

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 (Shift) 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 SUMMARY

- A. Provide project organization information indicating Contractor's project personnel and contact information, and their experience records for acceptance.

1.02 QUALIFICATIONS

NOTE TO CONSTRUCTION MANAGER: Specify additional position qualifications as required by specific project.

- A. Contract project personnel shall have the following qualifications:
 - 1. Project Manager - at least 10 years of experience in managing building projects of equal or greater in size and type as this Project.
 - 2. Project Engineer - at least 5 years of experience in managing building projects of equal or greater in size and type as this Project.
 - 3. Superintendent - at least 10 years of supervisory experience in building projects of equal or greater in size and type as this Project. Completed Certified Erosion and Sediment Control Lead (CESCL) training given by a Washington State Department of Ecology-approved provider.
- B. The following Contract project personnel shall be submitted separately and have the following qualifications:

Specify as required on specific project. Edit/delete as needed.

- 1. Contractor's Scheduling Manager, qualifications per Section 01 32 16.13- Network Analysis Schedule
- 2. Contractors Quality Control Personnel, qualifications and organizational chart per Section 01 45 16.13 - Contractor's Quality Control.

3. Section 01 45 29 Material Laboratory Testing.
4. Contractor's Haul Route and Personnel including Supervisors, per Section 01 55 16 Haul Routes
5. Contractor's Traffic Control Management Personnel, including Traffic Control Supervisors, per Section 01 55 26 – Traffic Control
6. Erosion Control Lead(s), qualifications and certificate per Section 01 57 13 – Temporary Erosion and Sediment Control Planning and Execution
7. Chitosan-Enhanced Sand Filtration System Technician qualifications and certificate per Section 01 57 13 – Temporary Erosion and Sediment Control Planning and Execution
8. Pollution Prevention Plan Inspector, qualifications and Contract information per Section 01 57 23, Pollution Prevention Planning and Execution
9. Contractor's CMS Personnel, contact names and phone numbers per Section 01 78 39- Contract Management System

1.03 REQUIRED SUBMITTALS

- A. Submit as part of Preconstruction Submittals a project organization diagram and qualifications and resumes for your project management team, outlining areas of responsibility and authority. Submit the qualifications for individuals that are proposed for each of the positions indicated below. [Each position shall have a different person submitted.] As a minimum, include on your project team the following personnel:

Specify as required on specific project. Full time or Part time; edit as needed to reflect specific project needs.

1. General Manager: The Contractor's employee authorized to resolve disputes per the General Conditions.
 2. [Managing Officer: The individual authorized to make contract commitments--if other than the Project Manager]
 3. [Project Manager: The full-time, on-site manager for the project]
 4. [Project Engineer: Full-time, on-site]
 5. [Superintendent: Full-time, on-site]
 6. [Project Scheduler: Responsible for preparation and maintenance of the Schedule]
 7. [Administrator of your Quality Control program]
- B. Keep organization diagram current.
- C. Resubmit qualifications for acceptance by the Engineer whenever above personnel change.
- D. The Port reserves the right to accept or reject the Contractor's proposed personnel.

- E. Contractor personnel shall not be replaced without prior written notice to and acceptance by the Port. Resubmit evidence that the proposed personnel successfully meet the qualifications.

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
