

Section 37 - Suggested Division 1 Items

- A. **Introduction** – HRSD has created the Master Technical Specifications in Section 40 under the Construction Specifications Institute (CSI), 2004 Master Format comprised of 16 Divisions, however the use of the newer 50 Divisions with approval of the HRSD Project Manager. 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.
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.
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.

Potential Division 1 Items	Comments
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.
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 <i>HRSD Design and Construction Standards</i> .
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.
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.
Safety and Security Requirements	Refer to Section 22 – “HRSD Safety Programs” in the standards manual.

Potential Division 1 Items	Comments
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.
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.

Potential Division 1 Items	Comments
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