

REQUIREMENTS COMMON TO ALL WORK CATEGORIES

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

1. Drawings and general provisions of the Contract, including General Special Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 GENERAL REQUIREMENTS

A. Contract and Bid

1. These General Requirements form a part of each Work Category work description, and they apply to each bidder's scope of work.
2. It is understood that the use of the terms Bidder, Contractor, Prime Contractor, Trade Contractor and Subcontractor within this description shall refer to the same entity, and it is the entity that enters into a contract with the Construction Manager (CM) as a successful Work Category Bidder.
3. If conflicts regarding the assignment of work exist between the drawing notes and/or other specification sections and this Work Category Description, this Work Category Description shall take precedence.
4. The Bidder, having become thoroughly familiar with the requirements, conditions and intent of the Contract Documents, and with all conditions affecting the performance and cost of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform and work within the time stated and in strict accordance with the Contract Documents, without claims for additional time or compensation.
5. Each subcontractor is responsible for knowing what Work has been assigned to any preceding or succeeding separate Contracts, as well as to other subcontracts within this Bid Package. No additional reimbursement or extensions of time will be allowed a subcontractor due to its lack of knowledge or understanding of the Work assigned to its subcontract or to any separate subcontract which may affect its Work. If applicable, documents for other Bid Packages are available for review in the CM's site office.
6. Except as may be specifically noted to the contrary in the Contract Documents, each subcontractor shall provide or cause to be provided, and shall pay for all labor, materials, equipment, tools, construction equipment and machinery, temporary utilities, transportation, testing, and all other facilities and services necessary for proper execution and completion of the Work of its Subcontract, whether temporary or permanent.
7. The Bidder's Lump Sum proposal INCLUDES all applicable sales and/or use taxes.
8. The Bidder agrees that upon written notice of the acceptance of its bid, the Bidder will arrange to meet with the CM within five (5) business days to review its bid and to execute the Subcontract. Executed Performance and Payment Bonds, if required, and all appropriate Insurance Certificates shall be delivered to the CM at the time of execution of the Subcontract. Failure to execute the Subcontract within ten (10) working days after receipt of the Subcontract may be considered a default under the obligation of the Bid Bond.

UNIVERSITY OF KENTUCKY – POULTRY RESEARCH FACILITY
UK Project No. 2505.0

9. The Bidder shall include all costs for permits, fees, bonds, tap-in fees, assessments and inspections.
10. The General and Special Conditions included in the bid manual are the General and Special Conditions for the contract between the construction manager and the University of Kentucky. All successful bidders will be bound to all of those conditions the same as the construction manager.
11. Trade contractors will be limited to **10% total mark-up** on all extra work proposals.

B. Scheduling

1. Each subcontractor shall include any premium time required to meet the project schedule, as well as for any work which impacts Owner operations (i.e. utility tie-ins, shutdowns, or blocking deliveries).
2. Saturday and Sunday shall be used as make-up days for weather delays at no additional cost.
3. Subcontractors will be provided the durations as shown on the project schedule for completion of each particular work item, however, sequencing and timing for each work item may be adjusted as needed by the CM.
4. The CM will issue a 4-6 week lookahead schedule at each weekly progress meeting (which all subcontractors are required to attend). All subcontractors will then review that lookahead, and provide a written three week lookahead schedule to the CM, indicating all activities that they will be doing for the next three weeks, and the labor required for each activity.
5. Durations shown on the project schedule are intended to include time for commissioning. Subcontractors will need to complete work to allow commissioning to occur within the timeframe allotted for each activity.
6. In the event that the work by this subcontractor falls behind the accepted schedule, the CM shall issue a notice in writing that the subcontractor is behind. If, within 3 days the subcontractor has not provided sufficient labor and/or materials to get back on schedule, the CM reserves the right to have this work completed by others at the subcontractor's expense.

C. Supervision

1. Each subcontractor shall provide a full-time Superintendent, on site, throughout the duration of their scope of work. This Superintendent shall be authorized to make all decisions relative to the work on site, shall attend daily foreman check-in meetings and shall be the primary contact for all correspondence. Any change of superintendent shall be pre-approved by the Construction Manager.
2. The Construction Manager reserves the right to have the subcontractor's superintendent or project manager replaced for any reason.

D. Administration

1. Each subcontractor is required to submit documents in PDF format if 11" X 17" or smaller and not bound. Any documents or drawings larger than 11" X 17" will require one PDF copy and one hard copy. If samples are required four (4) physical samples will be submitted at the time of review. All submittals shall be prepared and submitted in accordance with the submittal requirements outlined in the General and Special Conditions. One electronic copy of the submittals will be returned to the Subcontractor.

UNIVERSITY OF KENTUCKY – POULTRY RESEARCH FACILITY
UK Project No. 2505.0

2. All Operation and Maintenance (O&M) specified in the documents to be provided shall be submitted to the CM on or before the expiration of 75% of the contract performance time.
3. Record drawings shall be updated on a weekly basis at the Construction Manager's jobsite office.
4. Each subcontractor shall have the capability of utilizing "ecommunication". This is an Internet based project collaboration and management software. This will include any training necessary to use ecommunication.
5. Drawings and revisions will be distributed electronically. The Subcontractor shall provide its superintendent with access to an ipad or other portable table device for access to internet based software from the jobsite.
6. Each subcontractor shall have an active e-mail account for the receipt of CM correspondence to the subcontractor.
7. Subcontractor Superintendents shall attend a daily 10-15 minute planning meeting every morning prior to beginning work.
8. Every Friday, each subcontractor will be required to submit to the CM Superintendent, a three week lookahead planning schedule. This form will be provided by the CM.
9. All construction contracting companies doing work in Fayette County must obtain a Contractor Registration Certificate as well as a Business License. CM may request proof that subcontractor holds a current certificate and license prior to payment.
10. All subcontractors are required to meet the University of Kentucky's Design Standards for all work items. These standards are available for review on the UK website.
11. Any work done by field ticket shall be reviewed with, and signed by Congleton-Hacker Company's Superintendent withing 24 hours, and pricing submitted within 30 days. Failure to follow either of these requirements shall void any monies due to the subcontractor for the added work.

E. Safety

1. Provide and maintain an effective safety program and conform to all Federal and Local safety codes.
2. All employees of all contractors, subcontractors or other entities who require access to the site are required to attend a pre-construction safety orientation meeting prior to starting work on site.
3. Hard hats, work boots, and long pants shall be worn by all employees at all times while on site.
4. All equipment operators and truck drivers on the site are required to wear hard hats, work boots, and long pants at all times, including in the cab while running equipment.
5. Any barricade or safety device removed by a subcontractor's employees in order to perform the work shall be immediately re-erected as soon as that work activity is complete. Temporary barricades and/or a controlled access zone must be established while the barricade is down. If the subcontractor fails to comply with this requirement, the CM or designee will cause the necessary work to be completed, and all associated costs will be deducted from costs due the subcontractor.

6. If any personnel are required to leave the site due to safety violations, it will be the responsibility of the subcontractor to provide additional manpower or work premium time to make up any lost time due to the safety violation.
7. High-vis vests or shirts will be required at all times while working on site.

F. Site Utilization

1. Each subcontractor shall confine its operations to the defined site limits and/or approved site lay down and storage areas. Any work activities that require work outside of the site limits shall be coordinated in advance with the Construction Manager.
2. Each subcontractor is responsible for its own hoisting, unloading, storage and subsequent moving of materials as required to complete its work. On-site storage locations of all materials, equipment, and operations must be coordinated with, and approved by, the Construction Manager in advance. Staging areas will be designated to each subcontractor. Any materials, equipment, or operations found to be outside approved staging areas are subject to relocation by the Subcontractor at the Construction Manager's discretion.
3. All costs associated with material delivery in small quantities, relocation of materials that impede work progress, and off site material storage and handling shall be included in the bid.
4. Each subcontractor is responsible for receiving all deliveries, unloading, hoisting, and transporting to staging areas approved by the Construction Manager
5. Each subcontractor shall provide temporary protection as required against rain, wind, storms and theft. Damages to existing facilities due to the Subcontractor's failure to provide temporary protection as required will be corrected at the Subcontractor's expense.
6. Fuel storage on-site is restricted and fueling procedures must comply with applicable regulations and receive the CM's approval.
7. Where new work connects with existing, provide all necessary cutting and fitting required to make a satisfactory connection with the work in a finished and workmanlike condition. Furnish all labor and material necessary, whether or not shown or specified. All measurements must be verified.
8. Each subcontractor shall be responsible for the proper protection of adjacent structures, public right-of-ways and emergency egresses while performing its scope of work.
9. Each subcontractor shall be responsible for the protection of its own materials, tools, equipment, and finished work until substantial completion is granted. Damage to stored or finished work and/or theft of any materials, tools or equipment prior to substantial completion shall be repaired or replaced at the Subcontractor's expense.
10. Each subcontractor is responsible for maintaining drainage and grades of the site, affected by their work, during and after their work.
11. Each subcontractor shall be responsible for furnishing, installing, maintaining, and removing weather protection required for their work.
12. Each subcontractor shall be responsible for cleaning their tires, and the tires of any of their delivery trucks prior to leaving the site.
13. Tobacco use on the site is prohibited.

UNIVERSITY OF KENTUCKY – POULTRY RESEARCH FACILITY
UK Project No. 2505.0

14. Failure to clean up the site daily will result in the performance of this activity by the CM or a designated Trade Contractor at a unit rate of \$75.00 per hour and associated costs shall be back charged to the appropriate Trade Contractor. Cleanliness during construction is of utmost importance.
15. Temporary electric prior to establishing temporary electric inside the building shall be provided by each trade contractor for their own work.
16. In addition to any items listed in the specific or general scopes of work, each trade contractor shall provide, for the duration that they are working onsite, one person for one day each week to perform general clean up at the direction of the Construction Manager, or whoever the Construction Manager appoints to manage clean up.
17. All utility shutdowns shall be limited to 24 hours & shall be scheduled two weeks in advance.

G. Coordination

1. Each trade contractor shall be responsible for coordinating with and scheduling the Owner's testing agency and the Owner's commissioning agent for testing & start-up activities, and shall notify the CM when these activities are scheduled.
2. Beginning work shall be deemed acceptance of the existing or preceding conditions.
3. Normal working hours will be from 7:00 A.M. to 3:30 P.M., Monday through Friday unless the Construction Manager approves alternate arrangements. Off-hours work must be scheduled in advance with the CM. This does not alleviate the Trade Contractor's responsibility to work overtime as required to maintain the schedule. Delays due to normal weather conditions are to be taken into consideration and anticipated when bidding this project. Saturdays are considered workdays as required to make up any weekdays lost due to weather.
4. Unless specifically indicated otherwise, each Trade Contractor is responsible for all detailed layout and grade from established benchmark and control lines
5. Each trade contractor shall be responsible for providing any temporary electric required.
6. The Trade Contractor shall provide and continually maintain OSHA compliant guardrails around the top of all open excavations, including shored excavations, with the required number and spacing of ladders for accessing the excavation.
7. Each Trade Contractor shall provide any and all information pertinent to their work required by other trade contractors to properly coordinate their work, and will be responsible for requesting the same as needed from other trade contractors.
8. All work required for mock-ups as specified shall be included in all trade bid packages.