

**SECTION 01000**

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**NOTE TO USER**

General Requirements are generally only applicable for larger projects and those affecting substantial City of Saco infrastructure. For a determination of whether general requirements must be included, consult with the City of Saco, Public Works. If these are optional, the Owner or Developer can determine what if any General Requirements should be provided.

## SECTION 01000

### GENERAL REQUIREMENTS

#### PART 1 - GENERAL

##### 1.01 SUMMARY OF WORK:

The project consists of all site work associated with construction of **(ADD PROJECT TITLE)**, Saco, Maine.

The proposed work includes all civil-site work for improvements in Saco, Maine consisting of **(BRIEF PROJECT DESCRIPTION)**

##### 1.02 ENGINEER'S FIELD OFFICE:

***(May be vacant; add the following specifications if an Engineer's Field Office is not required for this project.)***

- A. The Contractor shall provide and maintain a Field Office for the exclusive use of the Engineer. The facilities shall be available for his use during the entire life of the project, and shall not be disturbed, moved, or interrupted without the Engineer's approval. The building shall be a separate structure, sealed from the weather, completed and ready for occupancy on the first day of work. The building shall be erected on a location approved by the Owner and the Engineer. A mobile field office trailer for the exclusive use of the Engineer, separate from any Contractor field office, is acceptable if it contains the required facilities described herein:

Size – Equivalent 10' x 24'

Windows – 2 arranged for cross ventilation with screens

Door – With closer and secure lock

Lighting – Adequate lights over all work areas, convenience outlets each wall

Temperature Control – Adequate thermostat controlled heating and air condition (cooling) system to maintain room temperature between 65°F and 75°F.

Plumbing – toilet or privy.

Telephone – Private fixed/mobile phone with answering machine.

Facsimile Machine – A facsimile machine shall be provided.

Sign – 14" x 36" erected outside office, white background, black letter, lettering to read:

***(NAME PER PROJECT SPECIFICATIONS)***

The following office furniture and equipment shall be furnished:

- 1 – Flat top desk, 2-1/2 x 4-1/2 feet, with drawers at each end
- 2 – Plywood drawing tables, 3 feet x 6 feet top
- 2 – Straight chairs, 2 swivel chairs, 2 drafting stools
- 1 – 4-drawer steel filing cabinet with lock and key
- 2 – Large metal wastebaskets
- 1 – Rack from which to hang drawings, including related appurtenances
- 1 – Wall mounted fire extinguisher
- 1 – Desk lamp
- 2 – Drafting table lamps
- 1 – Broom

##### 1.03 PROJECT COORDINATION:

- 1.3.01 Coordinate all work under this contract. In particular, this project requires coordination of work with **(ADD PROJECT SPECIFICS)**.

- 1.3.02 Make arrangements for temporary storage of materials and supplies and for the timely delivery to the job site. Temporary storage locations shall be the responsibility of the Contractor.
- 1.3.03 Assist the Engineer as required in the review of construction, the testing of materials, and providing a preblast and homeowner's survey for approval of regulatory officials and the City of Saco.
- 1.3.04 Cooperate and provide access to the Owner or his representatives for the purpose of measuring quantities, if necessary, and access to the project.
- 1.3.05 Maintain up-to-date progress records and record drawings.
- 1.3.06 Maintain the project site in a neat condition.
- 1.3.07 Coordinate with all utilities, and notify the appropriate owners when excavation is scheduled in areas that may affect existing utilities.
- 1.3.08 Layout of the project using an independent surveyor.
- 1.3.09 Testing of materials using an independent lab retained by the Contractor and approved by the Owner.
- 1.3.10 Maintain and update erosion control compliance reports including access to regulatory officials upon request.
- 1.3.11 Preparing and maintaining records of contractor's request for information.
- 1.3.12 Providing access and personnel to accompany City of Saco officials and third party inspectors.
- 1.3.13 Prompt notification of the Owner of any construction changes which alter or affect the work of others.

#### **1.04 PROJECT MEETINGS:**

##### **1.4.1 Preconstruction Meeting:**

- A. A preconstruction meeting will be held after the date of Notice to Proceed and prior to start of construction. This meeting shall be attended by the Owner, Engineer, Contractor, and Subcontractors, City of Saco officials, and other regulatory representatives.
- B. The following will be undertaken:
  - 1. Distribute and discuss:
    - a. List of major Subcontractors.
    - b. Tentative construction schedule.
  - 2. Critical work sequencing.
  - 3. Relation and coordination of Subcontractors.
  - 4. Designation of responsible personnel.
  - 5. Processing of field decision and Change Orders.
  - 6. Adequacy of distribution of Contract Documents.
  - 7. Submittal of Shop Drawings, project data, and samples.
  - 8. Procedures for maintaining Record Documents.
  - 9. Use of premises:

- a. Office and storage areas.
- b. Owner's requirements.
- 10. Safety and first-aid procedures.
- 11. Security procedures.
- 12. Housekeeping procedures.
- 13. Aggregate suppliers and submission of samples and test results.
- 14. Review of the proposed independent testing laboratory to be retained by the Contractor.
- 15. Review of City of Saco third party inspections and protocol.

#### 1.4.2 Progress Meetings:

- A. Progress meetings will be scheduled on a mutually agreeable timetable. Due to the number of parties involved, the date for monthly meetings shall be established at the time of the preconstruction meeting.
- B. Attendance:
  - 1. Owner or designated representative.
  - 2. Contractor.
- C. Minimum agenda:
  - 1. Review, approve minutes of previous meeting.
  - 2. Review work progress since last meeting.
  - 3. Note field observations, problems, and decisions.
  - 4. Identify problems which impede planned progress.
  - 5. Review off-site fabrication problems.
  - 6. Develop corrective measures and procedures to regain planned schedule.
  - 7. Revise construction schedule as indicated.
  - 8. Plan progress during next work period.
  - 9. Review submittal schedules, expedite as required to maintain schedule.
  - 10. Maintaining of quality and work standards.
  - 11. Review changes proposed by Owner for:
    - a. Effect on construction schedule.
    - b. Effect on completion date.
  - 12. Review of erosion control compliance reports.
  - 13. Review City street opening and use of public ways.
  - 14. Review materials to be recycled.
  - 15. Complete other current business.

### 1.05 **CONSTRUCTION SCHEDULES:**

#### 1.5.1 General:

- A. The Contractor shall provide construction schedules for the project, and revise it prior to each pay requisition. Supplemental information is provided in Section 01300, Submittals.
- B. The schedule shall be coordinated with other Prime Contractors and City officials.

### 1.5.2 Form Of Schedule:

- A. Prepare in form of horizontal bar chart prepared on suitable computer software.
  - 1. Provide separate horizontal bar column for each trade or operation.
  - 2. Order: Chronological order of beginning of each item of work.
  - 3. Identify each column:
    - a. By major specification number.
    - b. By distinct graphic delineation.
  - 4. Horizontal time scale: Identify first work day of each week.

### 1.5.3 Content Of Schedules:

- A. Provide complete sequence of construction by activity.
  - 1. Shop drawings, project data, and samples:
    - a. Submittal dates.
    - b. Dates reviewed copies will be required.
  - 2. Product procurement and delivery dates.
  - 3. Dates for beginning and completion of each element of construction, specifically items which impact street opening schedules or work on public property within the City of Saco.
- B. Show projected percentage of completion for each item of work as of first day of each month.
- C. Include estimate of the amount of each monthly requisition for the duration of the project.

### 1.5.4 Updating:

- A. Show all changes occurring since previous submission of updated schedule.
- B. Indicate progress of each activity; show completion dates.
- C. Include:
  - 1. Major changes in scope.
  - 2. Activities modified since previous updating.
  - 3. Revised projections due to changes.
  - 4. Other identifiable changes.
- D. Provide narrative report, including:
  - 1. Discussion of problem areas, including current and anticipated delay factors, and their impact.
  - 2. Corrective action taken, or proposed, and its effect.
  - 3. Effect of change in schedules of other Prime Contractors.
  - 4. Description of revisions:
    - a. Effect on schedule due to change of scope.
    - b. Revisions in duration of activities.
    - c. Other changes that may affect schedule.

#### 1.5.5 Submittals:

- A. Submit initial schedules within 15 days after date of Notice to Proceed.
  - 1. Engineer will review schedules and return review copy within 10 days after receipt.
  - 2. If required, resubmit within 7 days after return of review copy.
- B. Submit periodically updated schedules accurately depicting progress to first day of each month.
- C. Submit the number of copies required by the Contractor, plus four copies to be retained by the Engineer and two copies to be provided to the City of Saco.

#### 1.5.6 Distribution:

- A. Distribute copies of reviewed schedules to:
  - 1. Job site file.
  - 2. City of Saco Department of Public Works
  - 3. Other concerned parties.
- B. Instruct recipients to report any inability to comply, and provide detailed explanation, with suggested remedies.

### **1.06 APPLICABLE CODES:**

#### 1.6.1 General:

Comply with current edition of all local, State, and national codes applicable to the proposed construction.

### **1.07 SUBMITTALS:**

Refer to Section 01300.

### **1.08 SUBMITTALS:**

The Contractor shall maintain a record of all service lead locations and locations of buried fittings, etc., throughout the project. The locations shall be recorded by 3 ties from permanent points which will remain after construction or by coordinates and vertical datum. Use figure in Attachment A for recording ties. Provide a copy to the City of Saco Department of Public Works.

### **1.09 LABORATORY TESTING SERVICES:**

#### 1.9.1 General:

- A. Work included: From time to time during progress of the work, the Owner will require that testing be performed to determine that materials provided for the work meet the specified requirements. These tests will apply to:
  - 1. Soil compaction.
  - 2. Cast-in-place concrete.
  - 3. Soil and aggregate gradations.
- B. Related work described elsewhere: Requirements for testing are described in various sections of these specifications.

1.9.2 Quality Assurance:

- A. Qualifications of testing laboratory: The testing laboratory will be qualified to the Owner's approval in accordance with ASTM E329 "Recommended Practice for Inspection and Testing Agencies for Concrete and Steel Used in Construction".
- B. Codes and Standards: Testing, when required, will be in accordance with all pertinent codes and regulations and with selected standards of the American Society of Testing and Materials.

1.9.3 Product Handling:

Promptly process and distribute all required copies of test reports and related instructions to ensure all necessary retesting and/or replacement of materials can occur with the least possible delay in progress of the work.

1.9.4 Payment For Testing Services:

The Contractor will pay for all testing services specified by the Contract and the cost of retesting where the Test agency or the Owner's lab finds failing tests.

1.9.5 Contractor's Convenience Testing:

Inspection or testing performed exclusively for the Contractor's convenience shall be the sole responsibility of the Contractor.

1.9.6 Cooperation With Testing Laboratory:

Representatives of the testing laboratory shall have access to the work at all times. Labor and equipment shall be provided at the Contractor's expense in order that the laboratory may properly perform its functions in the field.

1.9.7 Schedules For Testing:

- A. Establishing schedule:
  - 1. By advance discussion with the testing laboratory selected by the Contractor and approved by the Owner, determine the time required for the laboratory to perform its tests and issue each of its findings.
  - 2. Provide for all time required with the construction schedule.
- B. Revising schedule: When changes of construction schedule are necessary during construction, coordinate all such changes of schedule with the testing laboratory as required.
- C. Adherence to schedule: When the testing laboratory is ready to test according to the determined schedule but is prevented from testing or taking specimens due to incompleteness of the work, all extra costs for testing attributable to the delay shall be borne by the Contractor.

1.9.8 Taking Specimens:

The Contractor shall furnish qualified personnel and equipment to accomplish the above sampling by advance arrangement, utilize equipment and personnel from the testing laboratory approved by the Owner.

## **1.10 PHOTOGRAPHS:**

### **1.10.1 General:**

- A. Prior to the beginning of actual construction, the Contractor shall employ the services of a professional photographer to document the conditions existing on the site at that time. The existing conditions of all paving, sidewalks, driveways, trees, shrubs, fences, and structures adjacent to the site and photos within the proposed construction shall be photographed.
- B. Total number of photographs shall not exceed one hundred (100). Two (2) prints of each photograph shall be provided. One set shall be submitted to the Owner. The other set shall be mailed or delivered to the City of Saco, Department of Public Works. Additional sets for the Contractor shall be at his discretion.

### **1.10.2 Photographer:**

- A. Photographer shall be a qualified commercial photographer.

### **1.10.3 Negatives:**

- A. Negatives shall remain property of photographer.
- B. Negatives shall be maintained for a period of two (2) years from Date of Substantial Completion.

### **1.10.4 Prints:**

- A. Black and white.
- B. Finish: Smooth surface, glossy.
- C. Size: 8" x 10".
- D. Mounting: On muslin, with 1 inch hinged binding edge.

### **1.10.5 Identification:**

Identify each print on front

- A. Photograph and contract.
- B. Location.
- C. Description of view.
- D. Time and date of exposure.

## **1.11 CLEANING:**

### **1.11.1 Description:**

- A. Maintain premises and public properties free from accumulations of waste, debris, and rubbish, caused by operations.
- B. At completion of work, remove waste materials, rubbish, tools, equipment, machinery, and surplus materials, and clean all site exposed surfaces; leave project clean and orderly.
- C. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.

**---END OF SECTION 01000---**

**SECTION 01000**

**ATTACHMENT A – RECORD OF TIE FORM**