

## SECTION 011000 - DESCRIPTION OF WORK

### 1.1 GENERAL PROJECT DESCRIPTION

- A. The scope of work of this project generally consists of the phase two construction of a New Recreation & Community Center, 270 Harrison Avenue, Harrison, NY 10528 NY all as depicted on the accompanying Contract Drawings and the Technical Specifications.
1. The work completed in Phase One generally consists of excavation, installation of concrete footings and foundation walls, gravel sub-base within the building footprint, site retaining walls, a ground source heat pump well field, sub-surface storm drainage system, backfill to subgrade, and placement of piping and conduits for utility service connections (except gas).
  2. The work included in Phase Two generally consists of excavation and backfill as may be needed for sitework, building construction, connection of utilities, pavements, site furnishings and plantings, all as shown on the drawings.
- B. Bids shall be received in accordance with the New York State Public Bidding Laws, this project will be executed under one SINGLE PRIME CONTRACT as noted below:

Contract #1	General Construction – PHASE TWO
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One set of Documents is issued covering all of the work of this contract.

- C. Definitions as apply to "Contractors" involved with the work of this Project.
1. "The Contractor" or "Contractor" meaning that one single prime contractor is responsible for all of the work of this contract.
- D. 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.
- E. ADDITIONAL SECURITY PROVISIONS, COORDINATE WITH ARTICLE 3 OF SECTION 007000 AND SECTION 011501
1. 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.
- F. 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 furnished upon award. 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 their records.

1.2 REQUIREMENTS INCLUDED IN THIS SECTION

- A. Construction time and phasing requirements.
- B. Proof of orders and delivery dates.
- C. Intent of Documents
- D. Field Measurements
- E. Initial Submittal Requirements
- F. Quality Requirements
- G. Testing and Inspection
- H. Manufacturers Field Services and Reports
- I. Coordination.
- J. Field Engineering.
- K. Design Responsibility
- L. Schedules
- M. Additional Requirements
- N. Waste Management
- O. Use of Premises
- P. Owner Occupancy
- Q. Payrolls And Payroll Records - Coordinate with Section 017700

1.3 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 "Conditions". It is understood that the work is to be carried through to completion with the utmost speed consistent with good workmanship. Further, safe and legal ingress and egress shall be maintained at all times to and through the occupied portions of the construction site.
- B. All work and storage areas shall be completely enclosed by a fence or barricade at all times so that the public cannot 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".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. Site development work shall proceed in such a manner to cause the least amount of disruption to the ongoing operations as possible. Coordinate work with facility operating personnel.

1.4 PROOF OF ORDERS AND DELIVERY DATES - Coordinate w/Section 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 Sections 013300 and 013200 and shall be monitored so as to insure compliance with promised dates.

- 1.5 INTENT OF DOCUMENTS - See Article 1, Subparagraph 1.2.1 of Section 00700 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 contractor is to confirm the scope prior to submitting their bid through the RFI and addenda process. If a conflict exists after the contract is executed, the contractor is to follow the direction of the Architect and is obligated to provide the labor and materials as directed by the Architect.**

- 1.6 FIELD MEASUREMENTS

- A. The Contractor shall take all necessary field measurements prior to fabrication and installation of work and shall assume complete responsibility for accuracy of same.
- B. This project is for Site Preparation and Construction and therefore necessitates additional attention to existing conditions receiving newly fabricated and installed equipment, i.e. note the requirements for field dimensioning of shop fabricated items whether or not so required by each technical section.

- 1.7 INITIAL SUBMITTAL REQUIREMENTS

- A. As outlined in Sections 005000, 007000, 013300, 013200, 015000 and 015719 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.

- 1.09 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 TESTING AND INSPECTION LABORATORY SERVICES – Coordinate with Section 014326
- A. Owner will appoint, employ, and pay for specified services of independent firm to perform testing and inspection.
  - B. An independent firm will perform tests, inspections, and other services as required.
  - C. Cooperate with independent firm; furnish samples as requested.
  - D. Re-testing required because of non-conformance to specified requirements will be charged to Contractor.
- 1.11 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.
- 1.12 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 and installation of mechanical and electrical work indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable.
  - D. In finished areas, conceal pipes, ducts, and wiring within construction.
- 1.13 FIELD ENGINEERING – Coordinate with Section 017123 of Division #1.
- A. Contractor shall establish elevations, lines, and levels and certify elevations and locations of the Work to conform with Contract Documents.
- 1.14 DESIGN RESPONSIBILITY
- A. In accordance with Article 3.2.10 of the General Conditions, attention is directed to the following areas (if any) in which professional certification and/or design requirements are outlined within the technical specifications.
    - 1. None
- However, if included, is to be considered as partial only with the burden placed on the Contractor to provide all certifications and/or design information as may be specified and/or required by these Contract Documents in accordance with the applicable laws of the jurisdiction.
- 1.15 SCHEDULES
- A. General
    - 1. The objective of this project is to complete the overall work in the shortest period of time.
    - 2. To meet these objectives, the Contractor shall plan the work, obtain materials, and execute the construction in 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.

B. Work Period and Milestones

Award of Contract	August 15, 2024
Substantial Competition	October 17, 2025
Final Completion	December 30, 2025

1.16 ADDITIONAL REQUIREMENTS

- A. For all work the Contractor must verify allowable working hours by town ordinance.
- B. Project site access is to be from Calvert and Harrison Avenue. No deliveries, parking, staging areas or site access is permitted from Orchard Street on the north of the site without prior approval from the Town of Harrison Town Engineer.
- C. 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.
- D. The Contractor is responsible for temporary protection of all work until acceptance.
- E. Attention is directed to Sections 064020, 095100 and 099000 for temperature and humidity restrictions prior to start of work and maintenance of work conditions.
- F. The Contractor shall be responsible for scheduling and coordinating the work under this Contract with the Town and Village Engineer and with the Contractors performing other work for the Town of Harrison and Village of Harrison.

1.17 WASTE MANAGEMENT PROCEDURES AND DEFINITIONS

- A. Waste Management Coordination: Coordinate recycling of materials with Owner and as required to conform to the Construction Waste Management Plan defined in Section 017419.
- B. Contractor shall conduct Construction Waste Management meetings as outlined in Section 013119 - Project Meetings. At a minimum, waste management goals and issues shall be discussed at the following meetings:
  1. Pre-bid meeting.
  2. Pre-construction meeting.
  3. Regular job-site meetings.
  4. Job safety meetings.
- C. Use on-site waste as primers, sealers, underlayments, supports, backing, blocking, furring, suspension systems, and accessories as required for any purpose in patching work damaged as a result of construction activities.
- D. 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 construction waste material in some manner on the Project site.
11. Salvage: To remove 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.

#### 1.18 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 adjacent buildings and sites by the public.



3. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, the public and emergency vehicles at all times. 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. No parking, staging or project deliveries are allowed from Orchard Street unless prior approval is granted by the Town of Harrison.
  - d. Coordinate staging, parking, and storage areas with the Owner's Representative.
4. Damages: Promptly repair damage caused to adjacent facilities by work of the Contract to a good-as-new condition acceptable to the Owner.
5. Existing Adjacent Facilities: The following facilities are specifically noted as not to be used by Contractor or his employees:
  - a. Toilet facilities.
  - b. Telephones.
6. Utility Shutdowns: Coordinate all utility shutdowns and cross overs with the Owner's Representative, schedule during off hours and non-occupied times only.

#### 1.19 OWNER OCCUPANCY REQUIREMENTS

- A. Owner will occupy adjacent sites 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.
- B. Architects will prepare a Certificate of Substantial Completion for each specific portion of the Work once it is suitable for turnover to the phase two construction team. Before partial Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests, as-built surveys and inspections shall be successfully completed. On occupancy, Owner will provide, operate, and maintain mechanical and electrical systems serving occupied portions of building. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of building and site.
- C. Comply with standards for construction projects as follows:
  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, tapes and CD players is prohibited on the site and in the buildings.
  4. Smoking is prohibited on the site and in the buildings.

#### 1.20 PAYROLLS AND PAYROLL RECORDS – See Section 012900 and 012901

- A. In accordance with Article 8, Section 220 of the New York State Labor Law and applicable Article in the General Conditions, 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 011000\*\***