



August 29, 2005

SUBJ: CONSTRUCTION AUTHORIZATIONS

1. PURPOSE.

a. This order establishes policies and procedures for accomplishing new construction or facility alterations at the FAA William J. Hughes Technical Center or at remote sites leased, owned and/or operated by the Technical Center, when work is **not** directly accomplished by the Facilities Services and Engineering Division. This order is intended to ensure:

(1) new construction and facility modifications are designed and constructed in accordance with FAA standards and procedures, current construction codes adopted by the State of New Jersey, FAA Order 1660.69B - FAA Facilities Security Management Program, and applicable federal, state, and local environmental, safety and health regulations,

(2) utility infrastructure integrity is maintained,

(3) work is consistent with CT 5310.1F, Master Planning And Site Selection, the FAA Technical Center's Strategic Land Use Plan, and the approved master plans of tenants,

(4) space is efficiently used,

(5) work is performed by companies and individuals licensed and insured to do the work (e.g., licensed electricians),

(6) everyone's safety, health, and welfare is protected insofar as they are affected by building construction and utility system modifications through structural strength and adequate means of egress, sanitary provisions, light, ventilation, fire safety, and,

(7) Technical Center procurements are done in accordance with the FAA Acquisition Management System (FAA AMS).

b. This order applies to all Technical Center organizations and Tenant organizations to the extent they prosecute work outside of Facility Services and Engineering Division channels and such work can, in any way, impact Technical Center buildings or utility infrastructure, or as required in accordance with formal agreements with the Technical Center.

2. DISTRIBUTION. This order is distributed Technical Center-wide to group level including ATO-P, ATO-S, ATO-W. New Jersey Air National Guard, FAA Eastern Region, Flight Inspection Satellite Office, AVN-311, and the United States Coast Guard.

3. CANCELLATION. Order CT 4443.1, Construction Authorization, dated 9/25/2000, is canceled.

Distribution A-Z-3, including Tenants
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Initiated By: FACILITIES
SERVICES AND
ENGINEERING
DIVISION,

4. DEFINITIONS.

a. Construction means the building, assembling, reconstruction, alteration, modification, conversion, reconfiguring, demolition or equipping of buildings, site work, structures, rooms, workstations/furniture, or utility systems.

b. Construction-related activity includes, but is not strictly limited to, soil borings, excavations, site surveys, exploratory utility surveys, and equipment installations (e.g., antennas or satellite dishes, telephone lines, file servers).

c. Utility systems include natural gas distribution, fuel oil storage, water (potable water and fire-fighting water supply systems), sewerage, storm water drainage, electricity, fire detection and alarm systems, fire suppression systems, heating and ventilating, communications, and security monitoring.

d. Project Proponent, for the purpose of this order, means the organization that initiates work to do construction or construction-related activities on Technical Center property outside of Facilities Services and Engineering Division channels. The project proponent is usually the organization that sponsors the work.

4. BACKGROUND.

a. Facilities Services and Engineering Division is responsible for facilities and utility systems at the Technical Center, including space management, design and construction work, operation and maintenance work, environmental compliance and employee safety and health, operational security, and long-range planning. Most new facility construction and facility alterations projects are designed by Facilities Services and Engineering Division architects and engineers, or by private architectural and engineering firms with Facilities Services and Engineering Division oversight. Their support is arranged using the Facilities Services and Engineering Division work order system operated by the Trouble Desk. The Acquisition Material, & Grants Division, and the Acquisition Services Group, in accordance with the FAA AMS, typically award construction contracts. Construction contracts are administered by contracting officers (CO's)/specialists, resident engineers, and construction inspectors appointed by the Acquisition Services Group.

b. From time to time, project proponents outside of Facilities Services and Engineering Division; opt to directly design and award project work involving new facilities or utility system alterations. This order is to ensure Facilities Services and Engineering Division is afforded an opportunity to review all designs for technical adequacy and to ensure construction does not proceed without the review and involvement of all appropriate parties. It is intended to function similar to procedures used in local municipalities for construction/building permits.

c. All construction, at any dollar amount, must be approved by Facilities Services and Engineering Division. The Acquisition Services Group will not process any procurement requests for construction or construction-related work without Facilities Services and Engineering Division's review and approval.

5. PROGRAM ADMINISTRATION. Facilities Services And Engineering Division will designate a Construction Official to administer the construction authorization program within the Facilities Services and Engineering Division. As the details of proposed work warrant, the Construction Official will coordinate the involvement of pertinent technical employees within Facilities Services and Engineering Division to review proposed designs and inspect construction work in progress. Thus, all inquiries will be directly between the project proponent's representative and the Construction Official. For planning purposes, the project proponent shall expect a response to applications submitted for construction authorization within 10 working days. Projects requiring a faster response due to unusual circumstances

shall be identified prominently to the Construction Official when the application is submitted so the review can be expedited. Upon issuance, the construction authorization will remain valid for 12 months.

6. PROCESS AND RESPONSIBLE ORGANIZATIONS.

a. The Project Proponent shall;

(1) Submit a Work Request through the Trouble Desk to obtain Master Planning and Siting Board approval of proposed construction; following procedures in Order CT 5310.1F. The Master Planning and Siting Board Request shall indicate whether the design and construction work will be completed outside the Facilities Services and Engineering Division. If so, the Division's Construction Official will contact the project proponent regarding the requirements of this Order within 5 days of receiving Master Planning and Siting Board approval.

(2) Be solely responsible for complying with all Federal, State and local environmental laws, regulations and requirements, permits, studies relating to the planned construction as outlined by the Construction Official. Copies of all required environmental documentation will be provided to the Construction Official prior to any construction.

(3) Be solely responsible to comply with the existing security policies of the Technical Center. Proof of such compliance shall be provided to the Construction Official prior to any construction.

(4) Be solely responsible to comply with all health and safety regulations and requirements. The Construction Official shall be provided with a Safety Plan for the project prior to any construction.

(5) Submit detailed, design drawings, specifications and work plans for the proposed work to the Construction Official. The Facilities Services and Engineering Division will review said documentation for completeness and accuracy with respect to infrastructure integrity, environmental compliance and health and safety issues, as well as all applicable codes. The Office of Security and Investigations, the serving security element, will review the designs and specifications to ensure they incorporate the protective security requirements of FAA Order 1600.69b, para. 116. Any review by the Facilities Services and Engineering Division shall not relieve the Project Proponent from sole liability for any design and/or construction defects or deficiencies. Project Proponent is encouraged to submit this documentation for periodic review during the design process to avoid schedule delays during final design. Project Proponent shall incorporate revisions requested, or provide rationale and supportive data to address issues and concerns. Submit a written reply to comments made, and resubmit detailed design data, drawings, and specifications. Rejected design work must be resubmitted and approved prior to any construction.

(6) Submit a construction schedule and a list of points of contact for the proposed construction prior to any construction.

(7) Coordinate with the Acquisition Services Group for advertising and awarding the contract. Upon award, have the Acquisition Services Group Contracting Officer designate project proponent's (Government) representatives that will be responsible to monitor and administer the contract (i.e., Resident Engineer/Contracting Officer's Technical Representative, and Construction Inspectors).

(8) Post the Construction Authorization in a prominent place at the work site prior to construction.

(9) Shall be solely responsible to have the work site scanned/beeped out with appropriate equipment to confirm the existence and specific location of underground utilities that could be impacted by the planned work. Such subsurface utilities shall be clearly marked. Any disturbance or interruption of utilities caused by activities relating to the project shall be immediately reported to the Construction Official. The cost of repairs to disturbed or disrupted utilities will be solely borne by the Project Proponent.

(10) Promptly upon completion and acceptance of the work, submit to the Facilities Services and Engineering Division pertinent as-built drawings and other record data, operation and maintenance manuals, spare parts, warranties, and other required data for record-keeping and reporting.

b. The Facility Services and Engineering Division shall:

(1) Assign a Construction Official to each proposed project. The Construction Official shall review in detail all the requirements of this Order with the Project Proponent. Both the Construction Official and the Project Proponent will sign a statement indicating that the requirements and expectations have been clearly presented and understood. The Construction Official will provide assistance to the Project Proponent to organize documentation and assure all required reviews and approvals are conducted and received in a timely manner. Upon acceptance of the proposed design, the Construction Official will issue a Construction Authorization to the Project Proponent.

(2) Perform review of submitted project design, and provide commentary to Project Proponent. On an as-needed basis, meet with project proponent to explain commentary in detail.

(3) At any time, perform site inspections, conduct tests and audit jobsite documentation to assure compliance. Consequences of non-compliance are covered in Section 7.b of the Order.

(4) Upon completion of work, issue notice that work is accepted as complete, and work area and equipment are available for occupancy and use.

7. FAILURE TO COMPLY.

a. Any unauthorized construction found being conducted on the Technical Center will be issued a "Stop Work" notice immediately. The responsible contractor will be removed from the property until the Facilities Services and Engineering Division reviews and approves the design and planned methods of construction as provided by the responsible organization. Any expenses or project delays will be borne by that responsible organization.

b. Any authorized construction not meeting the requirements outlined by the Order will be issued a "Stop Work" notice immediately. No further work will be permitted until the Project Proponent and their contractor meet with Facilities Services and Engineering Division personnel and demonstrate the ability to take corrective action. If the ability to take corrective action cannot be demonstrated, the Facilities Services and Engineering Division reserves the right to make corrections at the Project Proponent's expense.

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