

SECTION 01 00 00
GENERAL REQUIREMENTS

TABLE OF CONTENTS

1.1 GENERAL INTENTION.....	1
1.2 STATEMENT OF BID ITEM(S).....	1
1.3 construction security requirements.....	1
1.4 FIRE SAFETY.....	2
1.5 OPERATIONS AND STORAGE AREAS.....	4
1.6 ALTERATIONS.....	4
1.7 DISPOSAL AND RETENTION.....	5
1.8 As-Built Drawings.....	6
1.9 TESTS.....	6
1.10 INSTRUCTIONS.....	7
1.11 AIR QUALITY.....	8

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 and materials and perform work for the lighting system and control upgrade as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the COTR.
- C. Offices of KJWW Engineering Consultants, as Architect-Engineers, will render certain technical services during construction. Such services shall be considered as advisory to the Government and shall not be construed as expressing or implying a contractual act of the Government without affirmations by Contracting Officer or his duly authorized representative.
- D. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access. Picture I.D badge, such as drivers license, for building entry.
- E. 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.
- F. Training:
 - 1. All employees of general contractor or subcontractors shall have the 10-hour OSHA certified Construction Safety course and /or other relevant competency training, as determined by VA CP with input from the ICRA team.

1.2 STATEMENT OF BID ITEM(S)

- A. ITEM I, LIGHTING REPLACEMENT: Work includes general construction, alterations, phasing of electrical work, lighting controls necessary removal of existing structures and construction and certain other items. Phase I - 2010, Phase II - 2011, Phase III - 2012.

1.3 CONSTRUCTION SECURITY REQUIREMENTS

- A. Security Plan:

HINES, ILLINOIS

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 project site without appropriate badge. 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 COTR so that security arrangements can be provided for the 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 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 Contracting Officer.

C. Motor Vehicle Restrictions

1. Parking in designated area only.
2. Loading dock is to be used on a temporary basis for loading and unloading.

1.4 FIRE SAFETY

A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.

1. American Society for Testing and Materials (ASTM):
 - E84-2008.....Surface Burning Characteristics of Building Materials
2. National Fire Protection Association (NFPA):
 - 10-2006.....Standard for Portable Fire Extinguishers
 - 30-2007.....Flammable and Combustible Liquids Code
 - 51B-2003.....Standard for Fire Prevention During Welding, Cutting and Other Hot Work
 - 70-2007.....National Electrical Code

LIGHTING REPLACEMENT – BLDG 215

DEPARTMENT OF VETERANS AFFAIRS

GENERAL REQUIREMENTS

HINES, ILLINOIS

241-2004.....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. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- C. Separate temporary facilities, such as 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).
- D. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with Resident Engineer and facility Safety Officer.
- E. Egress Routes for Construction Workers: Maintain free and unobstructed egress.
- 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. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with COTR and facility Safety Officer.
- I. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with COTR and facility Safety Officer.
- J. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly.
- K. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings. Smoking is prohibited except in designated smoking rest areas.
- L. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- M. 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 COTR. 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. Working space and space available for storing materials shall be as determined by the COTR.
- C. Execute work so as to interfere as little as possible with normal functioning of I.T.C. 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 Department of Veterans Affairs in quantities sufficient for not more than two work days. Provide unobstructed access to areas required to remain in operation.
 - 3. Where access by personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.
- D. Phasing: To insure such executions, Contractor shall furnish the COTR with a schedule of approximate dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the COTR two weeks in advance of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such phasing dates to insure accomplishment of this work in successive phases mutually agreeable to Director, Resident Engineer and Contractor.

1.6 ALTERATIONS

- A. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of COTR, to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by 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).

B. Protection: Provide the following protective measures:

1. Protection of interior of existing structures at all times, from damage. Wherever work is performed, floor 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.

1.7 DISPOSAL AND RETENTION

A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:

1. Reserved items which are to remain property of the Government are identified by attached tags or 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 Resident Engineer.
2. Items not reserved shall become property of the Contractor and be removed by Contractor from the construction site.
3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.
4. PCB Ballast and Capacitors: The Contractor shall be responsible for disposal of the Polychlorinated Biphenyl (PCB) ballast and capacitors. The ballast and capacitors shall be taken out of service and handled in accordance with the procedures of the Environmental Protection Agency (EPA) and the Department of Transportation (DOT) as outlined in Code of Federal Regulation (CFR), Titled 40 and 49 respectively. The EPA's Toxic Substance Control Act (TSCA) Compliance Program Policy Nos. 6-PCB-6 and 6-PCB-7 also apply. Upon removal of PCB ballast and capacitors for disposal, the "originator" copy of the Uniform Hazardous Waste Manifest (EPA Form 8700-22), along with the Uniform Hazardous Waste Manifest Continuation Sheet (EPA Form 8700-22A) shall be returned to the Contracting Officer who will annotate the contract file and transmit the Manifest to the Resident Engineer.

- a. Copies of the following listed CFR titles may be obtained from the Government Printing Office:
- 40 CFR 261.....Identification and Listing of Hazardous Waste
 - 40 CFR 262.....Standards Applicable to Generators of Hazardous Waste
 - 40 CFR 263.....Standards Applicable to Transporters of Hazardous Waste
 - 40 CFR 761.....PCB Manufacturing, Processing, Distribution in Commerce, and use Prohibitions
 - 49 CFR 172.....Hazardous Material tables and Hazardous Material Communications Regulations
 - 49 CFR 173.....Shippers - General Requirements for Shipments and Packaging
 - 49 CRR 173.....Subpart A General
 - 49 CFR 173.....Subpart B Preparation of Hazardous Material for Transportation
 - 49 CFR 173.....Subpart J Other Regulated Material; Definitions and Preparation
 - TSCA.....Compliance Program Policy Nos. 6-PCB-6 and 6-PCB-7

1.8 AS-BUILT DRAWINGS

- A. The contractor shall maintain full size sets of as-built drawings which will be kept current during construction of the project, to 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 Resident Engineer's review, as often as requested.
- C. Contractor shall deliver completed sets of as-built drawings to the COTR within 15 calendar days after each completed phase and after the acceptance of the project by the Resident Engineer.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.9 TESTS

- A. Pre-test electrical equipment and systems and make corrections required for proper operation of such 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 a COTR. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.

HINES, ILLINOIS

- 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.
- D. 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. 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 (four copies), one for each separate piece of equipment shall be delivered to the COTR 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.
- C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed instructions to assigned Department of Veterans Affairs personnel in the operation and complete maintenance for each piece of equipment. All such training will be at the job site. These requirements are more specifically detailed in the various technical sections. Instructions for different items of equipment that are component parts of a complete system, shall be given in an integrated, progressive manner. All instructors for every piece of component equipment in a system shall be available until instructions for all items included in the system have been completed. This is to

assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the COTR and shall be considered concluded only when the COTR is satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the Resident Engineer, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

1.11 AIR QUALITY Contractors shall make all reasonable efforts to prevent construction activities from affecting the air quality of the occupied areas of the building or outdoor areas near the building. These measures shall include, but not be limited to:

1. Contractor shall erect and maintain dust barriers throughout the construction work. These barriers shall be reasonably airtight and shall prevent entry into the construction zone by unauthorized persons. Reasonably airtight means construction equivalent to full-height temporary or plastic barriers with joints taped or sealed, and shafts and other penetrations sealed as well as possible. Fire resistant polyethylene is acceptable.
2. The Contractor shall continuously maintain the construction zone under a positive pressure relative to all adjacent areas of the building.
 - a. Exhaust fans used for this purpose shall filter air and discharge it outdoors or to the least populated area adjacent to the construction work. All filtration for air recirculated back into the building shall be HEPA (99.97% DOP efficiency) for work adjacent to healthcare or elderly facilities. If no work is adjacent to these areas, 95% filtration is acceptable. Filtering air discharged to outdoors shall be accomplished with 30% filters.
3. All contractors shall endeavor to minimize the amount of contaminants generated during construction. Methods to be employed shall include, but not be limited to:
 - a. Minimizing the amount of dust generated.
 - b. Reducing solvent fumes and VOC emissions.
 - c. Maintain good housekeeping practices, including sweeping and periodic dust and debris removal. There should be no visible haze in the air.
4. Protect computer room equipment and components from any dust and debris. Provide tenting over equipment, data racks and computers. The dust protection at the rack locations shall be installed at a minimum of 24" from the rack. The rack cooling is not to be decrease

LIGHTING REPLACEMENT – BLDG 215

DEPARTMENT OF VETERANS AFFAIRS

GENERAL REQUIREMENTS

HINES, ILLINOIS

of effected by the rack protection. The contractor shall clean and vacuum the construction area after each shift.

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