

**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. Paragraphs 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 'format paint' to reapply the format.

**PART 1 GENERAL**

**1.01 DESCRIPTION**

NTP is typically 45 days. Some projects will require shorter or longer periods (20, 30, or 60). Adjust accordingly (do not delete).

- A. This section addresses the submittals that must be made by the Contractor and accepted by the Engineer prior to issuance of a Notice to Proceed (NTP). The Port has based the Contract time on issuing an NTP [forty-five (45)] days after Execution and has allowed time in the Contract duration for the Contractor to prepare, submit, and gain acceptance of the required submittals detailed herein.
- B. The Port will not issue a NTP, or accept requests for partial payments, or allow for onsite mobilization (less field office setup) until the Preconstruction submittals have been received and accepted by the Engineer. At the sole discretion of the Engineer, a partial NTP may be granted for portions of the Work.
- C. No time extension shall be granted for any delays in issuance of the NTP by the Engineer due to the Contractor's failure to provide acceptable submittals required herein. The Engineer shall be the sole authority on determining the acceptability of the Contractor's submittals.
- D. Early submission is encouraged. A submittal package that has "Accepted" or "Accepted As Noted" before the Preconstruction Conference can result in a Preconstruction Conference and NTP earlier than that originally contemplated. Poorly prepared, incomplete, or inaccurate submittals as well as non-receipt by the Engineer of required submittals will cause the Preconstruction Conference and the issuance of the NTP to be delayed. The Contract completion date remains "as bid." The Contractor is expressly notified that delay in issuance of NTP, due to incomplete or unacceptable submittals, will reduce the "actual" amount of time the Contractor has to complete the Work of the Contract.

**1.02 SUBMITTALS**

- A. All submittals shall be made in accordance with Section 01 33 00 - Submittals.
- B. Required Submittals:

Note to Construction Manager: Include subparagraphs 1 thru 3 if SC-04.12 PERMITS, LICENSES, FEES AND NOTICES in Document 00 80 00 includes these documents. Include or delete subparagraphs as required by the Work.

1. List of subcontractors in accordance with 00 70 00 - General Conditions.
2. Registered Design Professional Statement of Special Inspection/Contractor's Written Statement of Responsibility (CSOR) per Document 00 80 00 - Supplementary Conditions
3. Contractor's Permit Statement (National Pollutant Discharge Elimination System (NPDES) Permit) per Document 00 80 00 - Supplementary Conditions.
4. Copies of any permits or other regulatory or public agency approvals required per Document 00 80 00 - Supplementary Conditions.
5. Site Assessment Survey of Existing Conditions per Document 00 80 00 – Supplementary Conditions.
6. Apprenticeship Utilization Plan per Document 00 83 50 - Training and Apprenticeship Program
7. WMBE Commitment Plan Form; Page 2 per Document 00 89 00 – WMBE Utilization Plan.
  - a. Shall be provided if Option 2 in section 1.06.B (Document 00 89 00) was selected during bidding or if requesting any change to previously submitted plan.
8. [Priority Hire Workforce Projections per Section 01 12 00 – Project Labor Agreement.]
9. Contractor Access Plan per Section 01 14 13 – Airport Personnel Identification/Access Control.
10. Schedule of Values per Section 01 20 00 - Measurement and Payment Procedures.
11. Contractor and Sub-Contractor Labor and Equipment Rates per 01 20 00 – Measurement and Payment Procedures.
12. Contractor's Project Organization and personnel qualifications per Section 01 31 00 – Contractor's Project Organization.
13. A Baseline Schedule, per [Section 01 32 16.13 - Network Analysis Schedules] [Section 01 32 16 - Bar Chart Schedules].
14. Submittal Log per Section 01 33 00 - Submittals.
15. Safety Plan Compliance Document per Section 01 35 13.13 - Operational Safety on Airports During Construction.
16. Certificate of Compliance with Construction Safety Phasing Plan per Section 01 35 13.13 - Operational Safety on Airports During Construction.
17. Safety Plan per Document 01 35 29 - Safety Management.

18. [Material Test Plan per Section 01 45 01 - Material Laboratory Testing ].
19. Quality Control Plan per Section 01 45 16.13 – Contractor Quality Control.
20. [Schedule of Special Inspections per Section 01 45 29 – Independent Testing and Inspection Service].
21. Temporary Power Plan per Section 01 50 00 - Temporary Facilities and Controls.
22. [Haul Route Submittals per Section 01 55 16 - Haul Routes].
23. Contractor Erosion and Sediment Control Plan per Section 01 57 13 - Temporary Erosion and Sediment Control Planning and Execution.
24. Pollution Prevention Plan per Section 01 57 23 - Pollution Prevention Planning and Execution.
25. [Construction Water Management Plan per Section 01 59 00 – Construction Water Management System].
26. Waste Management Plan per Section 01 74 19 – Construction Waste Management.
27. Long lead procurement items as defined in technical specifications.
28. Critical materials and systems defined in the technical specifications of the Contract Documents that will be installed during the first [120] calendar days following NTP.

Edit list below as necessary or remove this paragraph if RMM is not part of this project.

29. Preconstruction submittals for regulated materials
  - a. Asbestos (see Section 02 82 13)
  - b. Lead (see Section 02 83 19)
  - c. Light ballasts and universal waste lamps (see Section 02 84 16)
  - d. PCB's and PCB-containing materials (see Section 02 84 33)
  - e. PCB caulk (see Section 02 84 33.13)
  - f. Fugitive and silica dust (see Section 02 87 00)

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