01 00 00 - General Requirements

01 10 00 Summary

Design Professionals, in preparing the Summary of Work for potential bidders, shall consider the unique requirements of doing work on a college campus and make those conditions known to the bidder.

The Owner will typically be occupying adjacent sites and buildings and the Contractor may have to schedule and sequence work in consideration of the academic and/or extra curricular calendars of CCU. Project schedules must identify and coordinate activities that would disrupt the normal activities of adjacent sites. CCU also requires a 72 hour notice that those scheduled events are about to take place.

Coordinate with the CCU Project Manager the Limits of the Work including laydown areas contractor parking, and site access; and make those known to the bidder.

Coordinate with CCU any preceding or concurrent work under separate contracts and make those known to the bidder.

Coordinate with CCU on any Owner furnished products or furnishings that require contractor installation and make those known to the bidder.

01 27 00 Unit Prices

Design professionals shall make recommendations on appropriate use of unit prices to the Project Manager when in the best interest of CCU. i.e. Some material quantities may be difficult to determine at bid time for unsuitable soil removal and replacement, pile length, etc.

01 29 00 Payment Procedures

In addition to the general requirements of the OSE Manual, include administrative actions that must precede or coincide with the submittal of periodic Applications for Payment:

1. Schedule Update.
2. LEED Construction Credit Status Reports for each credit identified.
3. Construction Progress Meeting Minutes since last application for payment.
4. RFI Log Update.
01 40 00 Quality Requirements

CCU will typically pay for construction phase Special Inspections (as required by the IBC and specified by the Design Professional) and other tests such as design phase Soil Investigation and Analysis including construction phase monitoring of pile driving operations, and construction phase LEED commissioning if applicable.

Review with the Project Manager project specific special inspections that may be in the best interest of CCU based on the types of building systems specified so that CCU may obtain proposals for that work prior to the commencement of construction.

CCU expects the General Contractor's Bid to include construction phase testing for quality control of: Soil compaction, concrete, termite treatment, water quality, fire alarm systems, lighting protection systems, test and balance reports, sprinkler system, elevator inspections.

01 50 00 Temporary Facilities and Control

CCU does NOT typically pay for temporary utilities (water, sewer, power, communications) and these charges shall be included in the Contract Sum. Check with the Project manager for special exceptions that may apply on a specific project such as a small renovation in an existing space.

CCU will typically pay for tap and impact fees associated with a project. Verify with the Project Manager on each project.

01 77 00 Closeout Procedures

Carefully review with the Project Manager and OSE closeout requirements for each project. In addition to normal requirements, consider the following for each aspect of Closeout. This information must be clearly identified to the bidders to avoid misunderstanding at Closeout.

Substantial Completion:
- Contractor shall submit detailed annotated punch list showing items completed and written reason for any incomplete work.
- Advise Owner of changeover requirements such as insurance, utilities.
- Submit warranties, service agreements, final certifications, etc.
- Project Record Documents.
- Spare materials and tools.
- Lock changeover.
- Complete startup testing of systems and submit TAB records.
- Remove temporary facilities.
- Building Inspector report.

Certificate of Occupancy
- Issued by OSE after receipt of all A/E inspection reports.
Final Completion

Final Application for Payment
Certified copy of Substantial Completion inspection list stating each items is completed and/or resolved.
Owner Instructions Complete.

Project Record Documents
Contractor to provide CLEAN redline set (drawings and specs) showing all variations and specific locations of concealed items that may have been schematic in nature in the construction documents. Also include digital (PDF) scan of the same (in color) on appropriate electronic media.
Product data and submittal (shop drawing) set.

Operation and Maintenance Manuals

Warranties

01 81 13 Sustainable Design (LEED) Requirements

Design Credits should be submitted to USGBC by the design team and responses received prior to the Bidding Phase as provisional acceptance of points may affect information contractors should have during the bidding phase. In other words, the Contractor must be able to rely on the accuracy of information presented regarding the required LEED credits.

Include specifications on the requirements for LEED projects clearly identifying all credits for which the project was designed, what level of submittal requirements are required of the Contractor, and responsibilities required of the Construction team.

Penalties for not achieving points should be discussed with the CCU Project Manager, as CCU has the responsibility of establishing and assessing Liquidated Damages. It is important not to allow documentation to lapse during the construction phase.

01 91 13 Commissioning Requirements

Commissioning requirements shall be included in the Bid Documents and shall be prepared by the Commissioning Agent. All items to be commissioned shall be clearly identified; with Contractors responsibilities and Commissioning Agent's responsibilities outlined.