

## **DIVISION 1 – GENERAL REQUIREMENTS**

### **SECTION 01010 – SUMMARY OF THE WORK**

#### **Scope of Contract:**

The scope of work includes all work included in the Base Bid and such additional work as may be properly authorized by the Owner through issuance of addenda, field orders, and change orders; or acceptance of Alternates or unit prices.

The Contractor shall provide all labor, materials, tools, accessories, equipment, and incidentals required to complete all of the work specified or reasonably implied therein, as falling within the Scope of Work of this project.

#### **Base Bid:**

Work included in the Base Bid shall consist of that work indicated on the Drawings and in the Specification not specifically designated as Alternates and shall briefly and generally include the following:

New concrete block building, approximately 138' X 44' with brick veneer and wood trusses.

#### **General Provisions:**

The general provisions of the contract including GENERAL AND SUPPLEMENTARY CONDITIONS, and DIVISION 1 - GENERAL REQUIREMENTS are hereby made a part of each of the several technical sections of these specifications, and shall be understood to apply in full to all individuals or corporations who contract or subcontract to perform any part or all of the project work.

Each contractor or subcontractor shall consult them carefully before commencing work.

Wherever the text refers to Supplementary Conditions, read Supplementary Conditions.

#### **Work by Others:**

The Contractor shall cooperate with Owner's personnel or other contractors which may be working in the same area during the construction period.

Work Sequence:

The Specifications and Drawings shall not be construed to delegate division of work among trades. The Base Bid, each Alternate, and Unit Price (if any) will have requirements involving several sections of the Specifications. Provide all miscellaneous or implied items of work required for a complete job in each bid.

Owner Furnished Items:

There are no Owner furnished items, materials, equipment or similar furnishings on the Drawings or in these Specifications which are required to be installed by the Contractor.

Contractor shall furnish and install items, materials, equipment, furnishings, etc. included in these Specifications which are not specifically indicated to be furnished and/or installed by the Owner.

Salvage:

Owner retains rights to the following salvageable items which will be removed by the General Contractor from the existing structure during demolition which is a part of this Contract:

None.

These items should be removed carefully and delivered complete to the Owner's designated representative(s). All other items and pieces of the demolition process will become the property of and responsibility of the General Contractor. Disposal of any such material shall be off campus, the cost of which shall be part of the General Contract.

**SECTION 01020: ALLOWANCES**

There are no cash allowances included in any bid.

**SECTION 01026: MEASUREMENT AND PAYMENT**

Unit Prices:

There are no unit prices included in any bid.

**SECTION 01030: ALTERNATES**

The description for each alternate is recognized to be incomplete and abbreviated, but implies that each change must be complete for the scope of work affected. Refer to applicable specification sections (Division 2 through 16), and to applicable drawings for specific requirements of the work, regardless of whether references are so noted in description of each alternate. Coordinate related work and modify surrounding work as required to properly integrate with the work of each alternate. It is recognized that descriptions of alternates are primarily scope definitions, and do not detail full range of materials and processes needed to complete the work as required.

Schedule of Alternates:

Alternate No. 1:

An Add Alternate to the Base Bid consisting of the work indicated on the Drawings and in the Specifications; generally as follows:

Install 3" asphalt paving on 6" crushed limestone base.

Alternate No. 2:

An Add Alternate to the Base Bid consisting of the work indicated on the Drawings and in the Specifications; generally as follows:

Install 6" concrete paving on 6" lime stabilized subgrade on 6" crushed limestone base.

## **SECTION 01040: COORDINATION**

### Owner:

Coordination of work relating to the Owner's off-site work, timing, and miscellaneous requirements shall be the responsibility of the Architect through the designated field representative.

## **SECTION 01050: FIELD ENGINEERING**

Furnish and utilize an Engineer's transit, and Engineer's level, and qualified operators for all layout work including lines, levels, and measurements.

Establish grades, lines, and levels as indicated on the Drawings or as approved by the Architect. Do not assume or scale the Drawings to determine dimensions or elevations.

Maintain bench marks and other dependable markers as needed to properly locate every element of work within the entire project.

## **SECTION 01060: REGULATORY REQUIREMENTS**

### Building Codes:

Building regulations for the protection of public health, safety and welfare are as follows:

BOCA National Building Code - 1996  
International Plumbing Code - 1995 and Supplement 1996  
International Mechanical Code - 1996  
NFPA Life Safety Code - 1994  
National Electric Code - 1996  
ANSI A117.1 - Latest Edition

### Explosives:

No explosives shall be used on campus without written permission of the Architect and the campus Safety Officer. When explosives are used, it shall be in accordance with State and Municipal regulations.

## **SECTION 01095: ABBREVIATIONS AND SYMBOLS**

### Abbreviations and Names:

The following abbreviations as referenced in the contract documents are defined to mean the associated names. The names are subject to change, and are believed to be, but are not assured to be, accurate and up to date as of the date of the contract documents:

AA Aluminum Association  
AAMA Architectural Aluminum Manufacturers Association  
AASHO See AASHTO  
AASHTO American Assoc. of State Highway & Transportation Officials  
ACI American Concrete Institute  
AIA American Institute of Architects  
AISC American Institute of Steel Construction  
AISI American Iron and Steel Institute  
ANSI American National Standards Institute  
ASHRAE American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc.  
ASME American Society of Mechanical Engineers  
ASTM American Society for Testing and Materials  
AWI Architectural Woodwork Institute  
AWPA American Wood Preserver's Association  
AWS American Welding Society, Inc.  
BHMA Builders Hardware Manufacturers Association  
BIA Brick Institute of America (Formerly SCPI)  
BOCA Building Officials and Code Administrators  
CE Corps of Engineers  
CFR Code of Federal Regulations  
CRSI Concrete Reinforcing Steel Institute  
FS Federal Specification (General Services Admin.)  
NEMA National Electrical Manufacturers Association  
NFPA National Fire Protection Association  
OSHA Occupational and Safety Health Administration  
PS Product Standard of NBS (U. S. Dept. of Commerce)  
SDI Steel Deck Institute  
S.D.I. Steel Door Institute  
SFPA Southern Forest Products Association  
SJI Steel Joist Institute  
SMACNA Sheet Metal and Air Conditioning Contractors National Association, Inc.  
SPIB Southern Pine Inspection Bureau (Grading Rules)  
SSPC Steel Structures Painting Council  
TCA Tile Council of America, Inc.  
UL Underwriters Laboratories, Inc.  
USDA US Department of Agriculture  
USPS US Postal Service

## WCLB West Coast Lumber Inspection Bureau (Grading Rules)

General Applicability of Standards: As further defined herein and elsewhere in the contract documents, and except to the extent more explicit or more stringent requirements are written directly into the contract documents or are required by governing regulations, applicable standards of the construction industry have the same force and effect for the work (and are made a part into the contract documents, or as if published copies were bound herewith).

Publication Dates: In each instance, comply with the standard or trade association publication which was in effect at the date of the contract documents, except where specifically indicated to comply with a publication of another date. References in the specifications have generally omitted the date indicator which frequently accompanies the identification number for the standards and publications indicated.

Copies of Standards: In connection with the general requirement (elsewhere in the contract documents) that each entity performing the actual work be expert in the portion of work being performed, each such entity is hereby also required to be familiar with recognized industry standards applicable to that portion of work. In general, copies of applicable standards have not been bound with the contract documents. Where copies of standards are needed for proper performance of the work, the Contractor is required to obtain such copies directly from the publication source.

### Definitions:

General Explanation: A substantial amount of the contract document specification language constitutes specific definitions for terms found in other sections of the specifications, including the Drawings which must be recognized as diagrammatic in nature and not completely descriptive of the requirements indicated thereon. Certain terms used repetitiously in the contract documents are defined generally as follows:

Indicated: The term "Indicated" is a cross reference to details, notes or schedules on the drawings, other paragraphs or schedules in the Specifications, and similar means of recording requirements in the contract documents. Where

terms such as "shown", "noted", "scheduled", and "specified" are used in lieu of "Indicated", it is for the purpose of helping the reader locate the cross reference, and no limitation of location is intended except as specifically noted.

Directed, Requested, etc.: Where not otherwise explained, terms such as "directed", "requested", "accepted", and "permitted", mean "directed by the Architect", "requested by the Architect" etc. However, no such implied meaning will be interpreted to extend the Architect's responsibility into the Contractor's area of construction supervision.

Refer: Used to indicate that the subject is defined, specified, or shown in further detail at another location in the contract documents, or elsewhere as indicated. Except as otherwise noted, "refer" does not imply that the Contractor must purchase or subcontract the subject work in any special manner.

Approve: Where used in conjunction with the Architect's response to submittals, requests, applications, inquiries, reports and claims by the Contractor, the meaning of the term "approved" will be held to the limitations of the Architect's responsibilities and duties as specified in the General and Supplemental Conditions. In no case will "approval" by the Architect be interpreted as a release of the Contractor from responsibilities to fulfill the requirements of the contract documents.

Project Site: The space available to the Contractor for the performance of the work, either exclusively or in conjunction with others performing other work as part of the project. The extent of the project site is shown on the drawings, and may or may not be identical with the description of the land upon which the project is to be built.

Furnish: Except as otherwise defined in greater detail, the term "furnish" is used to mean supply and deliver to the project site, ready for unloading, unpacking, assembly, installation, etc., as applicable in each instance.

Install: Except as otherwise defined in greater detail, the term "install" is used to describe operations at the project site including unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing,

protecting, cleaning, and similar operations, as applicable in each instance.

Provide: Except as otherwise defined in greater detail, the term "provide" means furnish and install, complete and ready for the intended use, as applicable in each instance.

Installer: The entity (person or firm) engaged by the Contractor or its subcontractor or sub-subcontractor for the performance of a particular unit of work at the project site, including installation, erection, application and similar required operations. It is a general requirement that such entities (Installers) be expert in the operations they are engaged to perform.

Testing Laboratory: An independent entity engaged to perform specific inspections or tests of the work, either at the project site or elsewhere; and to report and (if required) interpret the results of those inspections or tests.

## **SECTION 01200: PROJECT MEETINGS**

### Preconstruction Conference:

The successful Contractor, his superintendent, and a representative of the mechanical and electrical subcontractors will be required to attend a preconstruction conference in the Owner's conference at 1234 Street, City, State. Time and date of the conference to be established by ABC Design Firm.

## **SECTION 01300: SUBMITTALS**

### Shop Drawings, Product Data, and Samples:

Submit to the Owner 6 copies (except as otherwise noted) of shop drawings, product data, and/or samples of all materials for review.

The Architect's review shall be limited to quality and design intent. It shall be the Contractor's responsibility to verify quantities and sizes, and to make corrections observed and noted by the Architect on any returned submissions.

Examination of resubmissions will be limited to (1) revision made in compliance with comments or corrections which were noted on previous submittals; and (2) other revisions

which the Contractor has specifically called to the Owner's attention in writing.

No work requiring submissions or samples shall be commenced until submission has been reviewed by the Owner.

Final acceptance of colors and finishes will be made from samples applied on the job.

Submit on all materials, products, and samples which are required by the work.

Mechanical and electrical shop drawings shall be submitted and returned in accordance with those sections of the specifications.

All submittals shall be channeled from the General Contractor to the Architect, Physical Plant A-E Services, and back to the General Contractor. This procedure applies to original submittals as well as required resubmittals. Each organization shall keep its required number of copies and/or make necessary copies from the sepia. The Contractor will make all corrections noted on check sets, if necessary, and return for review as required by the Architect's stamp or transmittal letter.

## **SECTION 01400: QUALITY CONTROL SERVICES**

### Testing Laboratory Services:

Employ an appropriate independent testing laboratory, which is approved by the Architect, for all testing required in the Specifications.

All charges for work performed by the testing laboratory shall be paid by the Contractor unless otherwise indicated by the Specifications.

### Quality Assurance:

General Workmanship Standards: Comply with recognized workmanship quality standards within the industry as applicable to each unit of work, including ANSI standards where applicable. It is a requirement that each category of tradesperson or installer performing the work be prequalified, to the extent of being familiar with applicable and recognized quality standards for that category of work, and of being capable of workmanship complying with those standards.

Manufacturer's Instructions:

Install all manufactured items in accordance with the manufacturer's instructions and recommendations; or as detailed on the Drawings and as required by the Specifications. Provide accessories and incidentals recommended by the manufacturer for proper installation.

**SECTION 01500: CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS**

Existing Utilities:

Approximate locations of existing utility lines are indicated on Drawings in accordance with such information as is now available. In making excavations near locations indicated proceed with caution until exact locations have been determined and repair or replace such lines damaged by operations under this contract. Verify locations of all existing utilities encountered and record on as-built drawings. Contractor shall notify Local Utilities 48 hours before beginning any excavation work.

Interruptions of Utility Services:

Any interruption of utility services must be scheduled with and approved by the Architect five (5) days prior to need.

Temporary Utilities:

Temporary water service, connections to the Owner's supply, pumping, if required, shall be furnished by the Contractor. The Owner shall pay for all water used.

Temporary electric service for power and lighting shall be provided by the contractor for the use of all trades. The cost of distribution from feeders shall be paid by the Contractor.

The cost of power for construction, testing and adjusting shall be paid for by the Owner.

The Contractor shall maintain and pay all costs involved in the furnishing of temporary heat required. Temporary heating system shall be vented to the outside; open salamanders are not acceptable. If the permanent heating units are in place, they may be used by the Contractor, upon approval of the Owner and the Architect.

Temporary Toilet Facilities:

Toilet facilities shall be provided by the Contractor. They shall be adequate, private, sanitary and so constructed as to prevent contamination and shall meet requirements of the local Board of Health. Facilities shall be convenient and available to all persons on the site, including visitors. Take whatever steps necessary to insure the use of these facilities only in order to prevent unsanitary conditions in the building.

Telephone:

The Contractor shall provide individual one-party telephone at the job.

A sign shall be prominently posted adjacent to the telephone listing emergency telephone numbers.

Temporary Construction:

Bridges: Contractor shall furnish bridges with 3'-0" bearing on each side of trench and equipped with railings, over trenches in those areas where sidewalks are disrupted. In areas where the trench terminates within (50) feet of the sidewalk and a clear pedestrian path exists, a bridge will not be required. Egress to buildings and access to fire hydrants shall not be closed without prior approval of the Environmental Health Services Department. Bridges shall be constructed in compliance with OSHA requirements for scaffolding. Provide board walks as may be required to maintain dry walkway to nearest sidewalks.

Construction Aids:

Construction elevators, hoists, temporary enclosures, swing staging, scaffolding, platforms, fencing, and other similar aids shall conform to OSHA regulations.

Barricades and Warning Signs:

The Contractor shall provide, erect and maintain necessary barricades, suitable and sufficient lights, signals and other control devices, and shall take all necessary precautions for the protection of the work and safety of the public. Suitable warning signs shall be provided to properly control and direct traffic. No existing streets or drives on the campus shall be temporarily closed until the plans for such closing, and arrangements and sufficiency of barricades, lights, etc. have been approved by the Campus Police Department and coordinated with the Owner's representative.

Security:

The Owner's Environmental Health Services will periodically inspect the job to assure the correct installation of fire protection and safety equipment. Inspectors shall be permitted access to the job site at all reasonable times.

Access Roads and Parking Areas:

In areas where streets are crossed by trenches, one-half of street shall be open to traffic except as approved by Architect and Campus Safety Director and Campus Police Officers. Protect barricades and flasher type warning signs at all traffic lane closings.

Access for use of fire fighting apparatus shall be provided to the immediate job site at the start of construction and maintained until the construction is complete.

Free access from the street to fire hydrants and to outside connections for standpipes, sprinklers, or other fire extinguisher equipment, whether permanent or temporary, shall be provided and maintained at all times. No material or construction shall be placed within 10 feet of such hydrants or connections, nor between it and the center line of the street.

During construction, free access to permanent, temporary or portable first aid fire equipment shall be maintained at all times.

Contractor shall provide and maintain sufficient portable fire extinguishers of suitable types during the course of construction, located conveniently throughout the job site, in accordance with NFPA #10.

Arrangements shall be made so that firemen will have a free access to the premises when called to a fire.

Temporary Controls:

Dust Control:

Dust shall be held to a minimum.

Pollution Control:

Means of disposal of pollutants shall be the responsibility of the Contractor.

Erosion Control:

Erosion shall be held to a minimum. The Contractor shall be responsible for cleaning streets, walks, sewers, and similar items which may become muddy or dirty because of the work.

Burning of Debris:

There shall be no burning of debris, trash, etc., permitted at any time on the construction site or on the Campus.

Traffic Regulation:

Construction Parking Control:

This Contractor shall comply with all parking regulations now in effect on campus. The location and number of parking spaces for employee vehicles shall be as designated by the Owner and as indicated on the drawings. Additional parking permits (if available) may be obtained by the Contractor upon request. It shall be the Contractor's responsibility to distribute, monitor, and inform employees of parking regulations; and to return all parking permits to the Owner when construction is complete.

Delivery of Materials:

All vehicles delivering materials to the job site shall be so scheduled to enter the campus at times to least interfere with campus vehicular traffic. Scheduling and the vehicles used for delivery shall be as reviewed with the Architect.

Haul Routes:

Haul routes on campus shall be as reviewed with the Architect.

Field Offices and Sheds:

Office Space:

On projects exceeding a contract price of \$100,000.00 or 90 days construction time, the Contractor shall furnish enclosed, cooled and heated space with desk, chair, and file cabinet for use by the Architect. Space may be temporary office building or a portion of project building as approved by Architect.

Project Identification and Signs:

A project sign is not required. However, the Contractor may erect a sign provided the format, size, context, colors and locations are approved by the Architect.

**SECTION 01600: MATERIAL AND EQUIPMENT**

Storage and Protection:

All materials shall be stored and protected according to the manufacturer's instructions. It is intended that all materials intended for installation be dry, clean, unsoiled, unstained; without rust, defacement, or other similar deficiencies.

## **SECTION 01650: STARTING OF SYSTEMS/COMMISSIONING**

The procedures for the starting of systems are indicated in the various Sections of the Specifications.

Furnish to the Owner prior to the pre-final inspection, three complete sets of operating instructions and demonstrate to the Owner the procedures for proper operation and functioning of all equipment.

## **SECTION 01700: CONTRACT CLOSEOUT**

### Cleaning:

During the course of the work, properly remove and dispose of all excess debris and trash.

Immediately upon completion of the work, remove debris and trash and restore all areas occupied during the course of the work to original condition or as required by the work.

The contractor shall dispose of solid waste in accordance with the regulations of the STATE Solid Waste Management Act and shall submit to the Owner, prior to the issuance of payment for the work, a report including the landfill used and its permit number, and copies of all load receipts for the project.

### Project Record Documents:

Prior to the pre-final inspection the Contractor shall furnish to the Owner two (2) sets of original prints indicating in red, those changes made on the job.

**Certificate of Final Completion and Final Payment will not be issued until "as-builts" have been delivered to the Architect.**

### Operating and Maintenance Instructions:

Prior to the pre-final inspection, deliver to the Owner's representative three (3) instruction manuals which will include all instructions, data, bonds, warranties, including extended/special warranties, guarantees, tools, spare parts, etc., as required by the specifications. Delivery must be made prior to the pre-final inspection.

Warranties and Bonds:

The Contractor does hereby warranty and/or guarantee against and shall remedy any defect due to faulty materials or workmanship and shall pay for any damages to other work resulting therefrom which may appear within a period of (1) year from the date of Substantial Completion of the project. All correspondence regarding warranty items shall be promptly acknowledged by the Contractor; and the items shall be rectified promptly.

**\*\*\*\*\* END OF DIVISION 1 – GENERAL REQUIREMENTS \*\*\*\*\***