

**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 DESCRIPTION OF WORK**

- A. Contractor shall perform the following Project Coordination Requirements:
1. Coordinate the Work of all Subcontractors with the Work of the Contractor
    - a. Distribute information and coordinate necessary action of subcontractors and suppliers in response to information and direction provided by the Port (i.e., Requests for Information, Requests for Proposal, executed Change Orders, etc.)
    - b. For temporary utilities
    - c. Among the work of the trades specified in technical specification sections.
    - d. Ensure that notification to and inspections by permitting agencies are completed in a timely manner
  2. Coordinate the schedules of all subcontractors to:
    - a. Verify timely deliveries of products for installation by other trades
    - b. Verify that labor and materials are adequate to maintain schedules
    - c. Manage the schedule in sequence for all subcontractors
  3. Contractor’s Daily Report (CDR)
    - a. Daily construction reports utilizing Form CM 03 (see Appendix A), or other form accepted by Engineer, shall be submitted [daily/weekly] in CMS. A summary of all schedule activities worked on each day is required on the Report. Divide the activities worked on by trade and employer. Identify activities by activity number per the accepted schedule. Identify activities that are behind schedule. State the cause and amount of the delay and propose what action is necessary to bring the activity back on schedule. If multiple daily shifts are used, submit a report for each shift.

- b. Include required information for all subcontractors at any tier working on the Contract in addition to Prime Contractor.
4. Conduct conferences among all subcontractors, and other concerned parties, as necessary to:
  - a. Maintain coordination and schedules
  - b. Resolve matters in dispute
  - c. Coordinate utility outages
5. Participate in Project meetings:
  - a. As required by these specifications
  - b. Report progress of the work
  - c. Recommend needed changes in schedules
  - d. Transmit minutes of meetings to all other trades, as appropriate
6. Temporary Utilities Required During Construction:
  - a. Coordinate submittals, installation, operation and maintenance, to verify compliance with Project requirements and with Contract Documents, see Section 01 50 00 – Temporary Facilities and Controls
  - b. Verify adequacy of service at required locations
7. All Required Submittals: Prior to submittal, in accordance with Section 01 33 00 - Submittals, review for compliance with Contract Documents. The Contractor shall review and coordinate all subcontractor submittals of any tier. All submittals must be submitted by the Contractor, and not by others
8. Coordination Drawings:
  - a. Prepare, as required to ensure coordination of work of, or affected by, mechanical and electrical work, or to resolve conflicts
  - b. Submit to the Engineer for review
  - c. Reproduce and distribute accepted copies to all concerned parties
9. Observe required testing; maintain a record of tests as required by the Quality Control section of these specifications
10. Verify that subcontractors maintain accurate record documents
11. Substitutions:
  - a. Review proposals and requests:
    - (1) Check for compliance with Contract Documents
    - (2) Verify compatibility with work and equipment of other trades
  - b. Submit to the Engineer for acceptance in accordance with Section 01 25 00 - Substitutions
12. Observe the work for compliance with requirements of Contract Documents
  - a. Maintain list of observed deficiencies and discrepancies

13. Promptly report and correct deficiencies or discrepancies [in accordance with Section 01 45 16.13 Contractor Quality Control; and Section 01 45 29 Independent Testing and Inspection Services].
14. Assemble documentation for handling of disputes involving mechanical, electrical or other trades
15. Utility and Equipment Operations:
  - a. Check to ensure that utilities and specified connections are complete and that equipment is in operable condition
  - b. Coordinate the acceptance of new and remodeled equipment through the Engineer after Contractor functional testing is completed.
16. Punchlist Inspection:
  - a. Prior to inspection, check that equipment is clean, repainted as required, tested and operational and that the Contractor's punch list is prepared and delivered to the Engineer
  - b. Assist Engineer; prepare consolidated list of items to be completed or corrected after inspection
17. Assemble As-built Record Document information and ensure that completed record documents are submitted to the Engineer in accordance with Section 01 78 29 – As-Built Redline Documents.

Include 18 through 20 only if they are a part of the project

18. Labor Management and Coordination: Work on this project is subject to the Project Labor Agreement (PLA) requirements. The Port's Labor Relations Group manages the participation in the Project Labor Agreement on Port's behalf. The Contractor shall be responsible to assist the Port's Labor Relations Group to ensure PLA participation and compliance for its own labor, and for all of the Subcontractors on the Project. The Contractor shall also be expected to promote, manage and ensure the labor harmony on the project:
  - a. The Contractor shall assist the Port's Labor Relations Group to track participation and compliance with all PLA requirements, in order to ensure that no work is performed by any entity prior to satisfying the PLA requirements and procedures, including but not limited to attendance of pre-job conferences, proposal and approval of trade assignments, new employee reporting, submission and approval of waivers, participation in the substance abuse program, and participation in the Priority Hire program.
19. Art Program: Cooperate and coordinate with project Art Program; coordinate and schedule all work activities with the project artists and their designated representatives as necessary to ensure smooth and orderly transition of work, timely placement of items and materials, complete cooperation between parties and proper execution of the work.
20. Tenant, Terminal & Concessions Operations: Tenant, Terminal and Concessions operations will continue in and around the Project. Activities

that must be treated as priority and will require special coordination include, but may not be limited to: [modify for project: examples follow]

- a. Tenant and Terminal operations and traveling public.
- b. Concessions operations.
- c. Tenant and Concession construction work.

## **1.02 PROJECT SCHEDULE**

- A. The Schedule shall be prepared as required by Section [01 32 16.13 – Network Analysis Schedules] [01 32 16 - Bar Chart Schedule] and designate areas of activity of the Contractor and subcontractors for the various items of work for the Project. The Schedule shall be prepared, submitted for review, and accepted by the Engineer as specified in these Contract Documents.
- B. Contractor shall:
  1. Maintain Schedule throughout construction period; record changes in responsibilities due to:
    - a. Accepted modifications to Contract
    - b. Accepted substitutions
    - c. Changes to work responsibility
  2. Reproduce and distribute revised Schedule promptly after each change to:
    - a. Affected subcontractors
    - b. Engineer

## **1.03 EXCAVATION COORDINATION**

- A. Call Before You Dig. Washington State law, RCW 19.122.010 requires anyone planning to excavate, to know what is below the ground surface before they dig. Any entity, including but not limited to the Contractor or any subcontractor conducting excavation operations on Port projects shall comply with the law which at a minimum requires the following actions.
  1. Before excavating 12" or deeper on Port projects, the Contractor shall call the Washington Utility Notification Center's One Call System at 811 or 1-800-424-5555 to provide notice two days before the scheduled start of earthwork. On busy days (M-W) hold time can be very lengthy. Entering your locate request online, via ITIC, eliminates the hold time. To learn more about ITIC visit [www.callbeforeyoudig.org](http://www.callbeforeyoudig.org).
  2. Utility locating is provided by Port of Seattle Engineering Survey and requires the submission of Port Form 811 via an email to [posutility@portseattle.org](mailto:posutility@portseattle.org) (see Appendix B), with copy to Engineer.
    - a. Form submission requires the 811 ticket number obtained from the One Call system notification.
  3. If a project's excavation operations are completed within 45 days of notification, only one call and form needs to be made for each project, however, certain projects may have different requirements which will be discussed at the pre-construction meeting. Projects with longer-term

excavation operations require a call and form every 45 days of the last notification.

#### **1.04 REQUESTED INFORMATION**

- A. Requests for Information (RFI): In the event there is a question regarding intent of the documents by the Contractor, or any subcontractors, the Contractor shall submit a written RFI to the Engineer. There will be no additional compensation to the Contractor for the preparation of an RFI. All costs are considered incidental to the scope of work in question.
- B. Contractor may submit an RFI to the Engineer to clarify or confirm minor discrepancies, conflicts, errors or omissions in the Contract Documents.
  - 1. See Appendix C, for the RFI form used for this project.
- C. Each RFI shall bear the Contract name and work project number; date of submission to the Engineer; requested response date; name and position of the person submitting request; pertinent drawing and detail number; grid location and building level; specification section number; or other references as appropriate.
- D. Submit a separate RFI for each item or issue.
- E. The Port will provide a response to the RFI within 14 days, typically. It is understood that some RFI's may require shorter response durations. If the Contractor requires a shorter response duration it must be clearly noted on the RFI. The Engineer will make a reasonable attempt to accommodate the Contractor's request.
- F. RFI's shall be submitted by the Contractor to the Engineer utilizing the CMS RFI Workflow. The request shall be entered directly on the CMS form.
- G. Any response to an RFI issued by the Engineer does not constitute a change to the Contract or a commitment to extend or to pay. If the Contractor believes the response received to be an additional cost or impact to the prosecution of the Project the Contractor must follow the requirements of the Contract listed in Article G-05 Changes and G-09 Claims.

#### **1.05 COMMUNICATION REQUIREMENTS AND COORDINATION FORMS**

- A. Interested parties have a general understanding of the project and details in the Contract Documents. However, day-to-day project activity that may impact their operations is not known. The Contractor shall establish and maintain a system for communications with the stakeholders and other interested parties through the Engineer.
- B. The Contractor shall provide the following specific schedule and work plan information directly to the Engineer for distribution to the appropriate parties:
  - 1. If any construction activity affects usable spaces or creates an operational impact, a Construction Advisory Form (CAF) will be required See Appendix D. The Contractor shall coordinate this with the Engineer.
    - a. The Contractor shall submit the form two weeks prior to commencement of work at the respective locations, unless noted otherwise. The most stringent notification requirements apply. The Construction Advisory Form shall be based on the three-week look

- ahead schedule (or interval schedule) submitted each week to the Engineer at the weekly construction progress meeting.
- b. All CAFs are subject to operational requirements and shall be coordinated with the Engineer and other Port department to mitigate impacts to Port operations.
- 2. A statement of planned disruptions and revised access routes for the next thirty (30) days as a result of acceptance of the monthly progress schedule by the Engineer.
- 3. "News Flash" updates immediately upon occurrence of events causing planned disruptions to continue longer than originally scheduled, or if an unplanned disruption occurs.
- C. All communications about the project, including press releases, posting to public websites, social media or shared publications, must be approved through the Port's Public Affairs department, via the Engineer. The Contractor shall direct all media inquiries to the Port.
- D. The Contractor shall not publish any project information, including those referenced above, without first obtaining permission from the Port's Public Affairs department, via the Engineer. This includes communications that take place after Physical Completion is issued.

#### 1.06 UTILITY DEACTIVATION AND REACTIVATION PLANS AND SHUTDOWNS

Engineer: Consider adding specific major milestones/major shutdowns (ie Cutover of temp HVAC to permanent HVAC systems)

- A. The Contractor shall submit a shutdown request to the Engineer for review for each shutdown requested (see Appendix E: Shutdown Request (SDR) Form). This request shall outline the proposed procedure to deactivate and reactivate utility services, lines and equipment required to be disrupted, disassembled, cut into, or modified during the course of the work.
  - 1. Contractor shall submit SDRs to the Engineer utilizing the CMS Shutdown Request Workflow.
- B. All shutdowns are subject to operational requirements and shall be coordinated with the Engineer and other Port departments to mitigate impacts to Port Operations.
  - 1. Contractor shall coordinate with the Port to develop and identify all systems, utilities and services impacted by an outage.
  - 2. The Port will assist with obtaining required approvals. Allow 10 working days for approval.
    - a. Typical system shutdown shall not be performed until at least 72 hours after approval of each shutdown.
    - b. Domestic Water shutdown shall not be performed until at least 96 hours after approval of shutdown plan.

- c. Shutdowns shall not be requested to be performed on a Port holiday, or the day before or after a Port holiday without Engineer approval.
- 3. All shutdowns shall be included on the 3-week Look-Ahead schedule. Large and/or complex shutdowns shall be included on the monthly project schedule.
- C. Shutdown Request Content: The plan shall include but not be limited to:
  - 1. Contact Information.
  - 2. Shutdown and restart schedules.
  - 3. Reason for Shutdown.
  - 4. Drawings and/or Photos of affected area(s)/equipment.
  - 5. List of impacted utilities, systems, tenant and Port operations.
  - 6. Sequences required to deactivate, depressurize, and reactivate the utility service lines and equipment.
  - 7. Detailed description of proof positive verification or tests to assure that utility service line and equipment are properly deactivated before proceeding with the work.
  - 8. Methods of: discharging residual fluids from lines and equipment; valve sequencing; electrical load shedding for deactivating and reactivating service lines, equipment and the system reactivation procedure.
  - 9. Incorporation of the specific deactivation and reactivation requirements of the relevant technical specifications.
  - 10. Compliance with safety standards.
  - 11. Coordination required with the Port or utility owners.
    - a. The Contractor shall walk the Engineer through each shutdown prior to the work being performed.
- D. It is the Contractor's responsibility to fully understand and verify the condition of any utility service lines, and equipment at all times directly prior to and during the course of the work. The Contractor shall be responsible for all damages resulting from its actions.
- E. The Port will provide an electronic version of the most current panel schedules as requested throughout the project. The Contractor shall request these via email to the Engineer.
  - 1. The Contractor shall notify the Port if any Panel schedule needs to be updated as a result of any discoveries identified during a shutdown. The Contractor shall immediately post a redlined panel schedule inside the panel upon completion of each shutdown involving a change to a panel and provide an electronic version of the revised panel schedule to the Engineer within 24 hours.
    - a. Revised Panel Schedule 'Notes' section shall include date, Project Name and Work Project number with a brief description of the change.

**1.07 POWDER-ACTUATED FASTENER TOOLS**

- A. On projects that may require powder-actuated fasteners to be used, the Contractor is required to pay special attention with respect to personnel qualifications, proper notifications, and control of the material.
- B. Personnel Qualifications:
  - 1. Only a qualified operator shall be allowed to handle and operate the powder-actuated tools. A qualified operator is a person that meets the requirements of WAC 296-155-36321 (1) and (2), and who is in possession of a qualified operator card signed both by the operator and the authorized instructor.
  - 2. Qualified operators shall have their operator card in their possession at all times while operating the equipment.
- C. Operation:
  - 1. The qualified operator must be competent in all aspect of tool usage, handling, storage, maintenance, and inspections, as required by the Port of Seattle Safety Manual, and all applicable WAC rules and regulations.
- D. Authorization Requirements:
  - 1. If a construction activity on the project requires the use of powder-actuated fasteners, the Contractor shall seek project pre-approval for the use of the powder-actuated tool before starting such work from the POS Safety Manager via the Engineer.
    - a. A Pre-Installation Meeting, specifically for the use of Powder-Actuated Tools, is required.
- E. Notification Requirements
  - 1. Once approved for use of Powder-Actuated Tools for the project has been obtained, notifications are required for each scheduled finite duration of use. The Contractor shall complete and submit the Construction Advisory Form (CAF) in accordance with paragraph 1.05 B. of this Specification Section. The CAF shall cover a defined work activity that utilizes the Powder Actuated Tools. As a minimum, the CAF shall contain the following information:
    - a. The name and contact information for the qualified operator who will be in custody of the tool at all times while on the Port of Seattle property.
    - b. Description of the work; type of surface to be penetrated and the material/item to be fastened.
    - c. A copy of the Qualified Operator's Card issued and signed by both the authorized instructor and the operator.
    - d. The location(s) where the tool is to be used.
    - e. Date(s) and time(s) of operation.



- f. The amount of powder loads to be kept on site during work shifts. The maximum amount allowable is regulated by the International Fire Code.
    - g. The type of tool used; direct or indirect acting, and whether it is classified as low velocity ( $\leq 328$  ft/s), or medium velocity ( $328 < v \leq 492$  ft/s).
    - h. The method of storage and safekeeping.
    - i. Note: No high velocity powder-actuated tools will be permitted for use on Port of Seattle property.
  - 2. The Engineer will distribute the CAF to the Port of Seattle Operations, who will in turn notify the tenants/stakeholders, Port of Seattle Security, Police and Fire Departments.
  - 3. Proper signage shall be installed prior to use per Code.
- F. Control of the powder-actuated tools and powder loads:
  - 1. The powder-actuated tools and powder loads must never be left unattended.
  - 2. When not in use, the powder-actuated tools and powder loads must be locked in a tamper proof container, labeled according to the requirements of WAC 296-155-36307, and must be accounted for at all times.
  - 3. Overnight/off shift storage of the powder-actuated tools and powder loads on site is not permitted.
  - 4. The number of tools and powder loads shall never exceed the amount authorized by Code.
  - 5. Misfired loads must be neutralized and promptly removed from Port of Seattle property.
  - 6. If any powder-actuated tools or powder loads are lost or stolen, the Contractor must immediately notify the Port of Seattle Police, and the Engineer.

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
----------------

