

DIVISION 1 GENERAL REQUIREMENTS

SECTION 01010

**SUMMARY OF WORK**

I. GENERAL

- A. Project Name and Location: The Project consists of planning, design and construction of Athletic Facilities Improvements for the San Mateo County Community College District at Canada College, the College of San Mateo, and Skyline College.
- B. Access to Project: Permission for access to the sites may be revoked for any and all persons who violate SMCCCD traffic regulations including speed limits, stop signs and parking restrictions. All Contractor's personnel, operations affiliates, subcontractors of any tier, and delivery personnel shall be made aware and shall comply at all times with the traffic regulations.
- C. The Work consists of preparation of design and construction documents, obtaining all governing agency approvals, and building construction and site improvements.
- D. Construct the Work under a single fixed-price contract.
- E. Time is of the essence in this Contract and Work is to proceed as rapidly as possible commensurate with good workmanship.
- F. At Final Completion of the Work, and with the Districts consent, file and pay for Notice of Completion at County Recorder's Office after obtaining the District's signature.
- G. Existing structures and improvements shall be protected from damage by the Design Build Entity.

II. WORK COVERED BY THE CONTRACT DOCUMENTS

- A. General Requirements: The Contractor shall provide licensed design professionals, project management, qualified supervision, lead-men, workmen, shall supply all labor, materials, equipment, services, transportation, insurance, licenses, utility and construction permits and connections and all other items and work required to properly execute the design, necessary demolition and all construction of the Work of this Contract.
- B. The Work of this Contract shall:
  - 1. Comply with all requirements of the Request for Proposal including contract requirements, general requirements, Design Guidelines (Scoping Drawings and Performance Specifications), including performance requirements and proprietary specifications.
  - 2. Comply with the intent of all Design Guidelines stated in the Request for Proposal, Appendix C to this Section 01010, hereby made part of this Section.
  - 3. Comply with the latest editions of all applicable codes, federal, state and local regulations and civil rights legislation (including the Americans with Disabilities Act).
- C. The Scope of Work includes, but is not limited to:
  - 1. That scope illustrated in the Design Guidelines (Scoping Drawings and Performance Specifications).
  - 3. All demolition, construction, and relocation of utilities necessary to make the Project and adjacent existing facilities fully functional.
  - 4. Complete design documentation of all areas impacted by the Athletic Facilities Improvements as necessary to attain necessary permits from the Division of the State Architect and facilitate inspections by the Inspector of Record.
  - 5. Obtain and pay for all necessary federal, state and local permits within the Proposed Price.
  - 6. Include construction operation measures to avoid environmental impacts including but not limited to Best Practices.
  - 7. Demolition, earthwork and construction necessary to:
    - a. complete the connection of all utilities and infrastructure to the campus systems,

- b. maintain continuity of utilities and infrastructure serving all adjacent structures or areas,
- c. Complete all Sitework related to the Project. The DBE shall propose Contract Limit Lines for each site. All land area within said Contract Limit Lines shall be redeveloped as landscape, paving, or structure; areas outside the Contract Limit Lines shall be restored if disturbed in the execution of the Work to a condition equal to or better than pre-construction condition.

### III. CONTRACT TIME

- A. The Work of this contract shall achieve Final Completion in the number of calendar days identified on the Form of Proposal - 00410. The Contract Time is fixed by the District and shall commence on the date of the Notice to Proceed with Design. The Contract Time shall include weather-caused delay days per Section 00700-General Conditions of the Contract.
- B. The Work of this Contract is within the boundaries of an existing highly active community college campus.
  - 1. The Work shall comply with the Schedule Constraints outlined in Exhibit A to Section 00520 Agreement.
  - 2. Significant noise shall be avoided during "finals weeks"; the Contractor's activities shall be limited during finals weeks which occur an average of 12 week-days per year.
  - 3. Disruption of utilities required by the execution of the work of this contract shall be scheduled at the convenience of the campus. Major disruptions, such as interruption of power to other buildings, shall be planned 60 days in advance; Contractor shall plan to execute such activities on weekends.
  - 4. The Contractor shall endeavor to accommodate the on-going college and community activities on the CSM campus to the maximum extent feasible without a change in contract time or stipulated sum.

### IV. PROPOSED PRICE CONTRACT SUM

- A. The Work of this Contract shall be completed for the Proposed Price indicated in the Form of Proposal - 00410.

### V. BID ITEMS AND ALTERNATES

- A. Refer to Section 01230 – Alternates for scope of Alternates.

### VI. CONTRACTOR'S USE OF PREMISES

- A. During the construction period the DBE shall have limited use of the premises for construction operations, including use of the sites. Confine operations to areas permitted by the Contract Documents, permits, ordinances and laws.
- B. DBE shall limit his use of the premises for work and for storage, to allow for work by other contractors, District occupancy, and use by the Public. Do not unreasonably encumber Project Sites with Materials and Equipment.
- C. Coordinate use of premises with the District's Construction Manager.
- D. Assume full responsibility for the protection and safekeeping of products under this contract, stored on the sites.
- E. Move any stored products, under DBE's control, which interfere with operations of the District or separate contractor.
- F. Obtain and pay for the use of additional storage or work areas needed for operations.
- G. Protect improvements on adjoining properties as well as those on the District's property.
- H. Use of Premises shall be restricted to the area indicated in Appendix A, hereby made part of this Section. Parking, storage, staging, and work areas shall be coordinated with the District's Construction Manager, and comply with all other Contract Document requirements.

- I. Parking will be provided in designated areas at no cost to the Contractor provided that parking permits are displayed in vehicles; parking or standing is not allowed in any other staff or students lot, other than the area indicated. Parking in at the construction sites itself shall be extremely limited and shall include one parking space for the use of District's Inspector of Record.
- J. Contractor acknowledges that shoring may be required to maintain a safe excavation and protect facilities, including both existing and recently constructed under this Contract. All expenses for shoring of excavations shall be included in the appropriate bid items.
- K. Access to the sites may be revoked by the District for any person under contract with the Contractor, including personnel of subcontractors and suppliers of any tier, at District's sole discretion, for behavior deemed unprofessional or inappropriate by the District, including but not limited to sexual harassment of a member of the Campus community.
- L. Contractor shall utilize the area indicated on the Drawings for storage of all construction materials. This area shall be fenced and locked by Contractor for security purposes.
- M. Contractor shall at all times limit access to the Sites to necessary personnel only. All personnel associated with construction of the Project shall enter the sites through Contractor's points of access gate, at locations to be indicated on the Construction Documents. Access for construction personnel shall be limited to regular work hours, unless prior approval is obtained from the District's Construction Manager.
- N. All mail and deliveries (Federal Express, equipment, etc.) shall be sent to a separate address (for each site), specifically arranged by Contractor for the Project. Contractor is responsible for providing adequate signage (subject to District approval) to alert delivery persons to the project sites. The District will not receive or forward Contractor mail or deliveries.

VII. WORK ON AN OCCUPIED CAMPUS

- A. Work under this contract will be executed in part during a regular session of the College. DBE shall cooperate with College authorities in every way to minimize disturbance.
- B. When college is not in session, community use of facilities increases. DBE shall cooperate with College authorities in every way to minimize disturbance.
- C. In entrance and exit of all workers and in bringing in, storing and removal of equipment, DBE shall cooperate with those in authority and prevent interference with functioning of the College. Observe all rules and regulations in force and avoid unnecessary dust, mud or accumulated debris, or undue interference with the convenience, sanitation or routine of departmental activities.
- D. In connecting new utilities, and similar operations. Contractor shall time and coordinate such operations so that there will be no interference with College activities.

VIII. DESIGN GUIDELINES

- A. The Design Guidelines (Scoping Drawings and Performance Specifications) have been prepared by Beals Sport, 2455 The Alameda, Suite 200, Santa Clara, California 95050.
- B. The Design Parameters (Section 01020) describe the sites and building requirements for the Project. The Design Parameters are Contract Documents, and describe where products and materials are to be used.
- C. The Performance Specifications describe qualitative requirements for products, materials and workmanship of materials and systems. Items listed under each Element of the Performance Specifications are not necessarily all inclusive. The DBE shall be responsible for the complete work. The Performance Specifications are Contract Documents.
- D. The Design Guideline Drawings are not Contract Documents. The Design Guideline Drawings are not construction drawings and are not to be used as construction drawings.
- E. Where conflicts occur between the Design Guidelines (Scoping Drawings and Performance Specifications) and the requirements described in the Design Parameters, the Design Parameters shall govern.
- F. Portions of these Bridging Documents are of abbreviated, simplified type and may include incomplete sentences.

1. Omissions of words or phrases such as “the DBE shall”, “in conformity with”, “shall be”, “as noted on the Drawings”, “in accordance with the details”, “a”, “the”, “all”, “any”, and “each” are intentional. Omitted words or phrases shall be supplied by inference.
2. Terms such as “approved”, “or approved equal”, “as directed”, “as provided”, “acceptable”, “satisfactory” mean by or to the District’s Construction Manager or District.
3. The terms “Design-Build Entity”, “Design Builder” or DBE” shall mean the Contractor with whom the Contract is held.
4. Furnish: The term furnish means supply and deliver to the Project Sites, ready for unloading, unpacking, assembly, installation and similar operations.
5. Install: The term install describes operations at the Project Sites including the actual unloading, unpacking, assembly, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
6. Provide: The term provide means to furnish and install, complete and ready for the intended use.
7. Reference Standards:
  - a. For products specified by association or trade standards, comply with requirements of the standard except where more rigid requirements are specified or are required by applicable codes.
  - b. The date of the standard is that in effect as of start of construction except where specific date is specified.
8. OFOI: Refers to Owner Furnished and Owner Installed.

IX. EXISTING CONDITIONS DRAWINGS AND GEOTECHNICAL DATA INCLUDED IN THE REQUEST FOR PROPOSAL

- A. A topographic survey, Geotechnical Report, existing utilities drawings, and other reports and studies have been prepared for the District’s purposes and are provided to the DBE; these documents are not part of the Contract Documents. Refer to Section 00320 – Existing Conditions and Geotechnical Data and Section 700 - General Conditions.

X. WORK PERFORMED UNDER SEPARATE CONTRACTS

- A. During the duration of construction, numerous projects will be under construction on all three Campuses. Contractor shall cooperate with and participate in joint scheduling with the District’s Construction Manager and the District’s other separate Contractors where activities of the projects are related and/or adjacent and/or need to occur in sequence or simultaneously to benefit the District.
- B. Coordinate with District’s Construction Manager and any District forces, or other contractors and forces, as required by Document 00700 (General Conditions), paragraph 6.

XI. PARTIAL OCCUPANCY/UTILIZATION REQUIREMENTS

- A. Allow District to take possession of and use any completed or partially completed portion of the Work during the progress of the Work as soon as is possible without interference to the Work.
- B. Possession, use of Work, and placement and installation of equipment by District shall not in any way evidence the completion of the Work or any part of it.
- C. Contractor shall not be held responsible for damage to the occupied part of the Work resulting from District occupancy.
- D. Make available, in areas occupied, on a 24-hour per day and 7-day per week basis if required, any utility services, heating, and cooling in condition to be put in operation at the time of occupancy.
- E. Responsibility for operation and maintenance of said equipment shall remain with Contractor.
- F. Make, and District shall certify, an itemized list of each piece of equipment so operated with the date operation commences.
- G. Itemized list noted above shall be basis for commencement of warranty period for equipment. District shall pay for utility cost arising out of occupancy by District during construction.
- H. Use and occupancy by District prior to acceptance of Work does not relieve Contractor of its responsibility to maintain insurance and bonds required under the Contract until entire Work is Finally completed and accepted by District.
- I. Prior to date of Final Acceptance of the Work by District, all necessary repairs or renewals in Work or part thereof so used, not due to ordinary wear and tear, but due to defective materials or workmanship or to operations of Contractor, shall be made at expense of Contractor, as required in Document 00700 (General Conditions).
- J. Use by District of Work or part thereof as contemplated by this Section 001010 shall in no case be construed as constituting acceptance of Work or any part thereof. Such use shall neither relieve Contractor of any responsibilities under Contract, nor act as waiver by District of any of the conditions thereof.

XII. WORK SEQUENCE

- A. Work shall be allowed to proceed based on four (4) Notices to Proceed as follow:
  - 1. Notice to Proceed with Design
  - 2. Notice to Proceed with Construction at the College of San Mateo
  - 3. Notice to Proceed with Construction at Skyline College
  - 4. Notice to Proceed with Construction at Canada College
- B. Issuance of Notices to Proceed with Construction shall not be construed as acceptance that design is in full compliance with the Contract Documents.
- C. Contractor shall cooperate with and participate in joint scheduling with the District's Construction Manager and the District's other separate Contractors where activities of the projects are related and/or adjacent and/or need to occur in sequence or simultaneously to benefit the District.

XIII. WORK DAYS AND HOURS

- A. The District's Regular Work Days and hours: Monday-Friday inclusive, 7:30 a.m. - 4:30 p.m. local time.
- B. Work at the Sites on weekends or holidays is not permitted, unless Contractor requests otherwise from District's Construction Manager in writing at least 48 hours in advance and District approves in its sole discretion. In the case of Work by Contractor after normal working hours, Contractor shall be responsible for any additional inspection costs incurred by the District. Such costs may be withheld from any succeeding monthly progress payment.

XIV. LINES AND GRADES

- A. All Work shall be done to the lines, grades, and elevations indicated on the Construction Documents.
- B. District shall provide basic horizontal and vertical control points to be used as datums for the Work. All additional survey, layout, and measurement work shall be performed by Contractor as a part of the Work.
- C. Contractor shall provide at its cost an experienced instrument person, competent assistants, and such instruments, tools, stakes and other materials required to complete the survey, layout, and measurement work. In addition, Contractor shall furnish at its cost competent persons and such tools, stakes, and other materials as District may require in establishing or designating control points, or in checking survey, layout, and measurement work performed by Contractor.
- D. Contractor shall keep District informed, a reasonable time in advance, of the times and places at which it wishes to do Work, so that any checking deemed necessary by District may be done with minimum inconvenience to District and minimum delay to Contractor.
- E. Contractor shall remove and reconstruct Work which is improperly located.

XV. PROTECTION OF EXISTING STRUCTURES AND UTILITIES

- A. The Drawings may indicate existing above- and below-grade structures, drainage lines, storm drains, sewers, water, gas, electrical, hot water, and other similar items and utilities that are known to District.
- B. Contractor shall locate these known existing installations before proceeding with trenching or other operations which may cause damage, shall maintain them in service where appropriate, and shall repair any damage to them caused by the Work, at no increase in Contract Sum.
- C. Additional utilities whose locations are unknown to District are suspected to exist. Contractor must be alert to their existence. If additional utilities are encountered, Contractor must immediately report to District for disposition.
- D. In addition to reporting, if a utility is damaged, Contractor must take appropriate action as provided in Document 00700 (General Conditions).
- E. Additional compensation or extension of time on account of utilities not indicated or otherwise brought to Contractor's attention including reasonable action taken to protect or repair damage shall be determined as provided in Document 00700 (General Conditions).

XVI. DAMAGE TO EXISTING PROPERTY

- A. Contractor will be responsible for any damage to existing structures, Work, materials, or equipment because of its operations and shall repair or replace any damaged structures, Work, materials, or equipment to the satisfaction of, and at no additional cost to, District.
- B. Contractor shall protect all existing structures and property from damage and shall provide bracing, shoring, or other work necessary for such protection.
- C. Contractor shall be responsible for all damage to streets, roads, curbs, sidewalks, highways, shoulders, ditches, embankments, culverts, bridges, or other public or private property, which may be caused by transporting equipment, materials, or workers to or from the Work. Contractor shall make satisfactory and acceptable arrangements with the agency having jurisdiction over the damaged property concerning its repair or replacement.

XVII. DUST CONTROL

- A. Contractor shall take reasonable measures to prevent unnecessary dust. The following items shall be specifically implemented to control dust:
  - 1. All construction locations with active excavation shall be watered at least twice daily.
  - 2. Cover all trucks hauling soil, sand, and other loose materials; or require all trucks to maintain at least two feet of freeboard.
  - 3. Pave, apply water daily, or apply non-toxic soil stabilizers on all un-paved access roads, parking areas, and staging areas at construction sites.
  - 4. Sweep daily with water sweepers all paved access roads, parking areas, and staging areas at construction sites during earthwork activities.
  - 5. Enclose, cover, water twice daily, or apply non-toxic soil binders to exposed stockpiles (dirt, sand, etc.)

6. Limit the speed of all construction vehicles to 5 miles per hour while on un-paved roads at the Sites.
- B. Buildings or operating facilities which may be affected adversely by dust shall be adequately protected from dust. Existing and new machinery, motors, instrument panels, or similar equipment shall be protected by suitable dust screens. Proper ventilation shall be included with dust screens.
- C. Building Interiors: provide dust barriers, walk-off pads, etc. to minimize dust infiltration in buildings. If required, the Contractor will clean interior common areas (e.g., corridors, lobbies) at the end of each work day.

XVIII. PUNCHLIST VERIFICATION

A punch list examination will be performed upon Substantial Completion of Work. One follow-up review of punch list items for each discipline will be provided. If further Site visits are required to review punch list items due to incompleteness of the Work by Contractor, Contractor shall reimburse District for these visits.

XIX. UNFAVORABLE CONSTRUCTION CONDITIONS

During unfavorable weather, wet ground, or other unsuitable construction conditions, Contractor shall confine its operations to Work which will not be affected adversely by such conditions. No portion of the Work shall be constructed under conditions which would affect adversely the quality or efficiency thereof, unless special means or precautions are taken by Contractor to perform the Work in a proper and satisfactory manner. The Contractor will employ BEST practices to manage the construction sites during inclement weather.

XX. SITE ADMINISTRATION

Contractor shall be responsible for all areas of the Sites used by it and by all Subcontractors in the performance of the Work. Contractor shall exert full control over the actions of all employees and other persons with respect to the use and preservation of property and existing facilities, except such controls as may be specifically reserved to District or others. Contractor shall have the right to exclude from the Sites all persons who have no purpose related to the Work or its inspection, and may require all persons on the Sites to observe the same regulations as Contractor requires of its employees.

XXI. COMMISSIONING AND TRAINING

- A. Engage a third party Commissioning Agent to verify installation, functional performance, training, and documentation. Use LEED 2.0 Energy & Atmosphere Prerequisite 1 as standard where applicable
  1. Commissioning Agent shall write a list of the Districts requirements and design intent for each of the systems or features to be commissioned.
  2. The commissioning plan shall include a list of all equipment to be commissioned, delineation of roles for each of the primary commissioning participants, and details on the scope, timeline, and deliverables throughout the commissioning process.
  3. Commissioning Agent shall verify that the following systems have been tested prior to occupancy:
    - a. Plumbing and Irrigation Systems
    - b. Controls (daylight, occupancy, light switching)
    - c. HVAC (ducts, economizers, timelocks, air balance, airflow, etc.)
    - d. Energy Management System
  4. Commissioning Agent shall verify system performance and training of staff, including a complete guide for staff, short operations briefs, and facilitation of training programs.
- B. Include commissioning requirements in the construction documents. Clearly specify the responsibilities and tasks to be performed.
- C. Complete a commissioning report. The report must show that the building's systems have met the design intent and specifications, have been properly installed, are performing as expected, and that proper O&M documentation and training have been provided.

XXII DISTRICT-FURNISHED PRODUCTS

A. District's Responsibilities:

1. Arrange for and deliver District-reviewed Shop Drawings, Product Data, and Samples, to Contractor.
2. Arrange and pay for delivery to sites.
3. On delivery, inspect products jointly with Contractor.
4. Submit claims for transportation damage and replace damaged, defective, or deficient items.
5. Arrange for manufacturers' warranties, inspections, and service.

B. Contractor's Responsibilities:

1. Review District-reviewed Shop Drawings, Product Data, and Samples.
2. Receive and unload products at sites; inspect for completeness or damage jointly with District.
3. Handle, store, install, and finish products.
4. Repair or replace items damaged after receipt.
5. Install into Project per Contract Documents.

END SECTION