



Additional Project Administrative Requirements

Project: N40085-11-C-7244 P-482, Renovation for Senior Enlisted Academy, Bldg 1269

Date: 5/17/11

All Subcontractors must familiarize themselves with and comply with the following requirements for working on the above mentioned project at the Newport Naval Station. Non-compliance with any of these items may result in your work schedule and/or payment being delayed and, if applicable, subsequent costs being assessed to your contract. We request that your individual project manager be proactive and responsive in providing the following forms and information, in compliance with the contract documents, in a timely manner so as not to adversely affect the project schedule.

- a. NAVFAC Activity Hazard Analysis (AHA) forms: each subcontractor must execute and submit their own AHAs for approval by the Government in advance of the start of their work. Reference spec Section 01 35 00, paragraph 1.7.
- b. All subcontractors must provide a project specific Safety Manual with all MSDS for materials, whether permanent or not, that are to be used or located on the project site. This Safety Manual must be provided to the Site Superintendent and kept in the Office trailer for the duration of the project. Each Subcontractor's Foreman must have a copy of their Safety Manual on site for their employees at all times when work is in progress.
- c. All Subcontractors must have a qualified person present at all Preparatory Phase meetings applicable to their scope of work.
- d. All Subcontractors must have a qualified project manager at all coordination/progress meetings that we request. Failure to attend may result in a \$250.00 fine per occurrence at the discretion of Cutter Enterprises' Project Manager.
- e. All deliveries to the site must be scheduled at least 3 working days in advance with the Site Superintendent. All deliveries must be addressed to:
Building 1269
Company Name
Newport Naval Station, Newport RI
- f. All Subcontractors must submit the names and other information required on the Base Access form (attached). This information must be submitted 5 days prior to the person's arrival on site.
- g. In addition to the Base Access form, all Subcontractor's (first, second, third tier, etc) must EACH fill out and submit an original Form SF1413. This form is included in your Letter of Intent and will be included in your Subcontract agreement. Without this form, you or your subs will not be allowed on-site.
- h. We require the submission of your Performance and Payment Bonds in original within 10 days of receipt of your Letter of Intent or Subcontract agreement (as required by and negotiated in your scope review.)
- i. Weekly Certified Payroll
 - i. All Payrolls must be completed on Federal Wage Reports using the Davis Bacon Act Wages. Both the Federal Wage Report and the Davis Bacon Act Wages can be found on our website at www.cutterenterprises.com The Davis Bacon Act Wages are also included in your Letter of Intent.
 - ii. Payrolls with social security numbers on them will be rejected. Please be sure to omit even the last four digits of the employees social security number.
 - iii. All payrolls must include the OSHA 30 Cards of those who were onsite.
 - iv. Apprentice Agreements must be submitted with the payrolls applicable.



- v. The project number must be clearly printed on the front page where designated. This number is N40085-11-C-7244.
 - vi. One original and one copy of the payrolls must be submitted within 2 weeks of work performed.
 - vii. The second page of the payroll must be completed in its entirety. Specifically item 4 regarding Fringe Benefits
 - viii. All payrolls must be numbered in sequential order. Please submit 'no work' payrolls for weeks not onsite.
- j. Applications for Payment:
- i. Cutter will provide your schedule of values in the near future. Once we have our CPM schedule approved, we will distribute each subcontractor's applicable line item SOV. You must use these line items. You will be responsible for assigning appropriate values to these line items.
 - ii. Applications for payment are due no later than the 25th of the month. These can be pencil copies or signed and notarized originals, however in the event we ask for revisions, you will need to provide revised signed and notarized originals.
 - iii. Payments will not be issued until we are in receipt of an original, signed and notarized Lien Waiver. This document will be included in your subcontract and available on our website at www.cutterenterprises.com
 - iv. Payments will not be issued until we are in receipt of your weekly certified payroll as described above.
 - v. Payments will not be issued until we have been funded by the Federal Government. Please notify your subcontractors and vendors of this and reflect it in your agreements and/or purchase orders.
 - vi. In the event that you would like to bill for Materials Stored (either on-site, or off-site) you will be required to:
 - i. Identify the location of this material and provide an inventory of it.
 - ii. Clearly segregate that material from surrounding non-project materials and mark it "Property of the Navy"
 - iii. Schedule an inspection of this material by representative of the Navy. This will be done through the Project Manager or Site Superintendent.
 - iv. Provide insurance certificates and bills of sale for said materials with your initial application for payment.
- k. Submittals
- i. 8 hard copies of each submittal is required
 - ii. Your transmittal must reference the specification section and paragraph for what it is you are submitting. You must list each product individually on the transmittal
 - iii. Closeout Documents: all closeout documents must be submitted in accordance with the specifications and your specific subcontract/scope review.

We appreciate your efforts in meeting these requirements to assure a smooth submittal, closeout, and payment process throughout this project.

Sincerely,

Cutter Enterprises, LLC.
Patrick P. Dwyer

