

NIH SITE SELECTION REQUEST FORM Dec. 2015

Send to: **NIH SITE COORDINATION** (E-Mail)
ORF/DFS - Site Coordinators (Danita Broadnax / Pete Ludgate)
Bldg. 13 / 1341
(301) 526-9381 / (301) 802-9810

Date of This Request:

Approval Needed by (Date):

Note: A minimum of two weeks (14 days) is required for review of this request.

ORF Project Officer: Telephone:
Contractor Company Name: Telephone:
Contractor On-Site Point-of-Contact: Telephone:
POC E-mail:

A. PROJECT / SITE INFORMATION:

- A.1. Work Request Number or HHS Contract Number:
- A.2. Project Title:
- A.3. Planned usage of Proposed Site:
- A.3. Location of Proposed Site:
- A.4. Reason this proposed site is preferable for this project:
- A.5. Period of time proposed site will be used for this project (please provide exact dates):
- A.6. Name of the company responsible for the trailers, sea containers, crane and other large equipment, if other than company (Contractor) identified above:
Company:
Contact Name:
Contact's Telephone Number:
Contact's Mobile Phone Number:

A COPY OF THIS SITE SELECTION REQUEST COVER PAGE AND SITE SELECTION APPROVAL FORM SHALL BE PLACED IN EVERY CONTRACTOR VEHICLE AND ATTACHED TO TRAILER, SEA CONTAINER or DUMPSTER.

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B. SITING CHECKLIST:

B.1. **Neighborhood Impact:**

Is the proposed site within 500 feet of the nearest NIH boundary?

Yes:

No:

If 'Yes', what is the distance from boundary, in feet:

Do you foresee any potential impacts (noise, dust, vibration, light) to the neighborhood from this location?

Yes:

No:

If 'Yes', how will this impact be mitigated:

B.2. **Emergency Accessibility:**

Will the proposed site interfere with any driveway/roadway access to a neighboring building?

Yes:

No:

If 'Yes', propose an alternate access to satisfy emergency requirements:

Note: All proposed structures on the proposed site must allow access for emergency equipment.

B.3. **Traffic and Parking:**

Will the proposed site impact an area serving as a parking area?

Yes:

No:

If 'Yes',

Number of parking spaces to be removed:

Permanent change?:

Temporary change. The parking spaces will be impacted between the following dates (please provide exact dates):

What type of spaces will be impacted (General, Red, Handicap, etc):

Will the proposed site impact an area serving as a roadway?

Yes:

No:

If 'Yes', explain impact:

Note: If a roadway will be temporarily closed, please fill out an NIH ROAD CLOSURE REQUEST.

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B.4. Trailers and Dumpsters:

Trailer category:

___ Contractor's field office trailers and (on large jobs) subcontractor trailers.

___ Sea Container/Ready-issue materials Storage Trailers.

___ Field Support Trailers for A/E or CQM contractors or NIH project staff.

___ Office or Laboratory Trailers unrelated to a construction project.

Note: Trailers or sea containers in this category must be approved by the NIH Space Recommendation Board (request to board submitted by Site Coordinator). Provide a detailed justification for the trailer or sea container. Every trailer/sea container must receive an Address Number provided by Division of Facilities Planning.

Number, description and size of trailer(s):

Estimated number of occupants to be stationed in the trailer(s):

Does this include any NIH employees?

No:

Yes: Provide number of NIH employees to be stationed in this trailer:

Length of time for location of the trailer(s) at the proposed site (provide exact dates):

If one or more trailers are to be located outside the fenced or otherwise physically defined construction site, are any site modification(s) required?

No:

Yes: Provide proposed site modifications:

Proposed minimum distance of trailer(s) to existing structures/ trailers:

What utility hookups will be required?

None:

Electrical:

Water:

Sewer:

CIT:

Telephone:

Dumpster: quantity, size(s) and location(s).

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Notes:

- All trailer and storage containers requests shall comply with the construction contract.
- If the contract does not address trailers, the request will be presented to the ORF leadership for their review and approval. This process is in addition to the 10 working day Site Coordination Team review.
- Trailers shall be removed and the site restored at the contractor's expense before the site selection approval expires. See B.6. Landscape Maintenance & Site Restorations.
- If a trailer is approved then proper signage is required, per Guide for Construction Signage. http://orf.od.nih.gov/PoliciesAndGuidelines/TemporaryConstruction/SECTIONE/Documents/Guide_Consrt_Site_Signage508.pdf

Attach the following Documents:

1. Relevant portions of the contract that describe the lay down areas, office space and/or storage space to be provided.
2. An **aerial photo or campus plan** showing the location of the proposed work site, staging or lay down areas, trailers and/or dumpsters
3. Dimensioned site plan showing the proposed site in relation to buildings (show windows and doors), Fire Department connections, manholes, valves, roadways, parking spaces (number and kind) and landscape features (trees, shrub beds, etc.).

B.5. Lift Plans

If a crane is required to load/unload or place materials a Lift Plan shall be submitted for review and approval to the Division of Occupational Health and Safety, Technical Assistance Branch, Building13/3K04 , 301/496-3353.

B.6. Landscape Maintenance & Site Restorations:

1. The contractor is responsible for routine and periodic maintenance of the site including mowing to keep weeds down, litter removal, neat and organized storage of materials, erosion protection, snow removal within the designated site, and protection of any trees or shrubs within the site.
2. Sites on lawn areas shall be returned to existing or better conditions. Restorations shall include, but are not limited to, full removal of the structure, attachments and all anchor and leveling materials, full removal of all silt fence posts and fabric, full removal of fence posts and footers, full removal of any gravel placed for haul roads or parking, full removal of all temporary overhead or underground utilities, full removal or any contaminated soil from substance spills with replacement of equal volume of clean sandy loam topsoil, core aerifying to relieve soil compaction, fine grading to remove ruts, application of 6 pounds/1,000 square feet of approved varieties of Improved Tall Fescue grass seed (K-31 seed is prohibited), application of a light topping of shredded hardwood mulch over the seed (straw is prohibited), lime and fertilizers are not required.
3. Damages to pavement including asphalt, concrete and precast pavers within the site shall be restored to original condition. Photos shall be taken by the contractor to verify existing conditions prior to occupancy. Damages found by the Project Officer upon vacating the site will be the responsibility of the contractor to repair unless it can be shown the damages were pre-existing prior to site occupancy.

End of form.