

SECTION 01100 – SUMMARY AND GENERAL REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
1. Work covered by the Contract Documents.
 2. Use of premises.
 3. General requirements.

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: Fort Myer Heights Playground Reconstruction
- B. Project Location: 1400 Fort Myer Drive, Arlington, VA 22201
- C. Owner: Arlington County, Virginia
Department of Parks and Recreation
2100 Clarendon Boulevard, Suite 414
Arlington, VA 22201
- D. Project Officer: Thomas Boyd III / Arlington County, Virginia
Department of Parks and Recreation
2100 Clarendon Boulevard, Suite 414
Arlington, VA 22201
(703) 228-0094
Fax (703) 228-3328
tboyd@arlingtonva.us
- E. Landscape Architect: Aaron Wohler / Arlington County, Virginia
Department of Parks and Recreation
2100 Clarendon Boulevard, Suite 414
Arlington, VA 22201
(703) 228-7928
Fax (703) 228-3328
awohler@arlingtonva.us
- F. The Work consists of, but is not limited to, the following:
1. Site Clearing, Demolition and Removals
 2. Tree Protection

3. Earthwork
4. Site Drainage
5. Water Distribution
6. Concrete Work
7. Landscape Planting
8. Play Equipment
9. Play Equipment Surfacing
10. Site Furnishings
11. Signs

F. Project will be constructed under a single prime contract.

1.3 USE OF PREMISES

- A. General: Contractor shall have limited use of premises for construction operations as indicated in the Specifications and on the Drawings by the Contract limits.
- B. Use of Site: Do not disturb portions of Project site beyond areas in which the Work is indicated. Specific limitations on use of the site include the following:
1. Construction activity shall not take place inside designated tree protection areas, except when necessary. Contractor shall provide Project Officer with 72 hours notice when work within a tree protection area is necessary, so that the County's urban forester can be notified for approval.
 2. Maintain public access to areas outside the limits of work whenever possible. The Project Officer shall be notified 72 hours in advance when closures outside the limits of work are necessary.

1.4 GENERAL REQUIREMENTS

- A. Coordination: The Contractor shall be responsible for coordinating all construction operations included in the various Sections of the Specifications to ensure efficient and orderly installation of each part of the work.
- B. Contact Person: The Contractor shall establish a single contact person that will be responsible for all communication between the Contractor (including all subcontractors) and the Project Officer, Landscape Architect, and/or Engineer.
- C. Submittals: Upon Contract award, the Contractor shall immediately prepare a list of required submittals, based on the specifications, and begin to gather the required submittals for submission to the Project Officer as soon as possible.
- D. Permits:
1. The Contractor is responsible for obtaining all required permits (ROW, Plumbing and/or any other work necessary for the completion of the project) from the Arlington County Department of Environmental Services Inspection Services Division (ISD).

2. Permits pulled shall be in reference to Building Permit No. B1200609, which will be acquired by Arlington County. The Building Permit shall not be part of this Bid.
3. The County is responsible for providing the Contractor with drawings that have been reviewed and approved by ISD within ten (10) days of Contract Award.
4. Exception: The above requirement does not apply if, elsewhere in the drawings or specifications, the Contractor is required to submit designs, shop drawings, structural calculations, engineer certifications, or other items required for permit approval. In that case, the Contractor shall build in the required time for obtaining, submitting, and gaining approval of these items into the construction schedule.

E. Subcontractors:

1. A list of proposed subcontractors shall be submitted to the Project Officer. Proposed subcontractors shall be subject to the review and approval of the Project Officer, who will respond to the proposed list of subcontractors within ten (10) working days of receipt. Reasons for rejection of a proposed subcontractor may include, but are not limited to, the following:
 - a. Unsatisfactory work on previous County contracts.
 - b. Lack of experience in the type of work to be subcontracted.
2. The Contractor is fully responsible for the work of its subcontractors, and any unsatisfactory work on the part of a subcontractor shall be remedied at the Contractor's expense if necessary.
3. A competent person from the Prime Contractor shall be present on the site during the work of all subcontractors. If such a person is not present while a subcontractor is working on the site, the Project Officer reserves the right to stop work. No Claims for Delay will be allowed as a result of such stoppages.
4. All subcontractors must be furnished with a full set of the contract drawings and specifications at the Contractor's expense, and subcontractors shall be required to have these documents on site while the work is being performed. If the subcontractor does not have access to a full set of plans and specifications while working on the site, the Project Officer reserves the right to stop work. No Claims for Delay will be allowed as a result of such stoppages.

F. Construction Schedule:

1. The construction schedule, to be provided by the Contractor at the preconstruction meeting, shall indicate the dates and date ranges where major components of the Work will be performed.
2. The schedule shall indicate the dates that required submittals will be provided, and shall also indicate time allotted for the review and approval of submittals.
3. The Contractor shall maintain and update the schedule monthly and when conditions change, and shall resubmit the updated schedule to the Project Officer.
4. The Contract completion date cannot be changed by submission of a construction schedule indicating a different completion date. The Contract completion date can only be changed if specifically authorized by Change Order.

G. Preconstruction Meeting:

1. The Contractor shall attend a preconstruction meeting on-site with the Project Officer, Landscape Architect, their Consultants, major subcontractors, and other concerned parties.
2. At the meeting, the Contractor shall provide the following:
 - a. Construction schedule
 - b. List of required submittals
 - c. List of proposed subcontractors
3. Items of significance that could affect the progress of the work shall be discussed at the meeting.
4. Requirements for tree protection and erosion control shall be reviewed.
5. The Project Officer shall record and distribute meeting minutes.

H. Notice to Proceed:

1. After the preconstruction meeting, the Project Officer will issue a written Notice to Proceed (NTP) to the Contractor.
2. The date of the NTP will be the first day of the timeframe in which the work is to be completed.
3. Generally, the NTP date is agreed-upon between the Project Officer and the Contractor. However, in the event of non-responsiveness or delay on the part of the Contractor, the Project Officer reserves the right to issue a NTP unilaterally without the agreement of the Contractor.

I. Progress Meetings:

1. The Contractor shall attend construction progress meetings on a bi-weekly basis, and at the request of the Project Officer.
2. An updated construction schedule shall be submitted at each progress meeting.
3. At the meeting, the following issues shall be discussed:
 - a. Work completed to date.
 - b. Work remaining to be completed and anticipated timeframes.
 - c. Issues affecting the progress of the work.
 - d. Items that require correction.
4. The Project Officer shall record and distribute meeting minutes.

J. Requests for Information (RFI):

1. The Contractor shall submit a written RFI in any of the following instances (not all-inclusive):
 - a. If the intent of any item in the drawings and specifications is unclear.
 - b. If existing conditions differ from those indicated on the drawings.
 - c. To document any verbal agreements or instructions.

2. In instances (a) and (b), the Contractor shall stop work in the affected area, notify the Project Officer, and await instructions.
 3. The Contractor shall be responsible for any expenses incurred due to unexpected conditions if he fails to notify the Project Officer and wait for direction prior to continuing work in the affected area.
 4. The Contractor's failure to properly document any verbal agreements or instructions will result in the rejection of any claim for changes to the Contract amount or additional time for completion.
 5. The Contractor is responsible for making the necessary inquiries to determine the design intent of the drawings and specifications if anything is unclear, prior to submitting a bid. Claims for changes to the contract amount submitted after Contract award due to an RFI response may be approved or rejected at the sole discretion of the Project Officer.
- K. Documentation of Events: The Contractor shall document and immediately report any of the following events to the Project Officer:
1. Accidents.
 2. Stoppages, delays, shortages, and losses.
 3. Orders and requests of authorities having jurisdiction.
 4. Services connected and disconnected.
 5. Existing conditions that significantly differ from those indicated on the drawings.
- L. Documentation of Work Activity: The Contractor shall document and submit on a daily basis a daily report. The daily report shall contain the following information:
1. Contractor name.
 2. Date and time.
 3. Temperature and weather condition.
 4. Project number.
 5. Contract number.
 6. List of sub-contractors on site by trade.
 7. List of number of man-hours for contractor and subcontractor.
 8. Description of each activity performed by the contractor and sub-contractor(s).
 9. List of materials stored on site and delivered.
 10. List of equipment materials stored on site and delivered.
 11. Submit all tickets for verification for the following, but not limited to: materials and equipment delivered, concrete pours, soils removal, etc.
- M. If the project site will not be worked on a particular work day or days, the Contractor shall notify the Project Officer that the site will not be worked on, and shall state the reason for such.
- N. If planting installation is not feasible because it is not the proper season for planting, the Contractor shall notify the Project Officer.
- O. Existing Conditions: Dimensions and/or locations of existing facilities and/or underground utilities shown on the plans are approximate. Verify exact locations before commencing work.
- P. Code Compliance: Comply with all applicable codes and regulations of authorities having jurisdiction.

- Q. Safety: Take all precautions necessary to protect the public during the construction period.
- R. Security: The Contractor shall take all precautions necessary to secure materials, equipment, work in progress, and completed work at the site. The Contractor is fully responsible for providing security at the project site, and shall rectify any damage due to breach of security at no additional cost to the Owner.
- S. Protection of Existing Conditions: Take all precautions necessary to protect existing facilities to remain during the construction period. Repair any and all damage to existing facilities to remain caused by construction operations. Maintain existing utilities and protect them against damage during construction. Contact Miss Utility at (800) 552-7001 for utility locations prior to any excavation.
- T. County Rights-of-Way: Work taking place within the right-of-way of County streets shall conform to the Arlington County DES "Construction Standards and Specifications". The Contractor shall obtain a right-of-way permit from the County for work to take place within street rights-of-way.
- U. Differing or Conflicting Requirements: If a Specification section requires compliance with two or more standards, or if requirements conflict, the more stringent standard or requirement shall apply.
- V. Quality Control Testing and Laboratory Services: The Contractor shall provide necessary labor and supervision required to support field testing and inspection by the Owner. Defects disclosed by tests shall be rectified at no additional cost to the County.
- W. Record "As-Built" Drawings: The Contractor shall submit three (3) sets of marked-up plans at the end of the construction period indicating any and all conditions that differ from the original Contract drawings.
- X. Operation and Maintenance Manuals: Contractor shall provide operations and maintenance manuals for all applicable products and systems used in the Work prior to final completion inspection.

END OF SECTION 01100