

**SMALL BUSINESS PROJECTS**  
**DIVISION 1 - GENERAL REQUIREMENTS**  
**INSTRUCTION PAGE**

**GENERAL REQUIREMENTS:**

- A. The General Requirements Sections are standard to DGS Small Business projects. They are written to compliment the Small Business Construction Contract General Conditions and other standard DGS Small Business Contract Documents. The Sections are to be included in the order listed. Additional Sections may be inserted between standard Sections, where appropriate. The Section numbering format may be changed if the Professional is using a different numbering system for the specifications.
- B. **Editing Sections:** The Professional **must edit** the Sections to suit each individual project. Add, delete or modify provisions to suit the individual project. Each Section, as presented here, includes notes to the specification writer. **Remove** all notes to the Professional, indicated in bold text within brackets ( **[bold]** ) as part of the editing process. **Do not** make changes simply to have the Requirements conform to the Professional's own preferred format or content.
- C. **Adding / Deleting Sections:** Delete Sections not applying to the individual Project. Add Sections to incorporate requirements needed for an individual project that are not covered in the standard Sections. **Do not** add Sections to Division 1 without verifying that the requirement is not covered in the General Conditions. **Do not** use Division 1 Sections of published specifications, such as Masterspec, without careful and extensive editing. They have conflicts with the DGS standard General Conditions, and General Requirements, and Construction Administrative Procedures.
- D. **Note:** Many requirements are included in the DGS Small Business Instructions To Bidders, Small Business Construction Contract, Small Business General Conditions, Small Business Administrative Procedures, etc. **Do not** edit Division 1 Sections to add provisions that change the provisions of these Documents, without specific authorization of DGS. **Do not** edit or add provisions that create conflicts with the General Conditions. **Do not** add provisions to the General Requirements that are already covered in the General Conditions.

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SECTION 01010

SUMMARY OF WORK

PART 1 – GENERAL

1.1 STIPULATIONS

- A. The Small Business " General Conditions of the Construction Contract ", "Special Conditions", and "Division 1 - General Requirements" form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 LOCATION

- A.

1.3 PROJECT DESCRIPTION

- A.

1.4 WORK INCLUDED

- A. The Work of this Project consists of, but is not necessarily limited to, the following. Detailed requirements of the Work are described in the pertinent specification Sections and/or shown on the Drawings.

**[Delete references to Contracts not required for the Project.]**

B. GENERAL CONSTRUCTION (.1)

- 1.
- 2.
- 3.

C. HVAC CONSTRUCTION (.2)

- 1.
- 2.
- 3.

D. PLUMBING CONSTRUCTION (.3)

- 1.
- 2.
- 3.

E. ELECTRICAL CONSTRUCTION (.4)

- 1.
- 2.
- 3.

F. \_\_\_\_\_ CONSTRUCTION (.5)

- 1.
- 2.
- 3.

G. \_\_\_\_\_ CONSTRUCTION (.6)

- 1.
- 2.
- 3.

1.5 WORK BY OTHERS

**[Include only to describe items of work not by Prime Contractors of this Project.]**

A.

1.6 QUESTIONS DURING BIDDING PERIOD

A. Direct all questions pertaining to the Project, as shown and described in the Contract Documents, to the Project Professional listed below:

**[Name of Project Manager or designee of the Professional, the Professional firm name, address, telephone number, fax number, and e-mail address,  
and  
Using Agency Project Coordinator]**

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION

SECTION 01025

UNIT PRICES IN LUMP SUM CONTRACTS

**[This Section is only to be used under certain conditions; discuss with the Project Coordinator before including this Section.]**

PART 1 – GENERAL

1.1 STIPULATIONS

- A. The Small Business "General Conditions of the Construction Contract", "Special Conditions", and "Division 1 - General Requirements" form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 DEFINITIONS

- A. Unit Price: An amount bid by the Contractor for a unit quantity of a work item listed in the Schedule of Unit Prices.
- B. Schedule of Unit Prices: The schedule of work items in the Contract for which the Contractor is to provide a price for adjusting the Contract amount for changes in quantity of work required.

1.3 PROCEDURES

- A. Unit Prices will be used as the basis for computing "additions to" or "deductions from" the Lump Sum Contract amount for extra work and for reductions in quantities of work called for by the Contract Documents. Unit Prices shall remain binding and irrevocable for the entire period of the Contract.
- B. Unit Prices shall include all costs by the Contractor, his suppliers and subcontractors for the work, including labor, material, tools, equipment, insurance, taxes, field overhead, general overhead and profit and bond. The work shall include all incidental items required to complete the work.
- C. The Department will not be bound by the Unit Prices unless it accepts the same, in writing, before it issues a Notice of Award of the Contract. The Department may award the contract without accepting the bidder's Unit Prices. If the Department and the Contractor are unable to agree upon a new Unit Price, the Department may at its discretion, direct the Contractor to perform such work on a force account basis.
- D. Work added to the Contract will be of the same general character as that required by the Contract Documents. Contractors are to assume that changes will be made in a timely manner, not requiring the Contractor to incur additional mobilization or other disproportional expenses in connection with the adjustment in contract quantities.

- E. Each bidder shall carefully check the drawings and specifications for the Base Bid quantities required under the Contract.
- F. Contractors are to comply with requirements of the Instructions to Bidders and instructions for completion of the Bid Form.

1.4 SCHEDULE OF UNIT PRICES

- A. The following Schedules of Unit Prices apply to the Contracts indicated on the Schedules. The Contractor is to provide Unit Prices for all items.

**[Professional shall fill out and complete the Schedule of Unit Prices for each Contract, leaving the Unit Prices blank. Descriptions of work items are to be fully described in the applicable technical sections. Include in the schedule sufficient description of the work items to positively link them to the detailed descriptions in paragraph 1.7 and the descriptions in the technical sections. Bid Forms shall include the Schedules applicable to each Contract.]**

(1) CONTRACT		SCHEDULE OF UNIT PRICES	
ITEM NO.	DESCRIPTION	UNIT OF MEASUREMENT	UNIT PRICE ADD/DEDUCT
1			\$
2			\$

(2) CONTRACT		SCHEDULE OF UNIT PRICES	
ITEM NO.	DESCRIPTION	UNIT OF MEASUREMENT	UNIT PRICE ADD/DEDUCT
1			\$
2			\$

(3) CONTRACT		SCHEDULE OF UNIT PRICES	
ITEM NO.	DESCRIPTION	UNIT OF MEASUREMENT	UNIT PRICE ADD/DEDUCT
1			\$
2			\$

(4) CONTRACT		SCHEDULE OF UNIT PRICES	
ITEM NO.	DESCRIPTION	UNIT OF MEASUREMENT	UNIT PRICE ADD/DEDUCT
1			\$
2			\$

1.5 CHANGES

- A. All changes in the quantity of work for which there is a Unit Price will be authorized using change order procedures provided in the General Conditions. Change Orders shall be written prior to performing the work where possible but may be written after the work is authorized, completed and measured when quantities are not able to be determined in advance.

1.6 MEASUREMENT

- A. Measurement of the work quantities where the work is performed prior to issuance of a Change Order shall be net quantities and not include cutting waste, or other adjustments to the unit of measure of the Unit Price. The Department and Contractor shall arrive at a rational procedure for measurement prior to performing the work. The Contractor shall be responsible for measurement and will submit the calculations and worksheets to the Department for approval.

1.7 DESCRIPTIONS OF UNIT PRICES

**[Unit prices are to be coordinated between Contracts so that if a Unit Price affects more than one Contract it has the same Base Bid number. Descriptions here shall be in detail and shall include methods of measurement.]**

A. (.1) Contract:

- 1. Unit Price 1:
- 2. Unit Price 2:
- 3. [Others as required]

B. (.2) Contract:

- 1. Unit Price 1:
- 2. Unit Price 2:
- 3. [Others as required]

C. (.3) Contract:

- 1. Unit Price 1:
- 2. Unit Price 2:
- 3. [Others as required]

D. (.4) Contract

- 1. Unit Price 1:
- 2. Unit Price 2:
- 3. [Others as required]

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION

SECTION 01030

BASE BID DESCRIPTIONS

PART 1 - GENERAL

1.1 STIPULATIONS

- A. The Small Business “General Conditions of the Construction Contract”, “Special Conditions”, and “Division 1 - General Requirements” form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.
- B. The price written on each separate Base Bid line on the Base Bids sheet in the Bid Package shall be the Total Bid Price for that particular Base Bid.

1.2 SECTION INCLUDES

- A. This Section includes identification of each Base Bid and description of the changes to be associated with each Base Bid.

1.3 DESCRIPTION OF SEPARATE BASE BIDS

A. GENERAL CONSTRUCTION CONTRACT (DGS XXX-XX PHASE X.1)

- 1. Base Bid No. 1:
  - a. Shall include all the work indicated on the Contract Drawings and described in the Project Manual, except work that is identified as work of a higher Base Bid.
- 2. Base Bid No. 2:
  - a. Same as Base Bid No. 1[, except add - - -].
- 3. Base Bid No. 3:
  - a. Same as Base Bid No. 2[, except add - - -].

B. HVAC CONSTRUCTION CONTRACT (DGS XXX-XX PHASE X.2)

- 1. Base Bid No. 1:
  - a. Shall include all the work indicated on the Contract Drawings and described in the Project Manual, except work that is identified as work of a higher Base Bid.

2. Base Bid No. 2:
  - a. Same as Base Bid No. 1[, except add - - -].
3. Base Bid No. 3:
  - a. Same as Base Bid No. 2[, except add - - -].

C. PLUMBING CONSTRUCTION CONTRACT (DGS XXX-XX PHASE X.3)

1. Base Bid No. 1:
  - a. Shall include all the work indicated on the Contract Drawings and described in the Project Manual, except work that is identified as work of a higher Base Bid.
2. Base Bid No. 2:
  - a. Same as Base Bid No. 1[, except add - - -].
3. Base Bid No. 3:
  - a. Same as Base Bid No. 2[, except add - - -].

D. ELECTRICAL CONSTRUCTION CONTRACT (DGS XXX-XX PHASE X.4)

1. Base Bid No. 1:
  - a. Shall include all the work indicated on the Contract Drawings and described in the Project Manual, except work that is identified as work of a higher Base Bid.
2. Base Bid No. 2:
  - a. Same as Base Bid No. 1[, except add - - -].
3. Base Bid No. 3:
  - a. Same as Base Bid No. 2[, except add - - -].

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION

SECTION 01040

COORDINATION AND CONTROL

PART 1 – GENERAL

1.1 STIPULATIONS

- A. The Small Business " General Conditions of the Construction Contract ", "Special Conditions", and "Division 1 - General Requirements" form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 SECTION INCLUDES

- A. This section includes the on-site provisions that govern the performance of the work to complete this Project.

1.3 CONTRACTS - FOR THIS PROJECT CONSTRUCTION

**[If the General Construction Contractor is not the Lead Contractor as shown below, Professional shall modify to indicate the Lead Contractor. Delete references to Contracts not required for the Project.]**

- A. DGS XXX-XX PHASE X.1 General Construction (Lead Contractor)
- B. DGS XXX-XX PHASE X.2 HVAC Construction
- C. DGS XXX-XX PHASE X.3 Plumbing Construction
- D. DGS XXX-XX PHASE X.4 Electrical Construction
- E. DGS XXX-XX PHASE X.X Other

1.4 VISITS TO SITE

- A. For access to the site during the bidding period contact the Using Agency site personnel with phone number listed below:

- 1. Using Agency Site Representative: \_\_\_\_\_
- 2. Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

1.5 UNIDENTIFIED HAZARDOUS MATERIALS (ASBESTOS, CHEMICALS, ETC.)

- A. There is a possibility that hazardous materials not identified in the contract documents may be discovered on this project. Should it be determined that some or all of the hazardous materials must be removed, the Contractor shall obtain an estimate for said removal from a Subcontractor who is experienced in the field, has insurance and is knowledgeable of the regulations as they apply. The Contractor may provide the estimate itself if it is qualified in the applicable hazardous materials field. The Department shall consider authorizing a Change Order for the removal of the hazardous material to the extent necessary.
- B. The Contractor or Subcontractor must comply with all requirements of the General Conditions, including the maintenance of insurance up to the limit required under the General Conditions.
- C. Should a hazardous material be encountered on the job, the Contractor shall comply with all statutes and regulations of the Commonwealth of Pennsylvania and all rules and regulations of the United States Environmental Protection Agency as they apply during construction and demolition work and the disposal of hazardous material. Particular attention is drawn to Code of Federal Regulations, Title 40, Part 61, Section 112 of Clean Air Act and PA Department of Labor and Industry, Act 194 for asbestos.
- D. The Contractor shall comply fully with the regulations of OSHA as they pertain to the protection of workers exposed to the emission of asbestos fibers, chemicals, etc. and shall take all steps necessary to protect its employees, as well as all other people engaged in the building.
- E. Whenever a hazardous material is to be removed or disposed of, the Contractor is required to make proper notification to the Bureau of Air Quality Control in the Department of Environmental Protections' Regional Office, PA Department of Labor and Industry and EPA as applicable, and is required to obtain and pay for any permits required. Disposal shall conform to all applicable regulations and documentation shall be required when, applicable.

1.6 LEAD PAINT

**[Utilize this paragraph for projects where building age is 1978 and older. For building age 1979 and newer, edit this paragraph per the outcome of paint testing, or as determined by DGS. Discuss with the Project Coordinator.]**

- A. The Contractor shall perform the work with the assumption that all painted surfaces are lead-containing. Each Prime Contractor is responsible for following all required OSHA 1926.62 'Lead In Construction' standards when disturbing or impacting these painted surfaces during the course of the renovations, including but not limited to activities such as: cutting and patching, core drilling, penetration,

anchoring, fastening, etc. The area(s) shall be visually clean upon completion of any of these activities.

1. Action Plan: Contractor(s) shall submit an Action Plan (that conforms to Paragraphs 1.6 A, A.1., A.2., and A.3.) to the Department at the Initial Job Conference, which specifically outlines details of means and methods to be used for each dust-generating activity involving lead-painted surfaces. Include erection of critical barriers and plastic sheeting for dust control, subsequent exposure assessment, personal protective equipment, hygiene and clean-up for demolition, and selective demolition (large area disturbances).
2. Contractor(s) shall utilize means and methods that preclude uncontained dust generation to complete work that disturbs/impacts lead-containing paint (i.e., waxpaper cup filled with shaving cream, paint stripper, HEPA-assisted drills, etc.) for minor area disturbances.
3. Contractor(s) shall ensure areas beyond work area are not contaminated, and shall immediately stop work and erect plastic sheeting to prevent the spread of dust, anytime means and methods inadvertently create dust.

#### 1.7 MOLD

- A. In the event mold is encountered, the Contractor shall implement corrective actions to protect workers, other building occupants, and to prevent the disturbance of mold in affected areas. Although not presently regulated by EPA and/or OSHA, the EPA does provide industry standards regarding worker safety and abatement procedures, which are the minimum procedures to be followed if mold is encountered.
- B. Any mold that appears as a result of construction shall be abated immediately by the Contractor responsible for this condition. The affected surface shall be cleaned, removed, and replaced. Inspection and testing shall be done by a qualified testing agency to confirm the mold has been removed in its entirety.

#### 1.8 TESTING OF EQUIPMENT

- A. After any equipment furnished under the contract and any permanent heating, ventilating, plumbing, drainage or electrical systems and equipment have been installed or modified, it shall be the responsibility of the Contractor to operate its equipment for a satisfactory period of time, as required by the Department for proper testing and instructing the operating personnel. Fuel, electricity and water required for proper testing of permanent equipment and for the period of instructing personnel, shall be paid for by the Contractor testing its equipment.

#### 1.9 PROJECT PHOTOGRAPHS

**[Professional to Edit as Required.]**

- A. In addition to the requirements of General Conditions Section 19.1, submit four (4) copies of photo(s) selected from final photo set by the Department to be distributed to participating Federal Agencies. **[Delete paragraph if no Federal Participation.]**
- B. Refer to Section 01120 – Historical Projects, Supplemental Provisions. **[Delete paragraph if not a Historical Project.]**
- C. The Lead Contractor shall submit digital photographs of at least two (2) views of each building and other major features showing the progress of the Work and at the final completion of the Project. Each photograph shall include the date the photograph was taken, a description of the view, and the project number. The digital photographs shall be saved on compact discs as jpg/jpeg files or other appropriate formats as the Department directs. Two (2) copies of each disc shall be delivered to the Department’s Construction Inspector Supervisor in accordance with Administrative Procedure No. 4.

#### 1.10 INSTRUCTIONS AND TRAINING

- A. Refer to General Conditions Section 6.49 and 6.50, as specified in the applicable technical portion of each specification for "Operations and Maintenance Instruction Manuals" and "As-Built Record Drawing" requirements.
- B. Unless approved by the Department, training shall not be scheduled/conducted until As-Built Drawings, Operation and Maintenance Instruction Manuals, valve tag lists, equipment and piping system identification, and all software programming is complete.
- C. Provide full on-site training and instruction to designated Commonwealth personnel given by competent manufacturer's authorized personnel thoroughly familiar with all technical and operational aspects of the installed items. Instructions are to cover operation and maintenance of all systems, equipment components and other items as specified and furnished under this contract. Instructional digital video recordings may be used to augment required instructions and training but may not be substituted for the in-person on-site training. All on-site training shall be recorded by the Contractor. The digital video recording(s) are to be given to the Department. Acceptable formats are Audio Video Interleaved (AVI), or Adobe Flash Video Format (FVL), or other globally recognized video format.
- D. Contractor shall provide an outline of the training and course content, which shall be submitted and accepted by the Professional and the Department prior to conducting training.
- E. Conduct instruction and training during regular working hours. For training on complicated systems, allow at least one-half of the training time to be at and/or with the system equipment.

- F. Provide additional training and instructions for all significant modifications and/or changes made under the terms and/or conditions of the manufacturer's and/or Contractor's warranty.
- G. The Contractor shall maintain and submit a sign-in list that clearly documents all personnel attending the training.

#### 1.11 REUSE OF MATERIALS

**[Professional shall edit as required.]**

- A. No removed materials or equipment shall be reinstalled in the work, unless so noted on the Drawing or in these Specifications.
- B. The Using Agency shall have the first right to salvaged materials, including:
  - 1. **[Professional shall insert list of items to become the property of the Using Agency; or delete Paragraph B, is not applicable.]**
- C. Historical Projects: Refer to Section 01120 – Historical and Museum Commission Projects-Supplemental Provisions, for special instructions. **[Delete if not a Historical Project.]**

#### 1.12 GENERAL

- A. All construction trailers, offices, equipment and materials required to be on-site shall be located as shown on the Drawings, or at the direction of the Department.

#### 1.13 WORKING HOURS

- A. The Contractor's available working hours shall be from 6:00 A.M. to 6:00 P.M., Monday through Friday. **[Edit if Dept. of Corrections Project.]**
- B. Work during different hours, or work on Saturdays, Sundays, State and National Holidays or overtime work, must have the Regional Director's or his designee's prior written approval.
- C. This shall not apply in those unforeseen isolated and/or emergency instances when a particular operation must be performed in a continuous sequence that extends the working day beyond the approved working hours. Coordinate with the Department in these instances.
- D. The Department's failure to approve different working hours, weekend or holiday working hours, or overtime hours is not cause for a claim against the Department for delay.

- E. Utility shut-downs required for tie-ins to existing systems shall be done in off-hours, weekends, and/or holidays to minimize the impact on the operations of the Using Agencies (and/ or surrounding buildings). These costs shall be anticipated and included in the Contractor's bid.

#### 1.14 DELIVERY, STORAGE AND HANDLING

- A. Prefinished materials shall arrive at job site in their original unopened cartons or other protective packaging necessary to protect finishes. Materials should be stored in such packages until time of application. Flat materials such as panels shall arrive and remain on adequate support to ensure flatness and prevent damage.
- B. Store all materials, equipment and bulk items prior to installation in clean, dry, well ventilated locations away from uncured concrete, masonry or damage of any kind. Waterproof tarpaulin or polyethylene sheeting must allow for air circulation under covering.
- C. Coordinate storage location with the Department.
- D. Refer to each section for specific delivery, handling and storage instructions of items specified.

#### 1.15 PARKING

**[Edit as required; check with the Using Agency. If no on-site parking accommodations are available through the Using Agency, state it as such here.]**

- A. All parking is subject to prior approval of the Department and Using Agency, unless otherwise noted.

#### 1.16 TRAFFIC

- A. The Lead Contractor shall establish at the Initial Job Conference a construction staging and traffic plan for the project which minimizes the construction interference with the Institution's operation. This plan is subject to the Department's and the Using Agency's review and acceptance. This acceptance does not relieve the Contractors of their responsibilities regarding safety coordination, and adherence to all traffic laws and ordinances.

#### 1.17 SUBSURFACE INFORMATION

- A. Any available data concerning subsurface materials or conditions based on soundings, test pits or test borings, has been obtained by the Department for its own use in designing this Project. The Test Boring logs are incorporated into the construction contract as a Contract Document. However, the Geotechnical Report with all other exhibits is provided for information purposes only; it is not to be

relied upon or included in the construction contract as a Contract Document. The Geotechnical Report and exhibits are available to Bidders at the office of the Professional, upon signature of a standard form of receipt, whereby the Bidder acknowledges and understands that the information in the Report is for the purpose of designing the Project only, is not warranted for accuracy, correctness or completeness, and is not incorporated as a Contract Document.

- B. Test Boring logs reflect the conditions at the specific locations of each test boring only. The Contractor accepts full responsibility for any conclusion drawn with respect to conditions between test borings. Bidders shall therefore undertake to perform their own investigation of existing subsurface conditions. The Department will not be responsible in any way for the consequences of the Contractor's failure to conduct such an investigation. Excavation for the Project is "Unclassified" as fully described in the Earthwork Section.

1.18 SITE FENCE

- A. **[A site fence is to be included when site conditions warrant, as determined by the Using Agency. Fences may be around the construction site, or just around the staging areas. In some cases, an inexpensive fence similar to a snow fence or plastic net is sufficient, other times a substantial wire or wooden fence is needed. Specify the required fence under this heading, and indicate location on drawings.]**

1.19 ENVIRONMENTAL QUALITY CONTROL

- A. The Prime Contractor and its Subcontractors shall perform their work in a manner which shall minimize the possibility of air, water, land and noise pollution, in accordance with General Conditions Section 6.37.
- B. The name, address and telephone number of the Department of Environmental Protection Regional Office is furnished below. This office shall be contacted for waste disposal permits and for information concerning sites already approved for conducting waste disposal. **[Delete all but the appropriate office.]**

Southeast Regional Office  
Suite 6010, Lee Park  
555 North Lane  
Conshohocken, PA 19428-02233  
(610) 832-6200

Counties: Bucks, Chester, Delaware,  
Montgomery, and Philadelphia

Northeast Regional Office  
2 Public Square  
Wilkes-Barre, Pa 18701-3296  
(570) 826-2511

Counties: Carbon, Lackawanna, Lehigh,  
Luzerne, Monroe, Northampton,  
Pike, Schuylkill, Susquehanna,  
Wayne, and Wyoming

Southcentral Regional Office  
909 Elmerton Avenue  
Harrisburg, Pa. 17110-8200  
(717) 705-4700

Counties: Adams, Bedford, Berks, Blair,  
Cumberland, Dauphin, Franklin,  
Fulton, Huntingdon, Juniata,  
Lancaster, Lebanon, Mifflin,  
Perry, and York

Northcentral Regional Office  
208 West 3rd Street  
Williamsport, Pa. 17701  
(570) 327-3636

Counties: Bradford, Cameron, Clearfield,  
Centre, Clinton, Columbia,  
Lycoming, Montour,  
Northumberland, Potter, Snyder,  
Sullivan, Tioga, and Union

Southwest Regional Office  
400 Waterfront Drive  
Pittsburgh, PA 15222-4745  
(412) 442-4000

Counties: Allegheny, Armstrong, Beaver,  
Cambria, Fayette, Greene,  
Indiana, Somerset, Washington,  
and Westmoreland

Northwest Regional Office  
230 Chestnut Street  
Meadville, PA 16335-3481  
(814) 332-6945

Counties: Butler, Clarion, Crawford, Elk,  
Erie, Forest, Jefferson, Lawrence,  
McKean, Mercer, Venango, and  
Warren

1.20 OFFICE FOR CONTRACTOR

- A. The Using Agency will, within the limitations of its existing facilities, furnish adequate space within the facility for the Contractor's office(s) during the construction stage of the Project, free of charge to the Contractor(s).

**[The Professional must discuss with the Using Agency and DGS Construction Regional Director to confirm whether this paragraph applies. If the Using Agency is not able to provide office space, revise to indicate that each Contractor will be responsible for its own office location.]**

1.21 DGS INSPECTOR'S OFFICE

- A. The Using Agency will, within the limitations of its existing facilities, furnish adequate space within the facility for the DGS Inspector's office(s) during the construction stage of the Project, including locks, telephones, computer/data line connection, internet service, toilet/washroom facilities, heat, power, light, office furniture, equipment and supplies.

**[The Professional must discuss with the Using Agency and DGS Construction Regional Director to confirm whether this paragraph applies, all or in part. If the Using Agency is not able to provide office space and/or equipment, revise to this paragraph to reflect the results of said discussion.]**

1.22 **SANITARY FACILITIES [Include only when the Institution has agreed to make its facilities available.]**

- A. General Conditions Section 19.4 is hereby deleted. The following conditions shall pertain:
  - 1. Sanitary facilities will, within the limitations of the existing facilities, be provided by the Using Agency at no cost. The Lead Contractor shall provide all supplies and maintain the facilities in a clean and sanitary manner at all times.
  - 2. The existing facilities available for the Contractor's use will be assigned by the Department at the Initial Job Conference.

1.23 **SMOKING POLICY**

- A. Smoking and use of smokeless-tobacco are strictly prohibited in all buildings.

1.24 **CONCRETE AND EARTHWORK**

- A. All Contractors shall perform concrete work and earthwork required for their work, and shall comply with applicable Divisions/Sections, of the (.1) contract specifications therefore. If any specification section contains language conflicting with requirements of applicable (.1) contract specification sections, the most stringent requirements shall prevail.
- B. If there is no (.1) contract on the Project, then the Lead Contractor shall include the applicable Division 2 sections for earthwork and Division 3 sections for concrete work in his contract specifications.

1.25 **QUALITY CONTROL TESTING**

- A. Structural-related testing and inspections required to be performed by the Contractor(s) are listed in Section 01400 – Quality Control Testing Services. If Quality Control testing or inspections required appear in Section 01400 and in a technical section, the most stringent requirements shall prevail. If Quality Control testing or inspections required appear in a technical section and not in Section 01400, they shall be required as if specified in Section 01400. Conditions pertaining to Quality Control testing and inspections may appear in the technical sections. Testing is to be by the Contractor, unless specifically stated to be “by the Department” or required by Section 01401 – Quality Assurance Testing and Inspection Services. Quality Assurance Services by the Department are for the purpose of oversight of the Contractor’s Quality Control Testing.
- B. Non-structural testing is in the technical specifications.

1.26 WORK IN OCCUPIED BUILDINGS **[Edit or Delete as applicable.]**

- A. The (Lead) (General) Contractor shall install dust-tight temporary partitions isolating the work area(s) from the other portions of the building before any work of any Contractor begins on-site. These portions must allow access to means of egress in compliance with fire codes.
- B. Protect all existing equipment and finishes remaining in the work area(s).
- C. Where isolated work must be performed outside the partitioned work area(s), the Contractor performing the work shall provide temporary dust/dirt protection for its work. Those areas shall be cleaned by the Contractor before its employees leave the area each shift.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION

SECTION 01110

DEPT. OF CORRECTIONS - SUPPLEMENTAL PROVISIONS

PART 1 – GENERAL

1.1 STIPULATIONS

- A. The Small Business “General Conditions of the Construction Contract”, “Special Conditions”, and “Division 1 - General Requirements” form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 PERSONAL BEHAVIOR

- A. Contractors are responsible for informing their employees of the special restrictions on personal behavior and the procedures/potential penalties for violations.

1.3 WORKING HOURS

- A. Regular hours of work are from 7:30 A.M. to 4:00 P.M. Monday through Friday. Prior permission will have to be granted by the Institutional Maintenance Superintendent and the Department for working hours, time changes, and any Holidays or overtime to be worked.

1.4 VEHICLES

- A. Construction vehicles, as well as employees’ vehicles, will be parked in an area designated by Institution and Department and locked at all times. If any vehicles are to be left overnight, the license number or numbers of vehicles must be reported to the Institution Main Gate on a daily basis.

1.5 TOOLS

- A. Tools shall be kept in a secure (locked) area when not in use and inventoried on a daily basis to insure complete and total accountability. While the tools are being used, they shall be kept in view or on person. Broken or non-usable tools are to be disposed of away from Institutional property. Any missing tools are to be reported promptly to the Institutional Maintenance Superintendent. Particular attention should be paid to tools which may be used as weapons or instruments of escape. Special procedures will be developed with the Institution's Maintenance/Engineering Department concerning cutting pliers, bolt cutters, hacksaws and welding or cutting equipment. **UNDER NO CIRCUMSTANCES WILL CUTTING TORCHES OR WELDING EQUIPMENT BE LEFT INSIDE THE ENCLOSURE OVERNIGHT, ON WEEKENDS OR ON HOLIDAYS.**

1.6 FRATERNIZATION

- A. There shall be no fraternization or private relationships of Contractors' employees with inmates. This includes, but is not limited to, trading, bartering or receiving gifts, money, favors from the inmates, or the inmates' friends, relatives or representatives.

1.7 ALCOHOL AND CONTROLLED SUBSTANCES

- A. Alcoholic beverages and controlled substances shall not be carried, stored or consumed on Institutional property nor left in any vehicle.

1.8 GAMBLING

- A. Gambling or wagering of any type is not permitted on Institutional property.

1.9 SECTION 5122 WEAPONS OR IMPLEMENTS FOR ESCAPE

- A. Weapons or implements of escape (other than tools applicable in Paragraph 1.5) shall not be permitted on Institution property. Non-compliance with this policy may result in criminal charges.
- B. Offense Defined. A person commits a misdemeanor of the first degree if that person unlawfully introduces within a detention facility, correctional institution or mental hospital, or unlawfully provides an inmate thereof with any weapon, tool, implement or other thing which may be used for escape.
- C. Definitions:
  - 1. As used in this section, the word "unlawfully" means surreptitiously or contrary to law, regulation or order of the detaining authority.
  - 2. As used in this section, the word "weapon" means any implement readily capable of lethal use and shall include any firearm, knife, dagger, razor, other cutting or stabbing implement or club, including any item which has been modified or adopted so that it can be used as a firearm, knife, dagger, razor, other cutting or stabbing implement or club. The word "firearm" includes any unloaded firearm and the unassembled components of a firearm.

1.10 SECTION 5123 CONTRABAND

- A. Contraband shall not be permitted on Institution property. Non-compliance with this policy may result in criminal charges.
- B. Contraband to confined persons is prohibited. A person commits a misdemeanor of the first degree if that person sells, gives or furnishes to any convict in a prison or inmate in a mental hospital, or gives away or brings into any prison, mental hospital or any other building appurtenant thereto, or on the land granted to or owned or leased by the Commonwealth or County for the use and benefit of the prisoners or

inmates, or puts in a place where it may be secured by a convict of a prison, inmate of a mental hospital, or employee thereof, any kind of spirituous or fermented liquor, drug, medicine, poison, opium, morphine, or other kind of narcotics (except the ordinary hospital supply of the prison or mental hospital) without a written permit signed by the physician of each Institution, specifying the quantity and quality of the liquor or narcotic which may be furnished to any convict, inmate, or employee in the prison or mental hospital, the name of the prisoner, inmate or employee for whom, and the time when the same may be furnished, which permit shall be delivered to and kept by the warden or superintendent of the prison or mental hospital.

- C. Money to inmates is prohibited. A person commits a misdemeanor of the third degree if that person gives or furnishes money to any inmate confined in a state or county correctional institution. **PROVIDED NOTICE OF THIS PROHIBITION IS ADEQUATELY POSTED AT THE INSTITUTION.** A person may, however, deposit money with the superintendent, warden or other authorized individual in charge of a state or county correctional institution for the benefit and use of an inmate confined therein, which shall be credited to the inmate's account and expended in accordance with the rules and regulations of the Institution. The person making the deposit shall be provided with a written receipt for the amount deposited.

#### 1.11 SEARCH

- A. Any person entering this Institution is subject to a search of their person at any time. While the person may refuse, such refusal may be cause for denial of further entrance.

#### 1.12 ORIENTATION PROGRAM

- A. The Institution agrees to provide an orientation program for covering security rules and regulations for the Contractors' personnel, if so requested.

#### 1.13 SECURITY CLEARANCE CHECK

- A. The Contractor shall provide the following information to Institutional Security Personnel concerning every employee of the Contractor who will be entering the Institution:
  - 1. Name (including any previous names)
  - 2. Date of Birth
  - 3. Social Security Number
  - 4. Driver's License Number
- B. This information will be used exclusively to perform a security clearance check on each individual employee. All information provided by the employer will be kept confidential. No employee of the Contractor will be admitted to any Institution

until this security clearance check has been performed and then only at the discretion of the Institution's Superintendent or designee.

**THE ENCLOSED DEPARTMENT OF CORRECTION 'POLICY 6.3.1, FACILITY SECURITY MANUAL, SECTION 6 - CONSTRUCTION CONTRACTORS' IS GIVEN HEREIN TO INDICATE TO THE CONTRACTOR THE PROCEDURES THAT WILL BE REQUIRED FOR ACCESS TO THE INSTITUTIONAL GROUNDS THROUGHOUT THE CONSTRUCTION PERIOD. THE INFORMATION SUPPLEMENTS THE GENERAL REQUIREMENTS. THE DEPARTMENT OF GENERAL SERVICES WILL IMPLEMENT THE APPLICABLE PROCEDURE.**

PART 2 –PRODUCTS (Not Used)

PART 3 –EXECUTION (Not Used)

END OF SECTION

SB - 2013 EDITION

DEPARTMENT OF CORRECTION  
POLICY 6.3.1, FACILITY SECURITY MANUAL  
SECTION 6 – CONSTRUCTION CONTRACTORS

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**Section 6 – Construction Contractors****A. Facility Responsibilities**

## 1.25.1.1 Facility Manager

The Facility Manager shall be responsible for the following:

- a. ensure that local procedures are established governing construction contractor's access that provides for the secure operation of the facility while facilitating the necessary work to be completed;
- b. give final approval/disapproval of all construction workers to work within the facility;
- c. approve any overtime associated with the construction project; and
- d. notify the Deputy Superintendent for Facilities Management (DSFM) or Deputy Superintendent for Internal Security (DSIS) (if applicable) of any overtime approvals.

## 1.25.1.2 DSFM/DSIS

a. The DSFM/DSIS shall be responsible for the following:

- a. ensure that all security and safety concerns regarding construction contractors are properly addressed and resolved;
- b. ensure that a briefing of contractors is conducted to establish a point of contact with whom contractors can address any project related problems.
- c. attend job conferences and address items contained in the contract that may impact upon the security of the facility;
- d. review all **centralized clearance** checks on construction contractors employees for accuracy and submit recommendations to the Facility Manager on whether or not a particular construction employee should be approved/disapproved to work within the facility;
- e. ensure that the Major-of-the-Guard and the Shift Commander are informed of any overtime approvals;
- f. approving all inmates assigned to work in a construction area; and
- g. periodically tour the work site to evaluate impact on security.

## 1.25.1.3 Facility Maintenance Manager (FMM)

b. The FMM shall be responsible for the following:

- a. coordinate all construction projects with the Department of General Services (DGS) and the construction contractor;

- b. attend all job conferences;
- c. provide the construction contractor(s) with a copy of the **Centralized Clearance Check Information Request Form** in accordance with Department policy 1.1.4, “**Centralized Clearances**” at the initial job conference and emphasize the need to return the questionnaires in order to complete the required security checks;
- d. collect and forward completed **Centralized Clearance Check Information Request Forms** for all construction contractors or construction employees to the Intelligence Captain at least 10 days prior to any construction contractor or construction employee arriving on site;
- e. act as a liaison between the construction contractor, DGS, and the Department to ensure that all specifications of the contract are being met;
- f. ensure that all required work is completed to an acceptable level of quality through coordination with the DGS, the project architect/engineer, and the construction contractor;
- g. compile and forward a list of all prospective inmates to work in a construction area to the DSFM/DSIS (if applicable) and the Intelligence Captain; and
- h. discuss progress of projects with the DSFM/DSIS (if applicable).

#### 1.25.1.4 Major-of-the-Guard

The Major-of-the-Guard shall be responsible for the following:

- a. ensure that the Intelligence Captain conducts security orientation(s) for all construction employees on a scheduled basis;
- b. tour the job site prior to the arrival of construction contractors and construction employees to identify any possible security concerns;
- c. ensure that **centralized clearance** checks are conducted on all construction employees and a list of names and recommendations is submitted to the DSFM/DSIS (if applicable);
- d. monitor the performance of each Shift Commander and Intelligence Captain to ensure that the responsibilities outlined in this manual for the construction post are being conducted; and
- e. ensure that all required forms of documentation concerning construction contractor activities relating to security are developed and updated as needed.

## 1.25.1.5 Intelligence Gathering Captain

The Intelligence Gathering Captain shall be responsible for the following:

- a. tour the job site with the Major-of-the-Guard prior to the arrival of any construction contractor(s) and/or construction employee(s) to identify any possible security concerns;
- b. conduct **centralized clearance** checks on all construction employees and submit a list and his/her recommendation to the DSFM/DSIS (if applicable);
- c. provide security orientation(s) to construction employees on a scheduled basis;
- d. provide an orientation packet to all construction employees outlining security, safety and/or other concerns related to the facility and the construction project;
- e. periodically tour the construction site to monitor the project's progress and to identify any possible security concerns;
- f. review all prospective inmates for work in the construction area for any information that would preclude the inmate(s) from being assigned; and
- g. inform the DSFM/DSIS (if applicable) and the FMM of any information that is obtained that would preclude inmate(s) from working in a construction area.

## 1.25.1.6 Shift Commander

Each respective Shift Commander shall be responsible for the following:

- a. Ensure that a Corrections Officer or H-1 Maintenance Department employee is assigned to the construction site area during work hours to:
  - (1) monitor the activities of the construction employees related to the security of the construction site and the facility;
  - (2) provide intermittent supervision of the inmates approved to work in the construction area;
  - (3) ensure that inmates approved to work in the construction area(s) are escorted and searched prior to and after their work assignment;
  - (4) ensure that no inmate movements are allowed in the construction area(s) except those approved by the Major-of-the-Guard, DSFM, and/or Facility Manager;
  - (5) ensure that regular, but random, security checks of the construction area are conducted to identify any security and/or safety concerns;

- (6) ensure that inmates approved to work in the construction area(s) are directly supervised and that they do not carry anything into or from the area(s) that is not approved; and
  - (6) make security checks to ensure that all equipment and tools have been secured in the designated area(s), at the end of the workday.
- b. Ensure that security is maintained within the facility and at the construction site by ensuring that appropriate staff:
- (1) monitor all traffic, both pedestrian and vehicular, within the facility related to the construction project;
  - (2) inspect the construction site and check all locks and other security and safety equipment and procedures related to the construction project;
  - (3) ensure that all construction equipment and vehicles entering or exiting the facility are properly searched and are authorized for entrance and/or egress;
  - (4) submit reports of any problems with tool accountability to the Major-of-the-Guard, DSFM/DSIS (if applicable), and the Facility Manager;
  - (5) ensure that the Corrections Officers assigned to entrance/egress points (e.g. sally port, gates, etc.) are properly performing the duties assigned for identifying, recording, and searching all construction employees and vehicles entering/leaving the facility; and
  - (6) periodically review the procedures in place to ensure that construction employees are properly signing in/out of the facility and that the photo ID Badges are accounted for.

## **B. Required Documentation**

The forms of documentation listed below shall be developed and maintained at each facility.

### 1. Orientation Packet

The Orientation Packet shall include the following:

- a. personal behavior;
- b. working hours;
- c. vehicle procedures;
- d. tool control;
- e. fraternization;

- f. general security procedures;
- g. gambling;
- h. contraband control, including, but not limited to:
  - (1) alcohol and controlled substances;
  - (2) weapons; and
  - (3) implements of escape
- i. security clearance check;
- j. search procedures; and
- k. the wearing of identification.

#### **2. Contractor Tool Inventory Form (Attachment 6-A)**

A **Contractor Tool Inventory Form** is to be completed by the contractor one week prior to starting work. The form shall be forwarded to the Tool Control Officer, DSFM/DSIS and the FMM for review and approval. This form is to be updated and resubmitted as tools are removed, broken, or new tools added.

#### **3. Contractor Tool Accountability Form (Attachment 6-B)**

The contractor is to complete the **Contractor Tool Accountability Form** daily to document that all tools used by the contractor are accounted for. The completed form is to be submitted to the FMM for review and approval. If a tool is missing, information is to be supplied detailing when the tool was seen/used last, by whom and in what location.

#### **4. Centralized Clearance Check Information Request Form**

The **Centralized Clearance Check Information Request Form** shall contain the information needed to conduct a security check of the prospective construction employee. The form shall include but not be limited to, the following:

- a. full legal name;
- b. current address;
- c. social security number;
- d. driver's license number; and
- e. date of birth.

## 5. Contractor Responsibilities Packet

This shall include, but not be limited to, the following provisions:

- a. no personal or commercial vehicles are allowed into the facility without prior approval of the Shift Commander;
- b. all vehicles bringing tools into the facility shall be returned outside the perimeter once the tool delivery is made;
- c. vehicles and toolboxes must remain locked;
- d. no unattended vehicles shall be left unlocked or with the engine running at any time;
- e. any vehicle that is permitted to be left inside the perimeter overnight must be disabled from being operated and locked when possible, and they must be placed in an area separate from the inmate population;
- f. all vehicles entering the facility must have locking gas caps;
- g. a **Contractor Tool Accountability Form** shall be completed daily;
- h. lockable “gang” toolboxes are permitted inside the perimeter. These boxes must be locked at all times when not being used for tool removal or return and must be kept in a “fenced in” or other area which ensures no inmate access;
- i. a **Contractor Tool Inventory Form** is to be completed and submitted to the Corrections Officer at the point of entrance to the facility.
- j. all workers and material suppliers must provide at least one form of photo identification;
- k. a **centralized clearance check** is completed by all construction employees and submitted to the FMM;
- l. work hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, alternate work schedules require pre-approval by the Facility Manager/designee;
- m. no glass bottles or metal items such as silverware/knives are to be brought into the facility;
- n. all fuel (i.e., gasoline, diesel fuel) is to be secured outside of the perimeter and no gas cans are to be left unattended;
- o. only the required number of propane tanks will be permitted inside the perimeter. The maximum tank size is 1000 gallons. Propane tanks are permitted to be left inside the perimeter overnight, provided they can be secured in a manner to ensure inmates cannot access them; and

- p. vehicles and/or equipment, which cannot be taken outside the perimeter for refueling, will be refueled using gas cans. Once the refueling is completed the gas cans are to be removed from the facility. No fuel tanks are permitted to be stored inside the perimeter.

#### **6. Request for Photographic Equipment to Enter the Facility Form (Attachment 6-C)**

The **Request for Photographic Equipment to Enter the Facility Form** shall be used by the contractor to request that photographic equipment be brought into the facility. It shall indicate the date, time, name of the individual, and the rationale. All requests must be approved/disapproved by the Facility Manager/designee.

#### **7. Utility Interruption Request Form (Attachment 6-D)**

The **Utility Interruption Request Form** shall be used for requesting approval for the contractor to interrupt a facility utility. It must be submitted at least five working days before the proposed interruption. It shall include, but not be limited to, the following:

- a. the date of the proposed utility interruption;
- b. the time of the proposed utility interruption;
- c. the utility that is to be interrupted;
- d. the reason for the interruption;
- e. the length of time of the interruption; and
- f. the name, title, and phone number of the contractor's designated employee who will oversee the interruption.

**Contractor Tool Inventory**

**A copy of this form is to be maintained at the Sally Port/Gate, after approval.**

Contractor's Name: \_\_\_\_\_  
 D.G.S. Project Number: \_\_\_\_\_

Date: \_\_\_\_\_

<b>TOOL LIST INCLUDING SMALL EQUIPMENT</b>	<b>LOCATION WHERE TOOLS ARE SECURED WHEN NOT IN USE</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

**CONTRACTOR'S Authorized Representative:**

**NAME PRINTED**

--

**SIGNATURE**

--

APPROVED	DISAPPROVED	Date: _____	_____ <b>Corrections Facility Maintenance Manager</b>
APPROVED	DISAPPROVED	Date: _____	_____ <b>DSFM/DSIS</b>

<b>Comments:</b>

Distribution (After Approval/disapproval)	
Facility Manager	Intelligence Captain
Deputy Superintendent for Facilities Management	Facility Maintenance Manager
Deputy Superintendent for Internal Security, if applicable	Facility Safety Manager
Major-of-the-Guard	Tool Control Officer





**CONTRACTOR UTILITY INTERRUPTION REQUEST**

**CONTRACTOR IS RESPONSIBLE FOR SUBMITTING THIS FORM TO THE FACILITY MAINTENANCE MANAGER AT LEAST FIVE (5) WORKING DAYS BEFORE THE PROPOSED INTERRUPTION.**

DATE: \_\_\_\_\_ D.G.S PROJECT NUMBER: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

REQUESTING OFFICIAL: \_\_\_\_\_

UTILITY REQUESTED TO BE INTERRUPTED: \_\_\_\_\_

REASON FOR INTERRUPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LENGTH OF TIME OF INTERRUPTION: \_\_\_\_\_

DATE OF PROPOSED INTERRUPTION: \_\_\_\_\_

CONTRACTOR'S DESIGNATED EMPLOYEE WHO WILL ENSURE THAT THE INTERRUPTION IS HELD ON THE PROPOSED DATE AND TIME:

NAME: \_\_\_\_\_  
(PRINTED)

TELEPHONE NUMBER AFTER WORKING HOURS: \_\_\_\_\_  
(INCLUDING AREA CODE)

WEEKEND TELEPHONE NUMBER: \_\_\_\_\_  
(INCLUDING AREA CODE)

APPROVED  DISAPPROVED \_\_\_\_\_  
FACILITY MAINTENANCE MANAGER

APPROVED  DISAPPROVED \_\_\_\_\_  
DEPUTY SUPERINTENDENT FOR FACILITIES  
MANAGEMENT OR INTERNAL SECURITY

APPROVED  DISAPPROVED \_\_\_\_\_  
FACILITY MANAGER

Distribution (After Approval/Disapproval)  
Facility Manager  
Deputy Superintendent for Facilities Management  
Deputy Superintendent for Internal Security  
Facility Maintenance Manager  
Major-of-the-Guard

Intelligence Captain  
Shift Commander  
Sally Port/Gate  
Facility Safety Manager  
Project File

SECTION 01115

DEPT. OF PUBLIC WELFARE – SUPPLEMENTAL PROVISIONS  
CONTRACTOR BEHAVIOR AND ACTIVITIES AT DPW YOUTH DEVELOPMENT  
CENTERS, MENTAL HEALTH AND MENTAL RETARDATION FACILITIES

PART 1 – GENERAL

1.1 STIPULATIONS

- A. The Small Business " General Conditions of the Construction Contract ", "Special Conditions", and "Division 1 - General Requirements", form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 PERSONAL BEHAVIOR

- A. Contractors are responsible for disseminating to their employees the special restrictions on personal behavior and the procedures/potential penalties for violations.
- B. Identification tags or badges to be furnished by the facility must be worn at all times while on facility property.
- C. Smoking is not permitted in any facility building.

1.3 VEHICLES

- A. Construction vehicles and employee's vehicles will be parked in an area designated by the Department and locked at all times. The license numbers of vehicles to be left overnight will be reported to the security office at the facility on a daily basis by the Contractors.
- B. Vehicles may not be operated or parked on any lawn areas, unless otherwise permitted.

1.4 TOOLS

- A. Tools shall be kept in a secure (locked) area when not in use and inventoried to insure complete and total accountability at the end of each shift. While being used, tools shall be kept in view or on person. Broken or non-usable tools are to be disposed of away from the facility property. Any missing tools are to be reported promptly to the Facility Maintenance Manager. Particular attention should be paid to tools, which may be used as weapons or instruments of escape. Special procedures will be developed with the facility's Maintenance/Engineering

Department concerning cutting pliers, bolt cutters, hacksaws and welding or cutting equipment. UNDER NO CIRCUMSTANCES WILL CUTTING TORCHES OR WELDING EQUIPMENT BE LEFT INSIDE THE PERIMETER SECURITY ENCLOSURE (at facilities with enclosures) OVERNIGHT, ON WEEKENDS OR ON HOLIDAYS.

- B. No ladders may be left upright and accessible to residents. If not in use, ladders must be taken down and secured. Scaffolding must be secured to guard against unauthorized use.

#### 1.5 WORK AREAS

- A. All work areas are to be kept safe and orderly at all times.
- B. All doors are to be kept locked to ensure resident safety. Doors normally unlocked are excluded, unless safety becomes an issue.
- C. Passenger elevators are not to be used to transport materials, unless written authorization is given specifying dates and times when it is permissible.
- D. Flammable liquids are not to be stored inside occupied buildings.
- E. Do not compromise Life Safety Code requirements without prior written consent of the facility's Safety Manager, who will develop and implement alternate plans.
- F. Facility supplies are not to be utilized by Contractors, unless they are specifically spelled out in the Project Specifications.
- G. Contractors are to be aware of the locations of fire alarms, fire extinguishers and related equipment. The facility Fire Marshal is available to instruct the Contractors in the proper operation of fire safety equipment.

#### 1.6 FRATERNIZATION

- A. There shall be no fraternization or private relationships of Contractors' employees with residents. This includes, but is not limited to trading, bartering or receiving gifts, money, or favors from the residents or the residents' friends, relatives or representatives.

#### 1.7 ALCOHOL AND CONTROLLED SUBSTANCES

- A. Alcoholic beverages and controlled substances shall not be carried, stored or consumed on facility property nor left in any vehicle.

1.8 GAMBLING

- A. Gambling or wagering of any type is not permitted on facility property.

1.9 WEAPONS OR IMPLEMENTS FOR ESCAPE

- A. Weapons or implements of escape (other than tools applicable in Paragraph 1.4) shall not be permitted on facility property. Non-compliance with this policy may result in criminal charges.
- B. Offense Defined - A person commits a 2<sup>nd</sup> degree felony if that person unlawfully introduces within a Youth Development Center or MH/MR facility or unlawfully provides a resident thereof with any weapon, tool, implement or other item which may be used for escape.
- C. Definitions:
  - 1. As used in this section, the word "unlawfully" means surreptitiously or contrary to law, regulation, or order of the detaining authority.
  - 2. As used in this section, the word "weapon" means any implement readily capable of lethal use and shall include any firearm, knife, dagger, razor, other cutting or stabbing implement or club, including any item which has been modified or adapted so that it can be used as a firearm, knife, dagger, razor, other cutting or stabbing implement or club. The word "firearm" includes any unloaded firearm and the unassembled components of a firearm.

1.10 CONTRABAND

- A. Contraband shall not be permitted on facility property. Non-compliance with this policy may result in criminal charges.
- B. Contraband transferred by any means to confined persons is prohibited. A person commits a misdemeanor of the first degree if that person sells, gives or furnishes to any resident in a Youth Development Center or MH/MR Facility, or gives away or brings into any Youth Development Center or MH/MR facility or any building appurtenant thereto, or on the land granted to or owned or leased by the Commonwealth for the use and benefit of the residents, or puts in a place where it may be secured by a resident or employee thereof, any kind of spirituous or fermented liquor, drug, medicine, poison, opium, morphine, or other kind of narcotics (except the ordinary hospital supply) without a written permit signed by a physician of such facility, specifying the quantity and quality of the liquor or narcotic which may be furnished to any resident or employee; the name of the resident or employee for whom it is prescribed; and the time when the same may be furnished, which permit shall be delivered to and kept by the superintendent of the facility.

- C. Money transferred directly to residents is prohibited. A person commits a misdemeanor of the third degree if that person gives or furnishes money to any resident of a Youth Development Center or MH/MR facility. PROVIDED NOTICE OF THIS PROHIBITION IS ADEQUATELY POSTED AT THE FACILITY. A person may, however, deposit money with the superintendent, or other authorized individual of the facility, for the benefit and use of a resident confined therein, which shall be credited to the resident's account and expended in accordance with the rules and regulations of the facility. The person making the deposit shall be provided with a written receipt for the amount deposited.

1.11 SEARCH

- A. Any person entering this facility is subject to a search of his or her person at any time. While the person may refuse, such refusal may be cause for denial of further entrance.

1.12 ORIENTATION PROGRAM

- A. The facility agrees to provide an orientation program for covering security rules and regulations for the Contractors' personnel, if so requested.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

SECTION 01120

HISTORICAL AND MUSEUM COMMISSION - SUPPLEMENTAL PROVISIONS

**[Professional to insert this Section for Historical Preservation projects. Review with Commission Project Manager before editing, to determine which portions are applicable to the specific Project.]**

PART 1 – GENERAL

1.1 STIPULATIONS

- A. The Small Business “General Conditions of the Construction Contract”, “Special Conditions”, and “Division 1 - General Requirements” form a part of this Section by this reference thereto, and have the same force and effect as if printed herewith in full.

1.2 WORK IN AND AROUND HISTORICAL SITE AND HISTORICAL BUILDINGS

- A. The Project site is an operating museum that accommodates tours of groups as well as individual visitors. In addition, The Project site and its various buildings may be recognized as one of the most highly visible and historically significant landmarks in the state, and they gain part of their cultural importance from the open spaces, the grounds, and the buildings. The Contractor will be expected to exercise a special degree of care and skill, and it must be sensitive to the problems associated with historical buildings, particularly those containing a public use. The Contractor is entrusted with a property, in some cases an irreplaceable landmark, the value of which is highly regarded by the citizens of the Commonwealth of Pennsylvania. Also, the Contractor shall ensure that its operations and the conduct of its employees are appropriate to the type of work done in a museum environment.

B. The Contractor shall comply with the Secretary of the Interior’s Standards for the Treatment of Historic Properties, as applicable.

Comment [jc1]:

C. The Contractor shall provide at least 48 hours notice prior to any excavation on the site. The Commission Archaeologist shall have the right to stop the work for a period of time, not to exceed 5 business days, to perform mitigation archaeology at no additional expense. See item 1.10.

Comment [jc2]:

Comment [jc3]:

Comment [jc4]:

Comment [jc5]:

1.3 REFERENCE

- A. The Secretary of the Interior's Standards for Historical Preservation Projects, by reference, shall become part of this specification.
- B. "Commission" refers to the Pennsylvania Historical and Museum Commission.

1.4 DAMAGE REPAIR

- A. Repair, at no cost to the Commission or the Department, any areas of existing buildings, contents, landscaping, paving or other site features damaged during the work, to the satisfaction of the Commission's Project Manager and the Department. These buildings contain important historical collections and/or finishes. If damage occurs to these collections and/or finishes as a result of the work, the Contractor shall hire a Conservator, from a list supplied by the Commission, to assess the damage and recommend conservation measures required, at no expense to the Commission or the Department. Upon acceptance by the Commission and the Department of the Conservator's Assessment Report, the Contractor shall arrange for the Conservator to perform those conservation measures on the damaged objects and/or finishes at no additional cost to the Commission or Department.

1.5 SYSTEMS INSTALLATION

- A. The Contractor shall review his procedures for systems installation prior to beginning any work at the site or in specific building areas to the approval of the Department and the Commission representative.

1.6 SALVAGE

- A. No existing material shall be disposed of without the approval of the Commission's Project Manager. Do not reuse materials scheduled to be removed from the site, except as specifically identified or allowed by the Drawings and Specifications, or as directed by the Commission's Project Manager. Store materials designated by the Commission's Project Manager for salvage by the Commission at a location on site designated by the Commission's Project Manager.

1.7 IDENTIFICATION OF HISTORICAL ELEMENTS

- A. Replacement timbers and elements shown on the drawings shall be tagged and dated in strict accordance with the technical portions of these specifications.

1.8 PRECAUTIONS FOR FURNISHINGS

- A. The Contractor is advised that all furnishings contained in museum or historic buildings, such as furniture, collections, artifacts, draperies, exhibit materials, fixtures, etc., shall not be moved, relocated or otherwise affected by the Contractor or its workmen. These procedures shall be effected and/or completed by the professional staff of the Commission. The Contractor shall provide its plan and schedule of specific work areas at least five (5) days prior to the actual start of work. It shall be the Commission's responsibility to effect the moving or relocation of the subject items in the defined areas to allow the Contractor's procedure of work. Where removal of furnishings and/or other items noted herein is considered impracticable or a hardship, they shall remain in place or be confined to a specific

area which would not impede the Contractor's work. The Contractor shall provide proper protective coverings and attachments for placement by the Commission staff, or the Commission and Department shall direct the Contractor to erect suitable barriers to protect the stored material. The Contractor shall inform its workers of their responsibility for observing and maintaining the complete protection of the stored material.

#### 1.9 FIRE SAFETY PRECAUTIONS

- A. The entire job site is considered a non-smoking area and smoking and smoking paraphernalia are not permitted. The Contractors shall strictly prohibit all workers from smoking on the job site.
- B. Buildings not already containing an existing heat source that utilizes combustion, that are considered by the Commission to be historic, shall utilize electric resistance units supplied by the Contractor as a temporary heat source.
- C. Cutting with torches, welding equipment, or other heat generating equipment, tools, will not be permitted, unless specifically approved by the Commission's Project Manager. If such work is approved, a fire watch and fire extinguisher, with a worker trained in its operation, shall be present during the entire time of any "hot" work.

#### 1.10 WORK PRIOR TO EXCAVATION

- A. If the Project documents show areas to be excavated in the proposed construction project, prior to the start of work, the Contractor shall be advised as to those specific areas determined to be "archaeologically sensitive", requiring archaeological monitoring by the Commission. Subject to further instruction from the commission's archaeological representative (Commission's Representative), the Contractor will generally be required to complete the excavation of these archaeologically sensitive areas in accordance with the following special procedures of contract excavations.
- B. All topsoil to be excavated shall be removed in four (4) inch layers, to a depth of twelve (12) inches.
  - 1. Each four (4) inch layer shall be removed over an extensive area of the excavation determined by the Commission's representative to allow the representative to evaluate the existence of archaeological remains and review for artifact remains present in each layer. The Commission's Representative will authorize excavation of the subsequent four (4) inch layer when the review and evaluations are completed to its satisfaction.
  - 2. Each subsequent four (4) inch layer shall be removed accordingly until the final depth of twelve (12) inches is achieved.

3. The completed excavation to the twelve (12) inch depth shall be reviewed by the Commission's Representative, whose approval is necessary before additional excavation is begun.
- C. During removal, stockpile good topsoil at locations where directed for use in future finish grading or specified under "Lawn Work".
- D. Additional excavation below the twelve (12) inch level may be accomplished by standard methods, except in those areas designated as critical for archaeological finds. Those areas designated as critical by the Commission for possible archaeological remains shall be carefully excavated in four (4) inch layers, or less, to a depth where an evaluation of the subsurface remains can be made.

#### 1.11 PHOTOGRAPHS

- A. In addition to the photographic requirements stated in the General Conditions, the following photographic requirements for the Commission shall be part of the work. Submit the required number of photographs per work day to document the following:
  1. The existing conditions before work begins. For exterior work, submit a minimum of one (1) photograph of each Elevation.
  2. Items uncovered, or exposed, particularly if they are unusual or of potential historical significance.
  3. The progress of the Project.
  4. Mechanics performing the work.
  5. Items as they are being closed up.
  6. The completed Project. For exterior work, submit a minimum of one photograph of each elevation.
- B. Provide digital photographs, two (2) color prints of each, matte finish, approximately 4" x 6" size, professionally printed on high quality photo paper.
  1. Identify photographs with date, time, direction, and Project Name/Number on the back of each print.
  2. Provide two (2) digital disks, each containing all construction photographs. Use flash when appropriate. Use appropriate lenses.
  3. Place all prints in archival sleeves, comparable to "Vue-All Photo Saver", product number 6028 (available at most photo stores). Place the dates on the sleeves with a permanent marker.
  4. Submit a photo key for each set of photographs. The key should describe each view, the direction of the view, and the names of any individuals in the view.
  5. Submit the two (2) sets of photo prints, two (2) copies of the photo key, and two (2) digital disks of photos to the PHMC Project Manager upon completion of the Project.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION

SECTION 01125

PENNSYLVANIA STATE POLICE - SUPPLEMENTAL PROVISIONS

**[Professional to insert this Section for Pennsylvania State Police projects. Review with PSP Project Manager before editing, to determine which portions are applicable to the specific Project.]**

PART 1 – GENERAL

1.1 STIPULATIONS

- A. The Small Business " General Conditions of the Construction Contract ", "Special Conditions", and "Division 1 - General Requirements", form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 PERSONAL BEHAVIOR

- A. Contractors are responsible for disseminating to their employees the special restrictions on personal behavior and the procedures/potential penalties for violations.
- B. Identification tags or badges to be furnished by the facility must be worn at all times while on facility property.
- C. Smoking is not permitted in any facility building.

1.3 VEHICLES

- A. Construction vehicles and employee's vehicles will be parked in an area designated by the Department and locked at all times. The license numbers of vehicles to be left overnight will be reported to the security office at the facility on a daily basis by the Contractors.
- B. Vehicles may not be operated or parked on any lawn areas, unless otherwise permitted.

1.4 WORK AREAS

- A. All work areas are to be kept safe and orderly at all times.
- B. Flammable liquids are not to be stored inside occupied buildings.
- C. Do not compromise Life Safety Code requirements without prior written consent of the Department, which will develop and implement alternate plans.

- D. Facility supplies are not to be utilized by Contractors, unless they are specifically spelled out in the Project Specifications.
- E. Contractors are to be aware of the locations of fire alarms, fire extinguishers and related equipment.

1.5 ALCOHOL AND CONTROLLED SUBSTANCES

- A. Alcoholic beverages and controlled substances shall not be carried, stored or consumed on facility property nor left in any vehicle.

1.6 GAMBLING

- A. Gambling or wagering of any type is not permitted on facility property.

1.7 WEAPONS

- A. Weapons shall not be permitted on facility property. Non-compliance with this policy may result in criminal charges.

1.8 CONTRABAND

- A. Contraband shall not be permitted on facility property. Non-compliance with this policy may result in criminal charges.

1.9 SEARCH

- A. Any person entering this facility is subject to a search of his or her person at any time. While the person may refuse, such refusal may be cause for denial of further entrance.

1.10 ORIENTATION PROGRAM

- A. The facility may, at its option, provide an orientation program for covering security rules and regulations for the Contractors' personnel.

1.11 EMPLOYEE CRIMINAL RECORD CHECK

- A. All Prime Contractors must obtain a criminal record check for all of its employees, as well as the employees of Subcontractors or suppliers, **who will be required to enter the building** as part of this Project.
- B. The criminal record check must be requested from the Pennsylvania State Police by completing a 'REQUEST FOR CRIMINAL RECORD CHECK' form and submitting it to the Pennsylvania State Police. The Using Agency will provide this service **without charge** to Contractors.

- C. If the Criminal Record Check discloses a criminal record for a Contractor, Subcontractor or supplier employee, the Contractor shall not allow the employee access to the building, unless authorized by the Using Agency.
- D. Contractors must submit the request for criminal record check to the Pennsylvania State Police, with a copy to the Department, not less than twenty-four (24) hours prior to individual starting work on the Project.

1.12 PHOTO IDENTIFICATION CARD/SWIPE CARD

- A. At its option, the Using Agency may provide each individual with an identification card or badge. The identification card may include the individual's name, address, telephone number, date of birth, driver's license number and date of issuance of the card. If requested, each Prime contractor will be responsible for providing accurate employee information to the Using Agency. If necessary, **the Using Agency will take photographs.**

1.13 PERSONAL BEHAVIOR

- A. Contractors are responsible for informing their employees of the special restrictions on personal behavior and the procedures/potential penalties for violations.

1.14 WORKING HOURS

- A. Regular hours of work are from 7:00 A.M. to 5:00 P.M. Monday through Friday. Prior permission will have to be granted by the Using Agency for working hours, time changes, and any Holidays or overtime to be worked.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

SECTION 01300

SUBMITTALS

PART 1 - GENERAL

1.1 STIPULATIONS

- A. The Small Business " General Conditions of the Construction Contract ", "Special Conditions", and "Division 1 - General Requirements", form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 SECTION INCLUDES/CONTENT

- A. Included in this section of the specifications is a list of approvals required for all materials incorporated into the project. The Department reserves the right to require additional approvals if necessary. No material, equipment or supplies listed herein shall be incorporated into the work until the Contractor has obtained prior approval from the Department.
- B. Submittals required by each prime contract are indicated in the description of items to be submitted, Paragraph 1.9, Page 01300-3.

1.3 SUBMITTAL PROCEDURES

- A. Refer to 'Submittals' paragraphs of the General Conditions.
- B. Comply with the following or resubmission will be required:
  - 1. Indicate contract number and specification section on each item submitted.
  - 2. Signify approval by stamp, initialing and dating each item prior to submission to the Professional.
- C. Items requiring testing shall be forwarded directly to the approved laboratory. The Contractor shall pay all costs associated with testing.
- D. Expedite critical materials, equipment and shop drawings, and other required submissions.
- E. Incomplete submissions will be returned for resubmission.
- F. Use of substitutions for materials or details shown on the Contract Drawings or called for in these specifications requires written approval from the Department. See the General Conditions.

1.4 PRODUCT DATA

- A. Manufacturer's printed directions and manufacturer's standard specifications showing all dimensions, cuts, finishes, etc., as well as catalog cuts and ratings of all material will be required and shall be submitted in advance prior to application and/or installation.

1.5 TESTS

- A. Refer to the General Conditions.
- B. Submit required reports listing items tested, tests conducted and results obtained as specified.

1.6 CERTIFICATIONS

- A. Submit required certifications in written form identifying authorized representative, manufacturer, systems designer and other required data as specified.

1.8 WARRANTIES

- A. Refer to Specifications for required warranties. Copies of proposed warranties specified for products shall accompany the designated submittal of that product.

1.8 OPERATION AND MAINTENANCE MANUALS

- A. Manual Format (Use 3-ring binder):
  - 1. Title page with the following information for each system covered:
    - a) Project Title and DGS Contract Number (in capital letters)
    - b) Name of Company
    - c) Name of the individual to be called
    - d) Normal telephone numbers
    - e) Contractor's account number for the Project
  - 2. Index listing all sections of the Manual.
  - 3. Warranties for equipment furnished in contract. (Index tabbed)
  - 4. Complete system circuit diagrams, block diagrams, copies of all approved shop drawings, which shall clearly illustrate how all the components relate and how they are interconnected and a point wiring diagram.
  - 5. Reports, testing analysis.
  - 6. Operating instructions and maintenance instructions for all equipment and finish materials furnished.



<b>ELECTRICAL CONSTRUCTION (.4)</b>								
<b>CONSTRUCTION (.5)</b>								
<b>CONSTRUCTION (.6)</b>								

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION

SECTION 01310

SEQUENCE OF CONSTRUCTION AND MILESTONES

PART 1 - GENERAL

1.1 STIPULATIONS

- A. The Small Business " General Conditions of the Construction Contract ", "Special Conditions", and "Division 1 - General Requirements" form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 GENERAL REQUIREMENTS

- A. Before beginning work, the Contractor will be required to prepare a schedule in consultation with the Department. The work must be carried out in full accordance with the schedule. The Contractor shall arrange without any unnecessary interference with the Institution's operation.

1.3 CRITICAL MATERIALS AND EQUIPMENT

- A. The Contractor is cautioned that all necessary and required critical materials and equipment shall be ordered as quickly as possible, in order that the shipping will not delay the progress of the work or completion of the project.

1.4 CRITICAL ITEMS TO BE NOTED AS MILESTONES

- A. Refer to the General Conditions, Article 7: 'Project Schedule', regarding construction progress Milestones to be established by the Lead Contractor.
- B. The Contractor shall include the following critical items as Milestones:

1. GENERAL CONSTRUCTION (.1)

- a.
- b.
- c.

2. HVAC CONSTRUCTION (.2)

- a.
- b.
- c.

3. PLUMBING CONSTRUCTION (.3)
  - a.
  - b.
  - c.
4. ELECTRICAL CONSTRUCTION (.4)
  - a.
  - b.
  - c.
5. \_\_\_\_\_ CONSTRUCTION (.5)
  - a.
  - b.
  - c.
6. \_\_\_\_\_ CONSTRUCTION (.6)
  - a.
  - b.
  - c.

1.5 SEQUENCING OF CONSTRUCTION AND OTHER REQUIREMENTS

- A. **[Describe in detail the requirements of the Using Agency/Institution, regarding occupancy of buildings during construction, sequencing of construction elements for the convenience of the Using Agency, and construction restrictions with which the Contractors must comply.]**

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION

SECTION 01400

QUALITY CONTROL TESTING AND INSPECTION SERVICES

**[Section 01400 is to be included verbatim in the Project Manual with the List of Tests edited for the Project. Inspections are required per IBC requirements and are not listed herein. Where the list of tests contains inadequate description(s) of your requirements, use the technical specification for your detailed instructions. Quality Control tests and inspections in this section are limited to those of a structural nature. Other tests are to be included in the appropriate technical specifications.]**

PART 1 - GENERAL

1.1 STIPULATIONS

- A. The Small Business " General Conditions of the Construction Contract ", "Special Conditions", and "Division 1 - General Requirements" form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 GENERAL

- A. The Contractor is responsible for verifying and enforcing compliance with all requirements of the Contract Documents. Contractor's responsibility includes, but is not limited to, the following:
  - 1. Supervision of field work to enforce contract compliance of all construction activity.
  - 2. Verification of compliance with plans and specifications of all manufactured materials or equipment. Provide certificates of compliance, or other approved proof of compliance, by the manufacturers and submit to the Professional.
  - 3. Performance of all necessary field measurements and/or inspections to verify compliance with requirements of the plans or specifications requiring adherence to measurable standards of field performance.
  - 4. Engaging an independent testing laboratory to perform tests and inspections as required by this specification section, hereafter referred to as Quality Control Testing and Inspection Services or Quality Control Services.
  - 5. Providing support services for all Quality Control Services, including cutting and patching and repair or replacement as required.
  - 6. All activities heretofore noted and hereinafter amplified shall be considered Quality Control Services.
- B. Work not included: Quality Assurance Services by the Department are specified in Section 01401. The Department reserves the right to perform tests under the Quality Assurance Testing program and to use those as the basis for approval or rejection at its sole discretion.

### 1.3 DESCRIPTION OF QUALITY CONTROL TESTING

- A. Quality Control Services include inspections, tests and reports by an independent testing laboratory or other approved agency, hereafter referred to as the Quality Control Agency. All Quality Control Services shall be at the Contractor's cost, which shall be included proportionally in all items of payment or contained in any Base Bid or Unit Price on the Proposal. Tests and Inspections are to include those specifically required by this section and the technical sections, as well as Tests and Inspections required of the Special Inspector and/or Approved Agency in Chapter 17 of the International Building Code, and all Chapters referred to in Chapter 17. This responsibility is allowed by agreement with the Department of Labor and Industry. Notwithstanding any requirement to the contrary, the soils Quality Assurance Agent (the Consulting Geotechnical Engineer), not the Quality Control Agent, shall perform the continuous inspection for construction of deep foundations. If Test and Inspection requirements are required by both the specifications and Chapter 17, the most stringent requirement shall prevail. Testing and Inspection will be performed under the oversight of the Quality Assurance Agency, in accordance with requirements of Section 01401.
- B. The Quality Control Agent shall submit a Testing and Inspection Plan to the Professional for its approval, and the approval of the Quality Assurance agent for structure and for soils. The Plan shall be organized according to the requirements of Chapter 17, and chapters referenced in Chapter 17 of the IBC. If any tests or inspections are required that are greater than those in the IBC, they shall be so noted. The approved Plan shall become the organizing document which the QC Agent shall use to develop a system of logging test report designations and dates. This continuous log document shall be regularly distributed by email to Department and contractual parties on the distribution list that receive test and inspection reports.
- C. Quality Control Services by a Quality Control Agency or Agencies is intended to assist in the determination of probable compliance of the work with requirements specified or indicated and do not relieve the Contractor of the responsibility for compliance with Contract Document requirements.
- D. Specific testing or inspections of a structural nature required to be performed by independent Quality Control Agencies for individual construction activities are specified in this Section only. If testing or inspection requirements appear in this section and a technical section, the most stringent requirements shall prevail. If Quality Control Testing or Inspection is specified in a technical section and not in this section, it shall be required as if specified in this section. If Contract Document test requirements are exceeded by IBC requirements, IBC requirements shall prevail. Non-structural tests and inspections are in the technical specifications.

- E. Inspections, tests and related actions specified are not intended to limit the Contractor's quality control procedures that facilitate compliance with Contract Documents requirements.
- F. Quality Control Services required by the local municipality or other governing authorities are the responsibility of the Contractor, regardless of whether or not specified hereinafter or in the applicable specification section.
- G. Unless specifically stated otherwise, all tests listed in the specifications shall be the responsibility of the Contractor. Statements such as "test as requested by" or "as directed by" the Department of the Professional shall not be construed to indicate that the test is the responsibility of the Department.
- H. Each prime Contractor will pay for all costs in connection with its Quality Control Services. Whenever the word "Contractor" is used it shall be interpreted to mean Prime Contractor or Contractors as applicable. All Contractors performing work for which testing or inspection is required by this section are required to perform said tests/inspections appropriate for the quantity of work performed as indicated by this specification section and as required by all Contract Documents.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 RESPONSIBILITIES AND DUTIES OF CONTRACTOR

- A. The Contractor shall engage Quality Control Agencies to provide all Quality Control Services required to comply with the Contract Documents. These services shall be at no cost to the Department.
- B. The Contractor is responsible for retesting where results of required inspections, tests or similar services prove unsatisfactory and indicate non-compliance with Contract Document requirements. Likewise, the Contractor is responsible for retesting when the Department's Quality Assurance Test results prove unsatisfactory. If Quality Assurance Tests were in error, the Contractor shall be reimbursed for his retesting costs.
- C. Cost of retesting construction revised or replaced by the Contractor is the Contractor's responsibility.
- D. Provide the Quality Control Agency with preliminary representative samples of materials to be tested in quantities requested. If the source, quality or characteristics of an approved material changes or indicates lack of compliance with

Contract requirements, submit additional samples of materials to the Quality Control Agency.

- E. When requested by the Professional, the Department, or the Quality Control Agency, the Contractor shall immediately provide reports, cutting lists, material bills, shipping bills, time and place of shipment of materials to shop and field and any relevant data on previous testing and investigations of materials.
- F. Provide casual labor and facilities:
  - 1. To provide access to the work inspected or tested by any authorized party.
  - 2. To obtain and handle samples at the site.
  - 3. To facilitate inspections and tests by the QC or QA.
  - 4. For security and protection of samples and test equipment at the project site.
- G. To facilitate the timely sequence of inspection and testing, the Contractor shall give advanced notification to the Quality Control Agency and the Department that work has progressed to a point where inspection and testing may proceed.
- H. Contractor shall pay for additional cost of Quality Control Agency services which, in the opinion of the Professional and the Department, are required because of the following:
  - 1. Failure of materials or workmanship to meet Contract requirements.
  - 2. Materials or practices not complying with the technical specifications which could possibly result in defective and unacceptable work.
  - 3. Changes in source, quality or characteristics of materials.
  - 4. Site cured cylinders requested by the Contractor.
- I. The Quality Control Agency shall submit a certified written report of each inspection, test or similar service to the Design Professional, the Quality Assurance Agent, the Bureau of Construction Regional Director, the BOC Inspector Supervisor, the BOC Field, and the Contractor, with additional copies directly to any governing authority when that authority so directs. All reports shall be submitted within 24 hours of when the inspection, test or similar service was conducted.
- J. Report Data: Written reports of each inspection, test or similar service shall include, but not be limited to:
  - 1. Date of issue.
  - 2. Project title and number.
  - 3. Name, address and telephone number of testing agency.
  - 4. Dates and location of samples and tests or inspections.
  - 5. Names of individuals making the inspection or test.
  - 6. Designation of the Work and test method.
  - 7. Identification of product and specification section.

8. Complete inspection or test data.
  9. Test results and an interpretation of test results.
  10. Ambient conditions at the time of sample taking and testing.
  11. Comments or professional opinion as to whether inspected or tested work complies with Contract Document requirements.
  12. Name and signature of Quality Control Agency inspector.
- K. The QC Agent shall cooperate in using standard forms/procedures developed by the Department that assist in accomplishing the tasks required.
- L. Engage independent testing laboratories, whose employees assigned to the Project and tests performed comply with ASTM E 329, Standard Specification for Agencies Engaged in the Testing and/or Inspection of Materials Used in Construction. The testing laboratory must be accredited and audited by a qualified national authority. The Contractor is to submit the name and credentials of the proposed QC Agent to the Design Professional and the Department for acceptance.
- M. Upon completion of inspection, testing, sample taking and similar activities, repair the damaged work and restore substrates and finishes to eliminate deficiencies, including deficiencies in the visual qualities of exposed finishes. Comply with the Contract Document requirements for "Cutting and Patching". Protect work exposed by or for Quality Control Testing activities, and protect repaired work.

### 3.2 RESPONSIBILITIES AND DUTIES OF QUALITY CONTROL AGENCIES

- A. Quality Control Agencies engaged to perform inspections, sampling and testing of materials and construction shall cooperate with the Professional, the Quality Assurance Agent, the Department, Labor and Industry, and the Contractor in performance of its duties, and shall provide qualified personnel to perform required inspections and tests. If it is determined by the Department that the personnel provided are not qualified or are not working in the best interests of the Project for the tests performed, the Contractor, through their Quality Control Agent, shall immediately replace or supplement the subject personnel.
- B. Quality Control Agencies shall notify the Department, the Quality Assurance Agent, the Professional, and the Contractor immediately of irregularities or deficiencies observed in the Work during performance of its services, and take all actions required by Chapter 17 of the IBC.

### 3.3 QUALITY CONTROL SERVICES TO BE PERFORMED

- A. Instructions by Quality Control Agency or Agencies shall be done as required by Chapter 17, and other chapters referenced in Chapter 17 of the edition of the International Building Code applicable to this Project, as indicated in \_\_\_\_\_ . Testing by the Quality Control Agency or Agencies shall be as required by Chapter 17 and other chapters referenced in Chapter 17, and shall include a minimum of the tests stated in the following list.

**LIST OF TESTS**

DESCRIPTION OF TEST	REFERENCED STANDARD	QUANTITY OR FREQUENCY
<b>BITUMINOUS PAVEMENT</b>		
Bulk Specific Gravity...of Compacted Bituminous Mixtures...	ASTM D1188 or D 2726	1 test
Density of Bituminous Concrete in Place by Nuclear Method	ASTM D2950	6 tests/1000sy paving
Thickness or Height of Compacted Bituminous Paving Mixture Specimens	ASTM D3549	3 tests/1000sy paving
<b>EARTHWORK<sup>1</sup></b>		
Laboratory Compaction Characteristics of Soil Using Modified Effort	ASTM D1557	One for each type and variation of cohesive soil to be compacted
Density of Soil and Soil-Aggregate In Place by Nuclear Methods	ASTM D2922	As often as required to ensure contract compliance
Inspect and comment on suitability of subgrades	N/A	Before Geotechnical Engineer approves any subgrade
<b>CONCRETE</b>		
Practice for Sampling Freshly Mixed Concrete. (5 cylinders/test) Perform air tests when sampling concrete. Perform slump tests and record temperature for all concrete deliveries	ASTM C143, C1064, C231 or C173 or C138, C172, C31	For each mix, 1 test for each day of concreting or for each 50cy, whichever is greater. For non-structural concrete, 1 test for each 100cy is adequate.
Compressive Strength of Cylindrical Concrete Specimens	C39	
<b>CAST STONE</b>		
Absorption of Architectural Cast Stone	ASTM C1195	1 Test
<b>MASONRY</b>		
Preconstruction and Construction Evaluation of Mortars for Plain and Reinforced Unit Masonry, Annex A7 Compressive Strength (3 cylinders/test) (Contractor makes cylinders.)	ASTM C 780	1 Test/5000 units of masonry for each mortar type.
Sampling and Testing Grout (3 cubes/test) (Contractor makes cubes)	ASTM C1019	1 Test/25 CY grout.

DESCRIPTION OF TEST	REFERENCED STANDARD	QUANTITY OR FREQUENCY
<b>STRUCTURAL STEEL</b>		
High Strength Bolting	AISC ASD or LRFD M2.5	Comply with current requirements of RCSC
Liquid Penetrant Examination	ASTM E165	Test 15% of critical field welds using _____ method <b>[to be specified by structural engineer herein]</b>
Guide for Magnetic Particle Examination	ASTM E709	
Practice for Ultrasonic Contact Examination of Weldments	ASTM E164	
Guide for Radiographic Examination	ASTM E94	

Footnotes-

1. Refer to Earthwork Section for additional details.

END OF SECTION

SECTION 01401

QUALITY ASSURANCE SERVICES

**[Section 01401 is to be included verbatim in the Project Manual. The Quality Assurance Services are to be performed by Agent(s) engaged under Work Orders(s) to the Professional's agreement, as directed by the Professional and the Department and as deemed necessary due to field conditions and Contractor performance. Reference to Quality Assurance Services appears in Section 01400.]**

PART 1 - GENERAL

1.1 STIPULATIONS

- A. The specifications sections " General Conditions of the Construction Contract ", "Special Conditions", and "Division 1 - General Requirements" form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 GENERAL

- A. All testing and inspecting specifically called for and/or described in this section of the specifications are referred to as Quality Assurance Services and are the responsibility of the Quality Assurance Agency. Except as hereinafter specified, Quality Assurance Services will be performed without expense to the Contractor. The Quality Assurance Agency is an independent testing and inspecting agency engaged by the Department through the Professional. Testing required because of changes in materials or proportions at the request of the Contractor shall be at the Contractor's expense. The Professional may engage more than one Quality Assurance Agency to perform services. Whenever the word "Contractor" is used it shall be interpreted to mean Prime Contractor or Contractors as applicable.
- B. Work Not Included: Quality Control Testing to be performed by the Contractor is specified in Section 01400.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 RESPONSIBILITIES AND DUTIES OF THE CONTRACTOR

- A. The use of Quality Assurance Services shall in no way relieve the Contractor of its responsibility to furnish materials and construction in full compliance with the plans and specifications or to perform Quality Control Testing where specified.

- B. To facilitate Quality Assurance Services, the Contractor shall:
1. For the purposes of testing, secure and deliver to the project site upon request, without cost, representative samples of materials it proposes to use.
  2. Furnish such casual labor as is necessary to obtain and handle samples at the project or at other sources of material.
  3. Provide means of safe access to work areas, provide conditions that allow testing and inspection to take place, provide materials for testing as requested, patch test sites when completed and furnish incidental labor and assistance necessary for inspectors of the Quality Assurance Agency to perform their tests and inspections.

### 3.2 RESPONSIBILITIES AND DUTIES OF THE QUALITY ASSURANCE AGENT

- A. The Quality Assurance Agent shall oversee the effort of the Quality Control Agent to verify that its Testing and Inspection is being performed properly and in accordance with the Contract Documents, and that the results indicate compliance of the Contractor with requirements of the Contract Documents. If there are questionable test results, the Quality Assurance Agent shall request that additional tests be taken by the Quality Control Agent. If there is justification, the Quality Assurance Agent may perform independent tests to compare test results. The Quality Assurance Agent is to review all Quality Control Agent reports, and track remedial measures whenever there are irregularities. The QA is to make periodic site visits as necessary to confirm Quality Control Agent and Contractor compliance. The QA is to be the primary consultant to the Professional for the purpose of assurances required to be able to sign-off on the UCC-6 form at the end of the Project.
- B. The Quality Assurance Agent for soils shall be the consulting Geotechnical Engineer, unless informed otherwise. It shall do general oversight of earthwork, approve all soil bearing conditions for foundations and paving and perform all aforementioned Quality Assurance duties as it pertains to earthwork. It shall provide continuous presence during installation of piles, caissons or other deep foundations.

### 3.3 AUTHORITY AND LIMITATIONS OF QUALITY ASSURANCE AGENCY

- A. Personnel representing the Quality Assurance Agency will not act as foremen nor perform other duties for the Contractor.
- B. Failure to detect any defective work or materials shall not in any way prevent later rejection when such defect is discovered, nor shall it obligate the Department or the Professional for final acceptance.

- C. The Quality Assurance Agency is not authorized to revoke, alter, relax, enlarge, or release any requirements of the specifications, nor to grant official approval or accept any portion of the work.
- D. The Quality Assurance Agency shall report all test and inspection results to the Professional, the Department and the Contractor and the QC Agent immediately after they are performed. Copies shall also be provided to UCC representatives as agreed upon. Selection and frequency of tests shall be at the discretion of the Professional and the Department.
- E. Written reports of each inspection, test or similar service shall include but not be limited to:
  - 1. Date of issue.
  - 2. Project title and number.
  - 3. Name, address and telephone number of testing agency.
  - 4. Dates and location of samples and tests or inspections.
  - 5. Names of individuals making the inspection or test.
  - 6. Designation of the Work and test method.
  - 7. Identification of product and specification section.
  - 8. Complete inspection or test data.
  - 9. Test results and an interpretation of test results.
  - 10. Ambient conditions at the time of sample taking and testing.
  - 11. Comments or professional opinion as to whether inspected or tested work complies with Contract Document requirements.
  - 12. Name and signature of Quality Assurance Agency inspector.
- F. When it appears that any material furnished or work performed by the Contractor fails to fulfill contract requirements, the Quality Assurance Agency shall report such deficiency to all parties noted above.

#### 3.4 CONTRACTOR'S FAILURE TO MEET CONTRACT REQUIREMENTS

- A. The Department and the Professional reserve the right to reject any items which do not meet the requirements of the plans and specifications and will require the contractor to replace these items and bear all expenses in connection with such replacements.
- B. The Contractor shall pay all costs incurred in providing additional testing and/or analysis (including engineering fees) required because of deficient test results or construction not in compliance with requirements of the Contract Documents.

END OF SECTION

SECTION 01450

CONTRACTOR QUALIFICATIONS

**[This Section is only used under certain conditions; discuss with DGS Project Coordinator before including this Section.]**

PART 1 - GENERAL

1.1 STIPULATIONS

- A. The Small Business " General Conditions of the Construction Contract ", "Special Conditions", and "Division 1 - General Requirements" form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 GENERAL REQUIREMENTS

- A. For the purpose of this specification only, an "Historic Structure" is defined as a structure listed or eligible to be listed in the National Register of Historic Places, or designated a Historic Structure by a State Historic Preservation Officer, or a structure that has been preserved, rehabilitated, restored or reconstructed according to the Secretary of the Interior's Standards, or a structure otherwise previously defined as historic by the Department.
- B. For work of a Prime Contractor or subcontractor (for specialty work) to be considered as qualification for this Project, the work must be substantially complete prior to the date of advertisement for bids for this Project.
- C. The Department encourages the use of highly specialized subcontractors and tradesmen to provide the necessary skilled and experienced manpower for the historically sensitive items of work. Unless the Prime Contractor possesses all of the specific qualifications required, the Prime Contractor shall engage subcontractors that meet the qualification requirements specified in this section.

1.3 QUALIFICATION PROCESS

- A. Fully executed Qualification Forms for the Prime Contractor and all proposed Subcontractors required to perform certain specialized aspects of the work described in Paragraph 1.4 C shall be submitted to the Department by the bidder with the Bid Proposal Form. Failure to provide the complete forms with the Bid Proposal Form may result in the Contractor being found non-responsive and may be grounds for rejection if its bid.
- B. All qualification forms are included at the end of this section and with the Proposal Forms. Submitted forms must be fully completed, providing all requested information. Additional material demonstrating the Contractors' or Subcontractors'

experience and capability may accompany the completed forms. The Department reserves the right to seek clarification and supplementary information from the Contractors, as it deems necessary to judge the qualifications.

- C. Acceptance of the Contractors' and subcontractors' qualifications does not preclude the mandatory requirement for providing the specified acceptable samples and mock-ups of particular items of work.

#### 1.4 CONTRACTOR QUALIFICATIONS

- A. This Project involves work on one of the Commonwealth's designated historic sites. The work must be performed by Contractors and tradesmen having particular skill and sensitivity for performing the work involved with care and attention to preservation, quality and details. The categorization of the disciplines, as defined herein, does not preclude any Contractor from performing multiple tasks; however, separate qualifications must be submitted for each trade in accordance with the qualification process. The Department reserves the right to contact project references, inspect referenced projects, and confirm submitted information from whatever sources it determines necessary to make a qualification decision.
- B. Prime Contractor Qualifications [**General, HVAC, Plumbing, Electrical, Other**]: Contractor and subcontractor qualifications for particular work specialties are defined below. Prime Contractors with the required experience may elect to do specialty work of one or more specialty trades themselves, or otherwise shall hire specialty subcontractors. If the Prime Contractor elects to do specialty work, it must fill out the appropriate forms for those specialties. Where project experience is required by persons, past project experience need not have been in the same capacity as that for which qualification is being requested. The Contractor/subcontractor shall employ on this job, tradesmen experienced and skilled in historic specialty work. Tradesmen will not be required to prove qualification, but may be required by the Department to be discharged if judged during construction to be unqualified.

**[Professional shall discuss with the DGS Coordinator and select Contractors and subcontractors to be qualified and edit the technical descriptions of the work by Contractors to reflect the requirements of the Project. Specific numbers of years and other qualification criteria are also to be edited for the Project.]**

- 1. The Prime Contractor shall have been a continuously operating business for a minimum of three (3) years, with specific experience on historic structures. The Contractor's Project Manager and Superintendent, named for this Project, each must possess experience on projects of comparable size and scope, involving restoration of Historic Structures. The Project Manager and Superintendent shall each have completed at least three (3) historic renovation/restoration projects within the last ten (10) years.

- C. Qualifications for Specialty Work: In addition to the above Prime Contractor qualifications, the Contractor must meet, or obtain subcontractors to meet, the qualifications which follow:

**[The following are to be considered as examples. Professional shall add or delete specialty trades as required.]**

1. Masonry: Work must be performed by a contractor/subcontractor who shall have been a continuously operating business for a minimum of three (3) years, with experience in the repair, restoration, reconstruction and replication of historic brick and stone masonry (as specified in Section 04600). The Project Manager and the Foreman, each, must possess experience on projects of comparable size and scope, involving restoration of Historic Structures. The Project Manager and Foreman shall each have completed at least three (3) historic renovation/ restoration projects within the last ten (10) years.
2. Carpentry: Work must be performed by a contractor/subcontractor who shall have been a continuously operating business for a minimum of three (3) years, with experience in the repair, restoration and replacement of historic finish carpentry elements, including but not limited to, standing and running trim, wood siding, ornamental woodwork, tongue and groove finishes, and installation of wood doors and windows (as specified in Sections 06450 and 08500). The Project Manager and the Foreman, each, must possess experience on projects of comparable size and scope, involving restoration of Historic Structures. The Project Manager and Foreman shall each have completed at least three (3) historic renovation/ restoration projects within the last ten (10) years.
3. Roofing: Work must be performed by a contractor/subcontractor who shall have been a continuously operating business for a minimum of three (3) years, with experience in the installation of wood shingle roofing and associated sheet metal, as specified in Sections 07317 and 07600. The Project Manager and the Foreman, each, must possess experience on projects of comparable size and scope, involving restoration of Historic Structures. The Project Manager and Foreman shall each have completed at least three (3) historic renovation/ restoration projects within the last ten (10) years.
4. Painting: Work must be performed by a contractor/subcontractor who shall have been a continuously operating business for a minimum of three (3) years, with experience in the restoration, repair, preparation and painting of historic elements, as specified in Section 09970. The Project Manager and the Foreman, each, must possess experience on projects of comparable size and scope, involving restoration of Historic Structures. The Project Manager and Foreman shall each have completed at least three (3) historic renovation/ restoration projects within the last ten (10) years.

#### 1.5 SAMPLES AND MOCK-UPS

- A. After award of the contract and before related work begins, the Contractor must demonstrate the acceptable skills of its tradesmen and craftsmen to be employed on

specific items of work by constructing samples or mock-ups, as specified below. Acceptable sample work, as determined by the Department shall be the minimum acceptable standard of work for those items of work. Work not conforming to the accepted standard shall be rejected and redone to the accepted standard at no cost to the Department. The accepted sample or mock-up shall remain in place until directed by the Department to remove. Where the sample work is built into the work of the Project, it shall remain.

- B. Each sample or mock-up shall use the exact methods and materials specified in the Contract Documents. The Department and Professional shall review with the Contractor the methods and materials for approval before any sample work may be performed on existing materials of the Project. Deviations from the specified methods and materials must have the prior written approval of the Department.
- C. The Contractor shall re-work and reinstall any initially unaccepted sample or mock-up up to a maximum of three (3) times. Failure to install an acceptable sample or mock-up within three (3) re-workings or reinstallations shall indicate unacceptable skill of the proposed employees. In such an event, the Contractor must furnish craftsmen or tradesmen until the acceptable skill level is employed. The Department shall not be responsible for any additional cost for re-working or reinstalling unacceptable samples or mock-ups, or any labor cost occasioned by the requirement to employ the necessary skilled labor force required to meet the acceptable standard.
- D. Samples or Mock-ups Required: **[The following are to be considered as examples. Edit the items below to reflect the requirements of the Project.]**
  - 1. Masonry:
    - a. Repairing Deteriorated Brickwork: Repair a 5 foot x 5 foot sample section, performed in place on the building, where designated by the Department.
    - b. Repairing Deteriorated Stonework: Repair a 5 foot x 5 foot sample section, performed in place on the building, where designated by the Department.
  - 2. Carpentry:
    - a. Repairing and Replacement of Historic Flooring: Treat a 15 foot x 5 foot sample section, performed in place on the building, where designated by the Department.
    - b. Consolidation of Beams and Deteriorated Wood: Treat one beam, selected by the Department, in place on the building.
    - c. Windows, Sills and Frames: Treat, as specified, one window selected by the Department, including sill, sash, frame and glass, performed in place on the building.

- d. Dormer: Treat, as specified, one dormer, selected by the Department, including siding and roofing performed in place on the building.
- 3. Roofing: Construct a mock-up of at least one square demonstrating the eave, field and ridge details. This work is in addition to the dormer of 2.d above.
- 4. Painting:
  - a. Prepare Finish and Paint, as selected by the Department one wall, one ceiling, one door and frame, one window and frame, one floor, one wainscot, one fireplace, performed in place on the building interior.
  - b. Prepare Finish and Paint, as selected by the Department exterior surface of one door and frame, one window and frame, one eave, soffit and fascia, one dormer siding and tie rod ends, performed in place on the building exterior.

#### 1.6 QUALIFICATIONS FORMS

- A. Submit a completed form for the Prime Contractor and/or subcontractor(s), and for each specialty listed in Article 1.4.C, with applicable Personnel Qualifications forms for each Contractor. Attach documentation proving that referenced Historic Structures are "Historic Structures", as defined in paragraph 1.2 A.

**QUALIFICATIONS FORM FOR PRIME CONTRACTOR**

**Check one:**    **General Contractor**    **HVAC Contractor**    **Plumbing Contractor**  
 **Electrical Contractor**    **Other Contractor** \_\_\_\_\_

(In addition to this form, if the Prime Contractor is performing any specialty work, it must also provide a separate Specialty Contractor/Subcontractor Qualifications Form for each specialty it elects to perform.)

Name of Contractor: \_\_\_\_\_

Number of years Company has been organized and operating: \_\_\_\_\_

Name of Project Manager to be assigned to this Project: \_\_\_\_\_

Name of Superintendent to be assigned to this Project: \_\_\_\_\_

Provide the following information about three (3) Restoration Projects of similar size completed by the Contractor during past ten (10) years:

Project #1 ---- Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Name of Project Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Project Design Firm: \_\_\_\_\_

Name of Project Architect/Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Brief Description of Restoration work completed by Contractor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your title in connection with this Project \_\_\_\_\_

Date of Completion: \_\_\_\_\_, Contract Amount: \_\_\_\_\_

Value of restoration work noted above: \_\_\_\_\_

Building listed/eligible for the National Register of Historic Places?      Y N

Building preserved, rehabilitated, restored or reconstructed according to the  
Secretary of the Interior's Standards?      Y N

Building otherwise previously defined as historic by the Department?      Y N

Project #2 ---- Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Name of Project Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Name of Project Design Firm: \_\_\_\_\_  
Name of Project Architect/Engineer: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Brief Description of Restoration work completed by Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your title in connection with this Project \_\_\_\_\_  
Date of Completion: \_\_\_\_\_, Contract Amount: \_\_\_\_\_  
Value of restoration work noted above: \_\_\_\_\_  
Building listed/eligible for the National Register of Historic Places?      Y N  
Building preserved, rehabilitated, restored or reconstructed according to the  
Secretary of the Interior's Standards?      Y N  
Building otherwise previously defined as historic by the Department?      Y N

Project #3 ---- Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Name of Project Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Name of Project Design Firm: \_\_\_\_\_  
Name of Project Architect/Engineer: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Brief Description of Restoration work completed by Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your title in connection with this Project \_\_\_\_\_  
Date of Completion: \_\_\_\_\_, Contract Amount: \_\_\_\_\_  
Value of restoration work noted above: \_\_\_\_\_  
Building listed/eligible for the National Register of Historic Places?      Y N  
Building preserved, rehabilitated, restored or reconstructed according to the  
Secretary of the Interior's Standards?      Y N  
Building otherwise previously defined as historic by the Department?      Y N

**QUALIFICATIONS FORM FOR SPECIALTY CONTRACTOR/SUBCONTRACTOR**

**For Specialty \_\_\_\_\_ Work**

**Check one:**    **Prime Contractor,**    **Subcontractor for Specialty Work**

(If the Prime Contractor is performing specialty work, it must provide a separate Specialty Contractor/Subcontractor Qualifications Form for each specialty it elects to perform, in addition to the Prime Contractor Qualifications Form.)

Name of Contractor: \_\_\_\_\_

Number of years Company has been organized and operating: \_\_\_\_\_

Name of Project Manager to be assigned to this Project: \_\_\_\_\_

Name of Foreman to be assigned to this Project: \_\_\_\_\_

Provide the following information about three (3) Restoration Projects of similar size completed by the Contractor during past ten (10) years:

Project #1 ---- Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Name of Project Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Project Design Firm: \_\_\_\_\_

Name of Project Architect/Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Brief Description of Restoration work completed by Contractor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your title in connection with this Project \_\_\_\_\_

Date of Completion: \_\_\_\_\_, Contract Amount: \_\_\_\_\_

Value of restoration work noted above: \_\_\_\_\_

Building listed/eligible for the National Register of Historic Places?      Y N

Building preserved, rehabilitated, restored or reconstructed according to the Secretary of the Interior's Standards?      Y N

Building otherwise previously defined as historic by the Department?      Y N

Project #2 ---- Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Name of Project Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Name of Project Design Firm: \_\_\_\_\_  
Name of Project Architect/Engineer: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Brief Description of Restoration work completed by Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your title in connection with this Project \_\_\_\_\_  
Date of Completion: \_\_\_\_\_, Contract Amount: \_\_\_\_\_  
Value of restoration work noted above: \_\_\_\_\_  
Building listed/eligible for the National Register of Historic Places?      Y N  
Building preserved, rehabilitated, restored or reconstructed according to the  
Secretary of the Interior's Standards?      Y N  
Building otherwise previously defined as historic by the Department?      Y N

Project #3 ---- Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Name of Project Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Name of Project Design Firm: \_\_\_\_\_  
Name of Project Architect/Engineer: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Brief Description of Restoration work completed by Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your title in connection with this Project \_\_\_\_\_  
Date of Completion: \_\_\_\_\_, Contract Amount: \_\_\_\_\_  
Value of restoration work noted above: \_\_\_\_\_  
Building listed/eligible for the National Register of Historic Places?      Y N  
Building preserved, rehabilitated, restored or reconstructed according to the  
Secretary of the Interior's Standards?      Y N  
Building otherwise previously defined as historic by the Department?      Y N

**QUALIFICATION FORM FOR CONTRACTOR/SUBCONTRACTOR PERSONNEL**

Check one:    For Project Manager,    For Superintendent,    For Foreman

Name: \_\_\_\_\_, Working for: \_\_\_\_\_

Historical Projects			
	Project # 1	Project # 2	Project # 3
1. Project Title			
2. Project Address			
3. Name of Project Owner			
4. Telephone of Owner			
5. Name of Design Firm			
6. Telephone of Design Firm			
7. Name of Project Architect/Engineer			
8. Description of Restoration Work			
9. Name of Contractor/subcontractor			
10. Date of Completion			

11. Project Cost			
12. Value of Restoration Work			
13. Building listed or eligible for the National Register of Historic Places	Y / N	Y / N	Y / N
14. Building preserved, rehabilitated, restored or reconstructed according to the Secretary of the Interior's Standards	Y / N	Y / N	Y / N
15. Building otherwise previously defined as historic by the Department	Y / N	Y / N	Y / N

END OF SECTION

SECTION 01500

TEMPORARY UTILITIES

PART 1 – GENERAL

1.1 STIPULATIONS

- A. The Small Business “General Conditions of the Construction Contract”, “Special Conditions”, and “Division 1 - General Requirements” form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 TEMPORARY SERVICES DURING CONSTRUCTION

**[Assignment of responsibility below is based on typical projects, where there are four Prime Contractors and the General Contractor is the Lead Contractor. The Professional is to reassign responsibility as appropriate for non-typical Projects, after discussion with the DGS Project Coordinator.]**

- A. The designated Contractor shall install, operate, protect and maintain the temporary services, as hereinafter specified, during the construction of the entire Project.
- B. Temporary connections to new and/or existing permanent service lines shall be made at locations as directed by the Department, in conjunction with the Using Agency (as applicable), and when the temporary service lines are no longer required, they shall be removed by the Contractor. Any part or parts of the permanent service lines, grounds and building, disturbed and damaged by the installation and/or removal of the temporary service lines, shall be restored to their original condition by the Contractor responsible for the temporary installation.
- C. If the Contractor fails to carry out its responsibility in supplying temporary services as set forth in this Contract, it is responsible for such failure, and the Department may take such action as it deems proper for the protection and conduct of the work, and shall deduct the cost involved from the amount due the Contractor. Only those temporary utilities required for construction need to be extended to the work area(s).

1.3 TEMPORARY WATER SUPPLY

- A. The Using Agency will, within the limitations of its existing facilities, furnish water for construction purposes, free of charge to the Contractor(s). The Contractors shall make all temporary connections and necessary equipment to extend the existing water supply to locations where required.

**[If, after detailed and documented discussion with the Using Agency, it is determined that the Using Agency is unable to provide a temporary water supply, the Professional write a paragraph describing the requirements, based on the results of those discussions.]**

1.4 TEMPORARY HEAT

**[After detailed and documented discussion with the Using Agency, the Professional shall choose either Paragraph 'A' or Paragraphs 'A through G' below. Clarify with the Using Agency whether metering is required.]**

- A. The Using Agency will, within the limitations of its existing facilities, furnish heat for construction purposes, free of charge to the Contractors. The Contractors shall provide all temporary connections and necessary equipment to adapt the existing heating system as necessary to provide all temporary heat required.

**[OR]**

- A. When temporary heat is required for proper construction, the [HVAC] [Lead] Contractor, at its own cost and expense, shall provide equipment and heating personnel for the temporary heat. The [HVAC] [Lead] Contractor may, with the Department's approval, utilize the permanent system or portions thereof, or may install temporary steam or hot water radiation or convectors or a combination of both. The [HVAC] [Lead] Contractor shall operate portable steam or hot water generating equipment for supply to permanent or temporary building heating facilities. The [HVAC] [Lead] Contractor may install, operate, protect and maintain a temporary heating system through connections to existing steam or hot water lines, only after obtaining written Using Agency approval for such connections. **[Verify that there is an HVAC Contractor and adjust accordingly. Regardless of whether the new permanent heating system is used for temporary heat, the Professional is to require in Division 15 that all equipment warranties commence upon acceptance of the building for occupancy.]**
- B. Temporary heating system, as hereinafter noted, shall be of sufficient capacity to heat the interior of the building to 60<sup>0</sup>F when outside temperature is 0<sup>0</sup>F. The interior temperature must be 60<sup>0</sup>F or above at all times. This service shall be continued until the entire Project is completed, except as hereinafter noted.
- C. The Lead Contractor shall pay for all fuel (including steam if herein specified) and electricity for the temporary heat in conjunction with the operation of heating equipment.
- D. The [HVAC] [Lead] Contractor shall remove normal soot, smudges, and other deposits from walls, ceilings and exposed surfaces which are the result of the use of any temporary heating equipment after enclosure, including the use of the permanent heating system for temporary heating purposes. Finish work shall not

start until all such surfaces are properly cleaned. Soot, etc. caused by equipment malfunction shall be removed by the responsible Contractor.

- E. All permanent heating equipment used to supply temporary heat shall be completely cleaned and reconditioned by the [HVAC] [Lead] Contractor, in the presence of the Department personnel, prior to Final Acceptance. Cleaning of ducts may be required. The [HVAC] [Lead] Contractor should filter the return air at grilles, and wherever necessary to prevent dust accumulation. All permanent heating equipment, such as radiator trap seats and diaphragms, valve sets and discs, strainer internals or any other equipment found to be damaged due to being used for temporary heat shall be replaced. All replacements must be checked and approved by the Department personnel. The [HVAC] [Lead] Contractor shall pay for all replacement parts and labor.
- F. The use of either temporary or permanent electric-resistance heating will not be permitted for temporary heat. Where electric-resistance heating is specified, temporary heat shall be independent of the permanent system.
- G. The cost of temporary heat shall be made a part of the lump sum bid submitted by the Lead and/or HVAC Contractor, as applicable.

#### 1.5 CONSTRUCTION LIGHT AND POWER

**[After detailed and documented discussion with the Using Agency, the Professional shall choose either Paragraph 'A' or Paragraphs 'A through H' below. Clarify with the Using Agency whether metering is required.]**

- A. The Using Agency will, within the limitations of its existing facilities, furnish electric light and power for construction purposes, free of charge to the Contractors. Each Contractor must extend existing power to meet its own requirements. All work must comply with NEC and OSHA. Connection to existing source shall be as determined by the Department.

**[OR]**

**[Modify the following paragraphs as necessary to suit the requirements of the particular Project.]**

- A. The (Electrical) (Lead) Contractor shall install, operate, protect and maintain the temporary service for construction light and power. The Contractor shall extend the temporary wiring throughout the project work areas, properly insulated and installed in accordance with Article 305 of the National Electrical Code. All wiring shall be installed by a licensed electrician.
- B. The (Electrical) (Lead) Contractor shall furnish this service within fifteen (15) days of any Prime Contractor's written request for such services. The service shall be sized to satisfy project requirements, but shall not less than 200 amp, three-phase, 4-wire 120/208 volts, with fused safety switch protection required.

- C. The (Electrical) (Lead) Contractor shall extend electrical wiring into the building to provide adequate light and power, for the proper execution of the work. The Electrical Contractor shall also provide single-phase, 208 volt power service, if required. As construction progresses, it shall extend the temporary services to all areas where required, with a minimum of 100W light and duplex power outlets at 20 feet on center minimum, and at least in every room or space. The maximum size motor to be used at any power service shall be limited to 5 hp. Construction light and power provided shall fully comply with all provisions for this service of the National Electric Code and OSHA.
- D. Where a service of a type other than that as herein mentioned is required, each Contractor requiring same shall provide such service and necessary equipment at its own expense.
- E. The (Electrical) (Lead) Contractor, prior to the installation of the permanent service, shall provide portable generators or shall extend a temporary service line to the site, and shall sign for the meter and pay all electrical connection costs.
- F. The (Electrical) (Lead) Contractor shall provide all transformers necessary to provide temporary power.
- G. The (Electrical) (Lead) Contractor shall provide all meters and/or submeters required and necessary to meter usage.
- H. The Lead Contractor shall pay all electric consumption and associated costs for its use and that of all Prime Contractors, until Closeout Inspection occurs, and all items of work are certified to be complete.

1.6 WELDING **[Edit; verify acceptability of welding at historic site.]**

- A. Any Contractor using electrical power for welding on the site shall use self-contained engine generating units.

1.7 FIRE EXTINGUISHERS

- A. Each Contractor shall provide UL listed, NFPA approved fire extinguishers, ten (10) lb. minimum, at the construction site during operations, suitable for all types of fires in accordance with OSHA.

1.8 INTERRUPTION OF SERVICES

- A. Each Prime Contractor shall have all needed equipment and material to complete planned work at the site, prior to shutting down any system.

- B. No additional compensation or time will be given to the Contractor, if work must be performed on State or National Holidays or on weekends or on overtime. See paragraph on 'Working Hours' under Section 01040.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION