

**SECTION 01 00 00
GENERAL REQUIREMENTS**

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SECTION 01 00 00
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 all work for Replace Water Main Isolation Valves as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the Cemetery Director.
- C. 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.
- D. 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 CONSTRUCTION SECURITY REQUIREMENTS

- A. Security Procedures:
 - 1. For working outside the "regular hours" as defined in the contract, The General Contractor shall give 3 days notice to the Contracting Officer's Representative (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.
 - 2. No photography of VA premises is allowed without written permission of the COR.
 - 3. 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.

1.3 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

B. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926. Prior to start of work, prepare a plan detailing project-specific fire safety measures, including periodic status reports, and submit to the COR for review for compliance with contract requirements. 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, 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).

- E. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with COR.
- F. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to RE/COR.
- G. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- H. 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.
- I. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- J. 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.
- K. Dispose of waste and debris in accordance with NFPA 241. Remove from site daily.
- L. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

1.4 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 in agreement of the Cemetery.
- E. 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 within buildings in use by the Cemetery in quantities sufficient for not more than two work days. Provide unobstructed access to the Cemetery areas required to remain in operation.
- G. Utilities Services: Besides the irrigation water utility being worked on, maintain existing utility services for the Cemetery at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, all such actions shall be coordinated by the Contractor with the Utility Company involved.
 - 1. No utility service may be interrupted without prior approval of COR.
 - 2. The Contractor shall submit a request to interrupt any such services to both COR and the Cemetery Director in writing, 48 hours in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
 - 3. The Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of the Cemetery. Interruption time approved by the Cemetery and COR may occur at other than Contractor's normal working hours.

4. Major interruptions of any system must be requested, in writing, at least 15 calendar days prior to the desired time and shall be performed as directed by the COR.
 5. In case of a contract construction emergency, service will be interrupted on approval of COR. Such approval will be confirmed in writing as soon as practical.
- 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 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, as specified in Article, 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 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.

1.5 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COR of areas in which alterations occur and

areas which are anticipated routes of access; and shall furnish a signed report to the Contracting Officer. This report shall:

1. Note any discrepancies between drawings and existing conditions at site.
 2. Shall designate areas for working space, materials storage and routes of access to areas where alterations occur and which have been agreed upon by Contractor and COR.
- B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of COR, to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by the Contractor with new items in accordance with specifications which will be furnished by the Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).
- C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and COR together shall make a thorough re-survey of the areas involved. They shall furnish a report on conditions then existing as compared with conditions of same as noted in first condition survey report.
1. Re-survey report shall also list any damage caused by the Contractor, despite protection measures; and, will form the basis for determining extent of repair work required of the Contractor to restore damage caused by the Contractor's workmen in executing work of this contract.
- D. Protection: Provide the following protective measures:
1. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.

1.6 DISPOSAL AND RETENTION

- A. Materials and equipment accruing from work removed and from demolition shall be disposed of as follows:
1. Reserved items which are to remain property of the Government are identified by attached tags or noted on drawings or in specifications as items to be stored. Items that remain property of the Government shall be removed or dislodged from present locations

in such a manner as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by COR.

2. Items not reserved shall become property of the Contractor and be removed by Contractor from the Cemetery.

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 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)

1.8 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any water/irrigation work without approval of the COR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the 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 (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, irrigation system control and power which are indicated on drawings and which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings or 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).

1.9 LAYOUT OF WORK

- A. The Contractor shall lay out the work from Government established base lines and bench marks indicated on the drawings, 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 COR. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the 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 RE/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 lines and grades that are reasonably necessary to properly assure that location, orientation, and elevations established for each such structure are in accordance with lines and elevations shown on contract drawings.

1.10 USE OF ROADWAYS

- A. For hauling, use only established public roads and designated permanent roads on Cemetery property and, when authorized by the COR, such existing temporary roads which are necessary in the performance of contract work.

1.11 TEMPORARY TOILETS

- A. Provide where directed, (for use of all Contractor's workers) ample temporary sanitary toilet accommodations with suitable sewer and water connections, or when approved by COR provide suitable dry closets 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.

1.12 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 Contractor shall carefully conserve any utilities furnished without charge.

1.13 TESTS

- A. Pre-test systems and make corrections required for proper operation of systems before requesting final tests. Final test will not be conducted unless pre-tested.
- B. Conduct final tests required in various sections of specifications in presence of an authorized representative of the COR. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- C. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant.

1.14 INSTRUCTIONS

- A. The Contractor shall furnish Maintenance and Operating manuals and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals (two copies each) for each separate piece of equipment shall be delivered to the COR coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for

starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.

1.15 HISTORIC PRESERVATION

- A. Where the Contractor or any of the Contractor's employees, prior to, or during the construction work, are advised of or discover any possible archeological, historical and/or cultural resources, the Contractor shall immediately notify the COR verbally, and then with a written follow up.

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