

# USS MESA VERDE (LPD 19)

## Expectations

Subcontractors are MHI's Valued Partners



# Agenda

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- Safety
- Risk Management
- Quality Assurance
- Contracts
- Support (Admin, Schedule, Certification)
- Subcontracts
- Supply (Material)
- Security
- Production (Facilities)
- Programs
- Points of Contacts



# Safety

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- Emergencies. Call (757) 644-7280 (manned 24/7) for accident, spills, medical, etc.
  - MHI will call 911 (to coordinate response and location)
- PPE Requirements
- Competent Person / Tickets. Subcontractors may not enter on MHI or others' tickets
- Electrical Safety
- Hot Work / Fire Watch
- Safety Walkthrough
- Scaffolding
- Spill and Containment
- Stop Work



# Risk Management

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- Work Authorization Form (WAF) Coordination
- Hot Work Coordination
  - Coordinator
  - Working Hours
- Multi-Cable Transits (MCTs) Coordination



# Quality Assurance

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- Teamwork
- Conditions of Performance
- Welding, Brazing, NDT
- Authorized Inspectors
- Checkpoints
- Test and Inspection Plan (Master Requirements List)
- QA Documentation Requirements
- Deviation Waiver Requests (Departure from Specifications)
- 009-01 Documentation and Correction Requirements
- Preservation
- Corrective Action Request



# Contracts

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- Receipt of RFQ
  - Specified services (Scaffolding, Insulation / PCMS, Non-skid / Preservation, etc.)
  - HM&E / Turnkey support
- Proposal Requirements
  - Must possess the requisite qualifications / certifications for performing the work requirements
  - Must include all the supporting documentation
  - Must identify all tiered labor
  - Must identify growth rate and ODC burdens
  - Use MHI's estimate template (RFQ) provided to you
  - Clearly list ALL exceptions and required services needed from MHI.
- UCA
  - Be prepared to defend costs with TAR



# Contracts

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- CFRs
  - Must be submitted in accordance with contract requirements
  - Note any delays to schedule or impact to milestone
  - If rejected, discuss with MHI Project Team
- RCCs
  - Must provide in the required # of Days required by the contract (3 days)
  - Provide all required supporting documentation (material quotes, tiered subcontract and service quotes)
  - List ALL exceptions and required support services that pertain to each RCC. MHI will not accept 'refer to original proposal'
  - List any impacts to schedule especially if a contract extension is required



# Support (Admin)

- ALL CFRs that do not contain CUI must be submitted via e-mail to MHI Admin ([mhiadmin@mhi-shiprepair.com](mailto:mhiadmin@mhi-shiprepair.com))
- The PM and APM should be CC'd, so that they have a copy of the CFRs before Admin process them
- Submittal of quotes is allowed, however please have it as a separate attachment. Do not include any amount on the CFR itself.
- Each CFR must have the following for accurate processing:
  - MHI job number
  - Vessel name and hull number
  - Location(s)
  - One spec item and/or one Standard item per report
  - Spec paragraph number that must start with 3
  - Standard item and the corresponding paragraph number that must start with 3, if applicable
  - Detailed description of the issue
  - Detailed recommendation including the appropriate key words:
    - Accept Required Report, Provide Additional Information, Accept Submitted Information, Issue RCC, Information Only, etc.
  - Detailed list of materials required, if applicable





# Support (Admin)

## CFRs (Required Reports)

- CFRs that are also required report(s) must have the following to receive proper credit:
  - Correct RR submittal\_paragraph number (from spec and/or std item)
    - Paragraphs that say, “Submit one legible copy...” is the submittal paragraph
  - Location(s)
    - If a RR is submitted to cover multiple locations, it is not required to submit a report for each location.
    - One report that clearly specifies the locations would suffice

## Tier 2 Sub Reports

- Must be submitted with the main subcontractor’s CFR along with their tier 2 sub’s report as an attachment

## MARMC Answers

- Sent out by MHI Admin to subs at least 3 times a week
- Contains original report from subs and the answer sheet from NMD by MARMC

## Controlled Unclassified Information (CUI)

- CUI cannot be submitted via regular e-mail
- CUI can be submitted to the MHI Admin via encrypted email service such as Preveil or it can be delivered to MHI as a physical copy
- MHI Admin email collective does not access Preveil, so please do not send CUI via Preveil to the MHI Admin email.
- Examples of CUI that are typically submitted with a CFR:
  - Process Control Procedure (PCP), drawings, etc.



# Support (Schedule)

## Schedule Process

- Schedules are sent out prior to execution (usually around the same time as official POs), each subcontractor is responsible for reviewing the work breakdown, duration, and dates. Changes are to be provided ASAP and are subject to approval/discussion with MHI Project Team.
- Schedules are sent out via email weekly during execution. All updates are to be provided following MHI's electronic update process NLT Wednesday's COB.
- MHI tracks subcontractor progress inputs weekly and uses the submitted progress; as well as when/if progress is submitted to assist in paying subcontractor invoices.
- Weekly schedule email contains information about which RCCs have been added into the schedule. Any subcontractor who has one of those RCCs should verify that the duration, dates, etc. are accurately input in the schedule or provide detailed information for correction.
- OQE is very important. Any schedule line that has corresponding checkpoints that are not cleared, will not be progressed to 100% until CP has been cleared.

## Subcontractor Weekly Manning

- These are the number of employees from subs charging to a specific avail, not how many hours they work each day
- There is a separate column on the manning template sent to subs where they select the average hours per day/shift they work (8, 10 or 12).
- Requests are sent to subs by Admin every week on Wednesdays
- Subs must send their manning before COB on Friday



# Support (Schedule)

## ADDING COMMENTS TO A SCHEDULE

|    |    |  |     |     |            |            |
|----|----|--|-----|-----|------------|------------|
| AC | AC | (042-11-003) WORK COMPLETION CERTIFICATION DATA FOR CHIEF OF NAVAL OPERATIONS (CNO)<br>AVAILABILITY: PROVIDE             | 0   | 305 | 03/23/2022 | 05/19/2023 |
| AC | AC | LOE  | 1   | 304 | 03/23/2022 | 05/18/2023 |
| AC | AC | LOE MATERIAL   | 1   | 304 | 03/23/2022 | 05/18/2023 |
| AC | AC | REVISE THE MRL AND ERL WEEKLY THROUGHOUT THE AVAILABILITY TO INCLUDE ADDITIONS, DELETIONS, MODIFICATIONS AND COMPLETIONS | 34  |     |            |            |
| AC | AC | RCC 164G & 174G ACCOMPLISH SCHEDULE INTEGRATION OF 3 LATE POAMS  | 100 |     |            |            |
| AC | AC | RCC 270G ACCOMPLISH SCHEDULE INTEGRATION TO  | 5   |     |            |            |

1. Click "Enable Editing," usually located within a yellow bar at the top of the screen.
2. Right click the cell that the comment needs to be added to and select "New Comment."
3. Inside the popup box, type the update you wish to provide.
4. Once the update is typed inside the box, click the green arrow at the bottom of the popup box. This will cause the popup box to disappear and the purple triangle in the top right corner of the cell to appear.

\*Remember that you should update progress and start/finish dates as needed as part of your updates.



# Subcontracts

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- Subcontracts authorizes work and adjusts Purchase Orders
- Progress drives Invoicing
- Subcontractors should use the Master Requirements List (MRL) to determine remaining OQE
  - Test and Inspection Plan (TIP) is a product for MARMC, not Subcontractors
  - TIP is limited; MRL is all inclusive (CP, RR, WAF, etc)
- Invoices are approved by Project Managers (signed progress sheet) prior to submission to AP for payment
- After verification / signature from Program Manager, invoices should be emailed to  
Accounts Payable at [MHIAP@mhi-shiprepair.com](mailto:MHIAP@mhi-shiprepair.com)
- Final invoicing is REQUESTED 90 DAYS after work complete; REQUIRED 120 DAYS after work complete



# Supply (Material)

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- Equipment Removal
  - Interference Return
  - Scrap Disposition
- Laydown Area
  - Inbound
  - Outbound
- LLTM
- GFM Turnover
  - Requesting/Issuing/Receiving/Turnover [mhi-materialcontrol@mhi-shiprepair.com](mailto:mhi-materialcontrol@mhi-shiprepair.com)
- PCMS
  - Requesting/Issuing/Receiving/Scrap/Turnover
- Nameplate Data (Final Certification)



# Security

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- Pass Office
  - Email Access List and inquiries to [passoffice@mhi-shiprepair.com](mailto:passoffice@mhi-shiprepair.com)
  - Visit Pass Office for additional information, visitor passes, parking etc.
- Parking. Inside Gate, Subcontractor Lot, Riverview Lot
- Safety Video. View prior to entry / badge access
- Cell Phone Use. No cell phone use allowed on the pier/ ship or while walking inside yard
- Cameras. No cameras or cell phone cameras allowed unless authorized by MHI
- Tobacco. Facility is tobacco-free. There is no smoking or use of any kind (including vaping) at MHI
- Emergencies. Call (757) 644-7280 (manned 24/7) for accident, spills, medical, etc.
  - MHI will call 911 (to coordinate response and location)



# Production (Facilities)

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- CONEX Box delivery / Location
- Office Availability / Locations
- Laydown Policy / Timeline
- Crane Services



# Programs

- Daily production meetings
  - Communicate with MHI Project team of any issues, delays, coordination
  - 009-01 Delays / Disruption
- Submit timely notification of growth work to the project team
  - 009-01 / 009-06 Condition Found Reports
  - Ship Alt coordinator
- Temporary Services
- Housekeeping
- Safety Violations Consequences
  - First Offense = 7 Days
  - Second Offense = 14 Days
  - Third Offense = 365 Days

**PROGRAMS / PROJECT TEAM CANNOT AUTHORIZE WORK - ONLY SUBCONTRACTS.  
IF YOU START WORK WITHOUT PROPER AUTHORIZATION, IT IS AT YOUR OWN RISK AND EXPENSE.**





# Points of Contact

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- Drew Williams, Director Programs [drew.Williams@mhi-shiprepair.com](mailto:drew.Williams@mhi-shiprepair.com)
  - Chris Griffin, Programs Manager [chris.griffin@mhi-shiprepair.com](mailto:chris.griffin@mhi-shiprepair.com)
- Greg Stephens, Director Production [greg.Stephens@mhi-shiprepair.com](mailto:greg.Stephens@mhi-shiprepair.com)
- Victor Brannon, General Counsel and VP of Compliance [victor.brannon@mhi-shiprepair.com](mailto:victor.brannon@mhi-shiprepair.com)
  - Dan Small, Safety Manager [dan.small@mhi-shiprepair.com](mailto:dan.small@mhi-shiprepair.com)
  - Larry Ryan, WAF / Hot Work Supervisor [lawrence.ryan@mhi-shiprepair.com](mailto:lawrence.ryan@mhi-shiprepair.com)
  - Neil Burns, Security Manager [neil.burns@mhi-shiprepair.com](mailto:neil.burns@mhi-shiprepair.com)
- Dennis Robbins, QA Manager [dennis.robbins@mhi-shiprepair.com](mailto:dennis.robbins@mhi-shiprepair.com)



# Points of Contact

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- Chris Ceglio, Director Estimating and Contracts [chris.ceglio@mhi-shiprepair.com](mailto:chris.ceglio@mhi-shiprepair.com)
  - Darrell Lankford, Estimating Manager [darrell.lankford@mhi-shiprepair.com](mailto:darrell.lankford@mhi-shiprepair.com)
  - Becky Duke, Contracts Manager [becky.duke@mhi-shiprepair.com](mailto:becky.duke@mhi-shiprepair.com)
- Christopher McCallum, Director Support / Subcontracts / Supply [christopher.mccallum@mhi-shiprepair.com](mailto:christopher.mccallum@mhi-shiprepair.com)
  - Kathy Antley, Program Admin Manager [kathleen.antley@mhi-shiprepair.com](mailto:kathleen.antley@mhi-shiprepair.com)
  - Wendi Wachner, Schedule Manager [wendi.wachner@mhi-shiprepair.com](mailto:wendi.wachner@mhi-shiprepair.com)
  - Kevin Lehmer, Work Certification [kevin.lehmer@mhi-shiprepair.com](mailto:kevin.lehmer@mhi-shiprepair.com)
  - Deborah Flinn Spears, Senior Subcontracts Administrator [deborah.flinnspears@mhi-shiprepair.com](mailto:deborah.flinnspears@mhi-shiprepair.com)
  - Renzie Balisacan, Subcontracts Administrator [renzie.balisacan@mhi-shiprepair.com](mailto:renzie.balisacan@mhi-shiprepair.com)
  - Kim Jernigan, Supply Manager [kim.jernigan@mhi-shiprepair.com](mailto:kim.jernigan@mhi-shiprepair.com)