NOTE TO CONSULTANTS: Edit, with Track Changes turned on, any text in this section that appears in Bold and Italics then, after approval of the edits, accept changes for the final version. (Remove this Note).

PART 1 - GENERAL

1.01 Section Includes:

A. This Section covers the Scope of Work describing the construction activities that shall take place at the project site as included in the Contract Documents.

1.02 RELATED SECTIONS:

Section 01 35 29 - Health & Safety

Section 01 74 19 - Construction Waste Material & Disposal

Section 01 76 00 - Protection of Existing Facilities

Section 01 78 39 - Record Documents

1.03 SCOPE OF WORK:

A. This contract includes work as described below. The description is summarized and may not include specific reference to all incidental work elements required to complete the contract. Include all labor, materials, equipment and incidentals required for completion of the work as shown on the Drawings and specified herein.

B. Installation and maintenance of temporary erosion and sedimentation controls. ***(Also list as many items as necessary to describe the elements of the project and/or list the work by sites if there are multiple sites, phasing, etc.)***
For example: Project permits, including Shorelines Exemption and Hydraulic Project Approval, have been obtained by the Engineer. The Contractor shall comply with all applicable requirements and regulations.

C. Reference other specifications, such as Unit Prices, Additive or Deductive Bid Items and Hours, as applicable. For example: The Contract Documents include two Additive (Deductive) Bid Items as described below, and as specified and/or detailed on the Contract Documents.

1. Additive (Deductive) Bid Item #1: Irrigation system and Landscape improvements. For example: This Bid Item includes electrical service for irrigation controller, new backflow prevention device, and connection to existing 2" water supply.
2. Additive (Deductive) Bid Item #2: Drinking Fountain. For example: This Bid Item includes connection to the existing ¾" water supply, new catch basin, new sanitary sewer connection, and concrete paving repairs.
3. Alternate Bid Item #1: Alternate Bid Items are rarely used and need to have prior approval by the Seattle Parks Project Manager and the Engineer for any Seattle Parks project. For example: Install 500 sf of Concrete Unit Pavers instead of 500 sf of Asphalt paving at the central plaza area.

1.04 CONTRACTS:

A. There will be one Contract for the project, which includes the Work described in the Project Manual and Drawings.

B. The Contractor shall provide all items, articles, materials, operations or methods listed, noted or scheduled on the Drawings and/or Project Manual, including all labor, equipment and incidentals necessary and required for proper and timely completion of the Work. The Contractor shall use new materials unless specifically noted or directed.

C. Work not specifically covered in the project manual and or drawings shall be performed in accordance with the current City of Seattle Standard Specifications and Plans or City, County, State or National reference standards.

1.05 USE OF DOCUMENTS:

A. Technical Specifications are enumerated in the Table of Contents of the Project Manual. The numbering of Sections is for identification only and may not be consecutive. The Contractor shall check his/her copies of the Specifications with the Table of Contents to verify that they are complete. The Contractor shall notify the Engineer of incomplete copies.

1.06 COPIES FURNISHED:

A. The Contractor shall be furnished a minimum of three (3) copies of the Contract Documents without charge. The Contractor may obtain additional partial or complete copies by request at the pre-construction meeting, as the existing supply allows. When that supply is depleted, the Contractor can request additional copies from the Engineer at the cost of reproduction.

1.07 WORK UNDER OTHER CONTRACT AFFECTING WORK: ***(Reserved)***

1.08 FUTURE WORK AFFECTING CONTRACT: ***(Reserved)***

1.09 WORK SEQUENCING: ***(Reserved) or Edit the following as required.***

A. Describe constraints of schedule or desired sequencing for work. For example: No in-water work shall be performed during the "fish window" period extending from March 15 to June 15. The Contractor may install superstructure repairs such as cap and stringer replacement, but the installation of driven or posted piles will not be allowed during this period.

B. (Example): The Contractor shall schedule their work as required to complete the installation of all posted and driven timber piles on Piers 62 and 63 prior to March 15, 1999. All Work items on Piers 62 and 63, including superstructure repairs, must be complete by May 30, 1999.

C. (Example): The Contractor shall schedule their work as necessary to complete the installation of the driven piles on Pier 59 by July 1, 1999. Installation of posted piles on Pier 59 may extend beyond July 1, 1999.

1.10 ORDERING LONG LEAD EQUIPMENT/MATERIAL ITEMS:

A. The Contractor shall schedule and prioritize the ordering and delivery of material as required insuring that the Work can be completed within the Contract Time.

1.11 ENGINEER FURNISHED WORK, MATERIALS AND OR EQUIPMENT: ***(Reserved)***.

1.12 RECORD OF EXISTING IMPROVEMENTS:

A. The Contractor shall provide to the Engineer, a digital recording that thoroughly documents the existing conditions of the entire project site and immediate vicinity, specifically including but not limited to all perimeter edge conditions, driveways, sidewalks, and roads adjacent to the site, all landscape elements and features, utility structures, and structures and surfaces on the site not scheduled for removal or repair. The Contractor shall have a responsible representative perform the recording or hire a digital recording production consultant that specializes in this function, and alert the Engineer as to the scheduled time and date of the recording in the event that the Engineer exercises the option of being present. One copy of the completed digital record shall be submitted to the Engineer prior to beginning work. One copy of the digital record shall be kept on file with the Contractor.

B. The Contractor shall utilize digital media for the record, as approved by the Engineer. Either voice-over moderated digital video or digital still photos with captions are the required format options. Digital formats requiring proprietary software will not be accepted. Digital media must be submitted to the Engineer on a DVD.

C. During the course of inspection and electronic documentation, the Contractor shall identify existing improvements to remain that, in the opinion of the Contractor, are beyond any reasonable potential for repair. Should those improvements become damaged during the course of this Contract, then during the course of the inspection, the Contractor shall submit in writing for the Engineers concurrence, a list and description of all such existing improvements.

D. Where damage to existing improvements to remain that are not previously documented as described in paragraph 1.12.C above occurs, as a result of the execution of the Contract, the Contractor agrees to provide repair to, or replacement of, the improvement at the Contractor's expense, as described by the City of Seattle Standard Plans and Specifications (most recent edition) and/or the Seattle Department of Parks and Recreation Design Standards, regardless of the condition of the improvement prior to proceeding with the work.

1.13 CONTRACTOR PERSONNEL: ***(Reserved)***

1.14 CONTRACTOR'S USE OF PREMISES:

A. Hours of Work:

The contractor shall limit their work to between the hours of 7 am and 6 pm., Monday through Friday except City Holidays. The Contractor shall plan and schedule Work activities to conform to and allow time for notifications, approvals, reviews and other conditions of the Contract. Any other times of Work shall only be by written approval of the Engineer. The Request to Work Holidays form follows at the end of this section and is available electronically in the contractor forms workbook.

B. Keys: Project Manager, choose one or more of the following options depending upon the pre-arrangement you've made with FM via work order. The determination as to which method should be made at 95%CD. (Note if option 1 or 2 is chosen phone in a work request at 684-7250 followed by a Key Request form. Your key request form needs only the signature of the PM and supervisor)

1. When working inside of a controlled and/or occupied facility, it shall be the Contractor's responsibility to acquire keys for supervisory personnel only. This shall be accomplished in conjunction with the Project Manager coordinate with the **Parks Department Security Offices @ 206-615-0279 (or 206-684-7250, if no response)**. This requires a deposit, signing for keys and involves a minimum processing time of three (3) working days. The contractor shall maintain general security of the job site during construction.
2. When working inside of an existing facility in which the contractor has sole need for access, a construction core with key will be provided. This requires a deposit, signing for keys and involves a minimum of three (3) working days**. In conjunction with the Project Manager, coordinate with the Carpenter Shop @ 206-386-1960 (or 206-684-7250, if no response).**
3. When constructing a new facility or major additions, the contractor shall provide construction cores and keys at their own expense.

C. Access:

1. The Contractor and their subcontractors will be allowed on site only during the established working periods. The Contractor shall only use the designated location for site access.
2. The Contractor shall also address issues such as SPR normal maintenance activities, service truck routes, special events, and other adjacent work that may be taking place.

D. Parking:

1. The Contractor shall use available street parking or facility parking if noted on the contract drawings.

2. Keep all fire lanes clear and store no materials in facility parking areas unless specifically identified for such use on the contract drawings.

E. Staging:

1. The Contractor shall prepare a staging plan to show locations of materials, trailers, and fencing layouts.

F. Existing Facilities: Refer to Section 01 76 00 - Protection of Existing Facilities.

G. Contractor's additional responsibilities while using the premises may include:

1. Maintaining pedestrian and vehicular access to and around existing facilities.
2. Not unreasonably encumbering site with materials or equipment.
3. Assuming full responsibility for protection and safekeeping of products stored on the premises.
4. Obtaining and paying for use of additional storage or work areas needed for operation.
5. Patching any damaged existing paving on adjacent properties.
6. Keeping roads and other areas clean of dirt and other debris.
7. ***Special Events: (list any coordination required)***.

1.15 STORAGE AND PROTECTION:

A. Store products in accordance with manufacturer's instruction, seals and labels intact and legible.

1. Store products subject to damage by the elements in weather-tight enclosures.
2. Maintain temperature and humidity within the ranges required by manufacturer's instructions.
3. Storage of hazardous materials and wastes shall be in accordance with local, State and Federal fire codes and regulations.
4. Note requirements on Materials Safety Data Sheets (MSDS).

B. Exterior Storage:

1. Store fabricated products above ground. Position on blocking or skids; prevent soiling or staining. Cover products subject to deterioration with impervious sheet coverings. Provide adequate ventilation to avoid condensation.
2. Store loose granular materials in well-drained areas on solid surfaces. Prevent mixing with foreign matter.

C. Do not store materials for other projects on site unless specifically approved by the Engineer.

D. Waste Material Disposal: Refer to Section 01 74 19 - Construction Waste Material and Disposal.

1.16 SALVAGED MATERIALS:

A. Salvage only those items that are noted in the Contract Documents. The Engineer retains first right of refusal to all salvaged materials, equipment, and or products identified or not identified in the Contract Documents that are affected as part of the Contract Work.

1.17 DISPOSAL OF DEBRIS:

A. All disposal of debris resulting from the Contract Work, unless specifically allocated to another scope of work, shall be the responsibility of the Contractor. This includes scheduling, costs and interference in the use of trash collecting, containers, trucks, etc. The Contractor is responsible for awareness of, understanding of, and compliance with all local, state and federal regulation regarding the disposal of any hazardous and non-hazardous wastes.

1.18 SAFETY AND ENVIRONMENTAL CONCERNS:

A. Material Safety Data Sheets (MSDS) for all chemicals (including paints) used in the performance of the contractors duties must be identified in advance to the Engineer, posted on a specified bulletin board at least 10 working days before first using the material, and comply with MSDS recommended practice.

B. ***Example: All chemicals used shall be considered from the perspective of its possible effect on our living collection, staff and visitor. All possible protective devices, safeguards, shields, containment and disposal methods shall be initiated and continued throughout the period of Contract Occupancy to protect the living collection, staff and visitors.***

C. The Contractor shall provide barricades, safety guards, temporary fencing, signage and/or other methods to secure trenches, open excavations, and other unsafe conditions resulting from this construction. Contractor shall adhere to all safety regulations.

1.19 WORK QUALITY STANDARDS: (Not Used).

PART 2 - PRODUCTS: (Not Used).

PART 3 - EXECUTION: (Not Used).

END OF SECTION

Request to Work Holidays form follows:

Activity (WC) No. _____

REQUEST TO WORK LEGAL CONTRACT HOLIDAY, WEEKEND, OR NON-NORMAL WORKING HOURS

Project Name	**PW Contract No.**
Contractor Name	**Contractor Phone**

The above-named Contractor hereby requests permission to perform work on the above-named project during a contract holiday, weekend, or other non-normal working hours as described below:

Date(s)	**Time(s)**

Contractor's Representative	**Name (Printed)**	**Signature**	**Date**
Project Manager's Recommendation	**Name (Printed)**	**Signature**	**Date**

Pursuant to the above request to work on the above listed day(s), permission is hereby given and work shall be done in accordance with Section 1-07.5(4) and 1-08.1(4) of the City Standard Specifications.

This includes reference that the Contractor shall conduct the work consistent with the applicable noise control levels set forth in Seattle Municipal Code Chapter 25.08, or if outside the City limits and in King County, King County Ordinance No. 3139.

Construction Manager's Approval	**Name (Printed)** Chris Jewell	**Signature**	**Date**

cc: Contractor
Project Manager, Seattle Parks and Recreation
Chris Jewell, Construction Manager, Seattle Parks and Recreation
Project File

SAMPLE