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 extracurricular 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 to include this information on the drawings for inclusion in the bid documents.

When establishing a new project scope of work, the University may desire to complete preliminary site work or utility infrastructure upgrades as part of a separate contract. This work may be completed prior to starting construction on the new project or may be completed concurrently with the new project. The University shall coordinate with the Design Professional so that this separate scope of work may be shown as an existing condition on the design documents. The Design Professional and CCU Project Manager must make it known to potential bidders that work may be performed concurrently in relation to the project being bid.

01 22 00 Allowances

The Architect and Engineer are encouraged to review any proposed allowance recommendations with the CCU Project Manager prior to implementing them on a project. Allowance recommendations may need to be reviewed with the OSE Project Manager as well. This will be left at the discretion of the CCU Project Manager.

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. Sustainable Design Status Reports with updates for each credit.
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. It is recommended that a draft of the special inspections section be submitted at the end of Design Development and revised and reissued at the end of Construction Documents.

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 and elevator inspections.

**01 50 00 Temporary Facilities and Control**

CCU does NOT typically pay for temporary utilities (water, sewer, power and 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. This is not an all inclusive list and should be considered as additional items to what is listed in specifications. These items should be submitted in hard copy and digital form for review. All comments should be addressed and corrected with a final closeout submittal.

1. Substantial Completion:
   a. Contractor shall submit detailed annotated punch list showing items completed and written reason for any incomplete work.
   b. Advise Owner of changeover requirements such as insurance, utilities.
   c. Submit warranties, service agreements, final certifications, etc.
   d. Project Record Documents.
   e. Spare materials and tools.
f. Lock changeover.
g. Complete startup testing of systems and submit TAB records.
h. Contractor shall have all stacked and underground drainage piping within the building footprint checked for blockages by video camera and witnessed by Facilities personnel.
i. Remove temporary facilities.
j. Building Inspector report.

2. Certificate of Occupancy
   a. Issued by OSE after receipt of all A/E inspection reports.

3. Final Completion
   a. Final Application for Payment
   b. Certified copy of Substantial Completion inspection list stating each item is completed and/or resolved.
   c. Owner Instructions Complete.

4. Project Record Documents
   a. 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 thumb drive. All project record documents shall be included on the thumb drive including but not limited to RFI’s, submittals, shop drawings, etc.
   b. Product data and submittal (shop drawing) set.

5. Operation and Maintenance Manuals for maintainable items including but not limited to mechanical equipment, plumbing equipment, electrical equipment.

6. Warranty letter from the contractor that states contract duration from the date of substantial completion. In addition to the standard warranty, contractor shall provide documentation for components that have extended warranties such as roofing.

7. Testing, Adjusting and Balancing Report

8. Final electrical panel schedules shall be provided for review and installed in panels.

9. Domestic water and hydronic water pipe flushing and test reports.

10. Pipe pressure test reports

01 81 13 Sustainable Design Requirements

Prior to starting the project and negotiating fees, the Architect and CCU Project Manager need to discuss sustainable design requirements associated with each project. The discussion should include whether the intended course is to pursue LEED Certification or Green Globes Certification.
It is the University's desire that the design team be fully responsible for submitting design credits to the appropriate agency prior to the bidding phase as provisional acceptance of points may affect information contractors should have during the bidding phase.

Specifications should be written to be clear on the level of certification the project is trying to achieve and list all credits that are being pursued. All projects meeting the definition of a major facility project must be designed either to a minimum LEED Silver certification or at a minimum a two globe certification using the Green Globes rating system. See OSE manual for the definition of a major facility project.

The OSE manual also clarifies goals for Energy Performance Requirements that must be met on LEED or Green Globe projects.

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.

01 92 00 Job Sign

At this time, CCU does not have any rudiments for size, design or information included on project specific job signs. However, job signs must follow the local jurisdictions requirements for signage.