change the documents into a PDF document

The existing Specification Cover Sheet and index pages (as they appear on the G drive) or in the WO folder shall be removed and shall be prepared as follows (reference Exhibit D).

The section number, title, and the WO number with a – and the PS or SS designation and section number shall be placed in the header. The project name, date and page number(s) and revision number shall be placed in the footer of each page. NOTE: all standard specifications including the sections in Division 1 that are not to be changed shall be issued for construction as the latest revision. All other sections with the (PS) designation shall be issued as revision 0.

2.0 MAKING AN ELECTRONIC COPY (CD)

All specification packages sent to ALS to be issued for construction shall be assembled on a CD. The CD shall be labeled with the name of the project, the WO number and the date placed on the disc. The CD shall contain the index and all appropriate specifications prepared as outlined above. When making the CDs enough copies shall be made to provide a copy for the project file,

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CONSTRUCTION SPECIFICATION PACKAGE PREPARATION	FMEP-P-0400	Rev. No. 3
	Page 7 of 7	

a copy for the construction administrator and four (4) additional copies to be issued to ALS construction contracts for their use.

3.0 CONTROL

Revisions to a specification are controlled by using revision “numbers” starting with Revision 0 for the initial issue for use (including bid, purchase, or construction). The revisions are numbered sequentially and shown on the cover sheet of the specification.

Each time a specification package is compiled for a construction contract the person responsible for their particular discipline or area of responsibility shall use the latest standard specification section from the (G drive) to create a new package.

FMEP-P-0400 Exhibits

- Exhibit A – Standard Specification Cover Sheet
- Exhibit B – Division 1 Specification Index (1 page)
- Exhibit C – Project Specification package cover sheet (1 page)
- Exhibit D - Project Specific Format for Contractors (1 page)
- Exhibit E – Specification Package Index (1 page)