



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

MCBO 11000.3A
B 04
30 Aug 13

MARINE CORPS BASE ORDER 11000.3A

From: Commander
To: Distribution List

Subj: PROCEDURE FOR CONSTRUCTION CONTRACTING

Ref: (a) MCO P11000.5F
(b) MCBO 5090.1A
(c) MCBO P5100.1A
(d) MCO P5100.8F

Encl: (1) Sample Excavation Permit
(2) Sample Water Distribution System Permit

1. Situation. To publish policy and standing operating procedures on the execution of construction contracting activities on Marine Corps Base, Quantico (MCBQ).

2. Cancellation. MCBO 11000.3

3. Mission. As the owner of nearly all facilities on Base and exclusive owner of all real estate, Commander, MCBQ has the responsibility and commitment to ensure the overall facilities readiness of the Base. On a recurring basis, a wide range of construction projects are conducted at MCBQ to improve utility and road infrastructure, training and administrative facilities, bachelor quarters, and other quality of life facilities. Per reference (a), and for the purpose of this Order, construction is defined as the installation or assembly of a facility; the addition, extension, alteration, conversion, or replacement of an existing facility; or the relocation of an existing facility. The term includes installed equipment as well as related site preparation, excavation, filling and landscaping, and other land improvements. Construction includes the demolition of facilities to be replaced, supporting utilities, roads, parking lots, and equipment installed in and made a part of such facilities. Although the majority of these projects have been planned and executed by the Base Public Works Branch, many

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projects are generated and executed by other organizations that have attained some level of contracting authority for construction. While these projects are valid and beneficial to the overall facilities readiness of the Base, many of them circumvent the traditional planning and acquisition procedure prior to planning efforts, potential violations of federal, state, and local environmental regulations, safety and occupational health regulations, and a lack of proper coordination with Base and tenant organizations that negatively impact normal Base operations. Lack of proper planning, design and coordination of these projects has also resulted in finished products that fail to meet life/safety codes for the customers that utilize these facilities.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCBQ staff and tenant activities shall monitor and manage all construction activities on MCBQ in order to:

(a) Ensure a safe working environment for both contractor and Base employees as it relates to construction activities.

(b) Protect important historical, cultural, natural and environmental aspects of MCBQ.

(c) Preclude unnecessary and potentially costly impediments to Base operations.

(d) Protect existing Base utilities and infrastructure that may conflict with future construction activities.

(e) Coordinate all construction activities with the Base Master Plan.

(f) Ensure construction activities are per antiterrorism/force protection and physical security standards.

(g) Document and record the repair of existing facilities or the addition of new facilities.

(2) Concept of Operations. In addition to the above, it is the policy of the Commander, MCBQ to ensure that all

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construction related activities are properly planned, coordinated, and executed under a centralized system of checks and balances. All construction projects will be staffed through the following organizations during the planning, design, and execution phases:

- (a) Public Works Branch (PWB), G-5.
- (b) Natural Resources and Environmental Affairs Branch (NREAB), G-5.
- (c) Safety Division.
- (d) G-6.
- (e) Security Battalion/Fire Department.

b. All Organizations/Agencies that perform construction activities on MCBQ shall:

- (1) Establish liaison with PWB at the earliest possible date when construction projects are initially conceived;
- (2) Submit written project scope of work and site layout drawings to PWB, NREAB, and G-6 during project planning and prior to project design. Written site approval or disapproval will be generated by PWB;
- (3) Submit design plans and specifications to PWB, FMS, NREAB, Safety Division, Fire Department, and G-6 for comment at the 35% and 100% design phase;
- (4) Per reference (b), assist NREAB in the National Environmental Policy Act (NEPA) evaluation and, where appropriate, assist in the presentation of construction projects before the Environmental Impact Review Board (EIRB);
- (5) Schedule and conduct a pre-construction meeting with the contractor, PWB, NREAB, G-6, Safety Division, and Fire Department;
- (6) Have all underground utilities located and marked prior to any excavation. Coordinate utility locates with Miss Utility, PWB, and the Telecommunications Network Branch of G-6 per enclosure (1);

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(7) The contract administering office will provide daily coordination, supervision, and oversight for all contractor work;

(8) Coordinate physical security requirements with the Physical Security Section, Security Battalion;

(9) Ensure that the contractor has in place and exercises an aggressive safety program throughout the duration of the project per applicable Occupational Safety and Health Administration Standards, to include references (c) and (d);

(10) Ensure that the contractor has in place and exercises an aggressive quality control system throughout the duration of the project. The contract administering office will exercise a Quality Assurance Program; and

(11) Provide PWB with accurate as-built construction drawings at the completion of the project. An as-built copy of any communication infrastructure installation will be provided to G-6.

c. Subordinate Element Missions

(1) PWB shall:

(a) Be the focal point for all construction contracting activities on MCBQ;

(b) Review site plans on all planned projects submitted by all organizations performing construction on MCBQ. Provide written site approval for all planned projects;

(c) Review design plans and specifications for all construction projects, to include compliance with applicable physical security standards, and provide comments;

(d) Attend and participate in pre-construction meetings on all construction projects;

(e) Issue a written Construction Permit to the organizations that administer construction projects. No construction can begin until this permit is issued;

(f) Attend all final inspections and provide input on deficiencies noted during inspections;

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(g) Issue Water Distribution System Permits, enclosure (2), to contractors when required and maintain disinfection test result records;

(h) Assist contractors in locating Base underground utilities prior to any excavation;

(i) Provide assistance to contractors on questions involving existing Base infrastructure; and

(j) Attend all final inspections and provide input on deficiencies noted during inspections.

(2) NREAB shall:

(a) Review site plans on all planned projects submitted by all organizations performing construction on Base;

(b) Ensure that NEPA evaluations are completed on all planned construction projects;

(c) Coordinate and present all proposed construction projects to the EIRB prior to construction; and

(d) Provide environmental guidance and inspections as required during construction.

(3) Safety Division shall:

(a) Review design plans and specifications for all construction projects and provide comments;

(b) Attend and participate in pre-construction meetings on all construction projects;

(c) Attend all final inspections and provide written input on unsafe conditions or deficiencies noted during inspections; and

(d) Provide safety guidance as required/requested during construction.

(4) G-6 shall:

(a) Review design plans and specifications for all construction projects and provide comments;

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(b) Identify and provide estimates for any communication/LAN requirements as a result of construction projects; and

(c) Assist contractors in the location of existing underground communication/LAN utilities prior to any excavations.

(5) Security Battalion/Fire Department shall:

(a) Review and approve design plans and specifications for all construction projects to ensure design plans meet current physical security and force protection requirements;

(b) Attend and participate in pre-construction meetings on all construction projects;

(c) Review design plans and specifications for fire safety related issues and provide comments;

(d) Attend all final inspections and provide input on deficiencies noted during inspections; and

(e) Provide traffic support in the areas of planning and enforcement, on projects that can adversely affect traffic safety aboard MCBQ.

5. Administration and Logistics. Failure to comply with this Order will result in a shutdown of all construction activities/operations until corrections are made and notice to proceed is issued by Commander, MCBQ. Activities that violate the Clean Air and Clean Water Acts may be referred to the Environmental Protection Agency for enforcement. Additionally, repeated failure to comply with this Order may prohibit the violating agency from administering future construction projects on MCBQ. MCBQ also reserves the right to remove all personnel (contractors and Uniform), through the administering contracting officer, from the Base that flagrantly violate the policy of this Order.

6. Command and Signal

a. Command. This Order is applicable to all MCBQ Activities.

b. Signal. This Order is effective the date signed.

/s/
DAVID W. MAXWELL

DISTRIBUTION: A

Public Works Branch, Requirements Section
MCB Quantico, VA
EXCAVATION PERMIT REQUEST FORM – Updated Sept 2011

MCBO 11000.3A

PERMIT EXPIRES**: _____ PERMIT#: _____ DATE APPROVED: _____

****Note: G-6 must be renewed every 10 days after signature; Miss Utility every 15 days**

1. REQUESTER: _____ Estimated Depth of Excavation ___ Ft
NAME: _____
COMPANY: _____ Planned Mobilization Date _____
PHONE: _____
CONTRACT #: _____ Planned Completion Date _____

2. LOCATION OF AREA TO BE EXCAVATED: _____

(NOTE: A to-scale drawing of the excavation site must be submitted along with this form. Excavation route must be staked or flagged by the requester every 10 feet.)

3. TYPE OF WORK TO BE PERFORMED: _____

4. MISC INFORMATION:

a. This excavation permit is used for any work that may disrupt underground utilities, communications, right of ways or any routine activities. Processing of this permit will take approximately **10-14 days**. Requester must have an approved excavation permit prior to commencement of work & permit must be kept on-site.

b. If utilities or communications have been located in the area to be excavated, hand digging will be used within a 10-foot radius until the exact location of all lines have been determined. It is the responsibility of the requester to maintain the markings after utilities have been located and marked.

c. The Government reserves the rights to have on-site personnel present during excavation & will specify on this permit precautionary measures if needed.

d. The requester shall take reasonable precautions to protect from damage all existing improvements, utilities, communications, & vegetation at or near the work site. The requester shall be liable for all damages to persons or property that occurs as a result of the requester's fault or negligence.

* e. Emergency requests are delivered directly to Public Works Work Reception Office and/or FMS Utilities Shop for expeditious action. Requester is still required to contact Miss Utility, G-6, Ameresco, & HMX-1 Security (If applicable).

f. Any questions regarding this excavation permit may be directed to the PWB Requirements Section at (703) 784-1405. **Any utility emergency encountered during excavation must be reported to the Base Trouble Desk (24/7) at 703-784-2072.**

g. A **Water Distribution System Permit** is required in addition to this excavation permit for any and all connections to the MCB potable water distribution system. Contact Patty Greek, Commodities Engineer, at (703) 432-2466, or in person at 2004 Barnett Avenue in the 2nd deck Engineering/Planning Suite.

h. Approval of this excavation permit does not constitute Government approval of any underlying development project that it supports

"I HAVE FULLY READ AND UNDERSTAND THE ADVISORIES AND REQUIREMENTS NOTED ABOVE".

Signature of requester/POC

Date

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STANDARD OPERATING PROCEDURES (SOP)
FOR THE
MCBQ EXCAVATION PERMIT

1. All organizations, units, occupants or contractors who plan to excavate aboard MCQ are required to obtain an approved excavation permit from Operations Section, Facilities Maintenance Branch, G-5, Bldg. 3252 prior to commencement of digging.
2. The occupant or contractor/unit representative will initiate the excavation permit by bringing a scale drawing of the area to be excavated to Bldg. 3252, Operations Section. The requester will fill out and sign the excavation permit form. The requester is also required to stake or flag the excavation route every 10 feet.
3. Operations Section will assign a permit number in sequence. The number will consist of the current FY number, a dash, and then a sequential number (i.e. 0-001 would be the first permit issued in FY 00).
4. Operations Section will make 2 copies of the permit and provide them to the requester. The requestor will obtain signatures of approval from G-6 and GTE (the 2 copies can be used to drop off to each organization). **Any organization that has utilities in the area will sign the permit only after they have marked their utilities on-site.**
5. The requestor will contact Miss Utility for the marking of any other non-Government utility. Miss Utility will provide the requester with a Work Order Number which the requester will write on one of the permit copies.
6. Operations Section will make 2 copies of the permit request and forward them to the 2 Facilities Maintenance Branch shops that maintain utilities, the plumbing shop and the electrical shop. These shops will sign the permit when they have completed the on-site marking of utilities.
7. The requester will deliver to Operations Section the copy/copies with signatures from G-6, GTE, and a Miss Utility Work Order Number.
8. When Operations Section has all signatures obtained from the requester and from the Facilities Maintenance Branch shops, the

ENCLOSURE (1)

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permit will be reviewed by Operations Section and approved or disapproved. If the permit is approved, Operations Section will assign an excavation risk based on any precautionary measures identified and will check the approval block and sign the permit. An approved permit will be good for 30 days from the date of approval. If the 30-day period ends before the excavation work is completed, the requester must request and obtain an extension approval from the Operations Section.

9. If the permit is disapproved for any reason, the reason for disapproval will be discussed with the requester. Some cases may require a slight change to the area of excavation due to interference of existing utilities.

10. When the permit is approved, **the requester will be given a copy and will be required to have the copy on-site at all times during excavation.** The requestor is also required to maintain all on-site utility markings during the entire excavation process.

11. If a utility is damaged during the excavation process, the requester must notify Operations Section immediately at (703) 784-2089. It may be determined that the requester is liable for the damaged utilities and may be required to reimburse the Government or Miss Utility.

12. For any questions concerning excavation permits, contact Operations Section, Facilities Maintenance Branch at (703) 784-2089.

ENCLOSURE (1)

SAMPLE WATER DISTRIBUTION SYSTEM PERMIT

MARINE CORPS BASE, QUANTICO VIRGINIA

PERMIT NUMBER _____

CONTRACTOR _____
CONTRACT # _____
CONTRACT _____
GOVERNMENT INSPECTOR _____

LOCATION: _____

| Task | DISINFECTION PERFORMED | |
|--|--------------------------|--------------------------|
| | YES | NO |
| <input type="checkbox"/> Hydrant Tap with Backflow Preventer | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Installation of New Line/Storage Tank | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Tap Existing Line | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Repair Existing Line/Storage Tank | <input type="checkbox"/> | <input type="checkbox"/> |

WATER DISTRIBUTION SYSTEM PERMIT

Permittee's Signature _____

This permit is to be displayed at the job site

1. A permit is required to:
 - a. Use a fire hydrant. **BLACKFLOW PREVENTER IS REQUIRED.**
 - b. Tap an existing line for a water service connection.
 - c. Installation of a new line or storage facility.
 - d. Repair an existing line or storage facility.

2. To obtain a permit, the person performing the work will contact the Utilities Section, Maintenance Branch, prior to starting the work within the following time frames:
 - a. 48 hours: To use a hydrant.
 - b. 15 calendar days: Repair or installation of a water line or storage facility (tank).
 - c. No time requirement: Permits will be issued immediately for emergency repairs.

3. A copy of American Water Works Association Standards/Virginia Department of Health regulations will be issued with the permit.

4. Work will be inspected and approved by the Base for all water distribution system work.

5. Backflow devices installed and tested by the contractor shall be inspected by the Base Backflow Prevention Specialist after the contractor submits the test report.

6. The contractor shall submit all bacteriological test results for potable water usage prior to acceptance of work.

7. Permits will be displayed at the construction site during the work and returned to the Utility Office when the work is finished.

8. Failure to have a permit will result in an immediate work stoppage and possible punitive damages.

Utilities Office --- (703) 784-5154
Utilities Engineer - (703) 784-5102

ENCLOSURE (2)