

A1.2 Front-End Spec Requirements

GENERAL

The following information is to be incorporated by Project Designers into the bid documents, conditions of the contract and Division One documents for each project.

- On State-funded projects, these revisions or additional information shall be incorporated into the DOAS *Front-End Data Form*, which designers must complete for each project.
- On privately-funded projects, these revisions or additional information shall be incorporated into standard American Institute of Architects (AIA) form documents and the project specifications.
- The Project Designer shall verify that all revisions to the contract documents have been coordinated and revised consistently throughout.

INSTRUCTIONS TO BIDDERS

Project Summary. Designer shall prepare a written summary describing the project's key features and scope of work, which they shall send to DOAS and the bidding services.

- Estimated Construction Cost and project area shall be included with the summary information.

Existing Building Access:

- Designers shall consult with DCM, DOAS and FO representatives, and shall establish specific dates for prospective bidders to visit the project site and inspect secured spaces.
 - Bidders shall be advised that University personnel will NOT be available to provide access to existing facilities on an individual basis. Bidders shall be required to attend one of the pre-arranged site visit times to inspect existing facilities.
 - One of the site visit times shall be in conjunction with the PreBid Conference.
- During construction, Contractors needing access to existing buildings can obtain keys from the Facilities Operations' Lockshop.
 - It is the responsibility of each Consultant, Contractor or Subcontractor to produce a deposit for keys. The typical deposit amount is \$150 per key; verify with Lockshop.
 - Contractors or consultants requiring repeated building access must produce a deposit and retain their own keys.

Building Permits: Building permits are NOT required for projects constructed on State property. They are required for projects that are constructed on privately owned property, such as land owned by the KU Endowment Association.

- Contact the City of Lawrence to verify specific permitting requirements for projects on private lands, and subject to their codes and regulations.

SPECIAL PROJECT PROCEDURES – 01100

Hazardous Materials: Add the following text to this specification section (numbered as required to be added to DOAS' standard front-end text; modify numbering for privately-funded projects):

1.05 Hazardous Materials

A. Survey: The University's hazmat consultant has completed a hazardous materials survey of the existing areas affected by this project's work. An Executive Summary of that survey's findings has been included as supplemental information for the Contractor, following this section of the specifications.

B. Abatement: The University will separately contract for abatement of all known or suspected hazardous materials, in coordination with the Contractor's schedule. Contractors are to give the University adequate advance notice for abatement work, or testing of suspected materials, to be completed in accordance with this schedule, prior to proceeding with his work in those areas.

SUBMITTALS – 01300

Project Name & Number Identification: Each submittal shall bear the correct project name, and both the KU and state CCR project numbers.

Submittal Logs: Designers shall maintain a submittal log , which lists all submittals required by the contract documents and logs the dates of submittal, approval, rejection or resubmittal for each. Copies shall be periodically distributed to the Contractor and Owner, as requested.

MSDS Sheets: Refer to Project Closeout requirements.

Operating & Maintenance Manuals: Contractor shall submit four (4) complete sets of bound O&M manuals to the University's Project Manager at the time of project closeout. Distribution shall be as follows:

- Three (3) copies – Facility Operations
- One (1) copy – User Group, typically kept in building's main mechanical room

QUALITY CONTROL – 01400

Inspections: All work shall be inspected before being covered or concealed, by joint inspection conducted by representatives of the Consultant(s), Contractor, Division of Architectural Services and the Office of Design and Construction Management.

- The Contractor shall be responsible for requesting all inspections and coordinating the attendance of representatives of the A-E, DCM and DOAS.
- The Contractor shall request inspections prior to all concrete pours, giving sufficient advance notice to all parties.
- The Project Designer shall inspect all reinforcing steel for compliance with the contract documents, prior to being covered.
- Work above finished ceilings shall be formally inspected by joint inspection prior to proceeding with finishes.

Quality Control Testing: The University shall typically retain the services of an independent testing agency to perform all required construction testing, and shall pay for such testing out of the project budget. Smaller projects may have testing services provided as part of the construction contract, if approved or directed by DCM. Verify with DCM for each project.

The Project Designer shall specify the scope of testing that will be required, in each appropriate section of the project specifications. The following tests are typically to be required, and performed by the University's testing agency:

- Earthwork: compaction & moisture content
- Drilled Piers: drilling, bearing depth, bearing material & concrete placement
- Concrete: strength, air content & slump
- Masonry: mortar strength
- Steel: welds & bolted connections
- Fireproofing: coverage & thickness
- Other Tests: As recommended by the Project Designer, and approved or requested by the University.

The Contractor shall give advance notifications to the Owner's Representatives prior to each required test.

- The Contractor shall be responsible for the costs of all testing that proves any part of the work to unacceptable, and for re-testing to assure the acceptance of all corrective work.

CONSTRUCTION FACILITIES & TEMPORARY CONTROLS – 01500

Existing Streets and Walks: The Contractor shall photograph or videotape the site limits, and sidewalks and drives in the vicinity of the project prior to the start of demolition or construction, accompanied by the Project Designer and DCM representatives.

- ❑ Photos or videotapes may be used to establish the original condition of existing drives and sidewalks, and repairs required upon completion of the project.
- ❑ The Contractor shall keep streets and sidewalks free from debris and mud, within 24 hours after they are soiled.

Temporary Access Roads: The Contractor is responsible for maintenance and repairs of access roads within the construction area and of dedicated access roads into the construction site, including snow removal.

- ❑ Cost of maintenance and repairs of access roads, and restoration of affected areas to previous condition, shall be borne by the Contractor.
- ❑ Consultants shall review fire department access to existing buildings during construction, shall verify acceptable paths with Lawrence Fire Department administrators, and shall indicate same on construction documents.

Construction Fence: The project's entire construction site limits shall be fenced, unless otherwise directed or approved by DCM.

- ❑ Location of construction fences, contractor access roads and gates shall be shown on site plans in construction documents.
- ❑ 6' high chain link fence with top tension wire, and posts at 10' maximum o.c, with driven posts in lieu of posts set into concrete, shall be specified unless otherwise approved by DCM.
- ❑ Contractors shall be required to provide temporary construction fencing or barricades around isolated areas of work that may be hazardous to non-construction personnel.

Protection of Existing Trees and Plantings: The construction documents shall indicate a separate construction fence to be provided by the Contractor around the drip line of all mature trees that are within the project limits and could be damaged by construction traffic or materials storage.

Contractor Parking, Staging & Storage Areas: Parking, staging and storage areas shall be onsite, within the project's construction limits, or shall be in off-site areas as designated or approved by the University.

- ❑ Construction vehicles shall be parked within the project's construction limits, or legally parked in designated parking places. Parking on sidewalks and lawns will NOT be permitted.
- ❑ Refer to the current edition of the University of Kansas Parking Regulations and Map for current campus parking regulations; copies are available from the KU Parking Department . Contractors should contact the KU Parking Department (currently Rita Jordan) at (785) 864-7275, to discuss specific parking permit options and costs applicable to each project.

- ❑ **Free Offsite Parking:** Contractor personnel may park free-of-charge in Lot 217 on West Campus, near 21st and Iowa Streets, and make their own arrangements to bus their personnel to the project site. Campus parking lots, including gravel-surfaced lots, are to be used for the parking of automobiles or light trucks only. They may NOT be used for offsite parking of construction vehicles, trailers, equipment or materials.
- ❑ **Offsite Staging Areas:** The University will make designated parcels of land available upon request to the Contractor and major subcontractors for offsite storage of their construction vehicles, trailers, equipment and materials. These offsite storage areas will be on West Campus, south of 15th Street and east of the KU Motor Pool. Each Contractor who is given temporary rights to a designated parcel of land shall be required to keep his parcel in neat condition at all times, regularly mowed and free from trash and other unsightly debris. The Contractor may fence all or part of his designated parcel, at his option. Within 30 days following Substantial Completion of the last phase of the project, the Contractor shall remove all of his equipment and materials, and shall restore his designated parcel to it's previously existing condition, including restoration of the finish grade and turf.

Emergency Exits During Construction: Designers are required to identify alternate paths of egress from existing buildings when required exits will be temporarily closed by construction of a new project. Contractor shall be required to maintain emergency exit paths for the public to exit through construction areas at all times during construction.

- ❑ The Project Designer shall review all exit paths that will be affected by construction activities and all proposed temporary measures with representatives of the State Fire Marshall's office and DCM, and shall include all approved measures in the contract documents.
 - ❑ Refer to KSFMO's *Fire Fact* sheet that describes these requirements in more detail.
- ❑ The Project Designer shall show in the contract documents all exit paths to be temporarily relocated during construction, and shall include appropriate drawings and descriptions of covered walkways or other temporary measures.
- ❑ Temporary egress routes shall have concrete or compacted gravel surfacing material, suitable for all-weather access or egress, and for use by persons in wheelchairs if an accessible route.
- ❑ If a required exit is closed and the alternate route is not handicapped accessible, designers shall identify or make provisions for temporary areas of refuge. Verify specific requirements for these temporary areas with DCM, DOAS and the State Fire Marshall.

Temporary Site Lighting: Designers shall include provisions in the construction documents for temporary site lighting wherever existing lights are temporarily removed or disconnected, or wherever temporary walks or egress routes are to be provided and existing site lighting is inadequate.

Storm Drainage & Dewatering: Contractor shall be required to provide temporary means of rerouting or pumping stormwater drainage off the site and away from KU facilities during construction period.

- Contractors shall be required to contact the Kansas Dept. of Health & Environment (KDHE) and file appropriate paperwork relative to the regulations governing control of stormwater from construction sites that disturb an area of one (1) or more acres.

Protection of Slopes from Erosion: Contractor shall be required to provide silt fences along bottom edge of all slopes that do not have an established turf due to construction activities.

- Provide soon after existing turf has been removed from slopes greater than 1:10, and which are subject to soil erosion onto adjacent turf or paved areas.
- Maintain until new turf or groundcovers are established.
- Silt fences shall be 12" high synthetic, semi-porous fabric secured to wood posts at no more than 4' centers.

Temporary Utilities: Water, gas, steam and electricity shall be made available to the Contractor at no additional cost from existing points of connection.

- Contractor shall make all connections and extend to point of use.
- Backflow prevention devices shall be required on all connections to water services.

Temporary Telephones: Contractor shall be required to be available during normal business hours by either a cellular phone, or a jobsite telephone with an attached answering machine.

- Contractors can arrange for wired telephone service to the project site through KU's NTS office at 785-864-9300.
- On State property, private telephone companies like Southwestern Bell must also provide their services and installation work through KU's NTS department. On private property, Contractors are free to make their own arrangements with telephone service providers.
- Contractors shall provide telephone numbers where their Field Superintendent or Project Manager is available on a 24-hour basis, in case of emergencies.

Temporary Toilets and Sanitary Facilities: Contractors shall be required to make their own provisions for these services.

- Contractors shall not use existing toilets or sinks.

Temporary Trash Disposal: Contractors shall be required to make their own provisions for these services.

- No burning of woody materials or rubbish is allowed on the project site.

- All trash shall be removed from the site and building, and shall be hauled to an authorized landfill.
- No dumping of trash is allowed on University or State property, or in University dumpsters.

Project Identification Sign: Contractor shall provide project sign(s) as indicated in the construction documents.

- Project signs shall include text and graphics as furnished by the University. A/E shall include KU's standard detail in the contract documents, as indicated in [Appendix A1.3](#).
- Designer shall verify location(s) with DCM, and shall indicate project signs in the construction documents.
- The sign shall be located as shown on the site plan and shall be erected within 30 days after award of the contract.
- The Contractor shall maintain the sign in good condition until completion of the project. No other contractor, subcontractor or trade sign shall be posted on the project site.

SECTION 01700 – CONTRACT CLOSEOUT

Material Safety Data Sheets (MSDS): Contractor shall submit MSDS information about all major building materials incorporated into the project to the KU Environment, Health and Safety (EHS) Office for their information and files. Copy transmittal to the DCM Project Manager.

- MSDS information shall be sorted in same order as project specifications and bound, with dividers for each specification section and a cover sheet identifying project name, number, Contractor's name and address.
- A copy of these sheets shall be included in the Operating & Maintenance Manuals.

Specific Required Data Sheets: MSDS sheets are required for the following, and as requested by KU-EHS.

- Concrete Floor Sealers
- Paints and Stains
- Waterproofing Sealers on Wall Surfaces
- Floor Finishes
- Wall Finishes
- Ceiling Finishes
- Mastics and Adhesives used with other finish materials
- Joint Sealers
- Firestopping Materials

- Roofing Materials
- Coolants and other liquids used in mechanical equipment

Non-Asbestos Certification: Contractor shall submit a letter to the Director of KU's Environment, Health and Safety (EHS) Office for their information and files, copied to the DCM Project Manager, which certifies that the construction of the project was completed without any asbestos-containing materials being incorporated into the work.

Building Commissioning: On larger capital improvement projects, the University will typically retain the services of an independent agency to perform these services, and shall pay for those services out of the project budget.

- Refer to **Division 15 - Mechanical** for additional information and requirements.

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