

SECTION 011000 - DESCRIPTION OF WORK

1.1 GENERAL PROJECT DESCRIPTION

A. This project involves the renovation of an unused administration building into a professional development center. The project will relocate bathrooms and a service pantry, create an updated lobby space with a new main entrance and create a conference space with new finishes, lighting, and an operable partition; all as depicted on the accompanying Contract Drawings; the Technical Specifications and the general outline of work as described in "B" below.

B. INTERIOR ALTERATION

Location: Nyack Hilltop Professional Development Center

Scope: This project involves the renovation of an unused administration building into a professional development center. The project will relocate bathrooms and a service pantry; create an updated lobby space with a new main entrance; and create a conference space with new finishes, lighting, and an operable partition.

C. Bids shall be received in accordance with the New York State Public Bidding Laws; this project will be executed under MULTIPLE PRIME CONTRACTS as noted in the "Special Instructions to Bidders."

D. Scope Statement - For purposes of establishing the specific items of Work a listing of the "general scope" is included IN "B" above.

This "scope" listing is to be considered as for information only; failure to list any item of work therein required to complete the Work will not relieve any Contractor from providing that work and all ancillary items necessary to complete same in accordance with the Contract Documents.

The general items of work applicable to the Project are included in the companion Technical Specifications and as depicted on the accompanying Contract Drawings.

The accompanying Technical Specifications establish all governing requirements set forth in Part 1 as well as supplemental general items of Scope; Part 2, for all material requirements and Part 3, for all execution and workmanship requirements.

E. 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 visit the site and verify all existing conditions.

F. The Contractor's attention is directed to Articles 6.1.4 through 6.2.1.2 of Section 007000, which require coordination of this Contractor's work with the work and progress of other separate contracts.

G. SECURITY PROVISIONS

1. All Contractors' employees shall use a single means of access and egress, except in the case of emergency, to be designated by the General Contractor.
2. Each Contractor and each Subcontractor shall require his employees, while

on the job site, to wear, in a conspicuous location, a Photo I.D. badge bearing the name of the individual and the Contractor for whom working. The badges of each Contractor shall be numbered consecutively. An up-to-date list of all I.D. badges, indicating the name and number along with a copy of the photograph for each employee, shall be furnished to the Owner.

- H. Regarding special inspections, the registered design professional in responsible charge shall be the Architect. The Owner shall hire the special inspectors and shall be responsible for the cost of special inspections, but the Contractor is responsible for the cost of any re-inspections or retesting. The inspections required are outlined on the Statement of Special Inspection and Tests Form (attached). The Architect shall be responsible for determining the qualifications of the special inspectors, receiving and retaining all reports and assuring that any discrepancies are corrected.

Special inspectors must keep records of inspections and furnish inspection reports to the Architect of record. The reports must indicate that the work inspected was done in conformance with the approved construction documents. Discrepancies must be brought to the attention of the Contractor and non-corrected discrepancies must be brought to the attention of the Architect of record. A final report of inspections documenting required special inspections and correction of any discrepancies noted must be submitted to the registered design professional in responsible charge at the completion of the project. The design professional shall forward a copy of the final report to the Owner for its records.

## 1.2 REQUIREMENTS INCLUDED IN THIS SECTION

- A. Asbestos and lead paint awareness requirements
- B. Construction time and phasing requirements
- C. Proof of orders and delivery dates
- D. Intent of Documents
- E. Field Measurements
- F. Initial Submittal Requirements
- G. Quality Requirements
- H. Manufacturer's Field Services and Reports
- I. Coordination
- J. Schedules and Milestones
- K. Additional Requirements
- L. Waste Management Procedures and Definitions
- M. Use of Premises
- N. Owner Occupancy Requirements
- O. Payrolls and Payroll Records – Coordinate with Sections 012900, 012901 and 017700

## 1.3 ASBESTOS AND LEAD PAINT AWARENESS REQUIREMENTS

- A. Contractor agrees not to use or permit the use of any asbestos containing material in or on any property belonging to the Owner.
- B. For purposes of this requirement, asbestos free shall mean free from all forms of asbestos including - actinolite, amosite, anthrophyllite, chrysotile, cricidolite and tremolite both in friable and non-friable states and without regard to the purposes for which such material is used.

- C. Contractor agrees not to use or permit the use of any lead paint or lead paint containing material in or on property belonging to Owner

1.4 CONSTRUCTION TIME AND PHASING REQUIREMENTS

- A. The Contractor is advised the "time is of the essence" of the Contract as defined in Article 8 of the "General Conditions". Further, safe and legal ingress and egress shall be maintained at all times to and through the occupied portions of the construction site. Attention is directed to Article 3.13 of Section 007000 for use of site, temporary new work and maintenance of legal egress at all times.
- B. Work shall proceed in such a manner as to cause the least amount of disruption to the ongoing operations as possible. COORDINATE CLOSELY WITH SCHOOL OPERATING PERSONNEL.
- C. No person shall cause, suffer, allow or permit unreasonable noise to be made. For the purposes of this article, unreasonable noise includes but is not limited to the following acts:
  - 1. Construction activities that can be heard over any property line except in the case of public safety or a public emergency or during the following hours
    - a. Monday through Friday, excluding holidays, during the hours of 8:00 AM to 6:00 PM
    - b. Saturdays during the hours of 10:00 AM to 5:00 PM
  - 2. Blasting, jack-hammering, pile-driving and rock crushing except Monday through Friday, excluding holidays, during the hours of 9:00 AM to 5:00 PM
- D. All work and storage areas shall be completely enclosed by a fence or barricade at all times so that no student or the public can approach the area or the equipment. The Contractor shall maintain fences and barricades at all times and shall -
  - ° Provide signs posted on fence 50 feet on center that read "Work Area - Keep Out".
  - ° Maintain at all times, all exits and walkways from the Building.Where the barricade is removed for work, the Contractor performing such work shall provide adequate safety personnel to prevent unauthorized persons from approaching the work area.
  - 1. The Contractor is advised that areas of the existing buildings which are to be added to and/or altered under this Contract will remain in use during construction, coordinate with Section 015000 for temporary facilities.
  - 2. Electrical and mechanical services to functioning spaces shall be maintained at all times.
  - 3. The Contractor shall provide and maintain all required separations between old and new construction to prevent:
    - a. Entrance to construction areas by unauthorized individuals.

- 1.5 PROOF OF ORDERS AND DELIVERY DATES - Coordinate with Sections 013300 and 013200.
- A. Within 2 weeks after the approval of shop drawings, samples, product data and the like, the Contractor shall provide copies of purchase orders for all equipment and materials which are not available in local stock. The Contractor shall submit written statements from suppliers confirming the orders and stating promised delivery dates.
  - B. This information shall be incorporated within the progress schedules so required as part of Section 013200 and shall be monitored so as to insure compliance with promised dates.
- 1.6 INTENT OF DOCUMENTS - See Article 1, Subparagraph 1.2.1 of Section 007000 for resolution of conflicts between drawings and specifications.

**Regardless of hierarchy listed in reference paragraph, in cases of conflict as to the type or quality of materials to be supplied, the Specifications shall govern.**

- 1.7 FIELD MEASUREMENTS
- A. Each Respective Contractor shall take all necessary field measurements prior to fabrication and installation of work and shall assume complete responsibility for accuracy of same.
  - B. For the portions of this project that are ALTERATIONS, additional attention to existing conditions is necessary whether or not so required by each technical section.
- 1.8 INITIAL SUBMITTAL REQUIREMENTS
- A. As outlined in Sections 005000, 007000, 013300, 013200 and 015000 Contractor shall provide items noted including - bonds, insurance, emergency telephone numbers, progress scheduling, schedules of submittals, subcontractor listings, and the like prior to the start of any work.
  - B. Schedule of Values
    - 1. Submit schedule on AIA Form G703.
    - 2. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement or as established in Notice to Proceed, whichever is earliest.
- 1.9 QUALITY REQUIREMENTS
- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
  - B. Comply with manufacturer's instructions.
  - C. Comply with specified standards as minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
  - D. Monitor fabrication and installation tolerance control of installed products over suppliers, manufacturers, products, site conditions, and workmanship, to produce acceptable Work. Do not permit tolerances to accumulate.
  - E. Comply fully with manufacturer's tolerances.
- 1.10 MANUFACTURER'S FIELD SERVICES AND REPORTS
- A. When specified in individual specification sections, require material or Product suppliers or manufacturers to furnish qualified staff personnel to observe site conditions and to initiate instructions when necessary.

- B. Report observations and site decisions or instructions that are supplemental or contrary to manufacturer's written instructions.

1.11 COORDINATION

- A. Coordinate scheduling, submittals, and Work of various sections of specifications to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify utility requirement characteristics of operating equipment are compatible with building utilities.
- C. Coordinate space requirements of work indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable.

1.12 SCHEDULES AND MILESTONES

- A. General
  - 1. The objective of this project is to complete the overall work in the shortest period of time and to protect the building and occupants from damages caused by weather and construction activity during the progress of the work.
  - 2. To meet these objectives, the Contractor shall plan the work, obtain materials, and execute the construction on the most expeditious manner possible in accordance with the requirements listed below.
  - 3. If the Contractor fails to expedite and pursue any part of the work, the Owner may terminate the contract as per Article 14.2 or may carry out the work as per Article 2.4 of the General Conditions.
  - 4. The Contractor shall work in coordination with work of other Contractors and with school activities with special attention to noise, dust, safety and other contract requirements for work in and around the occupied building.
- B. Work Period and Milestones
  - 1. Mobilization: December 5, 2022
  - 2. Substantial Completion: June 26, 2023
  - 3. Final Completion: September 1, 2023

The above dates represent the targeted completion dates for this project. However, should long lead items make this schedule prohibitive, the District is amenable to revisiting the completion dates.

1.13 ADDITIONAL REQUIREMENTS

- A. If it appears that some of the work cannot be completed by the scheduled date, the Contractor shall increase the work force or increase the hours of work, including evenings and weekends as necessary, at no additional cost to the Owner. If the work is complete but the area is not cleaned and debris or equipment is not removed, the Owner shall have the right to prepare the area for occupancy with his own forces and deduct the costs from the Contract Sum.
- B. If the Contractor fails to staff the job adequately to meet the completion date, the Owner reserves the right to assume possession of the material and complete installation with the Owner's forces or other Contractors or to require the Contractor to work evenings and weekends.
- C. The school can be made available on weekends and evenings to allow the Contractor adequate time to complete the work before final completion date. Any

custodial cost resulting in this after-hours scheduling will be the Contractor's responsibility.

- D. In addition to the above-stated requirements for phasing of the work, the Contractors shall not do any noisy work in the areas where examinations will be conducted as per the published school calendar.
- E. The Contractor is responsible for temporary protection of all work until acceptance.
- F. The school will be closed on Saturdays, Sundays, regularly scheduled Owner holidays, 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 shall arrange and pay for custodial services for the building at the applicable Owner pay rates.

1.14 MOLD MITIGATION REQUIREMENTS (As applicable to Project Construction)

- A. All return air ductwork and all exhaust air ductwork be sealed tight with mastic.
- B. Do not allow open plenum returns above dropped ceilings unless the plenum is sealed tightly with respect to the exterior walls and roof.
- C. The buildings HVAC system shall not be operated during construction.
- D. All gypsum wallboard be installed with a fire sealant bead of 3/8 in. (9 mm) between the floor and the bottom edge of the gypsum, coordinate with Sections 078400 and 092900.
- E. The moisture content (or water vapor emission rate) of all concrete block walls be measured and documented by the general contractor, and that no gypsum board be hung on those walls until the moisture content of the blocks in the wall measures the same as the identical type of block that has been stored away from any rain exposure, coordinate with Sections 042000 and 092900.
- F. The moisture content of the taped and sanded gypsum board walls be measured and documented by the general contractor at two locations on each wall: the bottom edge and halfway between floor and ceiling. Interior finish may not be applied until the moisture content of the wallboard is below 0.4% on a gypsum moisture meter or below 12% on a wood meter, coordinate with Division 9 sections as applicable.
- G. The moisture content of the concrete floor slab shall be measured as soon as the building has been closed in and as soon as the slab temperature can be brought within the 65°F to 75°F (18.3°C to 23.9°C) temperature required for the measurement. If the moisture content is excessive, the air above the concrete shall be held below 30% relative humidity until the material is dry enough to meet the specification established by the respective flooring manufacturers, coordinate with Division 9 sections as applicable.
- H. Attention is directed to Sections 062000, 095100 and 099000 for temperature and humidity restrictions prior to start of work and maintenance of work conditions.

1.15 WASTE MANAGEMENT PROCEDURES AND DEFINITIONS

- A. Waste Management Definitions
  - 1. Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk, or the like.
  - 2. Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, remodeling, repair and demolition operations.
  - 3. Hazardous: Exhibiting the characteristics of hazardous substances, i.e., ignitability, corrosivity, toxicity or reactivity.

4. Nonhazardous: Exhibiting none of the characteristics of hazardous substances, i.e., ignitability, corrosivity, toxicity, or reactivity.
5. Nontoxic: Neither immediately poisonous to humans nor poisonous after a long period of exposure.
6. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.
7. Recycle: To remove a waste material from the Project site to another site for remanufacture into a new product for reuse by others.
8. Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
9. Return: To give back reusable items or unused products to vendors for credit.
10. Reuse: To reuse a construction waste material in some manner on the Project site.
11. Salvage: To remove a waste material from the Project site to another site for resale or reuse by others.
12. Sediment: Soil and other debris that has been eroded and transported by storm or well production run-off water.
13. Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.
14. Toxic: Poisonous to humans either immediately or after a long period of exposure.
15. Trash: Any product or material unable to be reused, returned, recycled, or salvaged.
16. Volatile Organic Compounds (VOCs): Chemical compounds common in and emitted by many building products over time through outgassing including - solvents in paints and other coatings; wood preservatives; strippers and household cleaners; adhesives in particleboard, fiberboard, and some plywood, and foam insulation.
17. Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.
18. Waste Management Plan: A Project-related plan for the collection, transportation, and disposal of the waste generated at the construction site. The purpose of the plan is to ultimately reduce the amount of material being landfilled.

#### 1.16 USE OF PREMISES

##### A. Use of Buildings and Sites:

1. Limits: Confine constructions operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated. All areas of the site with the exception of the project area where the Work is being performed are off limits to Contractor and his employees

2. Owner Occupancy: Allow for Owner occupancy of adjacent buildings and sites and use by the public. Conduct the Work to provide the least possible interference to the activities of the Owner's personnel and use of the buildings and sites by the public.
3. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to emergency vehicles at all times. Coordinate accessibility and closure of entrances serving premises with Owner and Owner's employees Do not use these areas for parking or storage of materials.
  - a. Schedule deliveries to minimize use of driveways and entrances.
  - 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 Owner's Representative and/or the Construction Manager.
4. Damages: Promptly repair damages caused to adjacent facilities by work of the Contract to a good-as-new condition acceptable to the Owner.
5. Existing Facilities: The following facilities are specifically noted as **not** to be used by Contractor or his employees:
  - a. Toilet facilities
  - b. Food service facilities, including kitchen and dining areas
  - c. Telephones
6. Utility Shutdowns: Coordinate all utility shut downs and cross overs with the Owner's Representative and Construction Manager, schedule during off hours and non-occupied times only.

#### 1.17 OWNER OCCUPANCY REQUIREMENTS

- A. Owner will occupy site and existing buildings 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 operations. Occupancy level will be reduced during summer months when school is not in session. Coordinate with Construction Manager for schedule of working hours and work restrictions during period when school is in session.
- B. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied before Owner occupancy. Obtain a Certificate of Occupancy from authorities having jurisdiction before Owner occupancy.
- C. Comply with standards for construction projects as follows and as stated in Article 3.13 of Section 00 70 00:
  1. Interaction with employees 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.

#### 1.18 PAYROLLS AND PAYROLL RECORDS – See Section 012900

- A. In accordance with Article 8, Section 220 of the New York State Labor Law and applicable Article in the General Conditions (Section 007000), every contractor and subcontractor must keep original payrolls or transcripts subscribed and

affirmed as true under penalty of perjury. Payrolls must be maintained for at least three years from the project's date of completion. At a minimum, payrolls must show the following information for each person employed on a public work project:

1. Name
  2. Classification(s) in which the worker was employed
  3. Hourly wage rate(s) paid
  4. Supplements paid or provided
  5. Daily and weekly number of hours worked in each classification.
- B. Every contractor and subcontractor shall submit, within thirty (30) days after issuance of its first payroll and every thirty (30) days thereafter, a transcript of the original payrolls, subscribed and affirmed as true under penalty of perjury.

**\*\*End of Section\*\***