SECTION **01 10 00** - **SUMMARY**

Revise this Section by deleting and inserting text to meet Project-specific requirements.

This Section uses the term "Government." Change this term to match that used to identify the design professional as defined in the General and Supplementary Conditions.

This Section supplements requirements of Government-Contractor Agreement and General Conditions. When other contract documents are used for Project, coordinate with requirements found here.

Much of this Section consists of Project-specific data. Examples given in the model text in the Evaluations illustrate possible Section content. Use the model text to develop text for specific Project requirements. See the Evaluations.

This Section and others in Division 01 that deal with multiple contracts use four contracts to illustrate a typical project conducted under multiple contracts. Revise to suit Project.

Verify that Section titles referenced in this Section are correct for this Project's Specifications; Section titles may have changed.

1. GENERAL

Retain or delete this article in all Sections of Project Manual.

* + - 1. SUMMARY

Revise Section content list below to correspond to edited Section.

Section Includes:

Work covered by Contract Documents.

Phased construction.

Work under Government's separate contracts.

Government-furnished/Contractor-installed (GFCI) products.

Government-furnished/Government-installed (GFGI) products.

Contractor's use of site and premises.

Coordination with occupants.

Work restrictions.

Specification and Drawing conventions.

Related Requirements:

Retain subparagraphs below to cross-reference requirements Contractor might expect to find in this Section but are specified in other Sections.

Section 01 32 00 "Construction Progress Documentation"" for Contractor's Phasing Plan requirements.

Retain "Government's Consultants" Paragraph below if providing contact information for Government's consultants for Project use here rather than elsewhere in the Project Manual.

Copy and re-edit subparagraph below for each consultant. Coordinate with requirement in Section 01 29 00 "Payment Procedures" to arrange schedule of values data by design consultant contracts for purposes of delineating the scopes of multiple certifications of payments.

Retain "Other Government Consultants" Paragraph below if Government has retained design consultants, in addition to Government, under separate contract(s), that have produced drawings and specifications that are part of the Contract Documents.

Copy and re-edit subparagraph below for each consultant. Coordinate with requirement in Section 01 29 00 "Payment Procedures" to arrange schedule of values data by design consultant contracts for purposes of delineating the scopes of multiple certifications of payments.

Retain "Contractor" Paragraph below only if Contractor has been selected by negotiation and if subcontracts are subsequently bid.

Retain "Construction Manager" Paragraph below if Government has engaged a construction manager.

Retain one of two subparagraphs below. Retain first subparagraph for Construction Manager in the role of advisor when Government directly contracts with trade contractors; retain second subparagraph for Construction Manager in the role of constructor or "Construction Manager-at-Risk," who, in turn, subcontracts portions of the Work.

Retain first subparagraph below when Construction Manager/Advisor also serves as Project coordinator, as defined in Section 01 12 00 "Multiple Contract Summary."

Retain subparagraph below when Construction Manager serves as constructor or "Construction Manager-at-Risk" for Project.

Retain "Design-Builder" Paragraph below for design-build projects.

Revise subparagraph below to accurately describe contract structure of Project.

Retain one of two "Project Coordinator for Multiple Contracts" paragraphs below to identify Project coordinator for projects constructed under multiple contracts. Revise if additional information is necessary.

"Project Mechanical/Electrical Coordinator for Multiple Contracts" Paragraph below identifies mechanical/electrical coordinator for projects constructed under multiple contracts if required.

Retain one of two subparagraphs below. Revise to suit Project.

Retain "Web-Based Project Software" Paragraph below if Project uses a project website, project extranet, or other web-based Project software for information and document management.

* + - 1. WORK COVERED BY CONTRACT DOCUMENTS

In first paragraph below, include an abbreviated description of the Work of Project identified in "Project Information" Article. Coordinate with description of Project in Government-Contractor Agreement. See the Evaluations. For single prime contracts, this article may be eliminated.

The Contract Documents define the Work of Project.

Insert additional paragraphs for other major items of Work. See the Evaluations for model text.

Type of Contract:

Retain one of two subparagraphs below.

Project will be constructed under a single prime contract.

Retain this article if phased construction with multiple Certificates of Substantial Completion is required. See the Evaluations.

Revise paragraph below to suit Project. See the Evaluations for model text.

Copy and re-edit first subparagraph below for each phase required. Revise optional text to correspond to Project requirements. See the Evaluations for model text. Delete below if Project phasing is shown on Drawings.

Retain this article if Work under this Contract depends on successful completion of work performed by the Government's own forces. See the Evaluations.

Retain "Preceding Work" Paragraph below if current work by Government is expected to be complete before Work under this Contract begins. Revise to suit Project. See the Evaluations for model text.

Copy and re-edit subparagraph below for each separate category of work to be performed by Government.

Retain "Concurrent Work" Paragraph below if work by Government will be conducted concurrently with Work under this Contract. Revise to suit Project. See the Evaluations for model text.

Copy and re-edit subparagraph below for each separate category of work to be performed by Government.

Retain "Subsequent Work" Paragraph below if future work to be performed by Government depends on successful completion of Work performed under this Contract. Revise to suit Project. See the Evaluations for model text.

Copy and re-edit subparagraph below for each separate contract.

Retain Paragraph below if Work is to be released in Multiple Work Packages. If known at the time of preparation of this Section, consider retaining and editing list of Work Packages to be released along with issue dates.

* + - 1. WORK UNDER GOVERNMENT'S SEPARATE CONTRACTS

Retain this article if Work under this Contract depends on successful completion of work performed under Government's separate contracts. See the Evaluations.

Work with Separate Contractors: Cooperate fully with Government's separate contractors, so work on those contracts may be carried out smoothly, without interfering with or delaying Work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under Government's separate contracts.

Retain "Preceding Work" Paragraph below if work under Government's separate contracts is expected to be complete before Work under this Contract begins. See the Evaluations for model text.

Copy and re-edit subparagraph below for each of Government's separate contracts.

Retain "Concurrent Work" Paragraph below if work under separate contracts is conducted concurrently with Work under this Contract. Revise to suit Project. See the Evaluations for model text. Where significant concurrent work occurs that requires definition of scopes and the services of a Project coordinator, delete below and use Section     01 12 00 "Multiple Contract Summary" for description of work of Government's separate contracts.

Copy and re-edit subparagraph below for each separate contract.

Retain "Subsequent Work" Paragraph below if work under subsequently performed contracts depends on successful completion of Work performed under this Contract. Revise to suit Project. See the Evaluations for model text.

Copy and re-edit subparagraph below for each of Government's separate contracts.

Retain "Future Work Not Part of this Contract" Paragraph when provisions have been included in the design for future work not part of this Project, such as additions or equipment installation or change-out that requires special consideration during executing of the Work. Revise to suit Project.

This article is an example of a requirement best described in this Section. Retain if Government orders or negotiates products or equipment in advance. See the Evaluations.

Copy and re-edit "Government's Product Purchase Contracts Information" Paragraph below for each Product Purchase contract, to accurately represent extent of Contractor's responsibility for each item.

* + - 1. RELOCATION OF GOVERNMENT PRODUCTS IN ADDITION/ALTERATION PROJECTS
         1. The Drawings indicate government equipment requiring relocation. The work includes providing support systems (including plumbing, mechanical, and electrical connections) for the government's relocated equipment.

Identify relocation dates of items requiring relocation in the Contractor's CPM Schedule.

Remove, relocate, and erect items as required.

Protect items from damage, including damage from exposure to the elements such as rain, heat and cold. Repair or replace items damaged as a result of construction operations to original condition.

* + - * 1. Quality Assurance:

Installer qualifications: Engage an experienced installer who has installed products similar to those required for this project and with a construction record of successful in-service performance.

* + - * 1. Materials, General: Use new materials that match existing materials to the fullest extent possible if identical existing materials are unavailable. Use materials whose installed performance will equal or surpass that of existing materials.
        2. Inspection: Verify that substrates meet manufacturer's requirements and industry standards and are sound and free of irregularities interfering with installation. Correct unsatisfactory conditions prior to installation.
        3. Installation: Securely attach relocated products to resist earthquake and product use loads in compliance with manufacturer's requirements.
      1. GOVERNMENT-FURNISHED/CONTRACTOR-INSTALLED (GFCI) PRODUCTS

When Government furnishes products for Project, retain this article, which defines responsibilities of Government and Contractor. Revise to suit Project. See the Evaluations for model text.

Government's Responsibilities: Government will furnish products indicated and perform the following, as applicable:

Provide Contractor with Government-reviewed Product Data, Shop Drawings, and Samples.

Provide for delivery of Government-furnished products to Project site.

Upon delivery, inspect, with Contractor present, delivered items.

If Government-furnished products are damaged, defective, or missing, arrange for replacement.

Obtain manufacturer's inspections, service, and warranties.

Inform Contractor of earliest available delivery date for Government-furnished products.

Contractor's Responsibilities: The Work includes the following, as applicable:

Designate delivery dates of Government-furnished products in Contractor's construction schedule, utilizing Government-furnished earliest available delivery dates.

Notify Government one month prior to any delay affecting delivery date of Government-Furnished items. Notify Government two months prior to any acceleration affecting delivery date of Government-Furnished items.

Review Government-reviewed Product Data, Shop Drawings, and Samples, noting discrepancies and other issues in providing for Government-furnished products in the Work.

Receive, unload, handle, store, protect, and install Government-furnished products.

Make building services connections for Government-furnished products.

Protect Government-furnished products from damage during storage, handling, and installation and prior to Substantial Completion.

Repair or replace Government-furnished products damaged following receipt.

Retain "Government-Furnished/Contractor-Installed (OFCI) Products" Paragraph and add list of Government-furnished products below if that information does not occur elsewhere in the Specifications or Drawings.

* + - 1. GOVERNMENT-FURNISHED/GOVERNMENT-INSTALLED (GFGI) PRODUCTS

Government's Responsibilities:

Provide to Contractor Government-reviewed Product Data, Shop Drawings, and Samples.

Provide for delivery of Government-furnished products to Project site.

Upon delivery, inspect, with Contractor present, delivered items.

If Government-furnished products are damaged, defective, or missing, arrange for replacement.

Obtain manufacturer's inspections, service, and warranties.

Inform Contractor of earliest available delivery date for Government-furnished products.

Contractor's Responsibilities: The Work includes the following, as applicable:

Designate delivery dates of Government-furnished products in Contractor's construction schedule, utilizing Government-furnished earliest available delivery dates.

Notify Government one month prior to any delay affecting delivery date of Government-Furnished items. Notify Government two months prior to any acceleration affecting delivery date of Government-Furnished items.

Review Government-reviewed Product Data, Shop Drawings, and Samples, noting discrepancies and other issues in providing for Government-furnished products in the Work.

Receive, unload, handle, store, and protect Government-furnished products.

Prior to installation of Government-installed products, examine installation area with installer.

Make building services connections for Government-furnished products as indicated on Drawings.

Protect Government-furnished products from damage during storage and prior to Substantial Completion.

Repair or replace Government-furnished products damaged following receipt.

Retain "Government-Furnished/Government-Installed (OFOI) Products" Paragraph and add list of Government-Furnished products below if that information does not occur elsewhere in the Specifications or Drawings.

This article defines responsibilities of Government and Contractor for Contractor-furnished/Government-installed items.

Retain first paragraph below if Contractor furnishes products for a project that will subsequently be installed by Government. Revise to suit Project. See the Evaluations for model text.

* + - 1. CONTRACTOR'S USE OF SITE AND PREMISES

Retain "Unrestricted Use of Site" or "Restricted Use of Site" Paragraph below. Retain first paragraph if Project is on a vacant site or in an unoccupied building being renovated and there are no Government-occupancy requirements. Retain second paragraph if Government will occupy portions of an existing site or building. Revise to suit Project. Retain option in either paragraph addressing "Each" Contractor for multiple-prime Projects.

**[Unrestricted Use of Site: On new construction Projects, Contractor shall have full use of Project site for construction operations during construction period. Contractor's use of Project site is limited only by Government's right to perform work or to retain other contractors on portions of Project.]**

* + - * 1. **[Restricted Use of Site: On addition/alteration Projects, Contractor shall have limited use of Project site for construction operations in existing building as indicated on Drawings, on Contractor's Phasing Plan, and as indicated by requirements of this Section.**

**Commissary will remain fully operational and open to customers during regular hours for the duration of the Contract.**

**Disruptive Construction Operations: Limit disruptive construction operations to hours that commissary is closed to customers except as approved by Government.**

**Disruptive construction operations include disconnecting or rerouting utilities; generation of noise, dust, or fumes; and preventing access to operating departments or sales areas.**

**Coordinate schedule for work during closed hours with commissary Store Director and Government.**

**Coordinate and cooperate with commissary personnel to minimize interference.**

**Notify Government not less than 7 days prior to construction operations that will interfere with commissary operations.]**

Retain first "Limits on Use of Site" Paragraph below if Project site is accessible to other parties or if parts of a building being renovated are occupied during construction. Revise to suit Project. See the Evaluations for model text.

Limits on Use of Site:

Limit use of Project site to Work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

Confine construction operations to areas indicated on Drawings **[, on Contractor's Phasing Plan,]** and on approved site utilization plan submittal specified in Section 01 50 00 "Temporary Facilities and Controls."

Retain "Limits on Use of Site" Subparagraph below on projects where it is necessary to describe areas of a site where work is permitted. Expand to indicate areas of site where incursions are forbidden under any circumstances. See the Evaluations for model text.

Retain first "Limits" Subparagraph below for greenfield sites if reduced site disturbance is required for LEED 2009 NC or CS or LEED 2009 for Schools    Credit SS 5.1.

Retain "Limits" Subparagraph below for greenfield sites if reduced site disturbance is required for IgCC.

"Driveways, Walkways and Entrances" Subparagraph below is an example of a special requirement appropriate to many projects. Revise to suit Project or delete.

Driveways, Walkways, and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Government, Government's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.

Schedule deliveries to minimize use of driveways and entrances by construction operations.

Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

Insert other paragraphs, as appropriate, describing additional limitations on use of Project site by construction personnel. See the Evaluations for model text.

Retain "Condition of Existing Building" Paragraph below if the Work involves an existing occupied building.

Insert additional paragraphs specifying specific limitations on use of existing building. See the Evaluations for model text.

* + - 1. **[COORDINATION WITH OCCUPANTS**

**Retain "Full Government Occupancy" Paragraph below if Government will occupy all or part of premises during construction. Revise to suit Project. See the Evaluations.**

**Partial Government Occupancy: On addition/alteration Projects, Government will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Government during construction operations to minimize conflicts and facilitate uninterrupted Government usage. Perform the Work so as not to interfere with Government's operations. Maintain existing exits unless otherwise indicated.**

**Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Government and authorities having jurisdiction.**

**Provide not less than 72 hours' notice to Government of activities that will affect Government's operations.**

**Locate stored and staged materials and equipment as directed by Government and relocate if location interferes with Government operations.**

**7 days prior to commencing work in any phase or sub-phase, submit written request to Government for approval to work in the affected area. Approval may be subject to the following requirements.**

**Submittal of a detailed plan showing barricades, signage, dust partitions, and temporary relocation of sales or food preparation departments.**

**Completion and acceptance by Government of previous phases or sub-phases.**

**Retain "Government Limited Occupancy of Completed Areas of Construction" Paragraph below if Government might occupy completed portions of building before Substantial Completion. Revise to suit Project.**

**Government Limited Occupancy of Completed Areas of Construction: Government reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.**

**Retain subparagraphs below that describe procedures and requirements that may be necessary before limited Government occupancy of portions of Project. Revise to suit Project.**

**Government will record a Beneficial Occupancy Date for each specific portion of the Work to be occupied prior to Government acceptance of the completed Work.**

**Before limited Government occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, Government will operate and maintain mechanical and electrical systems serving occupied portions of Work.**

**On occupancy, Government will assume responsibility for loss or damage resulting from Government's occupancy and for maintenance and custodial service for occupied areas of Work.]**

* + - 1. WORK RESTRICTIONS

Comply with restrictions on construction operations.

Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction.

Retain "On-Site Work Day Restrictions" Paragraph when schedule of Government-requested non-work days or uninterrupted days is included in Project Manual. Modify below if periods for non-work days are required but not indicated elsewhere.

Retain "Existing Utility Interruptions" Paragraph below for existing utilities. Coordinate with requirements for temporary utilities specified in Section     01 50 00 "Temporary Facilities and Controls."

Retain "Noise, Vibration, Dust, and Odors" Paragraph below for work in or near occupied facilities. Where required for Project, add definitions for high levels of noise.

Retain "Nonsmoking Building" Paragraph below if required for LEED 2009, LEED v4, IgCC, ASHRAE     189.1, or Green Globes.

Retain remaining paragraphs to correspond to Government's requirements. Revise to suit Project. Where Government's requirements are extensive, see and insert Government policy and procedure documents in the Project Manual.

* + - * 1. Smoking and Controlled Substance Restrictions: Use of tobacco products, alcoholic beverages, and other controlled substances on Government's property is not permitted.
      1. SECURITY
         1. Employee Identification: Provide identification badges for Contractor personnel working on Project site. Require personnel to carry identification badges at all times.

Do not permit Contractor personnel in restricted areas designated by Government.

Do not permit Contractor personnel to photograph sensitive areas designated by Government.

Government may remove and exclude Contractor personnel from Project site without cause and without prior notification.

* + - * 1. Employee Screening: Comply with Government's requirements for security, drug, and background screening of Contractor personnel working on Project site.

Maintain list of approved screened personnel with Government's representative.

* + - * 1. Obtain Installation security requirements from Government and comply.

Insert additional paragraphs to specify restrictions on Contractor's use of premises or to specify limitations because of Government occupancy.

* + - 1. SPECIFICATION AND DRAWING CONVENTIONS

Retain this article or portions of it if an explanation of conventions used in the Specifications and on Drawings is necessary. Revise to suit Project. See the Evaluations.

Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.

Hypertext: Text used in the Specifications may contain hyperlinks. Hyperlinks may allow for access to linked information that is not residing in the Specifications. Unless otherwise indicated, linked information is not part of the Contract Documents.

Specification requirements are to be performed by Contractor unless specifically stated otherwise.

Division 00 Contracting Requirements: General provisions of the Contract, apply to all Sections of the Specifications.

* + - * 1. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

Retain "Drawing Coordination" Paragraph below to explain relationship between Drawing information and Specification content. Revise to suit Project.

* + - * 1. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:

Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.

Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.

Retain "Keynoting" Subparagraph below if keynoting is used for Project Drawings.

Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

Retain this article only when Project is subject to unusual general requirements that do not belong elsewhere but that affect entire Project. See the Evaluations for model text. Delete article if there are no unusual requirements.

1. PRODUCTS (Not Used)
2. EXECUTION (Not Used)

END OF SECTION