

20 April 2023  
Issued for Bid  
SED No. 66-02-02-03-0-001-032  
SED No. 66-02-02-03-0-002-029  
SED No. 66-02-02-03-0-003-033  
SED No. 66-02-02-03-1-010-007  
SED No. 66-02-02-03-5-004-008

Croton-Harmon Union Free School District  
District-Wide Roofing Project  
Croton-Harmon High School  
Pierre Van Cortlandt Middle School  
Carrie E. Tompkins Elementary School  
New Business Office  
Croton-Harmon Bus Garage

## SECTION 011000 - SUMMARY

### PART 1 - GENERAL

#### 1.1 SUMMARY

##### A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Intent of the Contract Documents.
4. Type of contract
5. Work schedule and phasing
6. Work under separate contracts
7. Access to site.
8. Coordination with occupants.
9. Work restrictions.
10. Specification and drawing conventions.

##### B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

#### 1.2 PROJECT INFORMATION

##### A. Project Identification: District-Wide Roofing Project at three schools, administrative office building and the bus garage for the Croton-Harmon Union Free School District.

1. The Work will be performed at the following locations:
  - a. Croton-Harmon High School located at 36 Old Post Rd S, Croton-On-Hudson, NY 10520.
  - b. Pierre Van Cortlandt Middle School located at 3 Glen Pl, Croton-On-Hudson, NY 10520.
  - c. Carrie E. Tompkins Elementary School located at 8 Gerstein St, Croton-On-Hudson, NY 10520.
  - d. Croton-Harmon New Business Office located at 10 Gerstein St, Croton-On-Hudson, NY 10520.
  - e. Croton-Harmon Bus Garage located at 427 Yorktown Rd, Croton-On-Hudson, NY 10520

##### B. Owner: Croton-Harmon Union Free School District, Croton-On-Hudson, NY.

##### C. Architect: The Contract Documents were prepared for Project by KG+D Architects, PC.

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- D. Construction Manager: Triton Construction Company has been engaged as Construction Manager for this Project to serve as an advisor to Owner and to provide assistance in administering the Contract for Construction between Owner and Contractor, according to a separate contract between Owner and Construction Manager.

### 1.3 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of the Project is defined by the Contract Documents and consists of the following:
1. The scope of the Work of this project is repair and replacement of existing roofing and related work at the Croton-Harmon High School, Pierre Van Cortlandt Middle School, Carrie E. Tompkins Elementary School, New Administration Building, and Croton-Harmon Bus Garage.
- B. Work at Existing Sites: Existing conditions are shown on the drawings to the best knowledge of the Architect. The Architect, however, cannot guarantee the correctness of the existing conditions shown and assumes no responsibility therefore. It shall be the responsibility of the Contractor to verify all existing conditions.
1. Contractor shall take all necessary field measurements prior to fabrication and installation of work and shall assume complete responsibility for accuracy of same.

### 1.4 INTENT OF THE CONTRACT DOCUMENTS

- A. If, in the interpretation of Contract Documents, requirements within the Drawings and Specifications conflict, or it appears that the Drawings and Specifications are not in agreement, the Contractor shall provide (1) the greater quantity, where there is a discrepancy in quantity, and (2) the superior quality, where there is a discrepancy in quality. All discrepancies shall be brought to the attention of the Architect. The Architect's decision on resolving the discrepancy shall be final.

### 1.5 TYPE OF CONTRACT

- A. The Work of the project will be let in four (4) Prime Contracts as follows:
1. Contract No. 1 - General Construction Work at the New Business Office, Bus Garage and Carrie E. Tompkins Elementary School consisting of roof removal and replacement work and related work.
  2. Contract No. 2 - General Construction Work at the High School consisting of roof removal and replacement work and related work.
  3. Contract No. 3 - General Construction Work at the Pierre Van Cortlandt Middle School consisting of roof removal and replacement work, new steel dunnage for roof top mechanical equipment, and related work.

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4. Contract No. 4 - HVAC Work at the Pierre Van Cortlandt Middle School consisting of new rooftop mechanical equipment and related work.

#### 1.6 WORK SCHEDULE AND PHASING

- A. The Work shall be substantially complete on or before the date(s) indicated in the Project Milestone Schedule attached to this Section. It is extremely important that the Owner resume its full use of the buildings and sites on the completion date(s) specified. Liquidated damages will be assessed by the Owner for each day the work continues past the Substantial Completion date.
- B. The Work shall be conducted in accordance with the Project Milestone Schedule attached to this Section.
- C. Work may be commenced in the building and on the site upon receipt of Notice to Proceed issued by the Owner; approximate dates are indicated in the Project Milestone Schedule attached to this Section.

#### 1.7 WORK UNDER SEPARATE CONTRACTS

- A. General: Cooperate fully with Owner'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 Owner's separate contracts
- B. Concurrent Work: Owner has awarded separate contract(s) for the following construction operations at Project site(s). Those operations will be conducted simultaneously with Work under this Contract.
  1. Croton-Harmon UFSD Storm Drainage Improvements at the following locations:
    - a. Croton-Harmon High School
    - b. Pierre Van Cortlandt Middle School
    - c. Carrie E. Tompkins Elementary School.
    - d. Croton-Harmon Bus Garage.

#### 1.8 ACCESS TO SITE

- A. Limits: Confine constructions operations to areas within contract limits indicated. Do not disturb portions of the building and site beyond the areas in which the Work is indicated. All areas of the building and site with the exception of the project area where the Work is being performed are off limits to Contractor and his employees.
  1. Driveways, Walkways and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, students, the public and emergency vehicles at all times. Do not use these areas for parking or storage of materials.

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- a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
  - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
  - c. Coordinate staging, parking and storage areas with the Construction Manager.
- B. Damages: Promptly repair damages caused to adjacent facilities by work of the Contract to a good-as-new condition acceptable to the Owner.
- C. Existing Facilities: The following facilities are specifically noted as not to be used by Contractor or his employees:
1. Toilet facilities.
  2. Food service facilities, including kitchen and dining areas.
  3. Parking lots (outside of the parking areas designated for Contractor's use).
  4. Telephones.
- D. Security: The Contractor and all employees of the contractor shall be subject to the security provisions required by the Owner. Such provisions shall include, but not be limited to, the following:
1. Contractor and all their employees shall use a single means of access and egress to the building, except in the case of emergency, as designated by the Construction Manager.
  2. Photo identification badges shall be procured for all persons entering the Project building or site and shall be worn continuously while the person is in the building or on the site.
  3. All persons entering the building or site shall be subject to the Owner's visitor management system and may be subject to fingerprinting or other security-related screenings.
  4. Contractor shall maintain a daily list of their personnel at the Project site.

#### 1.9 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and building during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations.
1. Maintain access to existing adjacent occupied or used facilities. Do not close or obstruct adjacent drives, walkways, or other occupied or used facilities other than those obstructions currently indicated on the Contract Documents without written permission from Owner and approval of authorities having jurisdiction.
  2. Occupancy level will be reduced during summer months when school is not in session.

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- B. Utility Shutdowns: Coordinate all utility shut downs and cross overs with the Construction Manager, schedule during off hours and non-occupied times only.
  - 1. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations. Include planned shut-downs and interruptions in Construction Schedule.
  - 2. Electrical and mechanical services to functioning spaces shall be maintained at all times. Swing-overs to new services shall be made so as to cause the least interruption to the facilities' operations
- C. Owner Limited Occupancy of Completed Areas of Construction: Owner 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.
  - 1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.
  - 2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
  - 3. Before limited Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.
  - 4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

#### 1.10 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
  - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours and Days: Limit work on the site and in the building to working hours indicated below, Monday through Friday, unless otherwise indicated.
  - 1. The school will be closed on Saturdays, Sundays, regularly scheduled district holidays and school vacations, and at night after cleaning crews have finished. If any Contractor wishes to work at any time when the school is normally closed, that Contractor must receive prior approval by the Owner and also shall arrange and pay for custodial services for the building at the applicable district pay rates. All work taking place within the schools/buildings/grounds on weekends, holidays and school vacations must be approved in advance by the Owner.

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2. Summer Work Period Hours and Days: During the Summer work will be permitted at any time of day, due to the fact that the work is all outdoors, all days except Saturday and Sundays. Hours of work shall be confirmed with the Construction Manager. Any special work arrangements must be made through the Construction Manager.
  3. School-in-Session Period Hours and Days: Work during the School Year must be scheduled after School Hours between 3:00 PM until 10:00 PM. During the school year the school will be closed at 11:00 PM. Any requests to work during school hours must be submitted in writing to the School District for approval. Non disruptive work may take place between 7:00 AM and 4:00 PM upon receiving permission from the Owner. The submission must include a diagram showing how the construction area will be separated from occupied areas. Additionally, it must show temporary measures to be installed such as ventilation, screening, dust protection, fire separation, etc. The School District reserves it's right to accept or reject the request at their discretion.
  4. Blackout Dates (No work is permitted at the building or site): Concerts and testing dates, other days as directed by the Owner. Allow for 5 blackout days, taken during the weekdays, as selected by the Owner.
  5. The school district's academic calendar listing school-in-session period, summer period, school holidays and vacation days, and Regents Exam days can be found here <https://www.chufsd.org/Page/2#calendar1/20230228/month>
- C. Delivery Restrictions: Coordinate with the Construction Manager and Owner for permissible times and locations/truck access for deliveries on site. Large deliveries shall be made after hours.
- D. Noise, Vibration, and Odors: Notify Construction Manager and Owner and coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to surrounding spaces.
1. Notify Construction Manager and Owner not less than two days in advance of proposed disruptive operations.
  2. Construction activity noise levels for a period extending from the reading days before exams until the final day of exams (ten days) shall not exceed 60 dBA.
  3. Outdoor construction activity noise levels shall comply with Croton-on-Hudson Noise ordinance Section 160-4 H <https://ecode360.com/9143212>
    - a. The operation of power lawn mowers, rakers or leaf blowers or other motor-driven lawn or garden equipment between the hours of 6:00 p.m. Sunday and 8:00 a.m. Monday, between the hours of 8:00 p.m. and 8:00 a.m. Monday through Friday, between the hours of 8:00 p.m. Friday and 9:00 a.m. Saturday, and between the hours of 6:00 p.m. Saturday and 10:00 a.m. Sunday. [Amended 9-2-2008 by L.L. No. 5-2008; 9-6-2011 by L.L. No. 3-2011]
- E. Comply with Owner's standards for construction projects as follows:

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1. Interaction with employees, students and the public is strictly forbidden.
2. Use of offensive or inappropriate language is strictly forbidden .
3. The use of radios, tape and CD players is prohibited on the site and in the buildings.
4. Smoking is prohibited on the site and in the buildings.
5. Fraternizing with students or staff at the University is prohibited.
6. Use of controlled substances on Project site is not permitted.

#### 1.11 SPECIFICATION AND DRAWING CONVENTIONS

- A. 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:
  1. 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.
  2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. 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:
  1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  2. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

Attachment: Project Milestone Schedule