

SECTION 2
DIVISION 01C
DESIGN SERVICES PROJECT GUIDELINES (INFORMAL)

University of North Carolina at Charlotte Design and Construction Manual
Section 2, Division 01C – Design Services Project Guidelines (Informal)

PART 1 - PROJECT TITLE PAGE

April 22, 2013
Project No.



PROJECT NAME

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PART 2 - PROJECT GUIDELINES

2.1 BIDDERS/CONTRACTORS SHOULD CHECK THEIR CONTRACT DOCUMENT SET TO VERIFY THAT THE FOLLOWING INFORMATION IS INCLUDED.

A. PART

1. Project Title Page
2. Project Guidelines
3. List of Drawings
4. List of Standard Details
5. Instructions to Bidders
6. General Requirements
7. General Safety Requirements
8. General Guarantee Requirements
9. Summary

B. These are the required list of specifications that shall be included as part of the project. Delete sections that are not required and add others that may be required.

1. SPECIFICATIONS

01730 Moving Services	08400 Hollow Metal Doors & Frames
02001 Asbestos Floor Mastic Removal	08710 Finish Hardware
02220 Earthwork	08720 Pneumatic Door Openers
02510 Concrete Sidewalk	08721 Electro-Mechanical Door Openers
02511 Structural Concrete Repair	08810 Glass & Glazing
02515 Brick Pavers	08811 Mirrors
02522 Asphalt Surfacing	08820 Storefront System
02830 Fence	09110 GWB Ceiling & Soffits
02930 Lawns & Grasses	09120 Fiberglass Reinforced GWB Column

2. COVERS

02950 Landscape Planting	09260 Gypsum Drywall
03200 Concrete Reinforcing	09300 Ceramic Tile
03300 Cast-In-Place Concrete	09545 Suspended Ceiling
04210 Brick Masonry	09550 Wood Floor Refinishing
04220 Concrete Masonry Unit Construction	09650 Vinyl Composition Tile Flooring
04270 Glass Masonry Unit	09651 Resilient Rubber Tile Floor
05400 Metal Stud Framing	09680 Carpet
05500 Metal Fabrication	09700 Epoxy Floor Reseal
05505 Aluminum Metal Fabrication	09701 Quality Composition Flooring
05520 Steel Railings	09900 Painting
07310 Fiberglass Shingle Roof	09901 Pavement Marking
07410 Metal Roofing	09950 Wall Covering
07420 Architectural Panels	10190 Drapery
07460 Vinyl & Aluminum Siding	10200 Architectural Louvers
07500 Roofing System	10505 Lockers & Benches
07610 Flashing & Sheet Metal	10536 Exterior Awning
07720 Roof Scuttles	13125 Aluminum Benches
08110 Steel Doors & Metal Frames	16010 Electrical
08120 Hollow Metal Storefront	16720 Fire Detection System
08210 Wood Doors	16725 Security System
08330 Rolling Counter Fire Door	16740 Telecommunications

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SECTION 02 00015 – LIST OF DRAWINGS

PART 3 - LIST OF DRAWINGS

3.1 The following drawings are included in these specifications:

A.	<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
	SKETCH	VICINITY LOCATION PLAN	01/12/00

SECTION 02 00016 – LIST OF STANDARD DETAILS

PART 4 - LIST OF STANDARD DETAILS

4.1 Bidders/contractors should check the list of details in the index at the front of the document to ensure all details are included in this set.

A. NONE INCLUDED IN THIS SPECIFICATION

SECTION 2 00200 – INSTRUCTIONS TO BIDDERS

PART 5 - INSTRUCTIONS TO BIDDERS

5.1 INSTRUCTIONS TO BIDDERS

A. All bidders are encouraged to personally inspect the job site to assure themselves of the entire job conditions and requirements. The UNC Charlotte Purchasing Department will provide further instructions in the "Request for Proposal". Questions concerning bid procedures should be addressed to the Purchasing Department (704.687.2227). When calling with questions, be prepared to give the Quotation Number shown on the Bid Document.

B. Any requested material or process exceptions or substitutions to these specifications shall be submitted in writing.

When several products or manufacturers are specified as being equally acceptable, the Contractor has the option of using any product and manufacturer combination listed. HOWEVER, THE CONTRACTOR SHALL BE AWARE THAT THE CITED EXAMPLES ARE USED ONLY TO DENOTE THE QUALITY STANDARD OF PRODUCT DESIRED AND THAT THEY DO NOT RESTRICT BIDDERS TO A SPECIFIC BRAND, MAKE, MANUFACTURER OR SPECIFIC NAME; THAT THEY ARE USED ONLY TO SET FORTH AND CONVEY TO BIDDERS THE GENERAL STYLE, TYPE, CHARACTER AND QUALITY OF PRODUCT DESIRED; AND THAT EQUIVALENT PRODUCTS WILL BE ACCEPTABLE. SUBSTITUTION OF MATERIALS, ITEMS OR EQUIPMENT OF EQUAL OR EQUIVALENT DESIGN SHALL BE SUBMITTED TO THE ARCHITECT OR ENGINEER FOR APPROVAL OR DISAPPROVAL (14 days prior to the bid opening date). SUCH APPROVAL OR DISAPPROVAL SHALL BE MADE BY THE ARCHITECT OR ENGINEER PRIOR TO THE OPENING OF BIDS.

Any work the bidder expects of the Owner which is not herein described shall also be noted in writing with the bid; otherwise the Contractor shall provide complete work as intended.

C. The Contractor shall be experienced in the specified type of work and during the bid review may be requested to furnish a list of similar work completed at other locations within the past two years. Such a list, if requested, is to include date of contract, name and address of Owner, telephone number and their representative who is familiar with the work provided.

D. All measurements shall be confirmed by the bidders to verify measurements shown on the drawings and listed in the specification.

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- E. All invoicing should be forwarded to the Facilities Management Project Coordinator for approval. Unless otherwise noted, payment will be made upon completion of all work described in this specification and the attached drawings. If partial payments are approved, the Owner reserves the right to hold retainage of an amount not to exceed 15% of the completed work value.
- F. If these specifications or the drawings refer to Physical Plant Standard Details or other specification articles which are not presented in the Bid Documents, Bidders should immediately notify the Purchasing Department and request copies.

SECTION 02 00700-1 – GENERAL REQUIREMENTS

PART 6 - GENERAL REQUIREMENTS

6.1 GENERAL REQUIREMENTS

- A. All COMMUNICATION CONCERNING DESIGN INTERPRETATION AND/OR SCHEDULING, OR CONTRACT SCOPE SHALL ONLY BE WITH THE OWNER'S DESIGNATED REPRESENTATIVES NAMED IN ARTICLE: SUMMARY, B3. Unless advised otherwise. The Contractor will cooperate with Campus Police and University Safety Officials as appropriate for impromptu situations.
- B. The Contractor shall have a Qualified and Competent Supervisor present whenever workers are performing work. The supervisor shall notify a Designated Representative of the work schedule for each day prior to initiating work.
- C. To assure proper and accurate fit, all dimensions of existing facilities are to be considered approximate and installation dimensions shall be taken by the Contractor prior to ordering materials or initiating work.
- D. Unless otherwise noted, the Contractor shall furnish all material and labor required for the work outlined in these specifications. Unless authorized in writing by the Owner, the Contractor may not subcontract this work to any other company. All work shall be performed by workers who are employees of the Contractor.
- E. All work shall be performed in a first-class professional manner and in every respect comply with all sections of the current North Carolina Building Code. If there is a discrepancy between specified work and the North Carolina Building Code, the more stringent requirement shall apply.
- F. Except for communication devices, no radios or other sound emitting devices not directly associated with the work will be operated by the workers at the job site. All workers will behave in a polite manner and all workers will wear shirts and shoes when on campus. Workers are not to make any inflammatory comments or gestures to any University personnel, students or guests. Workers are not permitted to smoke in University buildings. Workers not complying with these requirements will not be allowed to work and may be instructed to vacate the work site. If workers are restricted from working, such restriction(s) shall not alter the terms of the contract.
- G. Vehicles shall be parked in assigned areas to be arranged with the Physical Plant representative. Vehicles must display temporary parking permits which will be provided to the project supervisor by the Physical Plant representative. Vehicle operators shall comply with all traffic and parking signs. Parking on sidewalks or lawns for loading and unloading may be arranged on an individual basis, but only after coordination with one of the Designated Representatives.
- H. CONSTRUCTION AND DEMOLITION DEBRIS
 1. The contractors shall keep the building and surrounding area reasonably free from rubbish at all times, and shall remove debris from the site from time to time or when directed to do so by the designer. Before final inspection and acceptance of the building, each contractor shall clean his portion of the work, including glass, hardware, fixtures, masonry, tile and marble (using no acid), clean and wax all floors as specified, and completely prepare the building for use by the owner, with no cleaning required by the owner.
 2. The Contractor is responsible for all construction and demolition debris resulting from the project.
 3. The Contractor shall not dispose of any debris or trash in any University dumpster or receptacle.

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4. The Contractor shall not allow debris or trash to collect overnight unless specifically authorized in writing after special written and specific request is formally received by the University Project Coordinator from the Contractor's Project Manager.
5. The Contractor is encouraged to dispose of reusable and recyclable materials at an approved recycling facility. The Contractor shall dispose of all non-recyclable materials at a regulated Construction / Demolition Landfill; a municipal solid waste landfill shall not be used.
6. The Contractor shall meet with the University Waste Reduction and Recycling Representative to review and execute the Waste Removal Form included with the specifications.
 - a. The University's Office of Waste Reduction and Recycling requires information on the waste generated during this project. This requirement is for your company as well as all subcontractors working for you on this project. Please notify your subcontractors of this requirement.
 - b. The Waste Removal Form indicates the materials you plan to dispose of and the method you plan to use for disposal.
 - c. The Waste Removal Form shall be completed and signed as part of your agreement with the University to accept this project.
 - d. If you have any questions or concerns about this agreement, please contact the Office of Waste Reduction and Recycling. Please visit our web site for waste haulers servicing the University area.
 - e. The Contractor shall provide the University Waste Reduction and Recycling Representative with the weights and contents of specific recyclable materials disposed of at a recycling facility, or salvaged for donation or reuse by the contractor in significant quantities.
 - f. Office of Waste Reduction and Recycling
9201 University City Boulevard, Charlotte, NC 28223
Phone (704) 687-3890
<http://facilities.uncc.edu/recycling>
7. The Contractor shall provide the University Waste Reduction and Recycling Representative with the names and locations of recycling and reuse sites used.
8. Upon completion of the Project, the Contractor shall promptly remove all evidence of his occupation of the site (equipment, surplus materials, trash and debris) and shall clean the construction site.
9. Release of final payment is contingent on the above waste reporting requirements
- I. Upon completion of the contracted work, the Contractor shall promptly remove all evidence (equipment, surplus materials, and debris) of his occupation of the site, except completed work as specified.
- J. All materials installed by the Contractor shall be new. All materials shall meet N.C. State Building Codes and should there be any discrepancies between design and code, the more stringent requirement shall apply. All materials shall be in compliance with standards (or approved products) of the N.C. Office of State Construction. Unless specified otherwise, **NO PRODUCT CONTAINING ANY AMOUNT OF ANY FORM OF ASBESTOS SHALL BE INSTALLED WITHIN THIS PROJECT.** ASBESTOS MEANS ASBESTIFORM VARIETIES OF CHRYSOTILE, CROCIDOLITE, AMOSITE, ANTHOPHYLLITE, TREMOLITE OR ACTINOLITE. BY DEFINITION, INSTALLATION OF ASBESTOS MATERIALS WILL BE CONSIDERED CONTRACTOR'S NEGLIGENCE AND THE CONTRACTOR SHALL PERFORM ALL NECESSARY WORK TO REMOVE THE ASBESTOS AND RESTORE THE SITE TO THE "POST-CONTRACT" CONDITION.
- K. The Contractor shall take reasonable effort to protect existing surfaces, finishes, and adjacent facilities from damage during construction. Any damage shall be repaired by Contractor at the Contractor's expense prior to completion of the job. Prior to construction, the Contractor may initiate a Pre-Construction meeting with the Designated Representative to perform an inspection to record damaged existing conditions.
- L. Throughout these specifications, the term "Drawings" is used to refer to the complete set of design drawings attached to the specifications. It is intended that the drawings and specifications be technically consistent, however if discrepancies are noted, they should be brought to the attention of one of the Designated Representatives for resolution.
- M. If, during the progress of the work or during the period of guarantee, the contractor fails to prosecute the work properly or to perform any provision of the contract, the owner, after fifteen (15) days' written notice

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sent by certified mail, return receipt requested, to the contractor from the owner, may perform or have performed that portion of the work. The cost of the work may be deducted from any amounts due or to become due to the contractor, such action and cost of same having been first approved by the owner. Should the cost of such action of the owner exceed the amount due or to become due the contractor, then the contractor or his surety, or both, shall be liable for and shall pay to the owner the amount of said excess.

SECTION 02 00700-2 – GENERAL SAFETY REQUIREMENTS

PART 7 - GENERAL SAFETY REQUIREMENTS

- 7.1 This information shall be provided to the competent supervisor by the contractor prior to initiating any work.
- A. **UNIVERSITY SAFETY OFFICE REQUIREMENTS**
- B. Please refer to webpage for contract safety program: <http://safety.uncc.edu/contractors>
1. No parking on sidewalks except as necessary during a specific task.
 2. Designate a safety and health coordinator for the project, or assign that responsibility to the on-site supervisor.
 3. Comply with UNC CHARLOTTE posted "No Smoking" rules.
- C. **FACILITIES MANAGEMENT DEPARTMENT SAFETY REQUIREMENTS**
1. Care shall be taken to protect all persons in the vicinity from injury and undue inconvenience.
 2. Contractor shall provide & maintain pedestrian and vehicular barricades as necessary for the situation. Pedestrian barricades shall be constructed of continuous temporary fencing completely containing the work area. Fencing shall extend from the ground to a minimum of 8' high with top rail and shall meet all ADA requirements for barricading for the visually impaired. Continuous, plastic mesh, orange safety fencing is acceptable. If the barricade blocks an existing pedestrian sidewalk, the Contractor shall properly mark an alternate route.
 3. All workers shall wear "safety orange" vests or shirts while performing work in streets, parking lots, or other areas where there may be vehicular traffic.

SECTION 02 00700-3 – GENERAL GUARANTEE

PART 8 - GENERAL GUARANTEE

- 8.1 Unless stated otherwise in the specific requirements section, the contractor shall guarantee all installed work and materials for one year as described below:
- A. Upon completion of work, Contractor shall guarantee all work and materials against defects for a period of three hundred, sixty-five days following Owner's acceptance of work. Any and all material necessary to correct defects will be provided and executed promptly by the Contractor at the Contractor's expense. Such guarantee is a condition of this contract and will commence on the date of Owner's acceptance of all the completed work.
- B. The required guarantee described in this article, or any article of the specification, does not exempt the Contractor from having to correct at any time any defective work installed which is not in compliance with the contract documents.

SECTION 02 01100 - SUMMARY

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PART 9 - SUMMARY This contract is for:

- A. BASE BID
- B. ALTERNATES
- C. OWNER'S DESIGNATED REPRESENTATIVES
 - 1. The Owner's Designated Representatives referenced throughout these specifications
 - 2. Mac Fake
 - 3. Project Coordinator Name
- D. SCHEDULE
 - 1. The Contractor shall complete the work within
 - 2. The work is to be sequenced with other construction work. Therefore, it will be necessary to coordinate the installation with the Designated Representative.