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| **~~~~ SPECIFIER NOTES ~~~~~**  This specification guidelines, its sections, and text included, is intended to be used in the preparation of Contract Documents. It contains **Specifier Notes** which shall guide editing by the A/E consultant for the uniqueness of each project during the preparation of the Project Manual. Where **[Optional]** appears in this document, it indicates requirements which may/may not be relevant to the subject project depending upon the project complexity, scope, and unique conditions. For **DRAFT** specifications prepared during the design process, use Microsoft Word, Track Changes. Set Criteria so that deletion show as strikethrough. Deletions and additions are to be in red text.  Notes unique to this section:   1. Review the Specification Guidelines guidance for **[Optional]** sections 00 7400 Special Conditions, and 01 1250 Site Specific Conditions. If these sections are included in the project, A/E shall edit this section as appropriate to prevent conflicting information/requirements. 2. This section has substantive impacts on the Owners project administration and any ongoing operations in/around the project site. Consultation with the Owner and DES Project Manager must be done as part of its preparation.   *~~~ END OF SPECIFIER NOTES ~~~~* |

Section 01 1000 - Summary

PART 1 GENERAL

* + 1. PROJECT
       1. Project Name: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_].
       2. Owner's Name: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_].
       3. A/E's Name: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_].
       4. The Project consists of the [\_\_\_\_\_\_\_\_\_] of [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_].

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| **~~~~ EXAMPLE ~~~~**   1. D. The Project consists of the construction of a three-story, 60,000 gsf academic facility for instruction of STEM Programs on an existing developed site. Project includes full site redevelopment. |

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| **~~~~ SPECIFIER NOTES ~~~~~**  Modify the following for the scope included under this section. If scope or complexity warrants, consider using the **[Optional]** specification section 01 1250 Site Specific Conditions to address the issues of:   * Work Sequence * Owner Occupancy * Contractors Use of Site and Premises   **~~~ END OF SPECIFIER NOTES ~~~~** |

* + 1. SECTION INCLUDES
       1. Contract Description
       2. Descriptions of Work
       3. Descriptions of Work (Alternations)
       4. Descriptions of Work (Limited Scope)
       5. Work by Owner
       6. Permits, Fees, and Bonds
       7. Copies of Contract Documents Provided by the Owner
       8. Owner Occupancy
       9. Contractors Use of Site and Premises
       10. Work Sequence

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| **~~~~ SPECIFIER NOTES ~~~~~**  Include/exclude the following articles of 00 7400 and 01 1250 as appropriate to the project.  **~~~ END OF SPECIFIER NOTES ~~~~** |

* + 1. RELATED REQUIREMENTS
       1. Drawings and general provisions of the Contract, including the General Conditions for Washington State Facilities Construction and other Division 01 specification sections, apply to this section.
       2. Section 00 7400 - Special Conditions for unique requirements of the Work not covered by this section.
       3. Section 01 1250 - Site Specific Conditions for unique requirement of the Work not covered by this section.

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| 1. **~~~~ SPECIFIER NOTES ~~~~~** 2. Modify the following for the correct type of contract to be utilized. 3. **~~~ END OF SPECIFIER NOTES ~~~~** |

* + 1. CONTRACT DESCRIPTION
       1. Contract Type: A single prime contract based on a lump sum price as described in Division 00.

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| 1. **~~~~ SPECIFIER NOTES ~~~~~** 2. Use one of the three following sections below as appropriate for the projects scope. Delete the others. 3. **~~~ END OF SPECIFIER NOTES ~~~~** |

* + 1. DESCRIPTION OF WORK
       1. Scope of work is as indicated on drawings and specifications. In general, the scope includes:

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| **~~~~ EXAMPLE ~~~~**   * + - 1. Scope of work is as indicated on drawings and specifications. In general, the scope includes: Construction of a new library of approximately 65,000 gross square feet. Construction is of concrete foundations, steel structure with an envelope that consists of masonry, metal panels and aluminum curtainwall systems. Project includes complete Mechanical, Electrical, Plumbing, Communications, Fire Protection, Fire Alarm, Security, and Audio-Visual systems. Project includes full site development of approximately 3 acres and includes a parking area, pedestrian walkways, frontage improvements utilities and landscaping. |

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   Provide a more detailed explanation of scope using specification divisions as a general guideline.  **~~~ END OF SPECIFIER NOTES ~~~~** |

* + - * 1. Division 1: [\_\_\_\_\_\_\_\_].

[\_\_\_\_\_\_\_\_].

[\_\_\_\_\_\_\_\_].

* + - * 1. Division 2: [\_\_\_\_\_\_\_\_].

[\_\_\_\_\_\_\_\_].

[\_\_\_\_\_\_\_\_].

* + - * 1. Division \_\_\_: [\_\_\_\_\_\_\_\_].

[\_\_\_\_\_\_\_\_].

[\_\_\_\_\_\_\_\_].

[\_\_\_\_\_\_\_\_].

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| **~~~~ EXAMPLE ~~~~**   * + - * 1. Division 4: Masonry.  1. Masonry and Precast Stone Veneers installed as part of a rain screen envelope. |

* + 1. DESCRIPTION OF WORK (ALTERATIONS)
       1. Scope of Alterations work is as indicated on drawings and specifications. In general, the scope includes:

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| **~~~~ EXAMPLE ~~~~**   1. The project consists of an interior renovation of approximately 6,500 square feet. Scope includes demolition and replacement of interior partitions, new finishes, and modifications to structural, mechanical, plumbing, electrical, and communications systems. |

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   Provide a more detailed explanation of scope using specification divisions as a general guideline.  **~~~ END OF SPECIFIER NOTES ~~~~** |

* + - 1. Scope of alterations work is indicated on drawings.
      2. Renovate the following areas, complete [\_\_\_\_\_\_\_\_]:
         1. [\_\_\_\_\_\_\_\_\_\_\_\_\_\_].
         2. [\_\_\_\_\_\_\_\_\_\_\_\_\_\_].
         3. [\_\_\_\_\_\_\_\_\_\_\_\_\_\_].
      3. Refinish all surface areas of the following, as specified:
         1. [\_\_\_\_\_\_\_\_\_\_\_\_\_\_].
         2. [\_\_\_\_\_\_\_\_\_\_\_\_\_\_].
         3. [\_\_\_\_\_\_\_\_\_\_\_\_\_\_].
      4. Plumbing: Alter existing system and add new construction, keeping existing in operation.
      5. HVAC:  Alter existing and add new construction.
      6. Electrical Power and Lighting: Replace existing system with new construction, keeping existing in operation until ready for changeover.
      7. Fire Suppression Sprinklers: Replace existing system with new construction.
      8. Fire Alarm: Restore existing system and equipment to operational condition.
      9. Telephone: [\_\_\_\_\_\_].
      10. Security System: [\_\_\_\_\_\_].
      11. [\_\_\_\_\_\_]: Alter existing system and add new construction, keeping existing in operation.
      12. Owner will remove the following items before start of work:
          1. [\_\_\_\_\_\_\_\_].
          2. [\_\_\_\_\_\_\_\_].
      13. Contractor is required to remove and deliver the following to Owner prior to start of work:
          1. [\_\_\_\_\_\_\_\_].
          2. [\_\_\_\_\_\_\_\_].
      14. Contractor is required to remove and store the following prior to start of work, for later reinstallation by Contractor:
          1. [\_\_\_\_\_\_\_\_].
          2. [\_\_\_\_\_\_\_\_].
    1. DESCRIPTION OF WORK (LIMITED SCOPE)
       1. Scope of work is indicated on the contract drawings and specifications. It includes \_\_\_\_\_\_\_\_\_\_.

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| **~~~~ EXAMPLE ~~~~**   1. Scope of work is indicated on the contract drawings and specifications. It includes the re-roofing of approximately 15,000 square feet and includes the full removal of the existing roofing, flashings and copings and replacement with new. |

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   The following article should be edited as appropriate for any scope of work to be provided by the Owner. Delete if there is none.  **~~~ END OF SPECIFIER NOTES ~~~~** |

* + 1. WORK BY OWNER
       1. Owner has awarded a contract for supply and installation of [\_\_\_\_\_\_\_\_] which will commence on [\_\_\_\_\_\_\_\_].
       2. Owner has awarded a separate construction contract for the [\_\_\_\_\_\_\_\_] which will commence on [\_\_\_\_\_\_\_\_].
       3. Owner will supply and install the following:
          1. [\_\_\_\_\_\_\_\_].
          2. [\_\_\_\_\_\_\_\_].
       4. Owner will supply the following for installation by Contractor:
          1. [\_\_\_\_\_\_\_\_].
          2. [\_\_\_\_\_\_\_\_].

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   Edit this section as appropriate to address impacts to the project due to any Owner occupancy. Delete if there are none.  **~~~ END OF SPECIFIER NOTES ~~~~** |

* + 1. OWNER OCCUPANCY
       1. Owner intends to continue to occupy adjacent portions of the existing building during the entire construction period.
       2. Owner intends to occupy the Project upon Substantial Completion.
       3. Owner intends to occupy a certain portion of the Project prior to the completion date for the conduct of normal operations.
       4. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
       5. Schedule the Work to accommodate Owner occupancy.

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   Edit the following section as appropriate to address specific issues related to any limitations on the Contractor's use and access. Such as: If the DES PM secures a waiver from the Vaccine Declaration requirement. Required construction area isolation measures such as temporary fencing, separate contractor parking, operational required due to owner occupied building, etc.  **~~~ END OF SPECIFIER NOTES ~~~~** |

* + 1. CONTRACTOR USE OF SITE AND PREMISES
       1. Construction Operations: Limited to [\_\_\_\_\_\_\_\_].
       2. Arrange use of site to allow:
          1. Owner occupancy.
          2. Work by Others.
          3. Work by Owner.
          4. Use of site by the public.
          5. [\_\_\_\_\_\_\_\_\_\_].
          6. [\_\_\_\_\_\_\_\_\_\_].
       3. Provide access to and from site as required by law and by Owner:
          1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
          2. Do not obstruct roadways, sidewalks, or other public ways without permit.
          3. Maintain Fire Department access and use to all fire lanes at all times.
       4. Existing building spaces may not be used for storage.
       5. Time Restrictions:
          1. Limit conduct of especially noisy, odorous, and dusty exterior work to the hours of [\_\_\_\_\_\_\_\_].
          2. [\_\_\_\_\_\_\_\_\_\_\_\_].
          3. [\_\_\_\_\_\_\_\_\_\_\_\_].
       6. Utility Outages and Shutdown:
          1. Do not disrupt or shut down life safety systems, including but not limited to fire sprinklers and fire alarm system, without 7 days’ notice to Owner and authorities having jurisdiction.
          2. Limit shutdown of utility services to [\_\_\_\_] hours at a time, arranged at least 24 hours in advance with Owner.
          3. Prevent accidental disruption of utility services to other facilities.

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   If the project scope includes any site work or excavation, include the following article.  **~~~ END OF SPECIFIER NOTES ~~~~** |

* + - 1. Archeological Resources: During the execution of all site work, the Contractor and all subcontractors shall comply with all regulations regarding the discovery of archeological resources. If suspected materials/remains are encountered, stop work immediately and notify the A/E consultant for direction.
         1. See Chapters 27.34.200, 27.44, 79.02 of the Revised Code of Washington (RCW), the Washington Administrative Code (WAC), and Executive Order 21-02, as applicable.
         2. More information is available at https://dahp.wa.gov/about-us.

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   Edit the following section as appropriate for the project schedule and staging requirements of the Work. Consider the following stages:   * Preconstruction Activities (work to be done prior to access to site after NTP). * Active Construction (work on site). * Post Substantial Completion or Closeout (activities to be completed after occupancy).   **~~~ END OF SPECIFIER NOTES ~~~~** |

* + 1. WORK SEQUENCE
       1. Construct Work in stages during the construction period:
          1. Stage 1: [\_\_\_\_\_\_\_\_].
          2. Stage 2: [\_\_\_\_\_\_\_\_].
          3. Stage 3: [\_\_\_\_\_\_\_\_].

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| **~~~~ EXAMPLE ~~~~**   1. Stage 1: Preconstruction activities (11 calendar days). During this period, the Contractor will not have access to the project site for construction activities. The activities are to be executed during this period includes.  * Contract Initiation Submittals per section 01 3000 * Project Submittals * Haz Mat pre-work submittals * Field investigation and verification * Procurement of Long Lead Items (light fixtures, carpet, hollow metal, doors, hardware, etc.)  1. Stage 2: Temporary Facilities and Demolition (30 calendar days). During this period, the Contractor shall prepare the site for construction. Work during school break while the facility is closed) The work to be executed during this period includes:  * Installation of work area enclosure elements * Installation of duct controls measures * Hazardous Materials Abatement * Demolition * Concrete core drills * Any other scope of work that causes noise, vibrations, odors, access, or other issues that may be a disturbance to otherwise occupied spaces  1. Stage 3: Active Construction (86 calendar days). All remaining work (except Stage 4) shall be done during this period. 2. Stage 4: Installation of all millworks (18 calendar days). Stage 4 will culminate upon achievement of Substantial Completion. |

* + - 1. Coordinate construction schedule and operations with Owner.
      2. Coordinate construction schedule and operations with A/E.

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   Edit the following as appropriate for the projects scope. A/E shall consider fair and equitable bidding of these costs in determining the appropriate party for submittal, obtainment, and payment. The following article is provided as an example.  **~~~ END OF SPECIFIER NOTES ~~~~** |

* + 1. PERMITS AND FEES
       1. The Owner will submit, obtain, and pay for the following permits and fees. The Contractor will pick-up these permits from the AHJ and make any necessary arrangements for the Owner's payment. Cost for these permits ARE NOT to be included in the Bid Amount.
          1. General Building Permit
          2. Mechanical Permit
          3. Electrical Plan Review (review fee only)
          4. Utility Hook Up Fees including:

Storm Sewer

Sanitary Sewer

Electrical

Water

\_\_\_\_\_\_\_\_

* + - * 1. \_\_\_\_\_\_\_\_
        2. \_\_\_\_\_\_\_\_

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   Edit the following article for clarity of all permits, fees, and bonds, which are to be the sole responsibility of the Contractor. These should be fees that pertain to:   * Bidder design elements * Are related to contractor's construction means and methods * Add other unique items not specifically noted below   Include link to AHJ where fees are posted or may be calculated.  **~~~ END OF SPECIFIER NOTES ~~~~** |

* + - 1. The Contractor has sole responsibility to submit, obtain, and pay for all other permits and fees. All costs including, but not limited to, the following, are to be included in the based bid contract amount:
         1. City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ permit, fees, and bond costs can be found at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
         2. Fire Protection Plan Review, Permit and Processing Fees
         3. Fire Sprinkler

Contractor is to provide stamped sprinkler drawing prepared by a licensed sprinkler contractor holding a Level III certificate of competency in accordance with WAC 212-80. Plans shall be submitted to the AHJ (Authority Having Jurisdiction) and approved prior to commencing any fire protection work.

* + - * 1. Fire Alarm Plan Review, Permit and Processing Fees
        2. Electrical Permit
        3. Low Voltage Permits for any work installed by the Contractor as part of the contract work
        4. Any one-time electrical or plumbing permits required for cover (only if allowed by the AHJ)
        5. If required by the Contractor's means and methods, any additional permits for right-of-way, street use, traffic control; etc.
        6. Air Quality Permits
        7. \_\_\_\_\_\_\_\_
        8. \_\_\_\_\_\_\_\_
      1. Business Licenses are required by the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the Contractor and all subcontractors

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   Discuss with the Owner and DES Project Manager, the approach to providing Contract Documents to the contractors. Consider issuance of:   * Bid Documents vs. Conformed Bid Documents * Printed Copies vs. Digital documents   **~~~ END OF SPECIFIER NOTES ~~~~** |

* + 1. COPIES OF CONTRACT DOCUMENTS PROVIDED BY THE OWNER.
       1. The Owner will supply the Contractor with up to \_\_\_\_\_\_\_ sets of contract drawings, specifications, and addenda. The Contract is solely responsible for the incorporate of all bid addenda and product substitutions. The Contractor is responsible for the purchase and payment of any additional sets of Contract Documents required.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

1. END OF SECTION 01 1000 – Summary