

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 by Owner
6. Owner-Furnished, Contractor-Installed products
7. Owner-Furnished, Owner-Installed products
8. Work schedule and phasing
9. Access to site.
10. Coordination with occupants.
11. Work restrictions.
12. 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: The project consists of Pound Ridge Fire Department - Fire Station Additions and Alterations for the Pound Ridge Fire District located at 80 Westchester Avenue, Pound Ridge, NY 10576.
- B. Owner: Pound Ridge Fire District, Pound Ridge, NY.
- C. Architect: The Contract Documents were prepared for Project by KG+D Architects, PC.

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. Construction of two new two-story additions to the Fire Department building. One will house additional apparatus bays and mechanical rooms on the Ground Floor and additional apparatus bays and storage spaces on the First Floor. The second addition will house a kitchen and entrance vestibule on the Ground Floor and office spaces on the First Floor.
 2. Renovation work to limited areas of the existing building.
 3. HVAC upgrades, plumbing upgrades and electrical upgrades to the existing building.

- B. Work in Existing Building at Existing Site: 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 a single Prime Contract.

1.6 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner and separate contractors engaged by Owner.
- B. Scheduling: Coordinate closely with Owner and Owner's separate contractors' schedules in performing their work in the building and at the site, and integrate their scheduling requirements into the Contractor's construction schedule. Portions of the work by Owner may be performed prior to the work of this contract, concurrent with the work of this contract or subsequent to the work of this contract.
- C. Work to be Performed by the Owner:
 - 1. Landscaping and plantings as shown on C-107 to be performed by the Owner. All Topsoil, Seeding and soil stabilization by the Contractor
 - 2. Removal of the existing generator equipment and temporary relocation, to include all connections.
 - 3. Removal of the existing underground propane tank feeding the existing generator.
 - 4. Installation of a temporary above ground propane tank to feed the generator until the new generator is up and running.
 - 5. Existing condenser/heat pump removal (within the addition footprint), relocation, and reconnection.
 - 6. Removal of the underground heating fuel oil tank.
 - 7. Provision of a temporary above ground heating fuel tank serving the building, to include piping and connections.

8. Fire alarm, CCTV, PA, network, and phone connections to the head end by owner.

1.7 OWNER-FURNISHED CONTRACTOR-INSTALLED PRODUCTS

- A. Owner will furnish products indicated. The Work includes receiving, unloading, handling, storing, protecting, and installing Owner-furnished products and making building services connections.
- B. Owner-Furnished Contractor-Installed Products:
 1. Generator and automatic transfer switch will be furnished by Owner and hook-ups furnished and installed by Contractor. The Owner shall have the generator delivered and set on the new concrete pad. The Owner will be responsible for initial start-up, commissioning and testing and warranties. All other work, including mounting and wiring of the automatic transfer switch, shall be by Contractor.
 2. Kitchen equipment will be furnished and set in place by the Owner. All utility connections shall be made by Contractor.

1.8 OWNER-FURNISHED, OWNER-INSTALLED PRODUCTS

- A. Owner will furnish and install products indicated.
- B. Owner-Furnished, Owner-Installed Products:
 1. Wire partition shown at Storage 102A.
 2. 1 Ton Jib crane as noted on 1/A201. Contractor shall prep steel for installation, to include shop drill mounting location holes.
 3. Electronic door access controls

1.9 WORK SCHEDULE AND PHASING

- A. The Work shall be substantially complete on or before the dates indicated in the Project Milestone Schedule following this Section. It is extremely important that the Owner resume its full use of the portions of the buildings and sites included in each Phase on the completion dates specified.
- B. The Work shall be conducted in accordance with the Project Milestone Schedule following this Section.
- C. Due to potential lead time constraints, Contractor is required to obtain all materials for the project and store them onsite in their individual Conex boxes. This includes general material items typically readily available (piping, conduits, wire, metal studs, ceiling, etc.). The owner will pay for these stored items delivered to the jobsite in accordance with requirements set forth in the contract documents.

1.10 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, 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 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 Owner.
 - 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 Owner.
 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. Contractor shall maintain a daily list of their personnel at the Project site.
- 1.11 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. All existing truck bays must be available for ingress and egress of fire trucks and equipment 24 hours a day / 7 days a week. Any equipment or materials placed in

- front of the truck bay garage doors must be able to be moved immediately upon notification by Owner.
3. Do not unreasonably encumber the site with materials or equipment. Confine stockpiling of materials and location of storage sheds to the areas indicated. If additional storage is necessary, obtain and pay for such storage off-site. Storage of equipment and materials inside of the building will not be permitted.
- B. Utility Shutdowns: Coordinate all utility shut downs and cross overs with the Owner, 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 and shall be performed in off-hours only.
 3. Do not disrupt or shut down life safety systems, including but not limited to fire alarm system, without 7 days' notice to Pound Ridge Fire Department and authorities having jurisdiction.
 4. All costs for manning of temporary shutdowns and utility crossovers, including 24-hour fire watch if necessary, is included in the contractor's bid regardless of weekend, holiday, etc.
- 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.
- 1.12 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. Work Hours and Days: Work will be permitted during the work hours established by the Town of Pound Ridge for construction activities, all days except Saturday and Sundays and federal or state holidays. All work taking place within the buildings/grounds on weekends and holidays must be approved in advance by the Owner.
 2. The Architect and Owner's representative(s) will be available to cover the project for the standard Monday-Friday shift. If contractor requests additional hours to make up schedule time or weekends, he will need to reimburse owner for any additional coverage or costs at the Architect's or Owner's Representative's contractual rate.
- C. Delivery Restrictions: Coordinate with the Owner for permissible times and locations/truck access for deliveries on site.
- D. Noise, Vibration, and Odors: Notify Owner and coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to surrounding spaces.
1. Notify Architect and Owner not less than two days in advance of proposed disruptive operations.
 2. Construction activity noise levels shall not exceed those established by the municipality.
- E. Comply with Owner's 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, tape and CD players is prohibited on the site and in the buildings.
 4. Smoking, use of alcohol, and possession of firearms of any type is prohibited on the site and in the buildings.
 5. Fraternalizing with Owner's employees is prohibited.
 6. Use of controlled substances, cannabis and alcohol on Project site is not permitted.

1.13 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

Attachments: Project Milestone Schedule