

**SECTION 01 00 00
GENERAL REQUIREMENTS**

TABLE OF CONTENTS

1.1 GENERAL INTENTION	1
1.2 STATEMENT OF BID ITEM(S)	1
1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR	1
1.4 CONSTRUCTION SECURITY REQUIREMENTS.....	2
1.5 FIRE SAFETY	2
1.6 OPERATIONS AND STORAGE AREAS	4
1.7 ENVIRONMENTAL CONTROLS.....	7
1.8 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS.....	7
1.9 RESTORATION	8
1.10 LAYOUT OF WORK	8
1.11 AS-BUILT DRAWINGS	9
1.12 USE OF ROADWAYS	9
1.13 TEMPORARY TOILETS.....	10
1.14 AVAILABILITY AND USE OF UTILITY SERVICES.....	10
1.15 TESTS.....	11
1.16 INSTRUCTIONS	11
1.17 HISTORIC PRESERVATION	12
1.18 PROJECT HEALTH AND SAFETY PLAN.....	13

**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 Irrigation System Expansions and Corrections at Abraham Lincoln National Cemetery as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the Cemetery Director.
- C. All employees of general contractor and subcontractors shall comply with VA security management program, be identified by project and employer, and restricted from unauthorized access.
- D. 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.
- E. 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
 - 2. Submit training records of all such employees for approval before the start of work.

1.2 STATEMENT OF BID ITEM(S)

- A. ITEM I, GENERAL CONSTRUCTION: Irrigation System installation and modifications: Work includes general construction, alterations, grading, electrical work, utility systems, water distribution systems and necessary modification of existing systems and construction and certain of other items.

1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. AFTER AWARD OF CONTRACT, 1 set of specifications and drawings will be furnished. These drawings and specifications will consist of those returned by prospective bidders.

GENERAL REQUIREMENTS

- B. Additional sets of drawings may be made by the Contractor, at Contractor's expense, from Bond furnished by the Issuing Office.

1.4 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 project site without appropriate identification. 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 RE/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 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 RE/COTR.

- C. Key Control:

- 1. The General Contractor shall provide duplicate keys and lock combinations to the RE/COTR for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.

1.5 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

GENERAL REQUIREMENTS

2. National Fire Protection Association (NFPA):

- 10-2010Standard for Portable Fire Extinguishers
- 30-2008Flammable and Combustible Liquids Code
- 51B-2009Standard for Fire Prevention During Welding, Cutting and Other
Hot Work
- 70-2008National Electrical Code
- 241-2009Standard 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/COTR/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/COTR 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 RE/COTR/Cemetery Director.
- 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.

GENERAL REQUIREMENTS

- H. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to RE/COTR.
- I. 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.
- J. Dispose of waste and debris in accordance with NFPA 241. Remove from cemetery daily.
- K. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

1.6 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/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. Temporary buildings (e.g., storage trailers, office trailers) and utilities may be erected by the Contractor only with the approval of the RE/COTR 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. With the written consent of the RE/COTR, the buildings and utilities may be abandoned and need not be removed.
- C. The Contractor shall, under regulations prescribed by the RE/COTR, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the RE/COTR. 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/COTR.
- 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.

GENERAL REQUIREMENTS

1. Do not store materials and equipment in other than assigned areas.
 2. Provide unobstructed access to the Cemetery areas required to remain in operation.
- G. Phasing: To insure such executions, the Contractor shall furnish the RE/COTR with a schedule of approximate dates on which the Contractor intends to accomplish work in each specific area of the site, or portion thereof. In addition, the Contractor shall notify the RE/COTR two weeks in advance of the proposed date of starting work in each specific area of site, or portion thereof. Arrange such dates to insure accomplishment of this work in successive phases mutually agreeable to the Cemetery Director, RE/COTR and Contractor.
- H. 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/COTR.
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/COTR. 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/COTR, and Cemetery Director's prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS and 28 05 11, REQUIREMENTS FOR ELECTRONIC SAFETY AND SECURITY INSTALLATIONS for additional requirements.
 2. The Contractor shall submit a request to interrupt any such services to RE/COTR, and 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 may occur at other than Contractor's normal working hours.

GENERAL REQUIREMENTS

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/COTR.
 5. In case of a contract construction emergency, service will be interrupted on approval of RE/COTR. 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.
- I. 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.
- J. 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/COTR.
- K. Coordinate the work for this contract with other construction operations as directed by RE/COTR. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.
- L. 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/COTR, in arranging construction schedule to cause the least possible interference with Cemetery activities in actual burial areas. Construction noise during the interment services shall not disturb the service. Trucks and workmen shall not pass through the service area during this period:

GENERAL REQUIREMENTS

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. Clean-up shall include the removal of all equipment, tools, materials and debris and leaving the areas in a clean, neat condition.

1.7 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/COTR. 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 areas that have been part of the construction.

1.8 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, that 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/COTR.
- 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

GENERAL REQUIREMENTS

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/COTR may have the necessary work performed and charge the cost to the Contractor. **(FAR 52.236-9)**

1.9 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 ducts, plumbing, steam, gas, or electric work without approval of the RE/COTR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the RE/COTR 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, 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 or of fire protection systems and communications systems (including telephone) 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).

1.10 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

GENERAL REQUIREMENTS

Contractor shall be responsible for executing the work to the lines and grades that may be established or indicated by the RE/COTR. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the RE/COTR 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/COTR 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. Upon completion of the work, the Contractor shall furnish the RE/COTR with reproducible drawings, in Autocad form, at the scale of the contract drawings, showing the as-built installation for the work.

1.11 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/COTR's review, as often as requested.
- C. The Contractor shall deliver two approved completed sets of as-built drawings to the RE/COTR within 15 calendar days after each completed phase and after the acceptance of the project by the RE/COTR.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.12 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on Cemetery property and, when authorized by the RE/COTR, such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed by the Contractor at the Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well constructed bridges.

GENERAL REQUIREMENTS

1.13 TEMPORARY TOILETS

- A. Provide where directed, (for use of all Contractor's workmen) ample temporary sanitary toilet accommodations with suitable sewer and water connections, or when approved by RE/COTR 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.
- B. Contractor may have for use of the Contractor's workmen, such toilet accommodations as may be assigned to the Contractor by the Cemetery. The Contractor shall keep such places clean and be responsible for any damage done thereto by the Contractor's workmen. Failure to maintain satisfactory condition in toilets will deprive the Contractor of the privilege to use such toilets.

1.14 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.
- B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the RE/COTR, shall install and maintain all necessary temporary connections and distribution lines. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, and associated paraphernalia.
- C. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted.
- D. Electricity (for Construction and Testing): Furnish all temporary electric services.
 - 1. Obtain electricity by connecting to the Cemetery electrical distribution system. Where not available the contractor shall supply power via portable generators at own expense.
- E. Water (for Construction and Testing): Furnish temporary water service.
 - 1. Obtain water by connecting to the Cemetery water distribution system. Provide reduced pressure backflow preventer at each connection. Water is available at no cost to the Contractor.

GENERAL REQUIREMENTS

2. 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 RE/COTR's discretion) of use of water from the Cemetery's system.

1.15 TESTS

- A. Pre-test 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 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. Another example of a complex which involves several components of different disciplines is a burner installation. Efficient and acceptable burner operation depends upon the coordination and proper operation of fuel, combustion air, controls, and other related components.
- 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.

1.16 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 (four copies each) for each separate piece of equipment shall be delivered to the RE/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

GENERAL REQUIREMENTS

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: the 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 RE/COTR and shall be considered concluded only when the RE/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 RE/COTR, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

1.17 HISTORIC PRESERVATION

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/COTR verbally, and then with a written follow up.

GENERAL REQUIREMENTS

1.18 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. Medical Surveillance
 6. PPE
 7. Exposure Monitoring
 8. Heat Stress⁹
 9. Spill Containment
 10. Decontamination
 11. Emergency Response
 12. Confined Spaces
 13. Hoisting Operations
 14. Trench Safety
 15. Lockout/Tagout

--- E N D ---