

Preconstruction Conference

If Quality is not a team effort, it is doomed to fail.

More and more information concerning doing business with ROICC Camp Lejeune is located on the Internet. Please follow the link:

http://www.lantdiv.navfac.navy.mil/servlet/page?_pageid=6496,6498,6968&_dad=lantdiv&_schema=LANTDIV

for information regarding vehicle passes, Base Sanitary Landfill requirements, destructive weather/snow event procedures, Employment Security Commission requirements, Value Engineering and a host of other critical information. The site also contains information regarding contracting opportunities aboard Camp Lejeune.

Section
1

For All Contractors.

What's Important to Us.....

Customers: Our customers are the sole purpose for the existence of the ROICC. We know you will value our customer relationship as much as we value our relationship with you, the prime contractor. Your firm and our office are here to provide the customer a high quality facility, on time and within budget.

Safety: Providing employees and site visitors a safe job site is our shared goal. To meet this goal, your contract requires a job-specific safety plan be submitted before any contract work is performed. Specific job hazard analysis is also required prior to the start of each potentially hazardous task with hazard analysis constantly considered during the life of the contract. We are striving, as should you, to have zero lost time accidents during this and all other contracts. Our Safety Specialist, Ms. Roni Nix, is not only available, but is enthusiastic about providing whatever assistance she can to ensure the safety of your employees, as well as civilian and military personnel.

Quality: Quality involves not only materials and workmanship but also the entire process of construction, from contract award until the keys are handed over. The Contractor Quality Control concept has a proven track record on both government and private sector projects and is fully supported by this office. The submittal process, project

documentation, timeliness, cleanliness, etc. are all components of quality. We owe our customers a first rate job and expect nothing less from all contractors involved during the construction project.

Who's In Charge Anyway?

Contracting Officer: Contracting Officer's are responsible for the creation and successful execution of contracts. Their authorized representatives, including AROICCs (civilian or military), construction representatives and support personnel, all work toward the same goal, namely providing the customer a completed facility. The only person, however, who can modify a contract is the Contracting Officer. AROICCs can recommend changes to this contract but the change is not binding until fully executed by the Contracting Officer. Conreps are responsible for Quality Assurance and cannot themselves direct changes to the contract requirements.

Contractor's Staff: You must have a designated Superintendent/Quality Control Manager on the project at all times. This doesn't mean the person in charge can't go to the office or to the hardware store at times, as long as some other responsible and competent individual is designated to represent the contractor. Your contract also requires a designated Quality Control Manager. This individual manages the Contractor Quality Control program and is responsible for ensuring quality and contract compliance, primarily using the three phases of inspection. Larger projects may require a detailed Quality Control Plan. You should understand the degree of quality control effort required by this specific contract. The U.S. Army Corps of Engineer's Safety Manual (part of your contract by reference) also requires a Safety Representative be designated. This individual must be familiar with your project-specific Safety Plan and have the authority to ensure full compliance.

Section 2

For New Contractors to the Camp Lejeune Complex. Any item, however, may be discussed regardless of the contractor's experience.

Some Administrative Details....

Before You Start:

Below are some important bullets you should consider before attempting to begin work:

Pre-Work Checklist

- You were mailed separately a checklist for administrative items which must be completed prior to starting work. To prevent delays in starting construction, it's imperative these items be completed and returned immediately.

Progress Schedule

- A progress schedule is required to be submitted 15 days after the contract is awarded. Failure to submit a schedule may be grounds for the return of any progress payment request. The scheduling requirements vary from contract to contract but will soon require a computer generated schedule be provided for nearly every project.

Schedule of Prices

- A detailed Schedule of Prices is also required before payment request can be considered. Your schedule can be computer generated but the format must be approved by this office before being submitted.

- Storage
 - Ensure you have discussed any on-site or off-site storage requirements with your AROICC and the Supervisory Construction Representative. Off-site storage compounds may be difficult to find making it important you let us know early if you foresee a problem.
- Utilities
 - Unless otherwise specified, the contractor is responsible for the cost of utilities, some of which require a deposit. Discuss your utility requirements with your AROICC to determine what procedures apply. Military Construction projects will most likely be required to be metered with the contractor being responsible for the cost of the electrical service.

During Construction:

- Your Field Office Trailer
 - Siting your field office trailer must be coordinated and approved by the Supervisory Conrep. Contractors in the past have sited trailers in areas where it was extremely difficult to bring utilities to the trailers. In some cases, trailers had to be moved during mid-contract because of other work in the same area.
- Submittals
 - Submittal requirements are specified in Section 01300. Please read and understand these requirements since a properly functioning submittal process is the key to a prompt start on your project.
- Fire Protection Submittals
 - Fire Alarm submittals pose some unique requirements. Know up-front where your submittals are required to be sent. Some may go to Norfolk, others to A/Es and still others must go to Public Works Design Division.
- Davis-Bacon
 - Know and understand your responsibilities regarding the Davis-Bacon Wage Act. We periodically conduct wage surveys to ensure Davis-Bacon compliance so it's important you understand this statutory requirement. Ask your AROICC if have any questions, he/she may not immediately know the answer but they will be happy to research any Davis-Bacon issues.
- Invoices and a Caution
 - Payment processing must be a joint ROICC/Contractor effort. Make sure your Superintendent or Project Manager meets with the Conrep to go over your invoice before the invoice is actually submitted. This could save considerable time, effort and misunderstandings. Be very careful that your invoice certifications involving payments to subcontractors and suppliers are accurate. Some contractors now find themselves with legal problems because of inaccurately or falsely certified certifications. To ensure your invoice request are processed expeditiously, please only submit invoices in accordance with the timeframe set fort in the contract. If not submitted properly, invoices may be held or returned to you for resubmission at the proper time.
- Normal Working Hours
 - Our normal working hours are 0645 until 1615, Monday through Friday. If you plan to work outside our normal hours, please provide, in writing or email, your request to work at least three working days in advance. This allows us to schedule our personnel to work if necessary.
- As-Builts
 - As-Built drawings should be updated as the job progresses. If you wait until the end of the job to mark up your drawings, critical information may be omitted or inaccurately provided. The Conrep will occasionally check your on-going as-built effort and may recommend retention if he feels your effort is not adequate.

What's Important to You...

- TABS
 - Understanding your TABS responsibilities, having confidence in your TABS subcontractor and coordinating all subcontracting efforts affecting TABS are the most critical items in completing a facility on time. Many contractors have diligently pursued completion of their contract only to stumble in the home

stretch with an incompetent TABS subcontractor, a deficient survey or TABS plan or a frustrating inability to meet the requirements of their own TABS plan. Keep TABS on the front burner at all times, you'll not regret it.

More on
Safety

- Activity Hazard Analysis prior to each phase of construction ensures your work is planned safely. Properly functioning hand tools, un-frayed extension cords, a clean and tidy job-site, guard-rails where necessary, safety harnesses for elevated work, hard hats, properly sloped excavations, safety perimeters on roofs, etc. all add up to one thing....**SAFETY!!** Learn to constantly think "Safety" and make sure your employees do the same, it could save you in the long run.

Value
Engineering

- Sharing the cost benefits of a good idea is the concept behind Value Engineering. If you are not familiar with the concept, please review FAR 52.248.3 for details. We strongly encourage you to consider VE proposals whenever possible. VE's can be a win-win situation when utilized effectively . The VE process is straight -forward and the saving split is well defined, think about it. Go to our website for additional information.

Overheads
& Profit

- When submitting your cost proposals for modifications, you can choose either the standard overhead and profit rate printed on the Navy's preprinted proposal forms, or you can use your own overhead rate and profit. If you choose to use the standard rates, no additional substantiation is required. If you choose to use your own rate, you must provide a recent audit or sufficient documentation to determine the validity of your requested rates. Also, the audited rate for home office overhead and the itemized field overhead cost will only be allowed on modifications involving an extension of contract time. Your AROICC can provide additional information.

Some Other Useful Information....

On the Jobsite

Hot-Works
Permits

- Hot works permits are required on all work involving welding, torch cutting, bitumen kettles, open fires, etc. Contact the Base Fire Department for a "Hot Works" permit prior to any spark or flame generating work. Base Fire Department must be contacted sufficiently in advance of your planned work date to allow time for issuance of the permits.

Superintendent
Qualifications

- More contracts are requiring the Superintendent to have completed a joint Army/Navy "Quality Management for Contractors" sponsored course. The course is offered throughout the year at various locations with the next scheduled offering being routinely posted on our website. For those contracts with this requirement, no person will be considered as a superintendent unless the course has been completed.

Underground
Utility
Locations

- Our contracts now require the contractor to be responsible for all buried utility locates. Your failure to properly identify the locations of underground utilities could make you liable for costly repairs if utility damages occur. Drawings of the existing underground utilities are located in Public Works Design Division, 252-451-2818.



ROICC Camp Lejeune

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**Welcome to the
Resident Officer In Charge Of Construction
Camp Lejeune**

Mission

Provides Construction & FSC Contracting Support for one of the largest Marine Corps Bases in the world. This site will provide information for contractors and potential contractors aboard the Camp Lejeune complex.

Camp Lejeune now in force protection condition "Bravo". Commercial vehicles subject to search at all gates with morning delays likely. Contractor personnel should have picture ID available on the Camp Lejeune complex.

Location:

ROICC
1005 Michael Drive
Camp Lejeune, NC
28547-2521

Contact Us:

(910) 451-2581
Construction
(910) 451-2582
Contracts Branch
(910) 451-5899 FAX
(910) 449-5585 New
River Office
(910) 449-6403 New
River FAX

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Lejeune](#)

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