

**SECTION 01060**  
**SPECIAL CONDITIONS**

**PART 1 - GENERAL**

**1.1 DRAWINGS AND CONTRACT DOCUMENTS FOR CONTRACTOR USE**

A. Refer to General Conditions.

B. Additional documents after "no-charge" documents will be furnished to Contractor at cost.

**1.2 PRECONSTRUCTION CONFERENCE**

A. Date, Time and Location: Conference will be held after execution of the Contract and before construction is started at the site. Owner will fix the date, time and location of the meeting.

B. Contractor shall provide data required, contribute appropriate items for discussions and be prepared to discuss all items on agenda.

C. Required Attendance, as a minimum:

1. Owner's representatives.
2. Contractor's project manager and superintendent.
3. Contractor's Safety Officer
4. Subcontractor representatives whom Contractor may desire or Engineer may request to attend.
5. Engineer's representative.
6. Representative of *{locality and/or private utility owners}*.
7. Representatives of government agencies having a degree of control or responsibility, if available.

D. Engineer shall prepare agenda, preside at meeting, and prepare and distribute a transcript of proceedings to all parties.

E. Agenda

1. Agenda will include, but will not necessarily be limited to, the following:
  - a. Designation of responsible personnel.
  - b. Subcontractors.
  - c. Coordination with other Contractors.
  - d. Contractor's preliminary Construction Schedule. Note – the preliminary construction schedule to be used for initial project information on HRSD's construction web page.
  - e. Use of Unifier (Unifier) Enterprise Project Management System.
  - f. Preconstruction assessments and surveys.
  - g. Public Notifications: coordination of schedule, planning and confirmation of distributions (30- and 7-day notices, additional specialty notices- 48 hours, and project closeout notice).
  - h. Personal / Private Property Claims Process: notification and tracking; insurance update; and items discussed directly with the Contractor or Engineer's Resident Project Representative. Note – Contractor must notify Engineer, HRSD Project Manager and HRSD Real Estate Manager (or other designated individual) within 24 hours of knowledge of any incident. All claims are to be resolved by the Contractor within 60 days of the Contractor's notification of the incident.
  - i. Processing of Shop Drawings and distribution of Submittals.
  - j. Processing of Requests for Information (RFI), Field Orders, Work Change Directives, and Change Orders.
  - k. Requirements for copies of Contract Documents.
  - l. Processing and Schedule of Payments, Materials and Supplies.
  - m. Use of premises.
  - n. Land use agreements / signed authorizations obtained by Contractor.

- o. Contractor's safety responsibilities.
- p. Security.
- q. Housekeeping.
- r. Field Offices.
- s. Record Drawings.
- t. Critical work sequencing.
- u. Develop emergency contact list for key individuals involved with project.
- v. HRSD Operational Support Requirements.
- w. Other project related items.
- x. Virginia Clean Water Revolving Loan Fund (VCWRLF) and WIFIA requirements, if applicable.

### 1.3 TEMPORARY FACILITIES

#### A. Construction Offices:

1. All temporary construction offices and trailers (including contractor provided Engineer field offices) shall be sufficiently anchored to withstand 100 mile per hour wind. Review location and size of Engineer and Contractor office trailers with the Engineer.

#### B. Temporary Water:

1. The Contractor is responsible for obtaining at his own expense all water required for completion of the work.
2. Coordinate with the *{locality utility owner}* or other source for obtaining water.
3. The Contractor shall not operate any fire hydrants or spigots without coordinating with and obtaining the approval of its owner. Approved or provided backflow preventers or Reduced Pressure Zone (RPZ) devices with security deposits may be required by various localities.

#### C. Temporary Sanitary Facilities:

1. Provide self-contained, single-occupant toilet units of the chemical, aerated recirculation - type properly vented and fully enclosed in a fiberglass or other approved non-absorbent shell at each site.
2. Contractor responsible for coordination and all costs associated with waste disposal and upkeep of temporary sanitary facilities.

#### D. Telephone:

1. Provide a local area (757 area code) mobile phone number with both text and email capability for Superintendent throughout construction period.
2. Provide fax service for field office.
3. *{Two-way radios may be requested on certain projects to be on the same frequency as HRSD radios}*

#### E. Power:

1. The Contractor is responsible for obtaining at their own expense all temporary power necessary for completion of the work.
2. The Contractor shall coordinate with *{insert utility owner and/or other applicable source}* for obtaining temporary power.

#### F. Internet Service:

1. The Contractor is responsible for obtaining at their own expense sufficient internet capabilities to enable daily and necessary email and electronic submittals or transmittals throughout the duration of this construction phase.

### 1.4 DOCUMENTATION OF SITE CONDITIONS *{Engineer to specify requirements in the Contract Documents for Contractor based upon their determination of project zone of construction activity influence and direction from HRSD's Project Manager and HRSD Real Estate Manager (or other designated individual).}*

- A. Documentation of Site Conditions as detailed in this section shall be completed and submitted to the Engineer for upload to HRSD's Unifier System for review 30 calendar days prior to mobilizing to the work site.
- B. Contractor shall coordinate preconstruction photographing and video recording schedules with Owner, Engineer and *{insert locality owner as needed}*.
- C. Contractor shall coordinate with the Engineer the documentation, through photographs and video recording, the existing conditions of the project site and structures along the project route to include but not limited to roadways, curb and gutter, medians, sidewalks, driveways and aprons, other utilities and structures within the construction activities zone.
- D. Photographs:
1. Digital preconstruction photographs of the project site. At a minimum, photographs are to be taken at each roadway intersection, all driveways, and a minimum of two pictures at the front of each property. Digital photos are to be labeled with the location, time and date that the photograph was taken.
  2. Furnish USB or external drive copy of digital photographs to the Engineer and Owner.
- E. Video Recording:
1. *{Specify format on jump or external drive if applicable}*
- F. Property / Structure preconstruction assessments and surveys. *{Engineer, HRSD Project Manager and HRSD Real Estate Manager (or other designated individual) to determine if detailed structural assessment and documentation of visible defects to be required on certain projects or certain properties}*
1. Examination of Adjacent Facilities and Properties: *{Engineer to specify requirements for Contractor based upon direction from HRSD's Project Manager and HRSD Real Estate Manager (or other designated individual)}*
    - a. Before start of Work at the site, Contractor shall make a thorough examination of the existing conditions including buildings, structures and other improvements in the vicinity of the Work which could be damaged by construction activities. The Engineer or Engineer's Resident Project Representative shall accompany the Contractor during this examination.
    - b. Periodic reexamination shall be performed to include cracks in structures, settlement, leakage and similar conditions.
    - c. Record and submit documentation of observations made during examination inspections to the Engineer.
- G. Vibration Monitoring Program. *{Engineer, HRSD Project Manager and HRSD Real Estate Manager (or other designated individual) to determine if a detailed vibration monitoring program baseline is required for certain properties and active monitoring as construction is ongoing in the vicinity.}*

## 1.5 PROGRESS MEETINGS

- A. Date and Time:
1. Regular monthly meetings or as designated by Owner.
  2. Other meetings are on call with 48 hours' notice of meeting.
- B. Place:
1. Contractor's field office or other predesignated place.
- C. Engineer shall prepare agenda, preside at meetings, and prepare and distribute typed summary of proceedings.
- D. Contractor shall provide data required and be prepared to discuss all items on agenda.
- E. Minimum Attendance: Contractor's Project Manager and Superintendent shall attend. Contractor and subcontractor's representatives present for each party shall be authorized to act on their behalf.

F. Agenda:

1. Agenda will include but not necessarily be limited to the following:
  - a. Revisions and/or corrections to previous meeting summaries.
  - b. Administrative Items.
  - c. New agenda items to be discussed.
  - d. Public notifications coordination, planning and confirmation of distributions (30- and 7- calendar day notices, additional specialty notices- 48 hours, and project closeout notice).
  - e. Land use agreements / signed authorizations obtained by Contractor.
  - f. Public Relations Items: Property owner, locality or other lodged complaints concerns or issues, discussed directly with the Contractor or Engineer's Resident Project Representative.
  - g. Status of project related damage claims.
  - h. Updated overall construction schedule to completion (update required every 90-calendar days) for viewing and discussion.
  - i. 4-week look ahead construction schedule updated and discussed each meeting.
  - j. Progress since last meeting.
  - k. Planned progress for next meeting and milestone work.
  - l. Schedule assessment (delay or float). Assessment shall include:
    - 1) NTP Date
    - 2) Current Substantial and Final Completion dates
    - 3) Percent of time utilized compared to percent of work in place.
  - m. Discussion of potential obstacles or hindrances.
  - n. Shop drawings and review of shop drawing log.
  - o. Coordination with Owner and other Contractors.
  - p. Project safety.
  - q. Testing.
  - r. Subcontractors.
  - s. Other business and planned visitors.
  - t. Confirmation of up-to-date Record (As-Built) drawings
  - u. For VCWRLF and/or WIFIA projects, the agenda shall include, but not limited to the following:
    - 1) Change Order summary to include issued and pending change orders.
    - 2) Confirmation of required site postings to include EEO Notices, OSHA Notices, Davis-Bacon Act Notice, Current Wage Determination and Additional Individual Wage Classifications as required.
    - 3) Quarterly WBE/MBE reports to include date of previous quarter submittal, log of submittals and confirmation that firms being reported are being utilized.
    - 4) Davis Bacon Certified Payrolls:  
Required for both Prime and all Subcontractors.  
Updated Exhibit "XX" – VCWRLF/WIFIA Tracking Log
    - 5) American Iron and Steel (AIS) Requirements  
Updated Exhibit "XX" – VCWRLF/WIFIA Tracking Log
    - 6)

## 1.6 PROTECTION OF PUBLIC PROPERTY

- A. Contractor shall coordinate with the Engineer and HRSD's Project Manager and make satisfactory and acceptable arrangements with the owner of, or the agency or authority having jurisdiction over, any damaged property concerning its repair, replacement, or payment of costs incurred in connection with any damage.
- B. Contractor shall keep fire hydrants and water control valves free from obstruction and available for use at all times.
- C. Contractor shall keep HRSD and Locality owned sewer facilities free from obstruction and available for use at all times.

D. Contractor shall coordinate with the Engineer to notify all utility owners who may be affected by the construction operation at least seven (7) calendar days in advance of such work. Before exposing any utility, the utility having jurisdiction shall grant permission and may oversee the operation. Should service of any utility be interrupted due to the Contractor's operation, the proper authority shall be notified immediately. Contractor shall cooperate with the said authority or utility owner in restoring the service as promptly as possible and shall bear any costs incurred.

E. In areas where the Contractor's operations are adjacent to or near a utility and such operations may cause damage which might result in considerable expense, loss, and inconvenience, the operation shall be suspended until all arrangements necessary for the protection thereof have been made by the Contractor and verified by the Engineer or Engineer's Resident Project Representative.

## **1.7 HISTORICAL AND ARCHAEOLOGICAL CONDITIONS**

- A. If during the course of construction, evidence of deposits of historical or archeological interest is found, the Contractor shall cease operations affecting the find and shall immediately notify the Engineer and HRSD's Project Manager.
1. No further disturbance of the deposits shall ensue until the Contractor has been notified by Owner that Contractor may proceed.
  2. Owner will issue a notice to proceed after appropriate authorities have surveyed the find and made a determination to Owner.
  3. Compensation to the Contractor, if any, for lost time or changes in construction resulting from the find, shall be determined in accordance with changed or extra work provisions of the Contract Documents.

## **1.8 SOIL CONTAMINATION**

- A. If during the course of construction, evidence of hydrocarbon or other soil contamination is found, the Contractor shall cease operations affecting the find and shall immediately notify the Engineer and HRSD's Project Manager.
1. No further disturbance of the affected area shall ensue until the Contractor has been notified by Owner that Contractor may proceed.
  2. Owner will issue a notice to proceed after appropriate authorities have surveyed the find and made a determination to Owner.
  3. Compensation to the Contractor, if any, for lost time or changes in construction resulting from the find, shall be determined in accordance with changed or extra work provisions of the Contract Documents.

## **1.9 LINES AND GRADES**

- A. Construct all Work to the lines, grades, and elevations indicated on the Drawings. Remove and reconstruct improperly constructed Work.
- B. Provide all additional survey, layout, and measurement work required.
1. Work to be performed by a qualified professional engineer or registered land surveyor.
  2. Locate, verify and protect control points prior to starting site Work, and preserve all permanent reference points during construction.
    - a. Make no changes or relocations without prior written notice to Engineer.
    - b. Report immediately to Engineer when any reference point is lost or destroyed or requires relocation because of necessary changes in grades or locations. The costs for any and all reestablishment of control work damaged by the Contractor shall be Contractor's responsibility.
  3. Establish lines and levels, locate and lay out by instrumentation and similar appropriate means.
  4. Maintain a complete, accurate log of all control and survey work as it progresses.
  5. On request of Engineer, submit documentation to verify accuracy of field engineering work.

## **1.10 WORK HOURS**

A. Comply with General Conditions. In addition to the General Condition requirements, no work outside of the hours of 7 a.m. to 5 p.m., Monday through Friday, or on legal holidays will be permitted without Owner's written consent. The Contractor shall have a supervisor present whenever work is taking place, including when only sub-contractor work is being performed.

1. The following are legal holidays for the Owner: *{review each calendar year}*

- a. New Year's Day (January 1<sup>st</sup>)
- b. Martin Luther King, Jr. Day (3<sup>rd</sup> Monday in January).
- c. George Washington Day (3<sup>rd</sup> Monday in February).
- d. Memorial Day (Last Monday in May).
- e. Juneteenth (June 19<sup>th</sup>).
- f. Independence Day (July 4<sup>th</sup>).
- g. Labor Day (1<sup>st</sup> Monday in September).
- h. Columbus Day (October 9<sup>th</sup>)
- i. Election Day (1<sup>st</sup> Tuesday in November)
- j. Veteran's Day (November 11<sup>th</sup>).
- k. Thanksgiving Day (4<sup>th</sup> Thursday in November).
- l. Friday after Thanksgiving Day.
- m. Christmas Day (December 25<sup>th</sup>).

B. The Contractor shall obey the work hour provisions of any *{locality permits}* obtained for the Work.

C. The Contractor shall refer to the Traffic Control Plans / Maintenance of Traffic in the Drawings for work hour restrictions related to construction at specific locations.

D. *{Insert any planned or known work or special events occurring within the project limits that may affect Contractor scheduling, at no additional cost to HRSD.}*

E. *{Insert any time or date restrictions from any school on which work will occur on school property. When possible, this work shall occur while school is not in session, during overnight hours, weekends or school closures and holidays.}*

#### 1.11 HRSD REGULATORY REPORTING REQUIREMENTS FOR SPILLS

A. During the course of construction, project spills from force mains, manholes, etc. may occur. These events must be reported to HRSD personnel and the Engineer's Resident Project Representative immediately. The Contractor shall also contact the appropriate Operations Center Coordinator. The following telephone numbers are staffed as listed below:

1. *{Insert appropriate HRSD contacts and phone numbers}*

- a. North Shore Operations: (757) 833-1720 [5:30 AM to 4:00 PM Monday through Thursday]
- b. South Shore Operations: (757) 460-7072 [5:30 AM to 4:15 PM Monday through Thursday]
- c. Small Communities Operations: (804) 843-2582 [6:00 AM to 4:30PM Monday through Thursday]

B. If the Contractor has a problem outside of these business hours, then one of the following personnel should be notified:

1. *{Insert and/or delete to list appropriate HRSD contacts and phone numbers}*

- a. North Shore Duty Supervisor (757) 613-6600
- b. North Shore Duty Foreman (757) 613-6601
- c. South Shore Duty Supervisor (757) 248-8118
- d. South Shore Duty Technician (757) 248-8120
- e. *Calls to Small Communities Operations will be forwarded to an after-hours answering service. Information will then be routed to the on-call supervisor*

C. This procedure shall be followed for all spills. Failure to report a spill can lead to enforcement action by the Virginia Department of Environmental Quality (VDEQ).

**PART 2 - PRODUCTS (NOT USED)**

**PART 3 - EXECUTION (NOT USED)**

**END OF SECTION**