

Section 37 - Suggested Division 1 Items

- A. **Introduction** – HRSD prefers the use of the Construction Specifications Institute (CSI), 2004 Master Format comprised of 16 Divisions. HRSD provides specific input on a number of items that are normally located in Division 1 of the specifications. Among the Master Specifications sections included in this manual, some sections that comprise Division 1 are included and are to be used as a starting point for editing. Items covered in Division 1 should not be repeated in the other divisions of the technical specifications unless additional division or item specific requirements exist. Any Division 1 items must be coordinated with the General Conditions where appropriate. With few exceptions, the below list of Division 1 items should serve as a checklist and instruction sheet and is intended to provide HRSD requirements. It should not be considered as a complete list of items which may be required in Division 1 of the specifications.
- B. The following table includes items that the FIRM should carefully review with the HRSD Project Manager and Contract Specialist in the preparation of Division 1 of the specifications. Typical sections where these items are commonly provided are indicated.

Potential Division 1 Items	Comments
Alterations to Existing Buildings (Section 01520)	If this work is to be extensive, a separate section listing specific constraints and sequence of construction may be required.
Construction Photographs (Section 01100)	For treatment plant projects, provide digital aerial photographs with sufficient clarity for enlarging to 16 x 20 inch at the completion of the project. During the progress of the project, the FIRM shall take progress photos with emphasis on buried work including pipe crossings of other utilities, reference points, connections, changes in direction and wall penetrations. Take photographs with a digital camera and provide the images in electronic (jpeg) format. Provide index with each photo's description, direction of image, date, time, project name and location. Consider need for aerial progress photos.
Confined Space/Hot Work Permit/Explosion Proof Area Designations (01800)	The FIRM should review with HRSD the project work areas and designate specific work areas on the drawings. Contractor to follow appropriate OSHA requirements when working in these areas.

Potential Division 1 Items	Comments
Maintenance of Operations - Construction Sequencing/MOPO (Section 01520)	HRSD requests the FIRM to provide sufficient details on required sequencing to ensure the continuous maintenance of plant, pump station and pipeline operations. This will ensure that all parties know of at least one way to construct the project and will have a better handle on proposed contract time. This also provides input to the question of multiple substantial completion items and dates.
Construction Trailers (Section 01590)	All temporary construction offices and trailers (including contractor provided FIRM field offices) shall be sufficiently anchored to withstand 100 mile per hour wind. Review location and size of FIRM and Contractor trailers with HRSD's Project Manager.
Special Conditions - contaminated materials (Section 01060)	If contaminated materials are encountered during construction, Contractor must immediately contact HRSD and follow all VDEQ standards. Include HRSD P3 Division emergency contact phone number(s) in the specifications. Compensate Contractor as changed condition unless specifically identified in contract documents.
Demolition – Salvaged Equipment (Section 01100)	Provide specific lists of any items to be salvaged. Work with users to specify location to be delivered to.
Emergency Assistance (N/A to small in-house projects)	See standard HRSD wording. Covers Contractor providing labor and equipment on current contracts for HRSD assistance in emergency situations.
FIRM Field Offices (N/A to small in-house projects)	Specify requirements and have Contractor provide. As a minimum, cell phone and fax for inspectors.
Special Conditions - Progress Meetings (Section 01060)	Require monthly project meetings and special coordination meetings as required.
Summary of Work - Limits of Work Area (Section 01010)	Show limits on drawings. Include access routes and Contractor parking areas.
Miss Utility (Section 01040)	Require Contractor to contact Miss Utility before performing any excavation.
Special Conditions - Notification of Property Owners (Section 01060)	Clarify with HRSD's Public Information Specialist whether the Contractor or the FIRM will be responsible for notifying all easement owners or adjacent property owners who will be affected by the project at least seven (7) calendar days in advance of work.
Number of Sets of Plans and Specifications to be Provided to Contractor (List in Supplementary Conditions)	Estimate a "reasonable" number or consider providing reproducibles if the Contractor desires format other than digital.

Potential Division 1 Items	Comments
Submittals – Operation and Maintenance Manuals (Section 01340)	Contractor should provide a complete indexed Operation and Maintenance Manual. Correct all copies after startup to represent final record conditions. Provide final record version in PDF format per <u>HRSD Design and Construction Standards</u> .
Maintenance of Operations - Partial Use of Facilities (Section 01520)	If multiple startups are anticipated, provide specifics and address in liquidated damages and contract times sections of the specifications.
Summary of Work - Permits and Fees (Section 01010)	Highlight any permits requiring bonds or for which plan approval has been received. Identify what fees and who is responsible for. Include copies of VDOT, Railroad, Corps of Engineers or other permits which have been obtained for the project. Advise Contractor of existing HRSD permits and requirements. Contractor required to obtain storm water permit for construction activities. If fees cannot be reasonably determined prior to bid, consider direct reimbursement by change order.
Project Close-out (Section 01700)	Specification section may be required on longer projects to discuss details of startup and requirements for closeout to include inspections, spare parts, etc.
Record Documents (Section 01323)	FIRM is responsible for final Record Drawings to HRSD. Require Contractor to keep records and submit to FIRM to assist in preparation of final Record Drawings. Require periodic review of Contractor markups by FIRM.
Restoration (Section 01700)	Specify short time frames for restoration to minimize inconvenience to public and private property owners.
Safety and Security Requirements	Refer to Section 22 – “HRSD Safety Programs” in the standards manual.
Schedules (Covered in General Conditions)	Require a scheduling method appropriate for the project. It is essential that the Contractor develop a well thought out schedule that is used to build the project rather than creating a schedule that is submitted only to meet specification requirement and not used to manage project work.
Security/Site Access (Section 01550)	HRSD plant sites operate under a closed gate policy. Contact the Project Manager for specific requirements at each plant site.
Severe Weather (Section 01100)	In the event of pending hurricanes or other projected severe weather, Contractor must have plan for securing site to avoid damage to existing facilities.

Potential Division 1 Items	Comments
Submittals (Section 01340)	HRSD requires one complete set of all shop drawings when issued. The inspector shall also keep a complete set that will be turned over to HRSD upon completion of the project. If multiple HRSD sites are involved in the project, additional sets (paper or digital) of approved drawings may be required.
Substitutions (Covered in General Conditions)	Add special requirements for submissions on substitutions.
Special Conditions - Surveys and Layout (Section 01060)	FIRM to provide baseline and benchmarks. Contractor to provide detailed project layout based on baseline and benchmarks, Contractor to have any benchmarks or property markers damaged or destroyed during construction reset by a surveyor licensed in Virginia.
Special Conditions - Temporary Facilities (Section 01060)	HRSD will provide access points for power and water and provide reasonable quantities without charge at developed sites; Contractor to provide at undeveloped sites. Contractor to provide own temporary sanitary services at all sites. Contractor to provide own telephone service.
Testing Labs (Soils, Concrete, Asphalt Testing) (N/A)	FIRM shall competitively acquire services of an independent testing lab under Professional Services Agreement additional services and provide one copy of test reports to HRSD. Contractor may be required to provide concrete cylinder storage boxes or other support.
Traffic Control (Section 01060)	Refer to Permits.
Special Conditions - Work Hours (Section 01060)	Highlight HRSD hours and holidays. Require Owner / FIRM approval for weekend work. Highlight any work hour restrictions. No tie-ins or work requiring Owner coordination on holidays or weekend without special approval.
Special Conditions - Wastewater Spills (Section 01060)	Refer to Section 21 – “Regulatory Reporting Requirements for Spills” in this standards manual. Contractor <u>must</u> notify FIRM and HRSD of <u>any</u> wastewater spill caused by his work. This is an HRSD permit issue.

End of Section