

#### READ THIS FIRST

This Project Spec Document may need additional modifications to suit your project. It is recommended that you proofread each section, paying attention to any “Notes” boxes such as this one--you should remove these “Notes” sections as you go. Also, do a search for all bracket characters “ [ ] “ as they are used to show you areas containing options or project specific details (you can use Microsoft Word’s Find feature {Ctrl-F} to jump to an open bracket “ [ “ character quickly). Again, these bracket characters should be removed.

It is important that every paragraph be numbered to allow for easy referencing. If you use the document’s built in styles and formatting your outline should be fine (turn on the formatting toolbar by going to View > Toolbars > Formatting). Most paragraphs will use the style “Numbered Material” and can be promoted (Tab) or demoted (Shift-Tab).

You should not have to manually enter extra spaces, carriage returns or outline characters such as A, B, C, or 1.01, 1.02; the formatting will do this for you. The entire document is 11 pt. Arial. If you paste items in, you may need to reapply the “Numbered Material” format.

### PART 1 GENERAL

#### 1.01 DESCRIPTION OF WORK

Provide a paragraph on the general scope of the Contract. Include any and all phasing requirements here.

#### 1.02 LOCATION

A. The work area is located [on, at, within] \_\_\_\_\_, of [Seaport Location].

#### 1.03 PROJECT LOGISTICS

These paragraphs AND Section 01 50 00, Temporary Facilities and Controls, must be coordinated with the specific conditions of the project regarding on or off-site office/laydown areas, parking, utilities supply, etc.

A. The Contractor shall have access to the construction site by [water/air] [city street]. Contractor shall conduct all business through [gate] [terminal] [\_\_\_\_\_].

B. The access may change during the construction of the Contract work and Contractor shall comply with the changes or if notified by the Engineer.

C. Hours of Work/Closures:

1. Standard Project Work Hours

These hours should not be changed unless there is a very good reason identified during Division 1 development, as a result of operational concerns. RE must confirm work hour deviations with the CM, prior to making modifications to the standard project work hours. Adjust content for specific project.

a) Standard Day Shift Work Hours: 0700 – 1530 (7:00AM until 3:30PM), Monday through Friday. The Contractor shall limit activities so there is no disruption to [Terminal] [Tenant] [Vessel] Operations. The Contractor must comply with noise, dust and other work restrictions. Refer to specification section 01 50 00.

- b) Standard Night Shift Work Hours: 2030 – 0500 (8:30PM – 5:00AM), Sunday night through Friday morning. All of the work that is considered disruptive to [Terminal] [Tenant] [Vessel] operations shall be performed on night shift. This includes but is not limited to all work [adjacent to/throughout] tenant offices, conduit routes over and around [location], equipment and furniture moves and deliveries, and any disruptive work that does not conform to noise, dust and other work restrictions as described in specification section 01 50 00.

2. Holiday Closures

Remove holidays that have already occurred, add years/holidays as needed.

(1) 2019: Jan 21, Feb 18, May 27, July 4, Sept 2, Nov 28, 29 and Dec 25,26

(2) 2020: Jan 1, Jan 20, Feb 17, May 25, July 4, Sept 7, Nov 26, 27 and Dec 25

3. Work outside of the standard work shift hours, as defined in this specification section, can be requested and may be granted by the Engineer. No work outside of the standard work hours, as defined in this section, shall be allowed without written approval by the Engineer

4. [Other:]

1.04 PROJECT PHASING OR SEQUENCING REQUIREMENTS

- A. The Contractor shall coordinate the progress of its Work with the established requirements for completion and phasing described as follows:

If possible, include specific information for the project including start and finish constraints not otherwise identified as a milestone, early completion of Partially Completed Work (G-08.06) or sequencing required with other projects. Milestones should be described with LDs, if applicable. See CM if more clarification is needed.

1.05 WORK PERFORMED UNDER SEPARATE CONTRACTS

- A. The Port has the following separate contracts with construction work adjacent to or passing through the project limits for this Contract and will cooperate with the Contractor per Document 00 70 00.

If possible, include specific information on the other known or anticipated Contracts, including schedules, Contract numbers, scope of work, etc.

1.06 WORK BY OTHERS ON THIS PROJECT

- A. The Contractor shall coordinate and cooperate with other Contractors, Port forces, and others (i.e. public utilities) performing work on this project and shall not impact its and others' Work.

Include specific information on the other Contracts, including schedules, Contract numbers, scope of work, etc.

1. The following described work is to be accomplished by others:

a. [ ]

- b.
- c.
- d.

#### 1.07 PORT OF SEATTLE FURNISHED MATERIAL

A. The Port will furnish the Contractor with the following material:

Modify as required to describe Scope of Work to be performed by Contractor versus the Port.

- 1.
- 2.
- 3. 
  - a. The above material is located at . The Contractor shall accept the material at the above location and be responsible for all moving, handling, storage, or transportation costs and coordination required to incorporate the material into the project.
  - b. Upon receiving the Port-furnished items, Contractor shall examine and promptly report to Port the conditions of the material received, including deficiencies, if any. After receiving and taking possession of Port-furnished material, the Contractor shall be responsible for the material until installed, tested, and accepted by the Port.

#### 1.08 PREORDERED MATERIALS

A. Port Ordered Materials Assigned to the Contractor

- 1. The following     [has] [have] been preordered for this Project:
- 2. Purchase Order No.  for the sum of  [\$] has been issued to  for  as specified herein. This amount [should] be included in the Bid Proposal since the responsibility for payment and implementation of this Purchase Order will be assigned to the successful bidder upon Execution of the Contract.
- 3. A copy of the Purchase Order(s) is attached showing probable delivery dates, conditions of sale, FOB location, carriers, etc.
- 4. Upon Execution of the Contract, the Owner shall advise the vendor(s) mentioned above that the Purchase Order(s) [has/have] been assigned to the Contractor and [is/are] now a part of the Contract.
- 5. The Contractor shall accept the material and be responsible for all moving, handling, storage, freight claims, or transportation costs, and coordination required to incorporate the material into the project. Upon receipt of the items, Contractor shall examine and promptly report to Port the conditions of the material received, including deficiencies, if any. After receiving and taking possession of the material, the Contractor shall be responsible for the material until installed, tested, and accepted by the Port.

- B. Port Ordered Materials Not Assigned to the Contractor
1. The following equipment \_ materials \_ supplies] [has] [have] been preordered for this Project:
  2. Purchase Order No. [ ] for the sum of [ ] [\$ ] has been issued to [ ] for [ ] as specified herein. This amount [should] [should not] be included in the Proposal since the responsibility for payment and implementation of this Purchase Order [will not] be assigned to the successful bidder upon Execution of the Contract.
  3. A copy of the Purchase Order(s) is attached showing probable delivery dates, conditions of sale, FOB location, carriers, etc.
  4. The equipment \_ materials \_ supplies] [is] [are] located [where]. The Contractor shall accept the material and be responsible for all moving, handling, storage, freight claims, or transportation costs, and coordination required to incorporate the material into the project. Upon receipt of the items, Contractor shall examine and promptly report to Port the conditions of the material received, including deficiencies, if any. After receiving and taking possession of the material, the Contractor shall be responsible for the material until installed, tested, and accepted by the Port.

#### 1.09 COORDINATION OF WORK

- A. The Contractor shall coordinate all in-water work directly with the U.S. Coast Guard and shall coordinate vessel movements with the Engineer. All other coordination including upland staging and access areas, tribal fishing operations, and other authorized Contractors or agency performing work at the site will be handled through the Engineer.
- B. The Contractor shall provide a boat and operator within 20 minutes of request for use by the Port of Seattle and its agents as requested by the Engineer during inwater work activities. Contractor shall provide required safety equipment for passengers in the boat.

#### PART 2 PRODUCTS - Not Used

#### PART 3 EXECUTION - Not Used

#### PART 4 MEASUREMENT AND PAYMENT

##### 4.01 GENERAL

- A. No separate measurement or payment will be made for the Work required by this section. The cost for this portion of the Work will be considered incidental to, and included in the payments made for the applicable bid items in the [Schedule of Unit Prices] [Lump Sum price] bid for the Project.

End of Section
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