

## SECTION 011000

### SUMMARY

*[---Section 011000 may require extensive editing to suit the requirements of the Project, the Contract and the University. The language contained herein is a template, which provides comprehensive information and requirements, as well as preferred language. The University must decide what to include and what to delete for each Project/Contract.---]*

#### PART 1 – GENERAL

##### 1.01 WORK COVERED BY CONTRACT DOCUMENTS

Work included under this Project consists of *[---Provide the title and location of the work with a brief description of the scope of work.---]*

##### 1.02 MULTIPLE CONTRACT SUMMARY

Work for the Project shall be accomplished by Separate Prime Contractors according to Pennsylvania statute. The Lead Prime Contractor shall be the *[---select one of the contractors---]*. Specific instructions for coordination and responsibilities of the Lead Prime Contractor are contained in Section 0131000, Project Management and Coordination, and elsewhere throughout the Contract Documents. Work included in each Separate Prime Contract shall include, but not be limited to, the following:

- A. General Construction *[---Contract No.---]*  
*[---Describe the work in relative detail.---]*
- B. HVAC Construction *[---Contract No.---]*  
*[---Describe the work in relative detail.---]*
- C. Plumbing Construction *[---Contract No.---]*  
*[---Describe the work in relative detail.---]*
- D. Electrical Construction *[---Contract No.---]*  
*[---Describe the work in relative detail.---]*
- E. Work Under Other Contracts *[---Contract No.---]*  
*[---List all related work to be accomplished by other Separate Contracts.---]*

##### 1.03 DESCRIPTION OF BASE BIDS

###### A. Base Bid #1:

Base Bid #1 shall consist of all General, HVAC, Plumbing, and Electrical Work *[---also specify Fire Protection, Elevators, or other Separate Prime Contracts, as necessary---]* as shown in the Contract Documents, including, but not limited to, the items described in 1.02 above.

###### B. Base Bid #2:

General Contract *[---Contract No.---]*

All work in Base Bid #1 except for the following changes:

*[---List specific work to be added or deleted.---]*

*[---If there is no work to be added/deleted in this base bid, specify: "Same as Base Bid #1."---]*

HVAC Contract [---Contract No.---]  
[---List specific work to be added or deleted.---]  
[---If there is no work to be added/deleted in this base bid, specify: "Same as Base Bid #1."---]

Plumbing Contract [---Contract No.---]  
[---List specific work to be added or deleted.---]  
[---If there is no work to be added/deleted in this base bid, specify: "Same as Base Bid #1."---]

Electrical Contract [---Contract No.---]  
[---List specific work to be added or deleted.---]  
[---If there is no work to be added/deleted in this base bid, specify: "Same as Base Bid #1."---]

Other Separate Prime Contract(s) [---Contract No.---], as necessary  
[---List specific work to be added or deleted.---]  
[---If there is no work to be added/deleted in this base bid, specify: "Same as Base Bid #1."---]

- C. Base Bids #3, #4, etc.: [---Format similarly to Base Bid #2 above.---]  
[---List as many base bids as determined to be appropriate.---]

#### 1.04 WORK SEQUENCE

[---Identify and describe any phasing or sequencing requirements in detail.---]

#### 1.05 SUPERINTENDENCE AND PROJECT MANAGEMENT

[---Select the optional language in the two parts of this Section as appropriate for the Contract and the Work. Edit as necessary; the options below are samples, only. If the requirements of Article 4.2 of the General Conditions are to be what is desired, do not delete this entire paragraph 1.05, but use the first option under A. and/or B., as appropriate.---]

[---Note that the requirements for Superintendence and Project Management may be different for different separate prime contracts. Add paragraphs/subsections to address different requirements for different separate prime contracts.---]

##### A. Superintendence.

1. The superintendence requirements in Article 4.2.2 of the General Conditions shall be the requirements for this Contract.

[---or---]

1. The competent superintendent required by Article 4.2.2 of the General Conditions may be fulfilled by, at a minimum, a non-working superintendent. All other requirements of Article 4.2.2 shall remain in force.

[---or---]

1. The competent superintendent required by Article 4.2.2 of the General Conditions may be fulfilled by, at a minimum, a working foreman. All other requirements of Article 4.2.2 shall remain in force.

[---and add the option below, if appropriate---]

2. If the Contractor holds more than one Separate Prime Contract for this Project, the Contractor may provide a single person to provide superintendence for all Separate Prime Contracts held.

**B. Project Management**

1. The project management requirements in Article 4.2.3 of the General Conditions shall be the requirements for this Contract.

*[---or---]*

1. The qualified project manager required by Article 4.2.3 of the General Conditions may be fulfilled by, at a minimum, a non-working superintendent. All other requirements of Article 4.2.3 shall remain in force.

*[---or---]*

1. The qualified project manager required by Article 4.2.3 of the General Conditions may be fulfilled by, at a minimum, a working foreman. All other requirements of Article 4.2.3 shall remain in force.

*[---and add the option below, if appropriate---]*

2. The person fulfilling this Project Management requirement may be the same person who is fulfilling the Superintendence requirement.

*[---and add the option below, if appropriate---]*

3. If the Contractor holds more than one Separate Prime Contract for this Project, the Contractor may provide a single person to provide project management for all Separate Prime Contracts held.

**1.06 WORK BY OWNER**

- A. The University will perform certain operations and/or award independent contract(s) for performance of construction-related operations at the Project site. These operations will be conducted simultaneously with the Work under this Contract. All Separate Prime Contractors are expected to cooperate fully with other independent contractors so that work on those contracts may be carried out smoothly, without interfering with, or delaying, the Work under this Contract. The following operations will either be performed by the University or under independent contracts(s):

*[---Identify and describe any known other University contracts or University operations related to this Project.---]*

- B. The University may undertake or award other contracts for work unrelated to this Project, but which may be at or near the site(s) of the Work under this Contract. The Contractor, other contractors, and University employees, shall cooperate with each other and shall adapt scheduling and performance of their work to reasonably accommodate each other, heeding any direction that may be provided by the University. The Contractor shall report to the University any interferences or conflicts immediately, whether committed or experienced.

- C. The University will provide the following items:

*[---List all equipment, furnishings, materials, etc. that will be provided by the University but which will be installed by the Contractor.---]*

1. The Contractor shall designate the required delivery dates of University-furnished items in the Project Schedule. The University will schedule deliveries in accordance with the Project Schedule.
2. The University will arrange and pay for delivery of University-furnished items. The Contractor shall receive, unload, and handle University-furnished items at the site. The University and the Contractor shall jointly inspect deliveries for damage.
3. If, as a result of delivery, University-furnished items are damaged, defective, or missing, the University will arrange for replacement.
4. Once the University-furnished items are on site, the Contractor shall be responsible for protecting the items from damage, including damage from exposure to the elements and from the Contractor's operations. The Contractor shall be responsible to repair or replace items damaged once under his control.
5. The University will arrange for manufacturers' field services, and the delivery of manufacturers' warranties, operating manuals, spare parts, and special tools, as applicable, to the Contractor.

#### 1.07 WORK RESTRICTIONS

##### A. Existing Facilities, Infrastructure, and Occupancy.

*[---Describe any existing conditions that may be related to or affect this Contract, as applicable. Examples could include electric service, sprinkler system, roof system, etc.---]*

*[---Describe any building occupancy or use situations or restrictions relative to the Work, and any other specific relationships to ongoing University operations.---]*

##### B. Hazardous Materials. *[---Edit entire paragraph as appropriate.---]*

1. There is a possibility that hazardous materials not identified in the Contract Documents may be discovered on this Project site. Should hazardous or suspicious materials be encountered, the Contractor shall immediately stop work in that area and notify the University. The University will be responsible for investigating the suspicious material, and if it is found to be hazardous, for having it removed. The University will consider an extension of time for delays related to such testing and removal if the work was impacted.
2. Asbestos: There is no known asbestos on this Project. All known asbestos-containing material has been removed from the building as part of an asbestos abatement project.
3. Mercury: All fluorescent and high-intensity discharge lamps containing mercury and which are intended for disposal shall be removed from campus and properly recycled or disposed of by the Contractor, in accordance with statutory and/or regulatory requirements.
4. PCBs: Ballasts found to contain PCBs and which are intended for disposal shall be removed from campus and properly recycled or disposed of by the Contractor, in accordance with statutory and/or regulatory requirements.
5. Lead: No information is available for lead-containing material.

- C. The general and special conditions contained herein are not all inclusive. Special conditions identified in the Technical Specifications and on the Drawings take precedence.
- D. The Contractor shall provide a reasonable individual to accept deliveries of materials and equipment, and provide labor and equipment to unload delivery trucks. The University will not accept or sign for deliveries of materials or equipment to the Contractor, and the University will not handle or store materials or equipment for the Contractor.
- E. The Contractor shall make suitable prior arrangements with the University for the delivery of large equipment or materials in large vehicles to the Project site. The intent is to avoid such deliveries at time of peak commuter traffic to the University. The University will determine if other University entities, such as University Police, need to be involved.
- F. Staging and storage areas are identified on the Drawings. The Contractor may not use any other campus locations for use as staging or storage areas without prior approval of the University. Any additional storage or work areas needed for operations shall be off campus and shall be obtained and paid for by the Contractor. The Contractor is responsible for protection and safekeeping of products stored in staging and storage areas on campus. Stored products that interfere with operations of the University or other contractors shall be moved. Roofing materials and bulk materials, of any type and for any contractor, shall not be stored or stockpiled overnight on new or existing roofs.
- G. Loading the structure with weight that will endanger the structure is not permitted. Ductwork, conduit, ceiling systems, lighting fixtures, or any other miscellaneous equipment shall not be suspended from new or existing metal roof decks. These components shall be suspended from the structural members, or from a suspension system supported by the structural members. All concentrated loads must be approved by the University. If concentrated loads are not approved, the Separate Prime Contractor furnishing the equipment must provide acceptable means of distributing the load.
- H. The Contractor shall make a reasonable attempt to arrange its on-site work to minimize interference with normal University business activities, particularly those activities not directly related to the actual Work or the operation thereof.
- I. Contractors are authorized to work whatever hours are required to complete the Work by the specified Contract completion date. The University will normally be providing quality assurance coverage from *[---edit hours and notice time frame as appropriate---*] 7:00 AM to 5:00 PM, Monday through Friday, holidays excepted. Contractors are required to notify the University in writing at least five (5) working days in advance of any work that is planned for outside of the normal coverage hours for the University. Contractors shall not perform any testing or cover-up work outside the normal coverage hours for the University without the prior written approval of the University. The University's failure to approve an expanded work-hour schedule or work on holidays shall not be grounds for a claim against the University.
- J. The Contractor shall comply with all University personnel identification and vehicle registration requirements while on the campus.
- K. Contractor employees shall park privately-owned vehicles in an area designated by the University. Contractor employee parking shall not interfere with existing and established parking requirements of the University. If employee parking is on a grassed area, the Contractor shall be responsible for restoration and re-grassing of the area at the end of the Project.
- L. The Contractor shall keep fire hydrants adjacent to the Project accessible at all times. No materials or obstructions shall be placed within twenty (20) feet of any such hydrant, or within any other distance as required by law or ordinance.

- M. The Contractor shall keep driveways and entrances servicing the campus and adjacent buildings clear and available to the University and to emergency vehicles at all times. Such areas shall not be used for parking or storage of materials. Deliveries shall be scheduled to minimize space and time requirements for storage of materials and equipment.
- N. The Contractor shall maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. The Contractor shall not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from the University.
- O. The Contractor shall provide protection for all existing roads, walkways, pavement, buildings, appurtenances, ground structures, signs, trees, landscaping, grass, etc., scheduled to remain. The Contractor shall provide means to protect such items from damage and shall repair any damage caused by its operations, at no cost to the University. The Contractor shall return the premises to like-original condition and/or to match adjacent areas that were not affected by the work, subject to approval by the University. Any restoration of the site shall include replacement of landscaping with "like" plants of the same species, size, and shape. Grass remediation shall be by "sod" method rather than seeding. All work shall be approved by the University.
- P. At the end of each day, the Contractor shall clean the Project site of scraps, packaging containers, and other trash, and have it removed from the campus. This shall include waste and packaging that has blown outside of the Project site.
- Q. *[---Edit to fit the University policy.---]* Smoking and other use of tobacco products are prohibited in University buildings, including buildings under construction. Contractors and their employees working on University property are prohibited from smoking in University buildings.
- R. Alcoholic beverages and controlled substances shall not be carried, consumed, or stored on University property.
- S. Open fires or burning are not permitted on University property.
- T. Burying of waste materials on site, to include materials from clearing and grubbing operations, is prohibited without written permission of the University. The Contractor shall remove any such material from the Project site and recycle or dispose of it in a legal manner.
- U. The Contractor shall not plan for any blasting operations without prior written approval of the University.
- V. The Contractor is responsible for the behavior of its employees and shall immediately remove from the site any employee engaging in racial or sexual harassment, whether by work or deed. This includes "catcalls" and inappropriate language. The University will require any Contractor's, subcontractor's, or supplier's personnel to be removed from the job site in the event of misconduct or improper interaction with University students or staff.
- W. Regardless of the proximate cause, in the event of any damage occurring to University or private property by any Contractor activity during the life of the contract, the Contractor shall promptly advise the University and participate in a joint assessment of the damage with University personnel. It is essential that the Contractor take all actions necessary to avoid claims by third parties.
- X. The University shall have first right of refusal on all removed equipment. Existing pieces of equipment and materials that are to remain the property of the University will be tagged by the University prior to the start of work. Such items shall be moved and/or stored by the Contractor where directed by the University. Equipment shall be stored as complete units with all

associated accessories and auxiliary equipment. Equipment shall be disconnected and carefully removed and shall be transported to the storage areas as directed. Equipment shall be stored in a neat and workmanlike manner, tagged, and identified for future use.

## 1.08 WORK RESTRICTIONS, EXISTING BUILDINGS

*[---Edit this Section as appropriate if the Work is in an existing building. Remove the Section if the Project is a new building.---]*

- A. The University will maintain activities, operations, and normal office hours in the building during the course of the Work. *[---State the degree to which the University will continue to use the building during construction.---]*
- B. *[---Insert specific information as to key availability and key control, if known and if appropriate, or if an escort is required.---]* If the Contractor is provided keys to the building or portion of the building, the Contractor shall be subject to the University's regulations and policies on key control and access.
- C. Upon completion of any portion of Work related to this Contract, the Contractor shall ensure that the building, other than any improvements and changes inherent in the Work, are reasonably maintained and/or are returned to their prior condition.
- D. The Contractor shall protect the building and its occupants during the Work, taking all necessary precautions. The Contractor shall make all necessary provisions to keep the operational part of the building safe, weather tight, and dust free at all times, and shall cooperate to keep noise, dirt, and other interferences to a minimum. The Contractor shall repair damage caused by construction operations.
- E. The Lead Prime Contractor shall take all necessary precautions to maintain a weather tight envelope during sequence of operations on alteration work of the existing building.
- F. Existing Elevators *[---Specify conditions by which the Contractor may use existing elevators (as applicable).---]*
- G. All existing finishes to remain, including, but not limited to, floor coverings, wall finishes, ceilings, fixtures, etc., shall be adequately protected by the Contractor. Any damage to such finishes shall be repaired by the Contractor causing the damage, at no cost to the University.
- H. The Contractor shall not use any University property, such as desks, beds, chairs, etc., as ladders, work benches, etc., in performing the Work. The Contractor shall be responsible for protection from damage or loss of any furniture, furnishings, or equipment remaining in the building.
- I. The Contractor shall keep public areas, such as hallways, stairs, elevator, lobbies, and toilet rooms, free from accumulation of waste, rubbish, or construction debris.
- J. Use of Restrooms, Sanitary Facilities, and/or Cleanup Facilities: *[---Specify conditions by which Contractors may use the existing restrooms (as applicable).---]* Section 015000, Temporary Facilities and Controls, outlines requirements for Temporary Sanitary Facilities. If use of existing University restrooms, sanitary facilities, and/or cleanup facilities is authorized, misuse of facilities, such as clogging lines, unkempt conditions, failure to clean up, etc., will result in the withdrawal of privileges and back charges for damages.

- K. The Contractor shall cooperate with the University, and with those in authority for the existing building, to prevent the entrance and exit of all workers and/or others whose presence is forbidden or undesirable.

#### 1.09 PROJECT UTILITY SOURCES

- A. The location of existing utilities and equipment is shown on the Drawings in an approximate way only and has not been independently verified by the University. The Contractor shall determine the location of all utilities and equipment, including those overhead and underground, before commencing Work, and shall take all necessary precautions to prevent injury or damage during the performance of the Work. The Contractor agrees to be fully responsible for any and all items at no cost to the System.
- B. The Contractor, when performing excavation or demolition work, shall fully comply with the requirements of P.L. 852, Act 287, December 10, 1974, as amended, relative to protection of underground utilities, which shall include, but not be limited to, the following actions:
  - 1. Ascertain the approximate location and type of utility lines at the site by inspecting drawings or by obtaining a list of utility companies' lines on the site from the county Recorder of Deeds and then contacting the utility companies.
  - 2. A minimum of five (5) working days before excavation or demolition, request from the utility companies the steps contractors should take to avoid any damage.
  - 3. Inform the responsible supervisor or foreman and each equipment operator of the information obtained in 1. and 2. above.
  - 4. Report to the utility company and the University any damage to a utility line made or discovered in the course of the work.
  - 5. Alert the University and occupants of premises as to any emergency created or discovered in the course of the work.
  - 6. Provisions of 1., 2., and 3. above do not apply in an emergency. An emergency is any condition constituting a clear and present danger to life or property by escaping gas, exposed wires, or other utility line breaks or defects.
- C. The Contractor shall locate, identify, shut-off, and disconnect utility services that are indicated for removal or replacement. The Contractor shall also locate and identify utility services that are not indicated for removal or replacement. If the utility services that are not indicated for removal or replacement must be shut down during construction, the Contractor shall provide bypass connections, as necessary, to maintain continuity of service to occupied areas of buildings and the campus. All switching, securing, and disconnection of University utility services shall be performed in the presence of a knowledgeable University technician or utility representative.
- D. During excavation around underground utilities, when the Contractor reaches a point approximately three feet from the estimated location of any underground utility, machine excavation shall be stopped and hand excavation shall be used to uncover the utility line. In the case of utilities as shallow as 12 inches below the surface, hand digging shall begin at the surface or immediately below any pavement. The Contractor is liable for the repair of any utility lines cut, broken, or otherwise damaged, at no additional cost to the University.



- E. If a utility line is broken or damaged, or if service is interrupted in any way, the Contractor must immediately notify the University (or the Campus Police outside of normal working hours) and the appropriate utility company. The Contractor shall take immediate action to restore the utility to full service.
- F. For any planned utility service interruptions, the Contractor shall furnish a request to the University for approval at least five (5) working days in advance, or as specified by the University. The request shall identify the affected buildings and the duration of the planned outage. The University will coordinate with affected tenants and customers, as applicable. If the discontinued service is due to any emergency breakdown, the Contractor shall notify the University as soon as possible, and the University will notify those affected tenants and customers, as applicable. Power outages that involve portions of buildings may have to be scheduled for off-hours or weekends.

#### 1.10 PROJECT PHOTOGRAPHS

*[---Edit the entire Section as appropriate.---]*

- A. Each Separate Prime Contractor, at its own cost and expense, and prior to beginning any Work, shall furnish photographs or video showing the pre-existing conditions upon which its Work will be constructed. The photographs or video shall include the actual work site and the surrounding areas, and the specific locations or subject matter of the photographs or video shall be coordinated with the University.
- B. The Lead Prime Contractor, at its own cost and expense, shall furnish photographs showing the progress of the Work. Photographs shall be taken: (1) between the 1st and 5th day of each month, to show periodic progress of the Work; and (2) at critical junctures of the Work, to show specific features and conditions. The photographs shall be furnished monthly and at the final completion of the Project.
- C. Monthly progress photographs shall be taken from not less than ten (10) positions each month. Progress photographs shall be from the same positions each month, unless the progress of the Work is better shown with alternate views.
- D. Photographs shall be in electronic/digital form, or in another form or format as agreed upon by the Contractor and the University. The photographs shall be of sufficient resolution for suitable color printing in 9-inch by 12-inch format. Video shall be in electronic/digital format, unless otherwise directed by the University.
- E. The date/time and a description of each photograph and video shall be provided.

#### 1.11 INDUSTRY STANDARDS

- A. Except where the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract. Such standards are made a part of the Contract by reference.
- B. Where the date of issue of a referenced standard is not specified, standards in effect as of date of Contract shall be in force.
- C. The quantity or quality levels shown or specified shall be the minimum and/or maximum provided or performed. The actual installation may comply exactly with the minimum or exceed the minimum, within reasonable limits, if not detrimental to the Work. Uncertainties should be referred to the University for a decision before proceeding.

- D. If two or more specified standards provide differing or conflicting minimum and/or maximum levels of quantity or quality, the University shall be consulted for a decision as to the differing or conflicting levels before proceeding.
- E. Where copies of standards are needed for performance of the Work, the Contractor shall obtain copies directly from the publication source. Although copies of standards needed for enforcement of requirements may be included as part of required submittals, the University reserves the right to require the Contractor to submit additional copies, as necessary, for enforcement of requirements.
- F. Trade association names and titles of general standards are frequently abbreviated. Where such acronyms or abbreviations are used in the Technical Specifications or other Contract Documents, they mean the recognized name of the trade association, standards-generating organization, authority having jurisdiction, or entity applicable to the context of the provision.

1.12 DISSEMINATION OF PLANS AND SPECS

*[---Edit as appropriate.---]*

Unless otherwise specified in the Contract Documents, the successful bidder Contractor, upon Contract award, will be furnished, free of charge, five (5) complete sets of drawings and specifications. If additional sets are required, the Contractor shall reimburse the System for the cost of the additional sets.

1.13 ADDITIONAL CONTRACT AND CONTRACTOR REQUIREMENTS

*[---Identify and detail any additional requirements of the Contract, or placed upon the Contractor, not identified elsewhere. Do not insert requirements located elsewhere.---]*

PART 2 - PRODUCTS

(Not Used)

PART 3 - EXECUTION

(Not Used)

END OF SECTION 011000