

SECTION 01 00 02
GENERAL REQUIREMENTS
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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 all work for Project 774CM3918-002, Install Multi-zone Split Duct HVAC Systems 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..
 - 2. Submit OSHA training records of all employees for approval before the start of work.

1.2 STATEMENT OF BID ITEM(S)

- A. ITEM I, GENERAL CONSTRUCTION: Installation of all work described in the Scope of Work and specifications including but not limited to: provide all supervision, labor, materials, tools, transportation, and equipment to install new Multi-zone Ductless HVAC systems in the lodge building at Jefferson City National Cemetery. Two separate systems shall be installed. One system will provide HVAC for the upper level of the structure and another separate system will provide HVAC for the Main floor level.

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 RE/COR/Cemetery Director for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES. 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 RE/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. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with RE/COR/Cemetery Director.
- E. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to RE/COR.
- F. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- G. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- H. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with RE/COR. Designate Contractor's

responsible project-site fire prevention program manager to permit hot work. Coordinate with RE/COR.

- I. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to RE/COR.
- 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 buildings daily and site weekly.
- 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 RE/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. The Contractor shall, under regulations prescribed by the RE/COR, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the RE/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.

(FAR 52.236-10)

- D. Working space and space available for storing materials shall be as determined by the RE/COR with agreement of the Cemetery. Contractor parking will be only in areas and on roadways designated and agreed to by the RE/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: 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, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by RE/COR. All such actions shall be coordinated with the Utility Company involved.

1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of RE/COR. Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without the RE/COR, and Cemetery Director's prior knowledge and written approval.
2. The Contractor shall submit a request to interrupt any such services to both RE/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 RE/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 RE/COR.

5. In case of a contract construction emergency, service will be interrupted on approval of RE/COR. Such approval will be confirmed in writing as soon as practical.
 6. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.
- H. 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.
- I. 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.
- J. Coordinate the work for this contract with other construction operations as directed by RE/COR. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.
- K. 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.

1.5 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the RE/COR of areas in which alterations occur, areas which are anticipated routes of access, and furnish a signed report, to the Contracting Officer. This report shall list by rooms and spaces:
 1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas.
 2. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and RE/COR.
- B. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and RE/COR together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces 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 to such flooring and other surfaces, 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.
- C. Protection: Provide the following protective measures:
 1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
 2. 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.
 3. Protect the interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, any

surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.6 ENVIRONMENTAL CONTROLS

- A. In general, following preventive measures shall be adopted during construction to keep down dust and prevent mold.
 - 1. Dampen debris to keep down dust and provide temporary construction partitions in existing structures where directed by RE/COR. Block off ducts and diffusers to prevent circulation of dust into occupied areas during construction.
- B. Vacuum and wet mop all transition areas from construction to the occupied Cemetery buildings at the end of each workday.
- C. Final Cleanup:
 - 1. Upon completion of the project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.
 - 2. All new air ducts shall be cleaned prior to final inspection.

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)

1.8 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, 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 (walls, ceilings, partitions, floors, mechanical and 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, communications systems (including telephone) and power which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems, 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 TESTS

- A. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems.
- B. Conduct final tests required in various sections of specifications in presence of an authorized representative of the RE/COTR. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire complex which must be

coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply; air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, hot water, controls and electricity, etc.

- D. 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.
- E. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

1.10 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 (three copies each) for each separate piece of equipment shall be delivered to the RE/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.

1.11 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 RE/COR verbally, and then with a written follow up.

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