

**Glastonbury Riverfront Park  
Phase Two Improvements  
Project No. GL-2013-22  
Glastonbury, Connecticut**

**ADDENDUM NO. 001**

April 23, 2013

**I. REVISION TO SPECIFICATIONS:**

1. Specification Section 000101 – Table of Contents

- a. Specification Section 017700 – Closeout Procedures has been added to the Contract Documents by this Addendum No. 01. Addition of this specification is noted on the Table of Contents Specification Section 000101 attached. Added Specifications noted in Bold and related Addendum Identification noted. Attached Exhibit “A” titled Table of Contents Specification Section 000101 attached to and made a part of this Addendum No. 001.
- b. Specification Section 017823 – Operation and Maintenance Data has been added to the Contract Documents by this Addendum No. 01. Addition of this specification is noted on the Table of Contents Specification Section 000101. Please see attached Exhibit “A” titled Table of Contents Specification Section 000101 attached to and made a part of this Addendum No. 001.

2. Specification Section 001100 – Invitation to Bid

- a. Specification Section 001100 – Invitation to Bid specific to item 4 references a link to gain access to Plans and Specifications free of charge that can be downloaded. Link has been changed as follows:

<https://new.smartbidnet.com/External/PublicPlanRoom.aspx?Id=80328&i=1>

Please see attached Exhibit “B” titled Invitation to Bid Specification Section 001100 representing the above changed link attached to and made a part of this Addendum No. 001 dated 04/22/13.

- b. REMINDER: The following documents must be included in your Bid, or your proposal will be deemed non-responsive:
  1. Form of Proposal (Section 004100)
  2. Bid Security (Bid Bond or Certified Check)
  3. For all Bid Packages with bids equal to or greater than \$500,000.00 – submit CT-DAS Update Statement
  4. Town of Glastonbury Code of Ethics Acknowledgement Form (Section 006200)
  5. Non-Collusion Bidding Affidavit (Section 006200)

**THE BID DUE DATE FOR ALL BID PACKAGES IS  
MAY 14, 2013 @ 11:00 A.M.**

3. Specification Section 002400 – Bid Packages

- a. Delete Bid Package 101 and Bid Package 102 as referenced in Specification Section 002400 and replace with the attached Exhibit “C” Bid Package 101 and 102. Revisions have been made to better reflect General Building Contractor’s responsibilities for work associated with his subcontractor community. The attached Exhibit “C” represents Bid Package 101 and 102 modifications that shall replace the entire Specification Section 002400 as issued for bid. The attached referenced documentation shall be made part of this Addendum No.001 and representing the newly modified Specification Section 002400 – Bid Packages which shall serve to supersede earlier specification section.

**END OF ADDENDUM NO. 001**



## **TOWN OF GLASTONBURY CONNECTICUT**

**GLASTONBURY RIVERFRONT PARK  
PHASE TWO IMPROVEMENTS  
PROJECT NO. GL-2013-22  
GLASTONBURY, CT.**

### **ADDENDUM NO. 001**

**APRIL 23, 2013**

**EXHIBIT "A"**  
**Revised Table of Contents (000101)**

**DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS**

000101 – Title Page  
000110 – Table of Contents  
000115 – List of Drawings  
001100 – Invitation to Bid  
002100 – Instruction to Bidders  
002400 – Bid Packages  
003113 – Project Schedule (Level III Construction Schedule)  
003132 – Geotechnical Data & Geotechnical Reports  
004100 – Form of Proposal  
005200 – Form of Agreement  
006100 – Performance and Payment Bonds  
006200 – Code of Ethics  
006313 – Bidders Prebid Request for Information (Prebid RFI Form)  
007200 – General Conditions  
007316 – Sample Certificate of Insurance  
007343 – Wage and Hour Rates  
011100 – CM Summary of Work  
012100 - Allowances  
013116 – Coordination Drawings Procedure  
013500 – Special Project Requirements  
015000 – Temporary Facilities and Controls  
017413 – Project Cleanliness  
017423 – Interim Phase/Final Cleaning  
**017700 – Closeout Procedures** ◀ (Addendum No. 01 - 04/22/13)  
**017823 – Operations and Maintenance Manuals** ◀ (Addendum No. 01 - 04/22/13)  
018120 – Construction Indoor Air Quality (IAQ) Management Plan

- Attachment A: Remedial Action Report Field Holstein Property dated January 2005 Project #3434016 Phelps Street, Glastonbury, CT
- Attachment B: Phase II Field Investigation dated January 20, 2009 Hallmark Tire Company 252 Welles Street Glastonbury, CT 06033
- Attachment C: United States Army Corps of Engineers - Permit No. NAE-2004-507
- Attachment D: United States Army Corps of Engineers – Department of the Army General Permit State of Connecticut
- Attachment E: Connecticut Department of Energy & Environmental Protection – Permit No. 201106066-SB

**DIVISION 1 – GENERAL REQUIREMENTS**

015639 – Temporary Tree and Plant Protection  
017829 – Final Site Survey

**DIVISION 2 – EXISTING CONDITIONS**

021000 – Maintenance and Protection of Traffic  
023219 – Testpits

024120 – Marine Demolition

026113 – Excavation, Handling, Transportation, and Disposal of Dredged Materials

**DIVISION 3 – CONCRETE**

032100 – Concrete Reinforcement

033000 – Cast In Place Concrete

033150 – Marine Cast-In-Place Concrete

034500 – Precast Architectural Concrete

**DIVISION 4 – MASONRY**

042000 – Unit Masonry

042000.03 – Site Unit Masonry

044200 – Exterior Stone Cladding

044300 – Stone Masonry

047200 – Cast Stone Masonry

**DIVISION 5 – METALS**

050513 – Factory-Applied Coatings for Metal

051223 – Structural Steel

051420 – Marine – Structural Aluminum

053100 – Steel Floor Deck

053200 – Steel Roof Deck

054000 – Cold-Formed Metal Framing

054400 – Cold-Formed Metal Trusses

055000 – Metal Fabrications

055100 – Metal Stairs

055213 – Pipe and Tube Railings

055213.03 – Site Pipe and Tube Railings

**DIVISION 6 – WOOD, PLASTICS, AND COMPOSITES**

061000 – Rough Carpentry

061063 – Exterior Rough Carpentry

061600 – Sheathing

062013 – Exterior Finish Carpentry

064023 – Interior Finish Carpentry

**DIVISION 7 – THERMAL AND MOISTURE PROTECTION**

071700 – Bentonite Waterproofing

072100 – Thermal Insulation

072713 – Modified Bituminous Sheet Air Barrier

072726 – Fluid-Applied Membrane Air Barriers

073113 – Asphalt Shingles

- 074600 – Siding
- 075419 – Polyvinyl-Chloride (PVC) Roofing
- 076200 – Sheet Metal Flashing and Trim
- 077253 – Snow Guards
- 078123 – Intumescent Fireproofing
- 078413 – Penetration Firestopping
- 079200 – Joint Sealants
- 079500 – Expansion Control

**DIVISION 8 – OPENINGS**

- 081113 – Hollow Metal Doors and Frames
- 081433 – Stile and Rail Wood Doors
- 083113 – Access Doors And Frames
- 083313 – Coiling Counter Doors
- 083323 – Overhead Coiling Doors
- 083613 – Sectional Doors
- 084113 – Aluminum Entrances and Storefronts
- 085200 – Wood Windows
- 087111 – Door Hardware
- 088000 – Glazing
- 088300 – Mirrors
- 089119 – Fixed Louvers

**DIVISION 9 – FINISHES**

- 092216 – Non-Structural Metal Framing
- 092900 – Gypsum Board
- 093000 – Tiling
- 095113 – Acoustical Panel Ceilings
- 096400 – Wood Flooring
- 096513 – Resilient Base and Accessories
- 096519 – Resilient Tile Flooring
- 096813 – Tile Carpeting
- 097733 – Sanitary Wall Panels
- 099123 – Interior Painting
- 099600 – High Performance Coatings

**DIVISION 10 – SPECIALTIES**

- 101100 – Visual Display Surfaces
- 101400 – Panel Signage
- 101426 – Post and Panel/Pylon Signage
- 101453 – Traffic Signage

- 102113 – Toilet Compartments
- 102800 – Toilet, Bath And Laundry Accessories
- 104400 – Safety Specialties
- 107516 – Ground-Set Flagpoles

**DIVISION 11 – EQUIPMENT**

- 114000 – Foodservice Equipment
- 116816 – Play Structures
- 116823.13 – Exterior Basketball Equipment

**DIVISION 12 – FURNISHINGS**

- 121400 – Sculptures
- 122413 – Roller Window Shades
- 123661 – Simulated Stone Countertops
- 124813 – Entrance Floor Mats and Frames
- 129300 – Site Furnishings

**DIVISION 13 – SPECIAL CONSTRUCTION**

- 131213 – Fountains
- 133400 – Fabricated Engineered Structures

**DIVISION 14 – CONVEYING EQUIPMENT**

- 142100 – Electric Traction Elevators

**DIVISION 21 – FIRE SUPPRESSION**

- 210500 – Common Work Results for Fire Suppression
- 210548 – Seismic Controls for Fire Suppression Systems
- 211300 – Fire-Suppression Sprinkler Systems

**DIVISION 22 – PLUMBING**

- 220510 – Plumbing General Conditions
- 220516 – Expansion Fittings and Loops for Plumbing Piping
- 220519 – Meters and Gages for Plumbing Piping
- 220548 – Vibration & Seismic Controls for Plumbing Systems
- 220553 – Identification for Plumbing Piping and Equipment
- 220719 – Plumbing Piping Insulation
- 221005 – Plumbing Piping
- 221006 – Plumbing Piping Specialties
- 221250 – Natural Gas Piping
- 223000 – Plumbing Equipment
- 224000 – Plumbing Fixtures

**DIVISION 23 – HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)**

- 230500 – Mechanical General Conditions
- 230513 – Common Motor Requirements for HVAC Equipment
- 230519 – Meters and Gages for HVAC Piping
- 230548 – Vibration and Seismic Controls for HVAC Systems
- 230553 – Identification for HVAC Piping and Equipment
- 230593 – Testing, Adjusting, and Balancing for HVAC
- 230713 – Duct Insulation
- 230716 – HVAC Equipment Insulation
- 230719 – HVAC Piping Insulation
- 230913 – Instrumentation and Control for HVAC
- 230923 – Direct-Digital Control System for HVAC
- 230993 – Sequence Of Operations for HVAC Controls
- 232113 – Hydronic Piping
- 232112 – Radiant Heating Hydronic Piping
- 232114 – Hydronic Specialties
- 232123 – Hydronic Pumps
- 232300 – Refrigerant Piping
- 233100 – HVAC Ducts and Casings
- 233300 – Air Duct Accessories
- 233416 – Centrifugal HVAC Fans
- 233423 – HVAC Power Ventilators
- 233700 – Air Outlets and Inlets
- 233813 – Commercial-Kitchen Hoods
- 235100 – Breechings, Chimneys, and Stacks
- 235240 – Condensing Hot Water Boilers
- 235400 – Furnaces
- 236213 – Packaged Air-Cooled Refrigerant Compressor and Condenser Units
- 237201 – Energy Recovery Ventilators
- 237213 – Air-To-Air Energy Recovery Units
- 238101 – Terminal Heat Transfer Units
- 238216 – Air Coils

**DIVISION 26 – ELECTRICAL**

- 260001 – Electrical General Conditions
- 260100 – Site General Electrical
- 260500 – Site Basic Electrical Materials and Methods
- 260519 – Low-Voltage Power Conductors & Cables (600 V & Less)
- 260526 – Grounding and Bonding for Electrical Systems
- 260529 – Hangers and Supports for Electrical Systems



260534 – Conduit  
260537 – Boxes  
260553 – Identification for Electrical Systems  
260919 – Enclosed Contactors  
260923 – Lighting Control Devices  
262400 – Site Service and Distribution  
262413 – Switchboards  
262416 – Panelboards  
262701 – Electrical Service Entrance  
262717 – Equipment Wiring  
262726 – Wiring Devices  
262813 – Fuses  
262817 – Enclosed Circuit Breakers  
262818 – Enclosed Switches  
265100 – Interior Lighting  
265600 – Exterior Lighting  
265601 – Site Lighting  
265668 – Exterior Athletic Lighting

**DIVISION 28 - ELECTRONIC SAFETY AND SECURITY**

281300 – Access Control  
283100 – Fire Detection And Alarm

**DIVISION 31 – EARTHWORK**

311000 – Site Clearing  
311100 – Site Utility Preparation and Demolition  
312203 – Site Grading  
312316 – Structural Excavation and Fill  
312315 – Marine Excavation and Fill  
312319 – Dewatering  
312333 – Trenching and Backfilling  
312500 – Erosion and Sediment Control  
313700 – Riprap Stone Swale  
314100 – Excavation Support  
316230 – Composite Sheet Piling

**DIVISION 32 – EXTERIOR IMPROVEMENTS**

321216 – Asphalt Paving  
321313 – Concrete paving  
321400 – Unit paving  
321500 – Aggregate Surfacing

- 321613.13 – Cast In Place Concrete Curbs
- 321613.23 – Precast Concrete Curbs
- 321713 – Parking Bumpers
- 321723 – Pavement Markings
- 321816.13 – Playground Protective Surfacing
- 321823 – Athletic Surfacing
- 323113 – Chain Link Fences and Gates
- 323123 – Plastic Fences and Gates
- 323140 – Timber Guide Rail
- 323913 – Manufactured Metal Bollards
- 328400 – Planting Irrigation
- 329115 – Soil Preparation (Performance Specification)
- 329200 – Turf and Grasses
- 329300 – Plants

**DIVISION 33 - UTILITIES**

- 331116 – Site Water Utility Distribution Piping
- 333100 – Sanitary Utility Sewerage Piping
- 333216 – Sanitary Sewer Pump Station
- 334100 – Storm Utility Drainage Piping
- 335100 – Natural Gas Distribution Piping

**DIVISION 35 – WATERWAY AND MARINE**

- 352023.13 – Dredging - Mechanical
- 354232 – Slope Protection – Coir Logs
- 354237 – Rip Rap Bank Protection
- 355133 – Floating Docks – Boat Ramp
- 355136 – Floating Docks – Crew Launch
- 355949 – Marine Pipe Piles
- 355980 – Marine Hardware
- 355995 – Marine Metal Fabrication

**PART I – GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Divisions 1 Specifications Sections, apply to this Section.

**1.2 SUMMARY**

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
  - 1. Substantial completion
  - 2. Inspection procedures.
  - 3. Project record documents
- B. Related Sections include the following:
  - 1. Division 1 Section “Payment Procedures” for requirements for Applications for Payment for Substantial and Final Completion. See Specification Section 005200 Form of Agreement.
  - 2. Division 1 Section 017413 - Project Cleanliness and 017423 – Interim Phase Final Cleaning for progress cleaning of Project site.
  - 3. Division 1 Section “Warranties” for product warranty requirements.
  - 4. Division 1 Section 017823 Operation and Maintenance Data for operation and maintenances manual requirements.
  - 5. Divisions 2 through 35 Sections for specific closeout and special cleaning requirements for products of those Sections.

**1.3 SUBMITTALS**

- A. Record Drawings: comply with the following:
  - 1. Number of copies: Submit one set of marked-up Record Prints.
- B. At completion of project, deliver record documents to Construction Manager.
- C. Accompany submittal with transmittal letter, in duplication containing:
  - 1. Date.
  - 2. Project title and number.
  - 3. Contractor’s name and address.

4. Title and number of each record document.
5. Certification that each document as submitted is complete and accurate.
6. Signature of Contractor, or his authorized representative.

#### 1.4 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial completion, complete the following:
  1. In Applications for Payment that coincides with, or first follows, the date of Substantial Completion is claimed, show 100 percent completion got portion of Work claimed on substantially complete.
    - a. Include supporting documentation for completion as indicated and a statement showing accounting of changes to the Contract Sum.
    - b. If 100 percent completion cannot be shown, include a list of the value of incomplete Work.
    - c. Application shall reflect Certificates of partial completion issued previously for Owner occupancy of designated portions of Work.
  2. Administrative actions and submittals that shall precede or coincide with this application include but are not limited to, the following:
    - a. testing, adjusting and balancing records.
    - b. Maintenance instructions.
    - c. Meter readings.
    - d. Advise Construction Manager of pending insurance changeover requirements.
    - e. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents to be turned over to Owner.
    - f. Obtain and submit releases to Construction Manager permitting owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
    - g. Prepare and submit Project Record documents, operation and maintenance manuals.
    - h. Deliver tools, spare parts, extra materials, and similar items to location designated by owner. Label with manufacturer's name and model number where applicable.
    - i. Make final changeover of permanent locks and deliver keys to Construction Manager. Advise Construction Managers personnel of changeover in security provisions.

- j. complete startup testing of systems.
  - k. Submit test/adjust/balance records.
  - l. Terminate and remove temporary facilities from project site, along with mockups, construction tools, and similar elements.
  - m. Advise Construction Manager of changeover in heat and other utilities.
  - n. Submit changeover information to Construction Manager related to Owner's occupancy, use, operation, and maintenance.
  - o. Remove surplus materials rubbish and similar elements and directed by Construction Manager.
- B. Inspection: Submit a written request for inspection for Substantial completion. On receipt of request, Construction Manager will either proceed with the inspection or notify contractor of unfilled requirements. When unfulfilled requirements are completed, Construction Manager will notify the Architect. The Architect will proceed with the inspection for Substantial completion and issue a Certificate of Substantial Completion, AIA G704, complete with signatures of Owner and Contractor.
- 1. Reinspection: Any and all reinspection costs due from Contractor's not being complete with their work or complete with remediation of non-conforming work, will result in contract offset by Backcharge.
  - 2. Results of completed inspection will form the basis of requirements for Final Completion.
- C. Should Construction Manager consider that Work is finally complete in accordance with the requirements of the Contract Documents, he shall request Prime Contractor to make project Closeout submittals.
- D. Should Construction Manager consider that Work is not finally complete:
- 1. Punch list: Construction Manager shall notify prime contractor, in writing, stating reasons.
  - 2. Prime contractor shall take immediate steps to remedy the stated deficiencies and send second written notice to Construction Manager certifying that Work is complete.
  - 3. Construction Manager will reinspect Work per "Reinspection" paragraph.

## 1.5 PROJECT RECORD DOCUMENTS

- A. General: Do not use Project Record Documents for construction purposes. Protect Project Record Documents from deterioration and loss. Provide access to Project Record Documents for Architect's and Construction Manager's reference during normal working hours.

- B. Record Drawings; Mark changes on Record Set in Construction Manager's office.
1. Prior to submitting final Application for Payment, Prime contractor shall confirm that all changes and deviations have been recorded on the drawings and indicate such by adding signature and date to each drawing.
    - a. Include with submission revised shop drawings which reflect any change or deviation in the installed Work.
    - b. Deliver to Construction Manager complete record shop drawings prior to final Application for Payment.
  2. Mark Record Drawings to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up record Prints.
    - a. Give particular attention to information on concealed elements that cannot be readily identified and recorded later.
    - b. Accurately record information in an understandable drawing technique. Provide felt marking pens for marks conforming to following color code:
      - 1) General Construction: Red
      - 2) Plumbing: Blue
      - 3) HVAC: Green
      - 4) Electrical: Brown
      - 5) Other Notations: Black
    - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
    - d. Mark Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. Where Shop Drawings are marked, show cross-reference on contract Drawings.
  3. Content: types of items requiring marking include, but are not limited to, the following:
    - a. Label each document "Project Record" in two-inch printed letters.
    - b. Dimensional changes to Drawings.
    - c. Revisions to details shown on Drawings.
    - d. Depths of foundations below first floor.
    - e. Locations of underground utilities.

- f. Revisions to routing of piping and conduits.
  - g. Revisions of electrical circuitry.
  - h. Locations of concealed internal utilities.
  - i. Changes made by Change order or Construction Change Directive.
  - j. Details not on the original Contract Drawings.
  - k. Field records for variable and concealed conditions.
4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
  5. Mark important additional information that was either shown schematically or omitted from original Drawings.
  6. Note Construction Change Directive numbers, Change order numbers, alternate numbers, and similar identification where applicable.
  7. Identify and date each Record Drawing; include the designation 'PROJECT RECORD DRAWING' in a prominent location. Organize into manageable sets; bind each set with durable paper cover sheets. Include Identification on cover sheets.

#### 1.6 FINAL ACCEPTANCE AND PAYMENT

- A. Preliminary Procedures: Before requesting final inspection for certification of final acceptance and final payment, complete the following:
  1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include insurance certificates for products and complete operations where required.
  2. Specified warranties, workmanship bonds, maintenance agreements, final certifications, and similar documents in required formats.
  3. Certified copy of Construction Manager's final punchlist of items to be completed or corrected stating that each item has been completed or otherwise resolved for acceptance and the punchlist has been endorsed and date by Prime Contractor.
  4. Certification of electrical inspection.
  5. Certified payrolls including those for subcontractors.
  6. Satisfaction of all bonds and permits.
  7. Insurance certificates for products and completed operation in effect for 12 months from date of final Application for Payment.

- B. Request: Submit in writing to Construction Manager listing incomplete items of preliminary procedures.
- C. Final Inspection procedure: Construction Manager will inspect the Work upon receipt to notice that the Work has been completed, except for items whose completion is delayed under circumstances acceptable to Architect.
  - 1. Final Punch List: Construction Manager will notify Prime Contractor that Work is complete or of obligations that have not been fulfilled and are required for final acceptance.
- D. Evidence of Payments and Release of Liens: Submittals shall be duly executed before delivery to Construction Manager.
  - 1. Contractor's Affidavit of Payment of Debts and Claims: AIA G706.
  - 2. Contractor's Affidavit of Release of Liens: AIA G706A, with the following:
    - a. Consent of Surety to Final Payment: AIA G707.
    - b. Prime Contractor's release of waiver of liens.
    - c. Separate releases of waivers of liens for subcontractors, suppliers, and others with the lien rights against property of Owner, together with the list of these parties.
- E. Final Adjustment of Accounts: Architect will prepare final Change order, reflecting approved adjustments to Contract Sum not previously made by Change Orders.
  - 1. Submit final statement of accounting to Architect.
  - 2. Statement shall reflect all adjustments.
    - a. Original Contract Sum.
    - b. Additional and deductions relating from:
      - 1) Previous Change Orders.
      - 2) Contingency Allowance: Credit unused remaining balance back to Owner by Change Order.
        - a) Do not include overhead and profit credit included in Base Bid as part of Change Order adjustment.
      - 3) Other Adjustments.
      - 4) Deductions for Uncorrected Work.
      - 5) Deductions for Reinspection Payments.
    - c. Total Contract Sum, as adjusted.



- d. Previous Payments.
- e. Sum remaining due.
- F. Final Application for Payment: Construction Manager shall notify Architect when all required closeout submittals are received and acceptable for Final Payment.
- G. Final Certification for Payment: Architect will issue final Certificate in accordance with provisions of General and Supplementary Conditions.
- H. Miscellaneous Record Submittals: Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- I. provide copies of each warranty to include in operation and maintenance manuals.

## 1.7 DEMONSTRATION AND TRAINING

- A. This Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:
  - 1. Demonstration of operation of systems, subsystems, and equipment.
  - 2. Training in operation and maintenance of systems, subsystems, and equipment.
  - 3. Demonstration and training videotapes.
- B. Instruction Program: Submit two (2) copies of outline of instructional program for demonstration and training, including a schedule of proposed dates, times, length of instruction time, and instructor's names for each training module. Including learning objective and outline for each training module.
- C. Attendance Record: For each training module, submit list of participants and length of instruction time.
- D. Demonstration and Training Videotape: Submit one copy at end of each training module.
  - 1. Submit properly identified videotape within 3 days of recording.
  - 2. Identification: On copy provide an applied label with the following information:
    - a. Name of Project.
    - b. Name and Address of Trainer.
    - c. Name of Contractor and Architect

- d. Date videotape was recorded.
- E. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this project, and whose work has resulted in training or education with a record of successful learning performance.
- F. Instructor Qualification: A factory-authorized service representative, complying with manufacturers requirements for training.
- G. Coordinate instruction schedule with the Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations.
- H. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- I. Coordinate content of training modules with content of approved emergency, operations and maintenance manuals. Do not submit instruction program until operations and maintenance data has been reviewed and approved by the Design community.

**PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the contract, including general and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. This Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
  - 1. Operation and maintenance documentation directory.
  - 2. Operation manuals for systems, subsystems, and equipment.
  - 3. Maintenance manuals for the care and maintenance of products, materials, and finishes and systems and equipment.
- B. Related Sections include the following:
  - 1. Division 1 Section “Submittal Procedures” for submitting copies of submittals for operation and maintenance manuals.
  - 2. Divisions 2 through 35 Sections for specific operation and maintenance manual requirements for products in those Sections.

**1.3 DEFINITIONS**

- A. System: An organized collection of parts, equipment, or subsystems united by regular interactions.
- B. Subsystems: A portion of a system with characteristics similar to a system.

**1.4 SUBMITTALS**

- A. Initial Submittal: Submit 3 draft copies of each manual at least 15 working days before requesting inspection for Substantial Completion. Include a complete operation and maintenance directory. Construction Manager will return 1 copy of draft and mark whether general scope and content of manual are acceptable.
- B. Final Submittal: Submit 1 copy of each manual in final form at least 15 working days before Final Inspection.

1. Final Application for Payment will not be processed until final Operations and Maintenance manuals have been received.

## 1.5 COORDINATION

- A. Where operation and maintenance documentation includes information on installations by more than one factory-authorized service representative, assemble and coordinate information furnished by representatives and prepare manuals.

## PART 2 – PRODUCTS

### 2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

- A. Organization: Include Table of Contents in the directory for each of the following:
  1. List of documents.
  2. List of systems.
  3. List of equipment.
- B. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
- C. List of Equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.

### 2.2 MANUALS, GENERAL

- A. Binders: When multiple binders are used, correlate the date into elated consistent groupings.
  - 1, Commercial quality three-ring binders with durable and cleanable plastic covers.
  2. Minimum ring size: 2-inch.
- B. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not parts of a system.
- C. Cover Page: Enclose cover page under binder transparent plastic cover. Include the following information:

1. Identify each binder on front and spine, with printed title “OPERATION AND MAINTENANCE MANUAL”.
  1. Name and address of Project.
  2. Date of submittal.
  3. Name, address, and telephone number of Prime Contractor and Architect.
  
- D. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
  1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
  
- E. Manual Contents: organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
  1. Binders: heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch (115-by-280-mm) paper, with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
    - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
  2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
  3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software diskettes for computerized electronic equipment.
  4. Supplementary Text: Prepared on 8-1/2-by-11-inch (115-by-280-mm), 20-lb/sq. ft. (75-g/sq. m) white bond paper.
  5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
    - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.

- b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.
  - 6. Product Data: Include only these sheets which are pertinent to the specific product.
    - 1. Mark each sheet as follows:
      - a. Clearly identify the specific product or part installed.
      - b. Clearly identify the data applicable to the installation.
      - c. Delete references to inapplicable information.
    - 7. Copy of each warranty, bond and service contract issued.
- 2.3 OPERATION MANUALS
- A. Content: In addition to requirements to this Section, include operation data required in individual Specification Sections and the following information:
    - 1. System, subsystem, and equipment descriptions.
    - 2. Performance and design criteria if Contractor is delegated design responsibility.
    - 3. Operating standards.
    - 4. Operating procedures.
    - 5. Operating logs.
    - 6. Wiring diagrams.
    - 7. Control diagrams.
    - 8. Pied system diagrams.
    - 9. precautions against improper use.
    - 10. License requirements including inspection and renewal dates.
  - B. Descriptions: Include the following:
    - 1. Product name and model number.
    - 2. Manufacturer's name.
    - 3. Equipment identification with serial number of each component.
    - 4. Equipment function.
    - 5. Operating characteristics.
    - 6. limiting conditions.
    - 7. Performance curves.
    - 8. Engineering data and tests.
    - 9. complete nomenclature and number of replacement parts.
  - C. Operating Procedures: Include the following as applicable:
    - 1. Startup procedures.
    - 2. Equipment or system break-in procedures.
    - 3. Routine and normal operating instructions.
    - 4. Regulation and control procedures.

5. Instructions on stopping.
  6. Normal shutdown instructions.
  7. Seasonal and weekend operating instructions.
  8. Required sequences for electric or electronic systems.
  9. Special operating instructions and procedures.
- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

## 2.4 PRODUCT MAINTENANCE MANUAL

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list names, address, and telephone number of installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project manual.
3. Product Information: Include the following, as applicable:
    1. Product name and model number.
    2. Manufacturer's name.
    3. Color, pattern, and texture.
    4. Material and chemical compositions.
    5. Reordering information for specially manufactured products.
  4. Maintenance Procedures: Include manufacturer's written recommendations and the following:
    1. Inspection procedures.
    2. Types of cleaning agents to be used and methods of cleaning.
    3. List of cleaning agents and methods of cleaning detrimental to product.
    4. Schedule for routine cleaning and maintenance.
    5. Repair instructions.
  5. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
  6. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
    1. Include procedures to follow and required notifications for warranty claims.

## 2.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUAL

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below:
  - 1. Description of unit and component parts.
    - a. Function, normal operating characteristics and limiting conditions.
    - b. Performance curves, engineering data and tests.
    - c. Complete nomenclature and commercial number of all replaceable parts.
- D. Operating Procedures
  - 1. Start-up, break-in, routine and normal operating instructions.
  - 2. Regulation, control, stopping, shut-down and emergency instructions.
  - 3. Summer and winter operating instructions.
  - 4. Special operating instructions.
- E. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part of piece of equipment:
  - 1. Standard printed maintenance instructions and bulletins.
  - 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
    - a. As-installed control diagrams by control manufacturer.
  - 3. Identification and nomenclature of parts and components.
  - 4. List of items recommended to be stocked as spare parts.
- F. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures.
  - 1. Test and inspection instructions.
  - 2. Troubleshooting guide.
  - 3. Precautions against improper maintenance.
    - a. Servicing and Lubrication Schedule: provide list of lubricants required.
  - 4. Disassembly, component removal, repair, and replacement; and reassembly instructions.
  - 5. Aligning, adjusting, and checking instructions.
  - 6. Demonstration and training videotape, if applicable.
- G. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routing maintenance and service with time allotment.
  - 1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.



2. Maintenance and Service Record: Include manufacturer's forms recording maintenance.
- H. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
  - I. Each Contractor's coordination drawings with as-installed color coded piping diagram.
  - J. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
  - K. Charts of valve tag numbers, with location and function on each valve.
  - L. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
  - M. Content, for each electric and electronic system, as appropriate:
    1. Description of system and component parts:
      - a. Function, normal operating characteristics, and limiting conditions.
      - b. Performance curves, engineering data and tests.
      - c. Complete nomenclature and commercial number of replacement parts.
    2. Circuit directories of panelboards:
      - a. Electric service.
      - b. Controls.
      - c. Communications.
    3. As-installed color coded wiring diagrams.
    4. Operating procedures:
      - a. Routine and normal operating instructions.
      - b. Sequences required.
      - c. Special operating instructions.
    5. Maintenance procedures:
      - a. Routine operations.
      - b. Guide to "trouble-shooting".
      - c. Disassembly, repair and reassembly.
      - d. Adjustment and checking.

6. Manufacturer's printed operating and maintenance instructions.
7. List of original manufacturer's spare parts, manufacturer's current prices, and recommended quantities to be maintained in storage.
8. Other data as required under pertinent sections of specifications.

## PART 3 – EXECUTION

### 3.1 MANUAL PREPARATION

- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
  1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
  2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's Operating personnel.
- C. Manufacturer's Data: Where manuals contain manufacturer's standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
  1. Prepare supplementary text if manufacturer's standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment systems.
- D. Drawings: Prepare drawings supplementing manufacturer's printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in Record Drawings to ensure correct illustration of completed installation.
  1. Do not use original Project Record Documents as part of operation and maintenance manuals.
  2. Comply with requirements of newly prepared Record Drawings in Division 1 Section "Closeout Procedures".

### 3.2 INSTRUCTION OF OWNER'S PERSONNEL

- A. Prior to final inspection or acceptance, fully instruct Owner's designated operating and maintenance personnel in the operation, adjustment and maintenance of products, equipment and systems per Division 1 Section "Closeout Procedures" review of Demonstration and Training requirements.



**TOWN OF GLASTONBURY CONNECTICUT**

GLASTONBURY RIVERFRONT PARK  
PHASE TWO IMPROVEMENTS  
PROJECT NO. GL-2013-22  
GLASTONBURY, CT.

**ADDENDUM NO. 001**

APRIL 23, 2013

**EXHIBIT "B"**  
**Revised Invitation to Bid (001100)**

**GLASTONBURY RIVERFRONT PARK  
PHASE TWO IMPROVEMENTS  
PROJECT # GL-2013-22  
GLASTONBURY, CT.**

**INVITATION TO BID / LEGAL NOTICE**

- The Town of Glastonbury will receive sealed Bids (in triplicate) for the individual Bid Packages identified below for the Glastonbury Riverfront Park Phase Two Improvements. Bid packages listed below will be received only at the Office of the Purchasing Agent, Glastonbury, Connecticut, Town Hall 2155 Main Street, Glastonbury, CT. 06033, Attn: Mary F. Visone Purchasing Agent, until **11:00 am local time on the date listed below**. Immediately following, all bids will be opened publicly and read aloud. Bids received after the specified closing time will not be accepted and will be returned unopened.

For administrative questions and Addenda, or to confirm the bid date, contact: Mark Carroll at O&G Industries, Inc. (860) 496-4233 or email markcarroll@ogind.com.

Technical questions, specific questions regarding bidding procedures, project scope and site visits may be directed to Louis Rosenblatt at O&G Industries, Inc. (860) 496-4862.

GLASTONBURY PROJECT NO.	BID PACKAGE NO.	DESCRIPTION	CT-DAS PRE-QUALIFICATION NECESSARY	BID DUE DATE
GL-2013-22	101	SITWORK, CONCRETE, MARINE & HARDSCAPES	YES *	05/14/13
GL-2013-22	102	GENERAL BUILDING	YES *	05/14/13

**NOTE:** Bidders on bid packages so identified with an \*Asterisk above **ARE REQUIRED** to submit their DAS Update (Bid) Statement with the bid as noted hereafter.

In accordance with C.G.S. 4a-100, 4b-91, and 4b-101, any contractor or subcontractor submitting a bid is required to submit their DAS Update (Bid) Statement with their bid. Failure to submit this item with the bid will result in disqualification of the bidder. All subcontractors must be pre-qualified at the time of performance of their work. If you have any questions regarding these requirements contact CT-DAS, at telephone number (860) 713-5280 or visit their web site at [www.das.state.ct.us](http://www.das.state.ct.us).

- A Non-Mandatory Pre-bid meeting will be held on site located at 252 Welles Street, Glastonbury, CT for the contractors on **April 24, 2013 at 1:00 pm**. Pre-Bid Questions are to be in the form of a written Request for Information. The deadline for Pre-Bid RFI's for this project will be ten (10) calander days prior to the date fixed for the opening of bids. No RFI's will be accepted after this date.

3. All Pre-Bid Requests for Information shall be submitted in writing to O&G Industries, Inc. Louis Rosenblatt sent via Email at: [rosenblatt@ogind.com](mailto:rosenblatt@ogind.com). Review Specification section 006313 titled Bidders Pre-Bid Requests for Information.
4. Plans and specifications may be downloaded free of charge from:  
<https://new.smartbidnet.com/External/PublicPlanRoom.aspx?Id=80328&i=1>  
Copies of the plans and specifications may be obtained at the Non-Refundable cost of reproduction by contacting Jeremy Hernandez at the following location:

**ARC Document Solutions | CT**

**Jeremy Hernandez, PlanWell Administrator**

17 Talcott Notch Rd.

Farmington, CT 06032

office 860.677.8817

direct 860.982.6166 | fax 860.677.6504

email: [jeremy.hernandez@e-arc.com](mailto:jeremy.hernandez@e-arc.com)

[www.e-arc.com](http://www.e-arc.com)

5. Bidders will be held accountable for the requirements of all documents made available including subsequently issued Addenda and Memoranda, if any. Although efforts will be made to make bidders aware of all Addenda and Memoranda, bidders are advised to contact Mark Carroll at the above number to verify they have all Addenda and Memoranda. It is the responsibility of the bidder to check the Smartbidnet website before submitting bids for any addendums, prior to the bid opening.
6. Plans and Specifications are available and may be viewed at the following locations:
 

<p>O &amp; G Industries, Inc. 112 Wall Street Torrington, CT 06790</p>	<p>McGraw Hill Construction/Dodge <a href="http://www.construction.com">www.construction.com</a></p>
<p>Reed Construction Data 30 Technology Parkway South Suite 100 Norcross, GA 30092</p>	<p><a href="http://www.cprojects.com">www.cprojects.com</a> <a href="http://www.jobs2bid.com">www.jobs2bid.com</a></p>
7. This project is being performed under the Construction Management as Advisor format of construction. With respect to this project, the Construction Manager is the representative of the Owner. The Owner shall approve the award of all trade contracts. Each Trade Contractor's contract shall be with the Owner.
8. The Town of Glastonbury has contracted with O&G Industries to serve as the Construction Manager Advisor (CM/A).
9. No oral, telephone or electronic proposals will be considered. All bids shall stand available for acceptance for a period of ninety (90) days from the date proposals are due. Should there be any reason why a bid cannot be awarded within the specified period, the time may be extended by mutual agreement between the Owner and the bidder.

10. No bid shall be accepted from any person/company who is in arrears to the Owner upon debt, or contract, or who is a defaulter as surety or otherwise upon obligations to the Owner.
11. The Owner or its Designee reserves the right to accept or reject any or all bids in whole or in part, without stating reasons therefore, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or conditional bids and to reject the bid of any bidder if the Owner or its Designee believes that it would not be in the best interest of the Owner or the project to make an award to that bidder, whether because the bid is not responsive or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Owner or its Designee. The Owner or its Designee reserves the right to waive informalities irregularities, omissions or technical defects and to negotiate contract terms with one or more bidders without reopening the bidding process insofar as such negotiations are not violated of applicable competitive bidding statutes or law.

In evaluating bids, the Owner or its Designee will consider the qualifications of bidder, whether or not the bids comply with the prescribed requirements, and such alternates, unit prices, and other data, as may be requested in the Form of Bid or prior to Notice of Award.

The Owner or its Designee may consider the qualification and experience of subcontractors and other persons and organizations proposed for those portions of the work as to which the identity of subcontractors and other persons and organizations must be submitted as provided by the bid documents.

The Owner or its Designee reserves the right to require, prior to Notice of Award, a statement of facts in detail of the business and technical organization and plant of the bidder available for the contemplated work, including financial resources, present commitments, and experience of the bidder in performance of comparable work.

12. Bid Security, Payment and Performance Bonds will be required. Refer to paragraph 1 in the Instructions to Bidders for amount of Bid Security required for this project. Sealed proposals must be accompanied with Bid Security. **Bid Security** shall be made payable to the "Town of Glastonbury" in the form of a certified check or Bid Bond in the **Amount of 10% of the Base Bid Amount**. The Bid Bond must be issued by a surety company licensed in the State of Connecticut. Construction Performance Bond and Labor and Material Payment Bonds for 100% of the contract price, with a surety company satisfactory to the Owner, shall be furnished by the Bidder awarded the contract. The Town of Glastonbury will not be liable for the accrual of any interest on any certified checks submitted. Cashier's checks will not be accepted.
13. Bidders should note Project insurance requirements.
14. Nonresident contractors (those not maintaining a regular phase of business in Connecticut) shall comply with Section 12-430(7), Conn. Gen. Stat., as revised, as administered by the Connecticut Commissioner of Revenue Services.
15. Town of Glastonbury is an Affirmative Action Equal Opportunity Employer M/F/H/V.

16. The successful Bidder is required to comply with all provisions of the Civil Rights Act of 1964, the Equal Opportunity Act of 1972, Executive Orders #3, No. 17, 11246, 11375 and 11478. The requirements for Bidders under this contract are explained in the Project Manual including the insurance requirements of the Town of Glastonbury. Contractors shall comply with State Statutes concerning Employment and Labor Practices, where applicable, and Section 31-53 of the Connecticut General Statutes as amended (Prevailing Wage Rates).
17. In accordance with Sections 4a-60g and 4a-60h Conn. Gen. Stat., as revised the Contractors shall note the CHRO MWBE Set-aside Program Requirements and Small/Minority Business participation requirements (25% SBE and 6.25% M/WBE) for each trade package and are responsible for ensuring that they, and the SBE/MWBE's they have selected, are eligible contractors and that they meet State of Connecticut requirements.

CHRO Project Requirements - All Trade Contractors working on this project must utilize State of Connecticut Supplier Diversity program certified Small Business Enterprise (SBE) and Minority Business Enterprise (MBE) for a minimum of 25% of their contract value (minimum of 25% to SBE enterprises, of which a minimum of this 25% must be awarded to MBE enterprises (6.25 % of overall contract value, 10% goal).

Bidders are required to provide Contractor's Means of Compliance Table totaling their Bid Value and outlining their means of compliance with these minimum project SBE and M/WBE goals. Bidder shall submit this information with their Bid and shall include Contractor's clear and concise breakout of their Bid Value and assigned value allocation representing the Contractor's means of compliance with the State of Connecticut CHRO percentages. This information is mandatory and required to be submitted in an effort for a Bid to be considered. See Specification Section 004100 titled Form of Proposal for Contractor's Means of Compliance Table and Specification Section 002100 titled Instruction to Bidders.

18. Bidders are reminded municipalities are exempt from Federal Excise Taxes as well as State of Connecticut Sales, Use and Services Taxes, to the extent provided by law, which should not be included in the Bidder's proposal.

END OF SECTION





**TOWN OF GLASTONBURY CONNECTICUT**

GLASTONBURY RIVERFRONT PARK  
PHASE TWO IMPROVEMENTS  
PROJECT NO. GL-2013-22  
GLASTONBURY, CT.

**ADDENDUM NO. 001**

APRIL 23, 2013

**EXHIBIT "C"**  
**Revised Bid Packages (002400)**

**GLASTONBURY RIVERFRONT PARK  
PHASE TWO IMPROVEMENTS  
GLASTONBURY, CONNECTICUT  
PROJECT # GL-2013-22**

BID PACKAGE NO. 101

**SITE**

**I. SCOPE OF WORK**

A. The following documents are included in this Scope of Work and this Trade Contractor is responsible for complying with all of these documents in completing the work described in paragraph IB and II:

000101	Title Page
000110	Table of Contents
000115	List of Drawings
001100	Invitation to Bid
002100	Instruction to Bidders
002400	Bid Packages
003113	Schedule
003132	Geotechnical Data & Geotechnical Reports
004100	Form of Proposal
005200	Form of Agreement
005223	Owner / CM Agreement
006100	Performance and Payment Bonds
006200	Code of Ethics and Acknowledgement Form
006313	Bidders Prebid Requests for Information (Prebid RFI Form)
006325	Substitution Request Form (during construction)
007200	General Conditions
007316	Sample Certificate of Insurance
007343	Wage and Hour Rates
011000	Summary
011100	CM Summary of Work
012100	Allowances
012300	Alternates
013116	Coordination Drawings Procedure
013500	Special Project Requirements
015000	Temporary Facilities and Control
015639	Temporary Tree and Plant Protection
017413	Project Cleanliness
017420	Construction Waste Management Plan
017423	Interim Phase / Final Cleaning
017700	Closeout Procedures

017823 Operation and Maintenance Data  
018120 Construction Indoor Air Quality (IAQ) Management Plan

B. SPECIFIC:

Furnish all labor, materials and equipment necessary to complete all work this is described in the following Sections of the Specifications, or is shown on the drawings and relates to one of the following Specification Sections but is not referenced in a Specification Section. This Scope of Work also includes any work indicated on the Drawings to be completed by this Trade Contractor unless modified by addendum, Paragraph II (Special Instructions) or Paragraph III (Exclusions).

015639 Temporary Tree and Plant Protection  
017829 Final Site Survey  
021000 Maintenance and Protection of Traffic  
026113 Excavation, Handling, Transportation, and Disposal of Excavated  
Materials  
023219 Test Pits  
024120 Marine Demolition  
032100 Concrete Reinforcing (Partial)  
*(Responsible for all site concrete)*  
033000 Cast-in-Place Concrete (Partial)  
*(Responsible for all Site Concrete)*  
033150 Marine Cast-In-Place Concrete  
034500 Precast Architectural Concrete  
042000.03 Site Unit Masonry  
044200 Exterior Stone Cladding  
044300 Stone Masonry  
047200 Cast Stone Masonry  
051420 Marine Structural Aluminum  
101426 Post and Panel / Pylon Signage  
101453 Traffic Signage  
116816 Play Structures  
116823.13 Exterior Basketball Equipment  
121400 Sculptures  
129300 Site Furnishings  
131213 Fountains  
133400 Fabricated Engineered Structures  
260100 Site General Electrical (Partial)  
*(Relative to Support /Perform, furnish and install trenching, bedding materials, cover  
materials, concrete encasement, and Identification).*  
260500 Site Basic Electrical Materials and Methods (Partial)  
*(Relative to Support /Perform, furnish and install trenching, bedding materials, cover  
materials, concrete encasement, and Identification).*  
262400 Site Service and Distribution (Partial)  
*(Relative to Support /Perform, furnish and install trenching, bedding materials, cover  
materials, concrete encasement, and Identification).*

265601	Site Lighting (Partial)
	<i>(Relative to Support /Perform, furnish and install trenching, bedding materials, cover materials, concrete encasement, and Identification)</i>
	<i>(Relative to labor, materials and equipment associated with performance of site lighting foundations. Forming, rebar placement, anchor bolt pattern placement, concrete placement and protection until turnover).</i>
265668	Exterior Athletic Lighting (Partial)
	<i>(Relative to Support /Perform, furnish and install trenching, bedding materials, cover materials, concrete encasement, and Identification)</i>
	<i>(Relative to labor, materials and equipment associated with performance of site lighting foundations. Forming, rebar placement, anchor bolt pattern placement, concrete placement and protection until turnover).</i>
311000	Site Clearing
311100	Site Utility Preparation and Demolition
312203	Site Grading
312315	Marine Excavation and Fill
312316	Structural Excavation and Fill
312319	Dewatering
312333	Trenching and Backfill
312500	Erosion and Sediment Controls
313700	Riprap Stone Swale
314100	Excavation Support
316230	Composite Sheet Piling
321216	Asphalt Paving
321313	Concrete Paving
321400	Unit Paving
321500	Aggregate Resurfacing
321613.13	Cast in Place Concrete Curbs
321613.23	Precast Concrete Curbs
321713	Parking Bumpers
321723	Pavement Markings
321816.13	Playground Protective Surfacing
321823	Athletic Surfacing
323113	Chain Link Fences and Gates
323123	Plastic Fences and Gates
323140	Timber Guide Rail
323913	Manufactured Metal Bollards
328400	Planting Irrigation
329115	Soil Preparation (Performance Specification)
329200	Turf and Grasses
329300	Plants
331116	Site Water utility Distribution Piping
333100	Sanitary Utility Sewage Piping
333216	Sanitary Sewer Pump Station
334100	Storm Utility Drainage Piping
335100	Natural Gas Distribution Piping

352023.13	Dredging – Mechanical
354232	Slope Protection – Coir Logs
354237	Rip Rap Bank Protection
355133	Floating Docks – Boat Ramp
355136	Floating Docks – Crew Boat Launch
355949	Marine Pipe Piles
355980	Marine Hardware
355995	Marine Metal Fabrication

## **II. SPECIAL INSTRUCTIONS**

1. No gasoline or diesel driven equipment will be allowed inside the new building. Material handling equipment shall either be hand operated (moved by human beings) or propane propelled. However, the use of propane propelled equipment is strictly forbidden when the building is being occupied for its intended purpose. When propane propelled is used, the contractor shall provide ventilation to remove exhaust fumes. The contractor shall also be responsible for any repairs, replacement, or deleterious effects to all flooring and other construction that this equipment comes in contact with.
2. All site-work and other exterior work performed by other contractors shall be done between 7:00 a.m. and 5:00 p.m. on weekdays and between 8:00 a.m. and 4:00 p.m. on Saturday. No exterior work will be permitted on Sundays.
3. Overhead and profit for any and all allowances listed in the Contract Documents shall be included in the base bid of the contractor responsible for the allowance(s).
4. All contractors are responsible for keeping the jobsite clean of debris and rubbish as outlined in the “Project Cleanliness”, Spec. Section 017413.
5. All Trade Contractors shall review the local requirements with the Fire Marshal regarding all conditions and requirements for storing flammable materials on-site including means for temporary heat and must strictly comply.
6. Operations and Maintenance Manuals shall be submitted for review no later than sixty (60) days after receipt of approved submittals(s). An amount of \$10,000.00 shall be included on each contractor's Schedule of Values whose contract requires submission and acceptance of Operations and Maintenance Manuals. None of this amount will be paid to the contractor until that contractor has submitted all required Operations and Maintenance Manuals complete. All Trade Contractors shall include in their Schedule of Values individual line items for Warranties, O&M Manuals and other close-out requirements. Trade Contractors will not receive payment for any portion of these line items until all requirements of that line item have been completed to the satisfaction of the Construction Manager.
7. All contractors shall note that when submitting change order requests the cost of the payment and performance bond is not to be included in the individual change order request. Any additional bond payments that the contractor has to make due to any increases in their contract sum will be submitted as a separate change order

at the end of the project. The contractor shall produce an original invoice from their bonding company for any increases paid beyond the original bond as a result of added work, and this information will be used as the basis for this change order. Additional overhead and profit will not be allowed.

8. All contractors shall note that when preparing change orders for time and material work, all costs for small tools are included in the overhead and profit percentages allowed by contract. Small tool allowance is not to be added as a separate percentage. Any specific equipment rented for the time and material work can be billed based on invoices for the rental of the equipment. A small tool shall be defined as a tool with a replacement value of \$500.00 or less and shall consist of tools used on a daily basis in the normal performance of their work and shall include items such as extension cords, ladders, hoses, etc.
9. When pricing change order work, the trade contractor shall not include separate lines for incidental labor items such as as-built drawings, clean-up, safety, etc. These items are to be included as part of the allowed percentage for overhead and profit.
10. Each trade contractor is to closely review all of the alternates listed in Section 012300 - Alternates and on the Form of Proposal. Each trade contractor shall submit an alternate price for those alternates that affect their work.
11. Each trade contractor is responsible for the accomplishment of the Finish Schedule as it pertains to their work.
12. All trade contractors shall note the requirements of Section 017420 - Construction Waste Management. It is critical that all contractors comply with this specification section and with the Construction Waste Management Plan prepared by the Construction Manager. The General Building Contractor will be providing dumpsters for all construction waste related to the building. Site Contractor will provide all dumpsters in support of his site scope and in accordance with the Construction Waste Management Section 017420.
13. The Site Contractor shall provide dumpsters at the jobsite to be used for his work. The General Building Contractor shall provide dumpsters at the jobsite to be used for his work.
14. On any drawing where a wall tag does not match a wall thickness, the contractor shall bid according to the wall tag designation. NOTE: Drawings should not be scaled when trying to determine the wall thickness.
15. This contractor shall include all filings, fees, permits and certificates required by town, area and state authorities having jurisdiction for approval of this work. Fees payable to Town of Glastonbury (only) will be waived. The General Building Permit will be obtained by the General Building Contractor with assistance from the Construction Manager. The General Building Contractor will pay the State Education Fee (26 cents per thousand dollars) Permit Fee. The local Building Permit Fee will be waived by the Town of Glastonbury. Inspections will be in accordance with the contract documents.

16. Regarding Safety, OSHA, etc. any trade contractor causing a hazard shall be responsible to fix the hazard.
17. Critical submittals are due in the office of the Construction Manager within ten (10) working days of receipt of the Limited Notice to Proceed. All other submittals are due in the office of the Construction Manager within thirty (30) working days of receipt of the Limited Notice to Proceed. Once submittals are approved, the Construction Manager will make available copies of approved submittals for all applicable Contractors who may require them for coordination of their work. However it is the sole responsibility of each Trade Contractor to ascertain any and all coordination requirements between the work of its Bid Package and the work of all other applicable Bid Packages.
18. All contractors shall maintain a full-time Superintendent at the jobsite during any time in which their employees or subcontractors are on site or involved on the project. This Superintendent will be responsible to attend all Coordination Meetings as scheduled by the Construction Manager's Project Manager and have the authority to make decisions. This Superintendent will further be equipped with Sprint/Nextel digital walkie-talkie phone for two-way cellular phone communication with O&G Industries and other trades in lieu of walkie-talkies.
19. Site Contractor's foreman or superintendent will provide O&G's superintendent with a copy of their Daily Field Report indicating work force and manpower quantities for all associated building trades including site contractors, scope of work and work completed as it relates to job schedule, job conditions, inspections ordered, inspections obtained, visitors, material deliveries, etc. This report will list each employee on site by name, where they worked and what tasks they performed. This report must be submitted no later than 10:00 a.m. the following day. Failure to submit a report will result in a \$50.00 fine. Should a subtrade contractor of a trade contractor arrive on site to complete work and the trade contractor does not have supervision on site, the Construction Manager may refuse the subtrade contractor site access or may allow the subtrade contractor to work but will charge the trade contractor a supervision charge of \$90.00 for each hour the subcontractor is on site.
20. Within five (5) working days of receipt of the Limited Notice to Proceed, a schedule of submittals shall be submitted to Construction Manager for review and approval. This schedule shall include a complete listing of all shop drawings, samples, manufacturer's data, warranties/guarantees, O&M Manuals, etc. required by the specifications to be submitted for review. The trade contractor shall also include a target submission date for each item listed which will be consistent with the project milestone schedule requirements. Failure to provide a satisfactory schedule shall result in all payment applications being held in abeyance until such time as the satisfactory schedule is submitted and accepted by the Construction Manager.
21. Within ten (10) working days of receipt of the Limited Notice to Proceed, all contractors shall furnish the following:

- a. List of proposed contractors and vendors.
  - b. A schedule of values for billing purposes broken down with individual line items for each major component of the work. This schedule of values shall be subject to review and approval by the Construction Manager.
  - c. A man-loaded construction schedule shall be submitted to the Construction Manager for review. This schedule shall minimally meet the requirements of the Project Schedule and the bid documents. The schedule shall be updated monthly to indicate progress and submitted with contractor's requisition for payment.
22. The successful bidder shall be responsible for purchasing any required sets of project documents and bear costs for same. The Owner will not be providing any sets of project documents.
  23. All trade contractors shall perform their work in compliance with Section 018120 - Construction Indoor Air Quality Program prepared by O&G Industries included in the bid documents. O&G Industries will conduct a pre-construction conference to explain this IAQ Program and familiarize all trade contractors of their duties for meeting the goals of the program during construction.
  24. All contractors shall refer to Section 017423 - Final/Interim Phase Cleaning for their responsibilities regarding final and interim phase cleaning on this project.
  25. With the exception of the HVAC contractor, all contractors should note that the CADD files of drawings can be provided at no cost for shop drawings and/or as-built use by contractors if desired. The Architect/Engineer will require contractors to sign a release for use of these documents.
  26. Each contractor shall be responsible for understanding the occupational classifications (refer to Department of Labor Informational Bulletin included in Section 007343) of the work to be performed within their assigned scope and shall include all costs associated with employing the correct classification of worker and for paying the correct prevailing wage. For example, each trade contractor responsible for patching partitions/ceilings shall employ workers who specialize in this work to perform all required patching, e.g. mason to patch masonry, carpenter and taper to patch drywall and lathers to patch plaster.
  27. All Trade Contractors shall be responsible for submitting certain contractual and procedural documents using the Management Information System (MIS) established by the Construction Manager. The MIS shall be Primavera Contract Manager (Expedition) 12.0. The documents required to be submitted are:
    - a. Schedule of Values (SOV)
    - b. Applications for Payment (Requisitions)
    - c. Requests for Information

Upon contract award, the necessary forms for accessing the MIS shall be provided by the Construction Manager to the Trade Contractor. Trade Contractors will be able to access the MIS through the internet. If necessary, arrangements can be made to allow access to the MIS from the O&G field office. Each trade contractor



shall include in their bid any costs that they might consider necessary for compliance with this requirement. Trade Contractor shall establish an agreed Schedule of Values (SOV) with the Construction Manager and enter it online to the MIS. This will be used each time a monthly pay application is submitted.

28. All RFI's shall be transmitted through the Construction Manager.
29. There shall be no direct contact with the Architect or Engineer unless approved by the Construction Manager. Otherwise, all communication will be through the Construction Manager.
30. All materials being furnished for this project to be installed by another trade contractor shall be delivered to the jobsite at a location to be determined by the Construction Manager.
31. The Site Contractor shall include in his base bid an allowance of 80 hours for an operated combination backhoe and laborer crew. The crew shall consist of an operator, a laborer, the backhoe and miscellaneous equipment. Base pricing of allowance on John Deere 410 combination backhoe. The site contractor shall provide on the Form of Proposal a unit price for increasing or decreasing this allowance amount. In addition, this contractor shall include a Material Allowance equivalent to 25% of the backhoe and laborer crew allowance amount.
32. The Site Contractor shall include in his base bid proposal an allowance of fifteen (15) 2'x2' temporary metal site signs. This allowance will only be used for signage requested by the Owner and/or Construction Manager that is above and beyond what is called for on the Contract Documents. The site contractor shall provide on the Form of Proposal a unit price for increasing or decreasing this allowance amount.
33. The Site Contractor is responsible for all site temporary facilities which shall include, but not be limited to, assistance in mobilization of CM field office, field office utilities, field office walkway, field office accessway, field office maintenance of walkways / parking / steps, construction employee parking area, construction employee access to parking area, snow plowing of construction zone as needed, etc . The site contractor shall remove the existing topsoil and install and maintain 20,000 square feet of temporary parking as shown. At the completion of the project, the site contractor shall remove the temporary parking material. Any topsoil that is stripped where the temporary parking is shown shall not be removed from the site. At the completion of the project, the site contractor shall remove the temporary parking lot and restore the area in accordance with specified requirements. The site contractor shall install, maintain and remove at the completion of the project temporary fencing and gates and shall provide temporary access into the site as shown on the drawings . The contractor shall restore the area to its existing condition at the completion of the project. This shall include, but not be limited to, re-grading, placement of topsoil and seeding.
34. During the Winter of 2013 and 2014, it shall be the responsibility of the site contractor to perform all necessary snow removal including sanding and salt application within the construction areas. This shall include, but not be limited to,

access ways to construction, contractor staging, storage and parking areas. The site contractor shall also be responsible for maintaining clean walkways into the building, including the application of sand and salt as required to provide a safe walking surface. The site contractor will be responsible for all snow removal, sanding and salt applications whether they are on the project or not. The site contractor shall respond within 4 hours of a snow or ice event to begin their snow removal and sanding operations.

35. The Site Contractor shall be responsible for all sedimentation and erosion control called for on Drawings. The work shown on these drawings is the minimal requirement for sedimentation and erosion control, and the site contractor shall be responsible for whatever sedimentation and erosion control that is necessary to meet the requirements of the local and State Officials.
36. The Site Contractor shall provide and maintain access ramps within the building to be used by his subcontractor community and the General Building Contractors subcontractors specific to the structural steel subcontractor during erection of structural steel and the concrete subcontractor during the placement of the building foundations.
37. Unless specifically noted otherwise, all concrete work shown on the site structural drawings (SS-Drawings) shall be the responsibility of the Site Contractor. Unless specifically noted otherwise, all concrete work shown on the Structural Drawings (S-Drawings) shall be the responsibility of the General Building Contractor.
38. Unless specifically specified elsewhere in other site-work sections of the specifications, all miscellaneous site concrete that is furnished and installed by the site contractor shall comply with the structural requirements of Specification Section 033000 - Cast-In-Place Concrete.
39. The Site Contractor shall provide and maintain a minimum of two vertical control points (benchmarks) for use in establishing elevations for all of the sitework and for the building additions. As each new area of construction is started, the site contractor shall have a licensed land surveyor install a minimum of two baselines (exact locations to be agreed upon with the Construction Manager) at the new additions. Before any concrete foundation work begins, the site contractor shall submit a drawing prepared by his licensed land surveyor showing the relationship of the control lines to the existing building column lines. This drawing shall be provided to the concrete contractor for his use. From the vertical control points established by the Owner, the site contractor shall also provide a benchmark at each building addition location to be used by the concrete contractor.
40. Unless otherwise noted, the site contractor is responsible for all excavation and backfill in the interior of the new building/addition as required by the General Building Contractors subcontractors specific to concrete subcontractor, plumbing subcontractor, fire protection subcontractor, electrical subcontractor and HVAC subcontractor. Each of the above subcontractors under the responsibility of the general building contractor shall provide line and grade including markings on the ground (line) to the site contractor for excavation. Once the line and grade given to the site contractor, it shall be the responsibility of the site contractor to obtain

the proper depth and location of the excavation required. The site contractor is responsible for the excavation and backfill of the trench work in accordance with the required compaction density noted in the contract documents. All select materials required for bedding, cover and identification will be supplied by the site contractor in accordance with the contract documents. Site Contractor will then furnish and install all special bedding or backfill material requirements for the installation of underground plumbing, fire protection, electrical or mechanical items located within the new building/addition(s) or exterior of the building that is specified in the MEP/FP specifications or shown on the MEP/FP drawings. Once backfill of trenches are completed inside of the building the site contractor is responsible for establishing rough grade. General Building Contractor is responsible for furnishing and installing all subbase below the slab once accepting the elevation of rough grade provided by the site contractor.

41. All concrete encasement of electrical conduits shown on drawings shall be the responsibility of the site contractor.
42. The Site Contractor shall be responsible for the installation of all concrete pads for the emergency generator, dumpsters, chiller, compressors, etc.
43. Any and all costs associated with dewatering that may be required for the installation of the building foundations and all other site elements shall be included in the site contractor's base bid. This will include the installation of crushed stone as specified. The site contractor shall carefully review all recommendations of the geotech report which are part of the contract documents. The site contractor will be responsible for all dewatering required in the new building footprint until such time as all slabs on grade are complete. The site contractor will be responsible for dewatering outside the building for the duration of the project.
44. The Site Contractor shall be responsible for all excavation, backfill and concrete, including but not limited to precast light pole bases, duct banks, transformer pads, generator pads, mechanical pads, garbage enclosure pads, etc. The electrical contractor shall furnish to the site contractor anchor bolt templates, anchor bolts and conduit sweeps that get cast into bases, all of which the site contractor shall install. The electrical contractor shall furnish and install all light fixtures, conduit, wire and/or cabling. The electrical contractor shall also furnish and install all required grounding cable and grounding rods. The electrical contractor shall be responsible for providing non-shrink grout between the baseplate of the fixture and concrete base.
45. Unless specifically noted otherwise, the site contractor is responsible for all site demolition shown in the drawings or required to achieve the completion of the work.
46. No site demolition material shall be placed in the dumpsters provided by the general building contractor. The site contractor is responsible for removing and legally disposing of off-site all site demolition materials.
47. The Site Contractor is responsible for all utility demolition work shown on

Drawings.

48. The Site Contractor is responsible for furnishing and installing the depth of topsoil called for in the contract documents. If additional borrow material is required, the Town of Glastonbury will provide. Site Contractor shall be responsible for loading, trucking, amending, stockpile and placing the borrow materials. Site Contractor shall be responsible for loading the topsoil into his own trucks from the Town of Glastonbury Garage (approx. 4.3 miles) located at:

2380 New London Turnpike  
Glastonbury, CT.

The Site Contractor will be required to mobilize equipment to the Town Garage to load his trucks at such time as the Site Contractor is in need of borrow materials. Transportation and loading will remain the responsibility of the Site Contractor.

49. In the fall of 2014 and 2015, there will be an inspection of the seeded lawn areas and the planted material that has been installed previous to the inspection. At that time, the maintenance/warranty requirements as outlined in Specification Sections 329200 and 329300 shall commence. It is intended that there will be two inspections/acceptance meetings at the jobsite for both lawns and planting material as opposed to one inspection/acceptance at the end of the project.
50. Where utilities are noted on the drawings as being extended 5' outside the building by either of the General Building Contractors subcontractors, i.e. the electrical, plumbing, fire protection and HVAC contractor, it shall be the responsibility of the site contractor to do all excavation and backfill up to the face of the building.
51. The Site Contractor shall include in their base bid the allowance quantity of 250 cubic yards for removal and replacement of unsuitable or unstable materials below design subgrades. The contractor must excavate to design subgrade, proof roll if necessary and then, if unsuitable or unstable materials are suspected, the site contractor shall notify the Construction Manager to allow the Geotechnical Engineer to inspect, confirm and direct the Site Contractor. The quantities removed shall be verified on a daily basis with the Construction Manager as the work proceeds. No claim for payment for the removal and replacement of unsuitable materials will be authorized unless this procedure is followed. The unit prices listed in the Form of Proposal will be used to adjust these allowances as required. Note that credit and add will use the same unit price and that units are to include all overhead, profit, etc. as listed in the Form of Proposal section called Unit Prices.
52. As part of the as-built drawings that are to be submitted by the site contractor, a survey of both the existing and new storm water and sanitary systems shall be submitted. The survey shall include the location, top of casting elevation, and invert elevations of all storm and sanitary structures. This survey shall be performed by a licensed surveyor.
53. The Site Contractor shall provide unit prices for all site items listed on the Form of Proposal.
54. The Site Contractor shall furnish, install and maintain the anti-tracking pads

- shown on the site drawings. The site contractor shall be responsible for the removal of any debris tracked on to any street from the construction site.
55. The site contractor is responsible for dust and erosion control for the entire site over the duration of the project.
  56. The site contractor shall furnish and install all foundation drainage piping and all foundation waterproofing, 2" insulation and drainage composite as shown in the contract documents.
  57. The site contractor shall furnish and install the 2" rigid vertical portion of the perimeter insulation board against the exterior foundation walls. The concrete contractor shall furnish and install the horizontal portion of the perimeter insulation indicated on this drawing. After installing the vertical portion of the insulation, the site contractor shall backfill and grade the building floor slab area. Before placing the horizontal piece of insulation it shall be the responsibility of the concrete contractor to rake out and remove the subbase material that was installed and graded by the site contractor along the perimeter of the outside wall. The concrete contractor shall furnish and install all insulation under slabs.
  58. Unless technical specifications prohibit, branch conduit will be allowed below the slabs on grade. After the general building contractor has installed the subbase material and graded an area in preparation for concrete placement and before the concrete contractor accepts this area, the electrical subcontractor working for the General Building Contractor may install branch conduits. The electrical contractor shall rake out shallow trenches to install the branch conduit and shall re-grade the area after the conduits have been installed and before it is turned over to the concrete contractor. There shall be no electrical conduits placed in the elevated slabs on metal deck.
  59. The site contractor shall furnish and install the concrete filled steel bollards.
  60. The site contractor is responsible for furnishing and installing all site signage and guardrails as shown on the site drawings.
  61. The site contractor shall furnish and install safety nosings as defined in the contract documents.
  62. The site contractor is to remove, and legally dispose of, all site demolition materials. Any excess excavated material that is not used as fill on the site shall be removed and disposed of off-site. Under no circumstances is any excess topsoil to be removed from the site.
  63. The site contractor shall be responsible for all aspects of the site work specifically included or implied to complete this project. The site contractor must understand the critical nature of the surrounding wetlands and natural environment and must not use the areas outside the Construction Limit Line [CLL] for staging, storage, access or any other reason without prior permission from the owner.
  64. 24-hour phone numbers and/or beepers of critical site supervisors and owners shall be provided to the construction manager in the event that emergency repairs are required of the existing erosion control measures. The contractor shall repair all failed and/or failing erosion control measures within 24 hours of notification

from the construction manager. No additional payments shall be made for maintenance, emergency repairs, preparation for storm events, reasonable supplements to the erosion control measures or costs associated with restoration of repaired or affected areas.

65. All perimeter erosion control measures shall be in place and approved prior to any subgrade or ground disturbances, including tree stump removal.
66. All erosion control measures must be installed fully and properly as per plans and specifications and must be regularly maintained for the life of the project. The site contractor shall be prepared to use appropriate preventative erosion control measures to manage anticipated storm events. Such measures should include, but not be exclusive of, diversion berms, piping, sediment traps, filters, hay bales and silt fence. The site contractor shall keep an additional adequate stockpile of related erosion control materials on site to provide for immediate/emergency repairs to the designed erosion control systems. The site contractor shall install those additional materials as may be needed or as directed at no additional cost to the owner.
67. The Site Contractor shall be responsible for complying with the DEEP General Permit for Discharge of Storm Water and Dewatering Wastewaters Associated with Construction Activities. The site contractor will be responsible for designing, executing and maintaining the erosion control plan contained in this permit application. The site contractor shall be responsible for providing a weekly report to be filed with the Town Conservation Commission and the Construction Manager. This contractor will also employ an independent inspector to make weekly inspections and inspections for incidences of rain that are 0.1" or greater. For purposes of determining amount of rainfall, this contractor will install a rain gauge on the site and read it daily. The record from this rain gauge will be kept by this contractor and copies provided to the Construction Manager on a weekly basis. The site contractor will pay all costs associated with employing the independent inspector, the design consultant and all associated fees for the permit.
68. The Site Contractor shall strictly adhere to the current Connecticut Guidelines for Soil Erosion and Sediment Control while installing and maintaining all erosion control measures. This contractor shall be responsible for maintaining all erosion control systems until final acceptance of established turf. This contractor is responsible for the final removal and legal disposal of all erosion control systems and materials.
69. The Site Contractor shall provide a blasting program prepared by an independent seismic surveying agency/firm approved by Town of Glastonbury building department, fire marshal, Construction Manager and Architect prior to start of blasting operations. The independent seismic surveying agency/firm shall use surveying and monitoring instruments to accurately record blasting impacts along all property lines. Copies of these reports shall be submitted to the Construction Manager.
70. The Site Contractor is responsible for quantifying the amounts of excavation and fill material required at the project and will also take into account the phasing of portions of the work, which may prevent the use of on-site materials for certain portions of the work. The Construction Manager and/or Owner will not assume any responsibility of errors made in the site contractor's calculation/estimates of excavation and fill materials required. The site contractor shall verify existing

contours prior to submitting their bid.

71. The Site Contractor shall be responsible to cut the grass/weeds inside the entire construction work area and 2' along the outside of the construction and/or perimeter fence. The grass/weeds must be maintained at a maximum height of 6".
72. The Site Contractor shall be responsible for all traffic control and safety for safe access in and out of the project site during construction including any traffic control staff and/or police protection that may be necessary as per state and local regulation and laws. The concrete contractor shall be responsible for traffic control necessary during concrete pours.
73. Stumps, tree litter, grubbing or brush debris or any other deleterious or waste materials must be removed from the site and disposed of legally and may not be buried on the site at any location including fill slopes.
74. The Site Contractor shall work closely with the General Building Contractor and his subcontractors specific to concrete contractor to coordinate scheduling and installation of the concrete footings/foundations. It is understood that the concrete contractor shall give a minimum of 24 hour notice to the site contractor of specific footings/foundations to be excavated. (Note that the site contractor may not excavate for any footings/foundations unless proper notification is given).
75. The site contractor is responsible for all work indicated on the site plans for a complete landscaping installation. If discrepancies occur between the planting schedule and the drawings, the greater of the quantity and quality will be required, unless specifically qualified elsewhere in the documents.
76. The site contractor shall stake out planting areas and obtain Architect's approval of layout prior to planting. Remove all tags from plants only after acceptance by the Landscape Architect.
77. The site contractor shall restore all disturbed areas due to construction activities.
78. Topsoil shall be stockpiled on site and screened and/or amended as required by the site contractor. Excess topsoil is the property of the Owner and shall not be removed from the site without permission from the Owner. Topsoil shall be tested prior to placement for conformance with project requirements. Following placement of the topsoil, it shall be retested and amended as required by the site-work contractor.
79. The site contractor will be responsible for removing any excess unsuitable fill material from the site to a location of their choosing.
80. The General Building Contractor's subcontractor specific to the plumbing contractor is responsible for furnishing and installing the grease trap/interceptor. The site contractor is responsible for all excavation and backfill associated with installing this grease trap and all associated piping (inlet, outlet and vent). The plumbing contractor is responsible to furnish and install the piping within the building, from the building into the grease trap, and the exterior vent piping. The site contractor is responsible to furnish and install the outlet piping from the

grease trap, including all connections into the grease trap on the outlet side.

81. The Site, and General Building Contractors subcontractors specific to Plumbing, Fire Protection, HVAC & electrical contractors shall provide the Construction Manager current as-built drawing(s) on a monthly basis. The As-built drawing(s) shall include all work completed to date, the size of the drawing(s) shall be 30"x42". These drawing(s) shall be submitted each month with the contractors Pay Application. No Applications for Payment will be processed without the submission of the current as-built drawing(s).
82. The site contractor will be responsible for re-establishing the wetland boundaries (State and Federal) for the entire project site until substantial completion. These areas are to be flagged and maintained in accordance with the Wetland Boundary submitted to the DEEP and the Army Corp of Engineers as shown on the Contract Documents. The site contractor shall hire a qualified firm to do this re-flagging of the wetland boundaries. The site-work contractor will assume full responsibility for establishing and maintaining these boundaries during all phases of the site construction.
83. During the installation of the concrete foundations and slab on grade, the site and general building contractor shall work very closely together to minimize the exposure of the bottom of footings. During the Winter of 2013 - 2014, the site contractor shall be responsible to perform any snow/ice removal and to protect the subbase from frost until the concrete contractor is ready to place the foundation forms and pour the concrete. Once the general building contractor has started the installation of the forms and placement of concrete, it shall be the responsibility of the general building contractor to protect the ground and concrete as specified in Section 033000 - Cast-In-Place Concrete, including slab-on-grade areas. It shall be the responsibility of the site contractor to protect the slopes, the footing trenches and remove any frost before backfilling foundation walls.
84. Unless specifically noted otherwise, the site contractor shall provide all precast structures indicated on the Civil or Landscape Drawings.
85. The Site Contractor shall excavate and backfill for the entire length of the main electrical, tele/data and cable distribution services from the street through the building into the Demarc Room. The General Building Contractor's subcontractor specific to the electrical contractor shall provide all conduits.
86. The General Building Contractor's subcontractor specific to the roofing contractor is responsible for snow removal from all roofs in order to advance the work of its trade as well as the work of other trades. All snow shall be removed to the exterior of the building for its further removal by the site contractor.
87. The intent of the site contractor bid package 101 is to cover all work associated with site, hardscape, landscaping, concrete pads, concrete bollards, concrete foundations for site lighting, concrete retaining walls, concrete ramps, etc. This package is responsible for every aspect of the project other than the construction of the building. However, this Bid Package 101 is responsible for the excavation of the building and utility excavation within the building.



88. Unless otherwise noted, the site contractor is responsible for all excavation and backfill in the interior of the new building/addition as required by the General Building Contractors subcontractors specific to concrete subcontractor, plumbing subcontractor, fire protection subcontractor, electrical subcontractor and HVAC subcontractor. Each of the above subcontractors under the responsibility of the general building contractor shall provide line and grade including markings on the ground (line) to the site contractor for excavation. Once the line and grade given to the site contractor, it shall be the responsibility of the site contractor to obtain the proper depth and location of the excavation required. The site contractor is responsible for the excavation and backfill of the trench work in accordance with the required compaction density noted in the contract documents. All select materials required for bedding, cover and identification will be supplied by the site contractor in accordance with the contract documents. Site Contractor will then furnish and install all special bedding or backfill material requirements for the installation of underground plumbing, fire protection, electrical or mechanical items located within the new building/addition(s) or exterior of the building that is specified in the MEP/FP specifications or shown on the MEP/FP drawings. Once backfill of trenches are completed inside of the building the site contractor is responsible for establishing rough grade. General Building Contractor is responsible for furnishing and installing all subbase below the slab once accepting the elevation of rough grade provided by the site contractor.
89. The Site Contractor shall be responsible for all dewatering associated with the excavation of Boat Ramp, Crew Launch, and all shoreline construction activities. This Bid Package contractor should pay particular attention to details A/W-102, B/W-301, B/W-501, A/W-501, with regard to the abutment wall which stipulates a bottom of footing Elev. +3.0, Top of Wall Elev. +10.0 with geotextile filter fabric and crushed stone placed at Elev. +2.0 to bottom of footing Elev. +3.0. It is the contractor's responsibility to evaluate and determine the constructability of this work and carry the necessary costs to achieve this work in their base bid. As an example; if it is the contractor makes the determination that the excavation of this area will require a coffer dam in order to be successful in keeping the construction area clear of water infiltration or to better assist dewatering operations while constructing this area, then the contractor shall carry the necessary cost to fund their determination as to their plan to perform the work. The plans clearly provide information as to the conditions on-site and the site is available for inspection prior to the issuance of bid so that bidders can understand the existing conditions of the site. No additional costs to the project will be considered for dewatering these areas brought to your attention through these Special Instructions. The data is present in the contract documents and the contractors shall be responsible for all means and methods of achieving the completion of the work as designed. It is the contractor's responsibility to fund their means and methods of achieving the design depicted in the contract documents.
90. The Site Contractor shall be responsible for all work depicted in the contract documents. Drawing S-2 provides the contractor community with the location of coordinate system to be utilized to establish survey control on-site. Site

Contractor is responsible for establishing control off of the provided coordinate system.

91. The Site Contractor shall be responsible for the performance of their work scope in accordance with United States Army Corp of Engineers Permit Number NAE-2004-507 as referenced in the contract documents.
92. The Site Contractor shall be responsible for the performance of their work scope in accordance with Connecticut Department of Energy & Environmental Protection Permit No. 201106066-SB as referenced in the contract documents.
93. The Site Contractor shall be responsible for developing access for equipment to support shoreline work including but not limited to excavation equipment, cranes, concrete equipment, etc. as needed to perform the work depicted in the contract documents. Contractor shall pay particular attention to Shoreline Stabilization Plans, Crew Launch Plan, Boat Ramp Plan and understand that the work required in these areas needs to be sequenced and coordinated allowing access for the equipment needed to perform the work. All cost associated with the performance of the work will be the responsibility of the contractor. Therefore close attention should be allocated towards the development of a work plan allowing for the contractor to build access ramps into the work area for the equipment needed to perform the work.
94. Site contractor (BP-101) shall be responsible for all of the retaining walls on-site. Site contractor is required to coordinate his work with the General Building contractor (BP-102). Work Plan shall be developed between the parties in an effort to define the critical sequence of the work. CM will participate in establishing this work plan with both contractors and final work plan details will be annexed to and made a part of the Level IV Construction schedule.
95. Site contractor (BP-101) shall perform the work required on the shoreline in a manner avoiding the use of a barge in a tidal condition that could result in the barge to be grounded.
96. At no time shall any barge be stored over intertidal flats, submerged aquatic vegetation or tidal wetland vegetation or in a location that interferes with navigation. In the event any barge associated with the work authorized herein is grounded, no dragging or prop dredging shall occur to free the barge.
97. Site Contractor cannot start any of the work at the shoreline until such time as he has received and acknowledges receipt of by signature, Connecticut Department of Energy & Environmental Protection Permit # 201106066-SB and United States Army Corp. of Engineers Permit No. NAE 2004-507. Upon receipt of this permit, site contractor is to review as ultimately he will become responsible for compliance with the requirements of this permit. No work can commence until site contractor acknowledges receipt and understanding of these permits.
98. Dragging the bottom with a spoil barge, scow, vessel, beam or similar equipment outside of the area authorized to be dredged or excavated by the permit in place is prohibited.

99. Sidecasting or in-water re-handling of dredged or excavated material is prohibited.
100. Site Contractor shall be responsible for the development of a dewatering plan pursuant to CGS Section 22a-430 or 22a-6k. Site contractor shall obtain all appropriate state, federal and local authorization any appropriate permit or authorization prior to the start of the work.
101. Site Contractor is to provide the Construction Manager (CM) with Work Plan that defines the means and methods for all work associated with the shoreline. Said work plan shall include but not limited to limits of protection, dewatering plan, structural calculations for all sheeting and coffer dams, excavation within the tide limits, methods of compliance with USACE and DEEP permit conditions, etc. Work Plan must be approved prior to implementing the work on-site. Contractor responsible for performing all work at the waterfront within the conditions approved by the DEEP Permit No. 201106066-SB and USACE Permit No. NAE-2004-507.
102. Site Contractor is required to provide the Construction Manager (CM) with a Work Plan for all work within 25' of the existing MDC water line and/or work adjacent to or within the MDC Easements prior to the start of any work in these areas.
103. Contractor is to provide Work Plan confirming construction traffic routing. Be advised that construction traffic should be routed away from existing MDC HP waterline whenever possible. Contractor shall include re-routing of temporary construction entrance when needed to build the new entranceway.
104. Contractor is responsible for all site concrete foundation work including but not limited to walls shown on drawing SS102, SS103, SS104, SS301, SS302, SS501, generally all concrete slabs, stairs, piers, columns, walls, ramps, footings, tie beams, curbs, seat walls, bollards, etc. and other than the actual walls of the building which would fall under the General Building Bid Package.
105. Site Contractor shall be responsible to carry the cost associated with providing materials, labor and equipment to install and maintain 1,856 lf of temporary construction fence 8' tall with a 20' construction entrance gate. Location of this entrance gate is scheduled to be the designated main entrance area. However, when constructing the main entrance area, site contractor shall be responsible to relocate the temporary construction entrance until new entrance way has been completed. This could result in as many as three (3) remobilizations of the gates.
106. Site Contractor shall be responsible for providing the Construction Manager with Work Plan outlining the contractors plan to utilize excavation supports systems. Said plan shall include design of systems by a registered Professional Structural Engineer licensed in the state of Connecticut. Other than the design completed by a licensed professional engineer the Contractors work plan shall include a narrative describing their means, methods and sequencing required to put the designed plan into operation. Work Plan shall be required for all excavation

supports including but not limited trench shoring, marine shoring, marine excavation, dredging, use of barge, crane operations, ice hammer operations from either barge or land, slope stabilization work, floating turbidity curtains, coffer dam - sheet pile installations, coffer dam - sheet pile bracing, coffer dam sheet pile walers, coffer dam – sheet pile struts, dewatering shafts, soldier piles, lagging, walers, struts, shores and tie back anchors, etc. Work Plan shall define the design, supporting calculations for the design and the means and methods for the application of design inclusive of the equipment calculations for accomplishing the work operations.

107. Site Contractor shall be responsible for providing temporary toilets for the entire population of construction personnel on-site.
108. Site Contractor shall be responsible for all excavation for the building foundation, and underslab trenching within the building. Site Contractor shall provide the final subgrade within the building at the elevation prior to the subbase materials for the slab. Subbase materials and slab preparation will be by the general building contractor.
109. All select fill, bedding, cover and identification materials required for underslab preparation will be provided by the general building contractor for the site contractor to place.
110. Site Contractor is responsible for excavation of all site utility work and is to coordinate with the General Building Contractor.
111. The General Building Contractor shall be responsible for all layout required for the building. Baseline control has been established by the Site Contractor and can be utilized for the layout of the building. It is the General Building Contractors responsibility to confirm the baseline survey control established in the field by the Site Contractor prior to utilizing same for control of the building layout.
112. The intent of these Special Instructions is to alert the Bidding Contractor as to just some of the project scope requirements and is not intended to represent a full and complete list of the Bidders scope. The bidder remains responsible for all scope defined by the contract documents and as assigned through the Bid Package Document. All of the Contractors scope is to be complete, operational and meeting approvals through inspection process. Any and all Non-conforming work performed needs to be remediated through the NCN process and gaining final approval resulting in conformance of work.

END OF BID PACKAGE 101

**GLASTONBURY RIVERFRONT PARK  
PHASE TWO IMPROVEMENTS  
GLASTONBURY, CONNECTICUT  
PROJECT # GL-201-22**

BID PACKAGE NO. 102  
**GENERAL BUILDING**

**III. SCOPE OF WORK**

B. The following documents are included in this Scope of Work and this Trade Contractor is responsible for complying with all of these documents in completing the work described in paragraph IB and II:

000101	Title Page
000110	Table of Contents
000115	List of Drawings
001100	Invitation to Bid
002100	Instruction to Bidders
002400	Bid Packages
003113	Schedule
003132	Geotechnical Data & Geotechnical Reports
004100	Form of Proposal
005200	Form of Agreement
005223	Owner / CM Agreement
006100	Performance and Payment Bonds
006200	Code of Ethics and Acknowledgement Form
006313	Bidders Prebid Requests for Information (Prebid RFI Form)
006325	Substitution Request Form (during construction)
007200	General Conditions
007316	Sample Certificate of Insurance
007343	Wage and Hour Rates
011000	Summary
011100	CM Summary of Work
012100	Allowances
012200	Unit Prices
012300	Alternates
012900	Payment Procedures
013116	Coordination Drawings Procedure
013500	Special Project Requirements
015000	Temporary Facilities and Control
015639	Temporary Tree and Plant Protection
017413	Project Cleanliness

017420	Construction Waste Management Plan
017423	Interim Phase / Final Cleaning
017700	Closeout Procedure
017823	Operation and Maintenance Data
017829	Final Site Survey
018120	Construction Indoor Air Quality (IAQ) Management Plan

**B. SPECIFIC:**

Furnish all labor, materials and equipment necessary to complete all work this is described in the following Sections of the Specifications, or is shown on the drawings and relates to one of the following Specification Sections but is not referenced in a Specification Section. This Scope of Work also includes any work indicated on the Drawings to be completed by this Trade Contractor unless modified by addendum, Paragraph II (Special Instructions) or Paragraph III (Exclusions).

032100	Concrete Reinforcing
033000	Cast-in-Place Concrete
042000	Unit Masonry
050513	Factory-Applied Coatings for Metal
051223	Structural Steel
053100	Steel Floor Deck
053200	Steel Roof Deck
054000	Cold-Formed Metal Framing
054400	Cold-Formed Metal Trusses
055000	Metal Fabrications
055100	Metal Stairs
055213	Pipe and Tube Railings
055213.03	Site Pipe and Tube Railings
061000	Rough Carpentry
061063	Exterior Rough Carpentry
061600	Sheathing
062013	Exterior Finish Carpentry
064023	Interior Finish Carpentry
071700	Bentonite Waterproofing
072100	Thermal Insulation
072713	Modified Bituminous Sheet Air Barrier
072726	Fluid-Applied Membrane Air Barriers
073113	Asphalt Shingles
074600	Siding
075419	Polyvinyl-Chloride (PVC) Roofing
076200	Sheet Metal Flashing and Trim
077253	Snow Guards
078123	intumescent Fireproofing
078413	Penetration Firestopping

079200	Joint Sealants
079500	Expansion Control
081113	Hollow Metal Doors and Frames
081433	Stile and Rail Wood Doors
083113	Access Doors and Frames
083313	Coiling Counter Doors
083323	Overhead Coiling Doors
083613	Sectional Doors
084113	Aluminum Entrances and Storefronts
085200	Wood Windows
087111	Door Hardware
088000	Glazing
088300	Mirrors
089119	Fixed Louvers
092216	Non-Structural Metal Framing
092900	Gypsum Board
093000	Tiling
095113	Acoustical Panel Ceilings
096400	Wood Flooring
096513	Resilient Base and Accessories
096519	Resilient Tile Flooring
096813	Tile Carpeting
097733	Sanitary Wall Panels
099123	Interior Painting
099600	High Performance Coatings
101100	Visual Display Surfaces
101400	Panel Signage
102113	Toilet Compartments
102800	Toilet, Bath and Laundry Accessories
104400	Safety Specialties
114000	Food Service Equipment
122413	Roller Window Shades
123661	Simulated Stone Countertops
124813	Entrance Floor Mats and Frames
142100	Electric Traction Elevators
210500	Common Work Results for Fire Suppression
210548	Seismic Controls for Fire Suppression Systems
211300	Fire Suppression Sprinkler System
220510	Plumbing General Conditions
220516	Expansion Fittings and Loops for Plumbing Piping
220519	Meters and Gages for Plumbing Piping
220548	Vibration & Seismic Controls for Plumbing Systems
220553	Identification for Plumbing Piping and Equipment
220719	Plumbing Piping Insulation

221005	Plumbing Piping
221006	Plumbing Piping Specialties
221250	Natural Gas Piping
223000	Plumbing Equipment
224000	Plumbing Fixtures
230500	Mechanical General Conditions
230513	Common Motor Requirements for HVAC Equipment
230519	Meters and Gages for HVAC Piping
230548	Vibration and Seismic Controls for HVAC Systems
230553	Identification for HVAC Piping and Equipment
230593	Testing, Adjusting and Balancing for HVAC
230713	Duct Insulation
230716	HVAC Equipment Insulation
230719	HVAC Piping Insulation
230913	Instrumentation and Controls for HVAC
230923	Direct-Digital Control System for HVAC
230993	Sequence of Operations for HVAC Controls
232113	Hydronic Piping
232112	Radiant Heating Hydronic Piping
232114	Hydronic Specialties
232123	Hydronic Pumps
232300	Refrigerant Piping
233100	HVAC Ducts and Casings
233300	Air Duct Accessories
233416	Centrifugal HVAC Fans
233423	HVAC Power Ventilators
233700	Air Outlets and Inlets
233813	Commercial-Kitchen Hoods
235100	Breechings, Chimneys, and Stacks
235240	Condensing Hot Water Boilers
235400	Furnaces
236213	Packaged Air-Cooled Refrigerant Compressor and Condenser Units
237201	Energy Recovery Ventilators
237213	Air-to-Air Energy Recovery Units
238101	Terminal Heat Transfer Units
238216	Air Coils
260001	Electrical General Conditions
260100	Site General Electrical
260600	Site Basic Electrical Materials and Methods
260519	Low-Voltage Power Conductors & Cables (600V & Less)
260526	Grounding and Bonding for Electrical Systems
260529	Hangers and Supports for Electrical Systems
260534	Conduit
260537	Boxes



260553	Identification for Electrical Systems
260919	Enclosed Contactors
260923	Lighting Control Devices
262400	Site Service and Distribution
262413	Switchboards
262416	Panelboards
262701	Electrical Service Entrance
262717	Equipment Wiring
262726	Wiring Devices
262813	Fuses
262817	Enclosed Circuit Breakers
262818	Enclosed Switches
265100	Interior Lighting
265600	Exterior Lighting
265601	Site Lighting
265668	Exterior Athletic Lighting
281300	Access Control
283100	Fire Detection and Alarm

#### **IV. SPECIAL INSTRUCTIONS**

1. No gasoline or diesel driven equipment will be allowed inside the new building. Material handling equipment shall either be hand operated (moved by human beings) or propane propelled. However, the use of propane propelled equipment is strictly forbidden when the building is being occupied for its intended purpose. When propane propelled is used, the contractor shall provide ventilation to remove exhaust fumes. The contractor shall also be responsible for any repairs, replacement, or deleterious effects to all flooring and other construction that this equipment comes in contact with.
2. All site-work and other exterior work performed by other contractors shall be done between 7:00 a.m. and 5:00 p.m. on weekdays and between 8:00 a.m. and 4:00 p.m. on Saturday. No exterior work will be permitted on Sundays.
3. Overhead and profit for any and all allowances listed in the Contract Documents shall be included in the base bid of the contractor responsible for the allowance(s).
4. All contractors are responsible for keeping the jobsite clean of debris and rubbish as outlined in the "Project Cleanliness", Spec. Section 017413.
5. All Trade Contractors shall review the local requirements with the Fire Marshal regarding all conditions and requirements for storing flammable materials on-site including means for temporary heat and must strictly comply.

6. Operations and Maintenance Manuals shall be submitted for review no later than sixty (60) days after receipt of approved submittals(s). An amount of \$15,000 shall be included on each contractor's Schedule of Values whose contract requires submission and acceptance of Operations and Maintenance Manuals. None of this amount will be paid to the contractor until that contractor has submitted all required Operations and Maintenance Manuals complete. All Trade Contractors shall include in their Schedule of Values individual line items for Warranties, O&M Manuals and other close-out requirements. Trade Contractors will not receive payment for any portion of these line items until all requirements of that line item have been completed to the satisfaction of the Construction Manager.
7. All contractors shall note that when submitting change order requests the cost of the payment and performance bond is not to be included in the individual change order request. Any additional bond payments that the contractor has to make due to any increases in their contract sum will be submitted as a separate change order at the end of the project. The contractor shall produce an original invoice from their bonding company for any increases paid beyond the original bond as a result of added work, and this information will be used as the basis for this change order. Additional overhead and profit will not be allowed.
8. All contractors shall note that when preparing change orders for time and material work, all costs for small tools are included in the overhead and profit percentages allowed by contract. Small tool allowance is not to be added as a separate percentage. Any specific equipment rented for the time and material work can be billed based on invoices for the rental of the equipment. A small tool shall be defined as a tool with a replacement value of \$500.00 or less and shall consist of tools used on a daily basis in the normal performance of their work and shall include items such as extension cords, ladders, hoses, etc.
9. When pricing change order work, the trade contractor shall not include separate lines for incidental labor items such as as-built drawings, clean-up, safety, etc. These items are to be included as part of the allowed percentage for overhead and profit.
10. Each trade contractor is to closely review all of the alternates listed in Section 012300 - Alternates and on the Form of Proposal. Each trade contractor shall submit an alternate price for those alternates that affect their work.
11. Each trade contractor is responsible for the accomplishment of the Finish Schedule as it pertains to their work.
12. All trade contractors shall note the requirements of Section 017420 – Construction Waste Management. It is critical that all contractors comply with this specification section and with the Construction Waste Management Plan prepared by the Construction Manager. The General Building Contractor will be providing dumpsters for all construction waste related to the building. Site

Contractor will provide all dumpsters in support of his site scope and in accordance with the Construction Waste Management Section 017420.

13. The Site Contractor shall provide dumpsters at the jobsite to be used for his work. The General Building Contractor shall provide dumpsters at the jobsite to be used for his work.
14. On any drawing where a wall tag does not match a wall thickness, the contractor shall bid according to the wall tag designation. NOTE: Drawings should not be scaled when trying to determine the wall thickness.
15. This contractor shall include all filings, fees, permits and certificates required by town, area and state authorities having jurisdiction for approval of this work. Fees payable to Town of Glastonbury (only) will be waived. The General Building Permit will be obtained by the General Building Contractor with assistance from the Construction Manager. The General Building Contractor will pay the State Education Fee (26 cents per thousand dollars) Permit Fee. The local Building Permit Fee will be waived by the Town of Glastonbury. Inspections will be in accordance with the contract documents.
16. Regarding Safety, OSHA, etc. any trade contractor causing a hazard shall be responsible to fix the hazard.
17. Critical submittals are due in the office of the Construction Manager within ten (10) working days of receipt of the Limited Notice to Proceed. All other submittals are due in the office of the Construction Manager within thirty (30) working days of receipt of the Limited Notice to Proceed. Once submittals are approved, the Construction Manager will make available copies of approved submittals for all applicable Contractors who may require them for coordination of their work. However it is the sole responsibility of each Trade Contractor to ascertain any and all coordination requirements between the work of its Bid Package and the work of all other applicable Bid Packages.
18. All contractors shall maintain a full-time Superintendent at the jobsite during any time in which their employees or subcontractors are on site or involved on the project. This Superintendent will be responsible to attend all Coordination Meetings as scheduled by the Construction Manager's Project Manager and have the authority to make decisions. This Superintendent will further be equipped with Sprint/Nextel digital walkie-talkie phone for two-way cellular phone communication with O&G Industries and other trades in lieu of walkie-talkies.
19. General Building Contractor's foreman or superintendent will provide O&G's superintendent with a copy of their Daily Field Report indicating work force and manpower quantities for all associated building trades including general building contractors, scope of work and work completed as it relates to job

schedule, job conditions, inspections ordered, inspections obtained, visitors, material deliveries, etc. This report will list each employee on site by name, where they worked and what tasks they performed. This report must be submitted no later than 10:00 a.m. the following day. Failure to submit a report will result in a \$50.00 fine. Should a subtrade contractor of a trade contractor arrive on site to complete work and the trade contractor does not have supervision on site, the Construction Manager may refuse the subtrade contractor site access or may allow the subtrade contractor to work but will charge the trade contractor a supervision charge of \$90.00 for each hour the subcontractor is on site.

20. Within five (5) working days of receipt of the Limited Notice to Proceed, a schedule of submittals shall be submitted to Construction Manager for review and approval. This schedule shall include a complete listing of all shop drawings, samples, manufacturer's data, warranties/guarantees, O&M Manuals, etc. required by the specifications to be submitted for review. The trade contractor shall also include a target submission date for each item listed which will be consistent with the project milestone schedule requirements. Failure to provide a satisfactory schedule shall result in all payment applications being held in abeyance until such time as the satisfactory schedule is submitted and accepted by the Construction Manager.
21. Within ten (10) working days of receipt of the Limited Notice to Proceed, all contractors shall furnish the following:
  - a. List of proposed contractors and vendors.
  - b. A schedule of values for billing purposes broken down with individual line items for each major component of the work. This schedule of values shall be subject to review and approval by the Construction Manager.
  - c. A man-loaded construction schedule shall be submitted to the Construction Manager for review. This schedule shall minimally meet the requirements of the Project Schedule and the bid documents. The schedule shall be updated monthly to indicate progress and submitted with contractor's requisition for payment.
22. The successful bidder shall be responsible for purchasing any required sets of project documents and bear costs for same. The Owner will not be providing any sets of project documents.
23. Listed below is an outline of how the warranties/guarantees and equipment maintenance will be handled for this project:

For all major mechanical and electrical equipment including but not limited to boilers, circulation pumps, domestic hot water heating tanks, generators, fire pumps, switchgear, air-handlers, cabinet unit heaters, unit ventilators, fans, light fixtures and other electrical devices, temperature control building management

systems, fire alarm, and security systems, the warranties and guarantees on these pieces of equipment will commence after the equipment has been put into permanent operating mode, the owner's training, if required, has been given and accepted, the operations and maintenance manuals have been submitted and approved, and finally, until all aspects of the commissioning of the respective system are complete and accepted by the Design Community and Owner.

The maintenance of these pieces of equipment will be the responsibility of the contractor for a period of one (1) year from the time warranties/guarantees commence or to the completion of the entire construction project, whichever is later.

All warranties on new roof areas shall not commence until all of the roof areas on the entire building are complete and the roof areas have been inspected by the roofing manufacturer for compliance with the manufacturer's warranty.

The roofing contractor shall include in his bid any additional costs that may occur as a result of starting all of the roof warranties at the same time. The warranties and guarantees on all food service equipment shall commence when the owner occupies the new Kitchen. The owner will be responsible for maintaining the equipment after the date of occupancy of the Kitchen.

24. All trade contractors shall perform their work in compliance with Section 018120 - Construction Indoor Air Quality Program prepared by O&G Industries included in the bid documents. O&G Industries will conduct a pre-construction conference to explain this IAQ Program and familiarize all trade contractors of their duties for meeting the goals of the program during construction.
25. All contractors shall refer to Section 017423 - Final/Interim Phase Cleaning for their responsibilities regarding final and interim phase cleaning on this project.
26. With the exception of the HVAC contractor, all contractors should note that the CADD files of drawings can be provided at no cost for shop drawings and/or as-built use by contractors if desired. The Architect/Engineer will require contractors to sign a release for use of these documents.
27. Each contractor shall be responsible for understanding the occupational classifications (refer to Department of Labor Informational Bulletin included in Section 007343) of the work to be performed within their assigned scope and shall include all costs associated with employing the correct classification of worker and for paying the correct prevailing wage. For example, each trade contractor responsible for patching partitions/ceilings shall employ workers who specialize in this work to perform all required patching, e.g. mason to patch masonry, carpenter and taper to patch drywall and lathers to patch plaster.
28. All Trade Contractors shall be responsible for submitting certain contractual and

procedural documents using the Management Information System (MIS) established by the Construction Manager. The MIS shall be Primavera Contract Manager (Expedition) 12.0. The documents required to be submitted are:

- a. Schedule of Values (SOV)
- b. Applications for Payment (Requisitions)
- c. Requests for Information

Upon contract award, the necessary forms for accessing the MIS shall be provided by the Construction Manager to the Trade Contractor. Trade Contractors will be able to access the MIS through the internet. If necessary, arrangements can be made to allow access to the MIS from the O&G field office. Each trade contractor shall include in their bid any costs that they might consider necessary for compliance with this requirement. Trade Contractor shall establish an agreed Schedule of Values (SOV) with the Construction Manager and enter it online to the MIS. This will be used each time a monthly pay application is submitted.

29. All RFI's shall be transmitted through the Construction Manager.
30. There shall be no direct contact with the Architect or Engineer unless approved by the Construction Manager. Otherwise, all communication will be through the Construction Manager.
31. All materials being furnished for this project to be installed by another trade contractor shall be delivered to the jobsite at a location to be determined by the Construction Manager.
32. The General Building Contractor shall be responsible for all layout required for the building. Baseline control has been established by the Site Contractor and can be utilized for the layout of the building. It is the General Building Contractors responsibility to confirm the baseline survey control established in the field by the Site Contractor prior to utilizing same for control of the building layout.
33. The General Building Contractor is responsible for installing all concrete in the metal pan stairs as shown on the architectural drawings. This concrete is to be scheduled as a separate pour, i.e. not to be poured at the same time as either the slab on grade or slab on metal deck.
34. The General Building Contractor is responsible for OSHA protection of new metal pan stair infills prior to concrete placement. General Building Contractor shall remove all temporary stair infills prior to the placement of concrete fill at the stairs. The general building contractor is also responsible for providing OSHA compliant fall protection and handrail at each new stair and shall maintain until the new guard/handrails are installed. The General Building

Contractor is responsible for the removal and disposal of this temporary protection.

35. The general building contractor shall be responsible for all winter protection required for concrete operations as well as building operations. General Building Contractor shall provide a work plan outlining his means and methods for providing required winter protection to the Construction Manager for review and approval. Said winter protection shall be provided as required by the limits of the materials being installed through the winter period. Some methods of winter protection shall require the performance of fire watch after hours. If General Building Contractor elects to utilize a method of open flame and/or a method that will require fire watch, then said general building contractor will be required to perform fire watch for after construction hours at his own cost.
36. As the General Building Contractor is responsible for all work required in the building area, he shall communicate with his concrete and masonry subcontractors as to the required materials needed to be procure such as but not limited to dovetail slots, lintels, embeds, rebar, anchor bolts, etc. It is important that the general building contractor manage their subcontractor community in an effort not to delay the progress of the work.
37. As the General Building Contractor is responsible for all of the work required in the building area, he shall communicate with his Structural Steel subcontractor as to the required materials needed to be procured on-site that may be used by other subcontractors.
38. As the General Building Contractor is responsible for all of the work required in the building area, he shall communicate with his subcontractor community as to all of the material submittals that need to be submitted on-site. The general building contractor is responsible for all of the submittals required to be submitted. Submittal Schedule shall be submitted to the Construction Manager within two weeks of notice of award.
39. The General Building Contractor shall communicate with his subcontractor community all penetration locations and see to it that the penetration layout in walls is performed prior to the pouring of walls. The general building contractor is further required to coordinate all slab penetrations, sleeves and box out prior to the pour sequence. General Building Contractor shall provide a Work Plan to the Construction Manager outlining all of these penetrations inclusive of elevation and size of penetration prior to the performance of work.
40. The General Building Contractor and their subcontractor community will be responsible for attending weekly progress and coordination meetings on-site with the CM. These meetings are mandatory and all must attend.

41. The General Building Contractor shall be responsible for providing dumpsters on-site in support of his scope of work. Site Contractor will also be providing dumpsters on-site in support of his scope of work.
42. The General Building Contractor shall provide the CM with a work plan outlining their structural steel erection plan inclusive of but not limited to crane pick locations, size of crane, steel staging area, designation of pick weights, designation of pick distances, longest distance and weight pick, crane load chart, erection sequence, calculation showing pick loads, distances in association with crane load chart compliance and in accordance with O&G Health and Safety Plan, crane submittal, crane inspection reports, crane history reports, operators credentials, crane pad density requirements, daily crane inspection reports, etc. Any and all critical picks will require to be designed by a professional structural engineer licensed in the State of Connecticut. Critical Pick design drawings are to be stamped by a professional structural engineer licensed in the State of Connecticut.
43. Foundation Excavation shall be the responsibility of the Site Contractor. General Building Contractor shall provide line and grade to the site contractor as well as offset control so that the site contractor can complete the excavation of the building. General Building Contractor is required to manage the excavation process so that the building excavation is completed in accordance with the contract documents.
44. General Building Contractor shall be responsible for layout of all underslab utilities and communicate with the Site Contractor the trenching requirements. All select bedding, cover and identification materials will be provided by the general building contractor. All select and structural fill required for the building will be provided by the general building contractor.
45. The general building contractor shall install concrete slabs within specified tolerances. The general building contractor shall include in their base bid proposal the cost of employing an independent testing laboratory to perform floor flatness and floor levelness testing using a dipstick floor profiler. All testing shall be completed within 72 hours of pouring of each portion of the floor slab, the result shall be given to the Construction Manager together with a summary from the testing laboratory stating whether or not the concrete slab is within the specified limits to floor flatness and floor levelness. Any corrective work necessary to obtain the acceptance of the concrete slabs shall be performed by the concrete contractor in a timely manner so as not to impact the construction schedule or sequence. The general building contractor will not be entitled to any change order for cost incurred for this corrective work. It is the responsibility of the concrete trade contractor to coordinate any curing and sealing compounds to be used with the flooring contractor to verify compatibility with flooring adhesives to be used.



46. The general building contractor will be responsible for curing and eliminating curling. If the slabs curl and the measured flatness of the floors affects the floor covering installation, then the concrete contractor will be responsible for grinding and patching floors so that the flooring can be installed within the floor covering manufacturer's tolerances.
47. For all elevated floor slabs, elevator shafts and stairways, the general building contractor shall furnish and install guardrails at the perimeter that meet OSHA requirements for the duration of their scope of work. At the completion of the structural steel contractor work, all of these guardrails shall be removed and replaced with wooden guardrails by the general building contractor. These wooden guardrails shall be maintained by the general building contractor until the guardrails are no longer required.
48. For all new flat roof areas, the general building contractor shall furnish and install a guardrail at the perimeter of the roof that meets OSHA requirements. This guardrail shall be maintained by the general building contractor until the guardrails are no longer required.
49. All steel components for the building and steel project such as but not limited to embeds, dovetail slots, anchor bolts, foundation anchors, masonry column anchors shall be the responsibility of the general building contractor.
50. All Site Electrical shall be the responsibility of the general building contractor. Trenching for all site lighting electrical and general utilities shall be the responsibility of the site contractor.
51. All hoisting in the accomplishment of the general building contractors scope of work will be the responsibility of the general building contractor.
52. All concrete shown on the Site Structural Drawings (SS-Drawings) shall be the responsibility of the site contractor. All concrete shown on the structural drawings (S-Drawings) shall be the responsibility of the general building contractor.
53. The General Building Contractor is responsible for all work associated with the Building Construction. The only scope not included in the general building contractors scope is the excavation for the building, trenching for site utilities. The Site contractor will rough grade the building slab upon completion of the trenching and backfill for the underground utilities. Slab preparation inclusive of providing subbase materials, labor and equipment to prepare the slab area for pouring will be the responsibility of the general building contractor.
54. The site contractor shall provide and maintain a minimum of two vertical control points (benchmarks) for use in establishing elevations for all of the sitework and for the building additions. As each new area of construction is

started, the site contractor shall have a licensed land surveyor install a minimum of two baselines (exact locations to be agreed upon with the Construction Manager) at the new additions. Before any concrete foundation work begins, the site contractor shall submit a drawing prepared by his licensed land surveyor showing the relationship of the control lines to the existing building column lines. This drawing shall be provided to the concrete contractor for his use. From the vertical control points established by the Owner, the site contractor shall also provide a benchmark at each building addition location to be used by the concrete contractor.

55. Unless otherwise noted, the site contractor is responsible for all excavation and backfill on the interior of the new building/addition as required by the General Building Contractors subcontractors specific to concrete subcontractor, plumbing subcontractor, fire protection subcontractor, and HVAC subcontractor. Each of the above contractors shall provide line and grade including markings on the ground (line) to the site contractor for excavation. With the line and grade given to the site contractor, it shall be the responsibility of the site contractor to obtain the proper depth and location of the excavation required. The site contractor is responsible for furnishing and installing all special bedding or backfill material requirements for the installation of underground plumbing, fire protection or mechanical items located within the new building/addition(s) or exterior of the building that is specified in the plumbing/mechanical specifications or shown on the plumbing/mechanical drawings. The plumbing and HVAC contractors are responsible for the special bedding/backfill requirements for their underslab work located within the existing building.
56. Unless technical specifications prohibit, branch conduit will be allowed below the slabs on grade. After the site contractor has installed the subbase material and graded an area in preparation for concrete placement and before the concrete contractor accepts this area, the electrical subcontractor working for the General Building Contractor may install branch conduits. The electrical contractor shall rake out shallow trenches to install the branch conduit and shall re-grade the area after the conduits have been installed and before it is turned over to the concrete contractor. There shall be no electrical conduits placed in the elevated slabs on metal deck.
57. The Site Contractor shall work closely with the General Building Contractor and his subcontractors specific to concrete contractor to coordinate scheduling and installation of the concrete footings/foundations. It is understood that the concrete contractor shall give a minimum of 24 hour notice to the site contractor of specific footings/foundations to be excavated. (Note that the site contractor may not excavate for any footings/foundations unless proper notification is given).
58. The General Building Contractor's subcontractor specific to the plumbing contractor is responsible for furnishing and installing the grease trap/interceptor. The site contractor is responsible for all excavation and backfill associated with

installing this grease trap and all associated piping (inlet, outlet and vent). The plumbing contractor is responsible to furnish and install the piping within the building, from the building into the grease trap, and the exterior vent piping. The site contractor is responsible to furnish and install the outlet piping from the grease trap, including all connections into the grease trap on the outlet side.

59. The Site, and General Building Contractors subcontractors specific to Plumbing, Fire Protection, HVAC & electrical contractors shall provide the Construction Manager current as-built drawing(s) on a monthly basis. The As-built drawing(s) shall include all work completed to date, the size of the drawing(s) shall be 30"x42". These drawing(s) shall be submitted each month with the contractors Pay Application. No Applications for Payment will be processed without the submission of the current as-built drawing(s).
60. During the installation of the concrete foundations and slab on grade, the site and general building contractor shall work very closely together to minimize the exposure of the bottom of footings. During the Winter of 2013 - 2014, the site contractor shall be responsible to perform any snow/ice removal and to protect the subbase from frost until the concrete contractor is ready to place the foundation forms and pour the concrete. Once the general building contractor has started the installation of the forms and placement of concrete, it shall be the responsibility of the general building contractor to protect the ground and concrete as specified in Section 033000 - Cast-In-Place Concrete, including slab-on-grade areas. It shall be the responsibility of the site contractor to protect the slopes, the footing trenches and remove any frost before backfilling foundation walls.
61. The Site Contractor shall excavate and backfill for the entire length of the main electrical, tele/data and cable distribution services from the street through the building into the Demarc Room. The General Building Contractor's subcontractor specific to the electrical contractor shall provide all conduits.
62. The General Building Contractor's subcontractor specific to the roofing contractor is responsible for snow removal from all roofs in order to advance the work of its trade as well as the work of other trades. All snow shall be removed to the exterior of the building for its further removal by the site contractor.
63. The intent of the site contractor bid package 101 is to cover all work associated with site, hardscape, landscaping, concrete pads, concrete bollards, concrete foundations for site lighting, concrete retaining walls, concrete ramps, etc. This package is responsible for every aspect of the project other than the construction of the building. However, this Bid Package 101 is responsible for the excavation of the building and utility excavation within the building.
64. Unless otherwise noted, the site contractor is responsible for all excavation and backfill on the interior of the new building as required by the general building contractors subcontractors specific to the concrete contractor, plumbing

contractor, fire protection contractor, and HVAC contractor. Each of the above contractors shall provide line and grade including markings on the ground (line) to the site contractor for excavation. With the line and grade given to the site contractor, it shall be the responsibility of the site contractor to obtain the proper depth and location of the excavation required. The site contractor is responsible for furnishing and installing all special bedding or backfill material requirements for the installation of underground plumbing, fire protection or mechanical items located within the new building/addition(s) or exterior of the building that is specified in the plumbing/mechanical specifications or shown on the plumbing/mechanical drawings. The plumbing and HVAC contractors are responsible for the special bedding/backfill requirements for their underslab work located within the building.

65. Site contractor (BP-101) shall be responsible for all of the retaining walls on-site. Site contractor is required to coordinate his work with the General Building contractor (BP-102). Work Plan shall be developed between the parties in an effort to define the critical sequence of the work. CM will participate in establishing this work plan with both contractors and final work plan details will be annexed to and made a part of the Level IV Construction schedule.
66. Site Contractor is responsible for all site concrete foundation work including but not limited to walls shown on drawing SS102, SS103, SS104, SS301, SS302, SS501, generally all concrete slabs, stairs, piers, columns, walls, ramps, footings, tie beams, curbs, seat walls, bollards, etc. and other than the actual walls of the building which would fall under the General Building Bid Package.
67. Site Contractor shall be responsible for providing temporary toilets for the entire population of construction personnel on-site.
68. Site Contractor shall be responsible for all excavation for the building foundation, and under-slab trenching within the building. Site Contractor shall provide the final subgrade within the building at the elevation prior to the sub-base materials for the slab. Sub-base materials and slab preparation will be by the general building contractor.
69. All select fill, bedding, cover and identification materials required for under-slab preparation will be provided by the general building contractor for the site contractor to place.
70. Site Contractor is responsible for excavation of all site utility work and is to coordinate with the General Building Contractor.

71. Unless otherwise noted, the site contractor is responsible for all excavation and backfill in the interior of the new building/addition as required by the General Building Contractors subcontractors specific to concrete subcontractor, plumbing subcontractor, fire protection subcontractor, electrical subcontractor and HVAC subcontractor. Each of the above subcontractors under the responsibility of the general building contractor shall provide line and grade including markings on the ground (line) to the site contractor for excavation. Once the line and grade given to the site contractor, it shall be the responsibility of the site contractor to obtain the proper depth and location of the excavation required. The site contractor is responsible for the excavation and backfill of the trench work in accordance with the required compaction density noted in the contract documents. All select materials required for bedding, cover and identification will be supplied by the site contractor in accordance with the contract documents. Site Contractor will then furnish and install all special bedding or backfill material requirements for the installation of underground plumbing, fire protection, electrical or mechanical items located within the new building/addition(s) or exterior of the building that is specified in the MEP/FP specifications or shown on the MEP/FP drawings. Once backfill of trenches are completed inside of the building the site contractor is responsible for establishing rough grade. General Building Contractor is responsible for furnishing and installing all subbase below the slab once accepting the elevation of rough grade provided by the site contractor.
72. The intent of these Special Instructions is to alert the Bidding Contractor as to just some of the project scope requirements and is not intended to represent a full and complete list of the Bidders scope. The bidder remains responsible for all scope defined by the contract documents and as assigned through the Bid Package Document. All of the Contractors scope is to be complete, operational and meeting approvals through inspection process. Any and all Non-conforming work performed needs to be remediated through the NCN process and gaining final approval resulting in conformance of work.

END OF BID PACKAGE 102