

SECTION 01 00 02  
GENERAL REQUIREMENTS

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Replace Floral and Trash Bins & Water  
Eagle Point National Cemetery

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**SECTION 01 00 02**  
**GENERAL REQUIREMENTS**

**1.1 GENERAL INTENTION**

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor, materials, equipment and services and perform and complete the Project of "Replace Floral & Trash Bins" at Eagle Point National Cemetery, 2763 Riley Road, Eagle Point, OR. 97524.
- B. All construction, workmanship and materials shall conform to the International Building Code (ICC), National Electric Code (NEC), and International Plumbing Code (IPC) and International Mechanical Code along with any other applicable local and state laws.
- C. All Electrical, Fire Protection, Mechanical, Plumbing shall be designed and constructed in accordance with each fields applicable codes and standards.
- D. Constructions drawing notes and details take precedence over general notes and typical details. All dimensions take precedence over scale shown on plans, sections and details.
- E. Contractors shall verify all dimensions and existing conditions shown on the drawings. Any discrepancy shall be reported to the Engineer immediately in writing prior to commencing work.
- F. Visits to the site by Bidders may be made only by appointment with the Cemetery Director.
- G. All employees of general contractor and subcontractors shall comply with VA security management program and security requirements as established by the COR, be identified by name and employer. They shall be restricted from unauthorized access.
- H. Prior to commencing work, general contractor shall provide proof that a OSHA certified "competent person" (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the general or subcontractors are present.
- I. Training:
  - 1. All employees of general contractor or subcontractors shall, at the minimum, have successfully completed the 10-hour OSHA certified Construction Safety course and/or other relevant competency training, as determined by VA CP.
  - 2. Submit OSHA training records of all employees for approval before the start of work.

## **1.2 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR**

- A. AFTER AWARD OF CONTRACT, (2) bond paper set(s) of specifications and drawings will be furnished.
- B. Additional sets of drawings may be made by the Contractor, at Contractor's expense, from digital files furnished by the Issuing Office.

## **1.3 CONSTRUCTION SECURITY REQUIREMENTS**

- A. Security Plan:
  - 1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
  - 2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.
- B. Security Procedures:
  - 1. General Contractor's employees shall not enter the site without following the procedures approved by the COR. They may also be subject to inspection of their personal effects when entering or leaving the project site.
  - 2. For working outside the "regular hours" as defined in the contract, The General Contractor shall give 3 days notice to the COR so that appropriate arrangements can be provided for the Cemetery employees. This notice is separate from any notices required for utility shutdown described later in this section.
  - 3. No photography of VA premises is allowed without written permission of the RE/COTR.
  - 4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the COR.

## **1.4 FIRE SAFETY**

- A. Applicable Publications: Publications listed below form part of this Article to the extent referenced. Publications are referenced in text by basic designations only.
  - 1. American Society for Testing and Materials (ASTM):
    - E84-2009a                      Surface Burning Characteristics of Building Materials

2. National Fire Protection Association (NFPA):

10-2010	Standard for Portable Fire Extinguishers
30-2008	Flammable and Combustible Liquids Code
51B-2009	Standard for Fire Prevention During Welding, Cutting and Other Hot Work
70-2008	National Electrical Code
241-2009	Standard for Safeguarding Construction, Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

29 CFR 1926	Safety and Health Regulations for Construction
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- B. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926. Prior to any worker for the contractor or subcontractor's beginning work, they shall undergo a safety briefing provided by the General Contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of NCA equipment, etc. Documentation shall be provided to the COR that individuals have undergone the Contractor's safety briefing.
- C. Site and Building Access: Maintain free and unobstructed access to emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- D. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).
- F. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.
- G. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with COR.
- H. Egress Routes for Construction Workers: Maintain free and unobstructed egress.
- I. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.

- J. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- L. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with COR. Designate Contractor's responsible project-site fire prevention program manager to permit hot work. Coordinate with COR.
- N. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to COR.
- O. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction. In separate and detached buildings under construction, smoking is prohibited except in designated smoking rest areas.
- P. Dispose of waste and debris in accordance with NFPA 241. Remove from work site daily.
- Q. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

#### **1.5 OPERATIONS AND STORAGE AREAS**

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the COR. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- B. Temporary buildings (e.g., storage trailers, office trailers) and utilities may be erected by the Contractor only with the approval of the COR and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work.
- C. The Contractor shall, under regulations prescribed by the COR, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the COR. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the

Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

- D. Working space and space available for storing materials shall be as determined by the COR with agreement of the Cemetery. Contractor parking will be only in areas and on roadways designated and agreed to by the COR. Workmen are subject to rules of the Cemetery applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of Cemetery as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others.
  - 1. Do not store materials and equipment in other than assigned areas.
  - 2. Schedule delivery of materials and equipment to immediate construction working areas. Provide unobstructed access to the Cemetery areas required to remain in operation.
- G. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.
- H. To minimize interference of construction activities with flow of Cemetery traffic, comply with the following:
  - 1. Keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles. Wherever excavation for new utility lines cross existing roads, at least one lane must be open to traffic at all times.
  - 2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the RE/COR.
- I. Coordinate the work for this contract with other construction operations as directed by COR. This includes the scheduling of traffic and the use of roadways.

- J. Coordination of Construction with Cemetery Director: The burial activities at a National Cemetery shall take precedence over construction activities. The Contractor must cooperate and coordinate with the Cemetery Director, through the RE/COR, in arranging construction schedule to cause the least possible interference with Cemetery activities in actual burial areas. Construction noise during the committal services shall not disturb the service. Trucks and workmen shall not pass through the service area during this period.
1. The Contractor is required to discontinue his work sufficiently in advance of Easter Sunday, Mother's Day, Father's Day, Memorial Day, Veteran's Day and/or Federal holidays, to permit him to clean up all areas of operation adjacent to existing burial plots before these dates.
  2. Cleaning up shall include the removal of all equipment, tools, materials and debris and leaving the areas in a clean, neat condition.

**1.7 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS**

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the RE/COR.
- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the RE/COR may have the necessary work performed and charge the cost to the Contractor.



**(FAR 52.236-9)**

- C. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

**1.8 RESTORATION**

- A. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any plumbing, water/irrigation or electric work without approval of the RE/COR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the RE/COR before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- B. Upon completion of contract, deliver work complete and undamaged. Existing work (electrical work, landscape stone, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At the Contractor's own expense, the Contractor shall immediately restore to service and repair any damage caused by the Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services, fire protection systems, communications systems (including telephone) irrigation system control and power which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems at locations of which are unknown will be covered by adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

**SPEC WRITER NOTES:**

**1.9 LAYOUT OF WORK**

- A. The Contractor shall lay out the work from established base lines and bench marks and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at the Contractor's own expense, all stakes, templates, platforms, equipment, tools, materials,

and labor required to lay out any part of the work. The Contractor shall be responsible for executing the work to the lines and grades that may be established or indicated by the RE/COR. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the RE/COR until authorized to remove them. If such marks are destroyed by the Contractor or through Contractor's negligence before their removal is authorized, the COR may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor.

**(FAR 52.236-17)**

- B. Establish and plainly mark center lines for each building and/or addition to each existing building, lines for each gravesite control monument, and such other lines and grades that are reasonably necessary to properly assure that location, orientation, and elevations established for each such structure and/or addition, roads, parking lots, gravesite control monuments, are in accordance with lines and elevations shown on contract drawings.

**1.10 AS-BUILT DRAWINGS**

- A. The Contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, which will include all contract changes, modifications and clarifications.
- B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the RE/COR's review, as often as requested.
- C. The Contractor shall deliver two approved completed sets of as-built drawings to the COR within 15 calendar days after acceptance of the project by the COR.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

**1.11 USE OF ROADWAYS**

- A. For hauling, use only established public roads and designated permanent roads on Cemetery property and, when authorized by the COR, temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed by the Contractor at the Contractor's expense following approved plans that include: construction, operation, maintenance and restoration. When necessary to

cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.

#### **1.12 TEMPORARY TOILETS**

- A. Provide where directed, (for use of all Contractor's workers) ample temporary sanitary toilet accommodations where directed. Keep such places clean and free from flies, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

#### **1.13 AVAILABILITY AND USE OF UTILITY SERVICES**

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.
- B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the RE/COR, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia.
- E. Electricity (for Construction and Testing): Furnish all temporary electric services.
  - 1. Obtain electricity by connecting to the Cemetery electrical distribution system. Where not available or not convenient to connect to the Cemetery distribution system, the contractor shall supply power via portable generators at own expense. Generators shall be acoustically screened so as not to disturb committal services and/or visitation to the adjacent columbarium.
- F. Water (for Construction and Testing): Furnish temporary water service.
  - 1. Obtain water by connecting to the Cemetery irrigation distribution system. Backflow preventer may not be required at connections to the irrigation system. Water is available at no cost to the Contractor.
  - 2. If potable water is required and convenient connection is available the contractor may connect to the Cemetery potable water

- distribution system. The contractor shall install reduced pressure backflow preventer at each connection at own expense.
3. Maintain connections, pipe, fittings and fixtures and conserve water-use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at COR's discretion) of use of water from the Cemetery's system.
  4. Where not available or not convenient to connect to the Cemetery distribution system, the Contractor shall supply water via portable/temporary means at his own expense.
3. Renumber as required.

#### **1.14 CONSTRUCTION DIGITAL IMAGES**

- A. During construction period through completion, furnish Department of Veterans Affairs weekly color digital photographs of construction progress (8 to 10 images per week.) Photographs of the reinforcing steel shall be taken after all reinforcing steel, sleeves, inserts, etc. are in place but prior to setting of runways. Photographs must show distinctly, at as large a scale as possible, all parts of work embraced in picture.
- B. Photographs are to be taken with a high-resolution digital camera, minimum 6 megapixels, with good wide-angle capability. The images shall be recorded in JPEG format with a minimum of 24-bit color and no reduction in actual picture size.
  1. Compressed size of the file shall be no less than 80% or the original with no loss of information.
  2. File names shall contain the Project number, the date the image was taken, and a unique sequential identifier, for example:

101CM3202\_10-01-2013\_0001. Use underscore, not spaces in digital file names.

- C. The digital photo files shall become property of Government and will be both e-mailed and submitted on CD-ROM.
  - 1. The images shall be forwarded electronically to the COR/Project Manager via email to NAME@va.gov within 2 days of when the photo was taken. Identify the content of each picture by a caption incorporated in the photo.
  - 2. The digital photo files shall also be submitted on CD-ROM to the COR/Project Manager at the conclusion of the project. The CD-ROM shall also contain an index of all the images contained therein in either a TXT or Microsoft Word format.

#### **1.15 PROJECT HEALTH AND SAFETY PLAN**

- A. Prior to commencing any construction, the Contractor shall submit a site specific Project Health and Safety Plan (PHSP). At a minimum, the PHSP shall cover the following topics:
  - 1. Organizational structure (including Responsible Persons)
  - 2. Site Characterization and Job Hazard Identification
  - 3. Site Control and Security
  - 4. Training
  - 5. PPE
  - 6. Heat Stress
  - 7. Spill Containment
  - 8. Decontamination
  - 9. Emergency Response
  - 10. Trench Safety

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