

Washington Metropolitan Area Transit Authority

Solicitation FQ18119/ST

Division 01 – General Requirements

Section 00011

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01100 Summary

Section 01110 Summary of Work

Part 1 – General

1.01 Related Documents

Drawings and General Provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections.

1.02 Summary

- A. The Contractor shall furnish all labor, materials, equipment, incidentals, and other items necessary to complete the Train Control Room Power Supplies of as required by the Contract documents.
- B. The Project shall function as an integral part of and be fully compatible with the existing WMATA system.
- C. The Contractor is to replace existing obsolete Switch Machine power supplies, also referred to as “WHB”. The majority of existing WHB power supplies throughout the rail system have exceeded reasonable expectation of maintainability. The equipment is difficult to maintain due to age, discontinued components and the dissolution of the Original Equipment Manufacturers (OEM); this makes obtaining repair parts difficult or impossible. Additionally, the original linear design is inefficient compared to current technologies. The original power supplies need to be replaced to bring the Automatic Train Control (ATC) system into compliance with the Federal Transit Administration (FTA) mandated State of Good Repair (SOGR).

1.03 General Summary of Work Description

- A. Gather all data necessary for the performance of the Work under this Contract that are needed in addition to Authority-furnished Contract Documents.
- B. Perform all work in strict accordance with the manufacturers’ recommendations and the sequence of construction approved by the Contracting Officer Representative (COR).
- C. If existing construction suspected of containing hazardous materials is encountered, do not disturb hazardous materials and immediately notify the COR. Hazardous materials will be removed by the Authority under a separate contract.
- D. Protect adjacent area and adjacent occupied areas. Provide required barriers to seal off hazardous materials from the adjacent areas.

- E. Remove from the Authority's property all debris resulting from demolition to locations off the Authority's property and obtain written permits and release from the owners of the property where the materials will be deposited. This includes demolition and removal of all existing concrete, accessories and appurtenances shown on Contract drawings. Contractor is responsible for all offloading of materials from WMATA rail vehicles at rail yard and transporting off WMATA property.
- F. All applicable dimensions, locations, clearances and elevations of existing structures shown on the drawings and in the reference drawings shall be verified by the contractor in the field prior to preparation of shop drawings and commencement of any work. If discrepancies are discovered between existing conditions and the contract work, the contractor shall immediately notify the COTR.

1.04 Measurement and Payment

Separate measurement and payment will not be made for Work required under this Contract Specifications Section. All cost in connection therewith will be considered incidental to the item of work to which they pertain.

1.05 Days / Hours of Work

The hours of work is defined in Section 01141, Access to Site.

1.06 Location

- A. The Project is located in the District of Columbia, State of Maryland and Commonwealth of Virginia.
- B. The Contractor shall be properly licensed to do business in the District of Columbia, State of Maryland and Commonwealth of Virginia prior to commencement of this project.

1.07 Permits

The Contractor shall be responsible for securing all permits that are required to complete the work.

1.08 Site Logistics

- A. Coordinate Site access and egress with Contracting Officer Representative. The Contractor is cautioned that storage for materials and equipment in the immediate area of the passenger station is very limited. Likewise, access through the passenger entrance to the station for transport of materials and equipment is very limited. An area for Contractor materials will be made available for use by the Contractor as shown in the drawings.

1. The majority of materials and equipment needed to perform the work must be moved over the rail system using rail-mounted equipment. Only limited windows of time will be made available for such movements. All such movements must be coordinated with the COR and must be made in accordance with procedures for such moves published by the Authority.
- B. Coordinate with Contracting Officer Representative for staging of Construction equipment and materials within Authority Roadway and Authority property. At the completion of each allowable work period, the stations and tracks will be restored to normal service. The station work areas shall be left in a condition to permit such operation with no impact on the safety of passengers or the safe operation of trains
- C. Parking
 1. WMATA will not provide parking spaces for the Contractor.
- D. Constraints on Construction
 1. Work Sequence
 - a. Construction shall follow the specified directions provided in the contract drawings and technical specifications as applicable.
 2. Special Events
 - a. Minimize risks to the public during special community events that are located in close proximity to the Project Site.
 - b. Construction activities shall be coordinated with the Authority to reduce construction impacts.
 - c. Maintain a Special Community Event List in coordination with the Authority for the duration of the Contract. The list shall identify local special holidays, parades, festivals, and other similar events that are within the proximity of the Project construction area and operations. The list shall include the following information: Refer to 01141 ACCESS TO SITE for additional information.
 - (1) Name and general description of the event
 - (2) Date, time of day, and duration
 - (3) Location(s)
- E. Coordination of Work with Others: Coordinate Work through the Contracting Officer Representative with the following:
 1. Utilities and jurisdictional authorities affected by or having jurisdiction over the Project.

-
2. Other Contracting Officer Representatives, Authority consultants, and contractors associated with adjacent projects.
- F. Survey Work: Perform as needed to execute the Project as specified in Section 1721, LAYOUT OF WORK AND FIELD ENGINEERING.
- G. Safety: Establish and manage Project safety in accordance with Section 01114, SAFETY/ENVIRONMENTAL REQUIREMENTS and Section 01115, SAFETY AND SECURITY CERTIFICATION.
- H. Quality: Establish and manage a Quality System in accordance with Section 01470, QUALITY MANAGEMENT SYSTEM.
- I. Inspection and Testing
1. Inspect the Work to ensure that construction is being performed in accordance with the contract documents. Maintain Inspectors Daily Reports and submit to the Contracting Officer Representative weekly.
 2. Establish and perform component testing and system integration testing as specified in various specification sections and in accordance with Section 01470, QUALITY MANAGEMENT SYSTEM. Develop and implement a testing plan based on WMATA Testing Program Plan
 3. Provide and manage the services of an independent testing agency that shall conduct material testing.
 4. Provide and manage the services of independent inspectors for those disciplines required by jurisdictional authorities. Independent inspectors shall perform third party inspections necessary to certify that construction has been performed in accordance with contract documents. Independent inspectors shall have the qualifications required by jurisdiction authorities.
 5. The independent testing agency and independent inspectors may be provided through a single entity.
- J. As-Built Documents: Maintain a hard copy drawing and specification record of as-built conditions during construction phase, and provide As-Built Drawings and As-Built Specifications at the completion of the Project in accordance with Section 01775, CLOSEOUT.
- K. Demonstration and Training: Demonstrate the use of equipment and systems and provide training to WMATA staff as indicated in Section 01820, DEMONSTRATION AND TRAINING.
- L. Salvaging of Materials and Equipment

1. Maintain property control records for materials or equipment identified for reuse. The Contractor shall be responsible for the storage and protection of materials and equipment and shall replace materials and equipment, which are broken or damaged during construction operations as the result of negligence or while in the Contractor's care.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

Section 01111 Contractor Key Staff

Part 1 – General

1.01 Summary

This Section specifies key staff that forms the Contractor's team and identifies their basic functions.

1.02 References

A. United States Green Building Council (USGBC)

1. Leadership in Environmental Engineering and Design (LEED)

a. New Construction and Major Renovation

B. Registrar Accreditation Board of the American Society for Quality (RABASQ)

C. Occupational Safety and Health Association (OSHA)

1. Construction Safety Training

2. First Aid/CPR/Blood Borne Pathogens Training

1.03 Submittals

A. Submit the following within 10 Days of Award in accordance with Section 01330, SUBMITTAL PROCEDURES:

1. Evidence of qualifications and experience of Key Staff.

1.04 Contractor

A. The Contractor shall responsible for constructing the Project and for furnishing and managing the services of Subcontractors and vendors, to perform all manufacture, fabrication, installation, and construction to complete the Project in accordance with the Contract Documents, all applicable jurisdictional codes and regulations, the approved Quality Management System; the approved Safety Plan; the approved Systems Integration Testing Plan, and environmental and other applicable requirements to achieve Acceptance in accordance with the approved Project Schedule.

B. All personnel involved in the performance of construction work shall be experienced and qualified to perform their trade, and all construction work shall be performed in a skilled and workmanlike manner.

C. Individuals holding these key staff positions shall not be changed without written Authority approval for substitutions of key staff.

D. Key Staff

1. Construction Project Manager

- a. Shall have an undergraduate degree in engineering or construction management with a minimum of 15 years' experience in managing complex multi-discipline heavy construction projects and a minimum of 10 years managing the construction of projects of a similar type and financial magnitude in the rapid transit industry.
- b. Responsible for managing construction of all facets of the Project and has overall responsibility for its successful and timely completion.
- c. Supervises the Key Staff, shall be the sole point of contact with the Contracting Officer Representative, shall be responsible for coordinating with outside agencies as required, shall be responsible for managing cost and maintaining schedule of the Project, shall be responsible for ensuring that QA/QC and Safety guidelines are followed, and shall be responsible for testing, commissioning, and close-out of the Project. Responsibilities include but are not limited to acquiring construction permits not furnished by the Authority; managing Subcontractors, independent testing companies, fabricators and Suppliers; development, management, and implementation of Project Schedule; preparation, submittal, and management of construction submittals; maintaining as-built documentation; and coordinating with outside agencies and Utility companies on construction related matters. The Construction Manager is responsible to ensure that construction is based on the Contract Documents and that all applicable codes and standards are complied with.

2. Construction General Superintendent

- a. Shall have a minimum of 15 years' experience in complex multi-discipline heavy construction, a minimum of 10 years in rapid transit industry, a minimum of 10 years' experience and a minimum of 5 years in a supervisory capacity supervising projects of a similar type and financial magnitude.
- b. Responsible for oversight of day-to-day construction at the Site.
- c. Responsibilities include but are not limited to supervising construction activity, overseeing coordination between Subcontractors, coordinating with Quality Manager and Safety Manager in the implementation of project Quality and Safety plans, and ensuring that construction is based on current Shop Drawings and Working Drawings.

The Construction General Superintendent is also responsible for maintaining as-built documentation.

3. Quality Manager

- a. A degreed engineer and trained as a Lead Auditor in a Registrar Accreditation Board of the American Society for Quality (RABASQ) approved course on the requirements of ISO 9001 and with a minimum of 10 years of related experience including a minimum of 5 years of management positions in a production, manufacturing, or construction environment performing QA/QC auditing. Transit industry experience is preferred.
- b. Reports to one or more levels of management above the Contractor's Project Manager.
- c. Responsible for the Quality Assurance (QA) and Quality Control (QC) for the Project and shall be fully familiar with the Federal Transit Agency's (FTA) Quality requirements.
- d. Shall be a full time staff member of the Contractor and shall establish, implement, and maintain the Quality Management System, shall report directly to and be supervised by an Officer of the Contractor at a level above that of the Project Manager responsible for the Project, shall serve as a liaison officer with the Authority and the Jurisdictional Authorities on matters relating to the Contractor's quality system, shall be responsible for ensuring that the Quality Management System is effective in ensuring that the Contract requirements are satisfied, and shall be responsible for the oversight of onsite and offsite testing by the Contractor.
- e. The Quality Manager may be approved as the Safety and Security Certification Manager as defined in Section 01115, SAFETY AND SECURITY CERTIFICATION.
- f. Shall have some experience with LEED Rating System and be responsible for ensuring the LEED design and construction goals are met or exceeded where applicable.

4. Safety Superintendent

- a. Shall have a degree and a minimum of 10 years' experience in heavy industry construction safety practices, shall have completed OSHA Construction Safety Training and First Aid/CPR/Blood Borne Pathogens Training. Shall be a Certified Safety Professional (CSP). Responsible for development of a construction safety plan.
- b. Shall be a full time member of the Contractor and devoted to worksite safety in implementing, enforcing, and maintaining the safety program for the Contractor and Subcontractor forces. The Safety Superintendent shall provide safety supervision of persons, equipment, and property affected by Contract work. The Contractor shall employ and assign a Safety Superintendent on Site at all times. The Construction

General Superintendent may also function as Safety Superintendent with approval from WMATA SAFE, Contracting Officer Representative and all qualifications met.

- c. The Contractor shall employ and assign to the work Safety Superintendent(s) and a certified First Aid Attendant; one individual can combine both positions. At the site of the work, a first aid station shall be established and fully equipped to meet the needs of the anticipated work force. In no event shall work at the site be performed until the approved Safety Superintendent and First Aid Attendant are on duty at the site. WMATA's Representative in coordination with the Department of Safety and Environmental Management will determine the needed coverage for Safety Superintendent(s) and First Aid Attendant per the following category:

Category II. - The Safety Superintendent may be the project foreman or an employee who is on- site at all times while work is being performed, and who has the added duty of supervising the safety of persons, equipment, and property affected by contract work. One individual may combine the functions of a First Aid Attendant and Safety Superintendent.

- d. Any selected Safety Superintendent shall have specialized training and experience in construction safety supervision and have a thorough knowledge of all OSHA regulations. Safety Superintendent shall have the ability to develop and conduct safety training courses. Safety Superintendent shall be familiar with industrial hygiene equipment and testing as required for the protection of all personnel and the public. The Safety Superintendent and First Aid Attendant shall be responsible for First Aid and CPR at the site and must have current First Aid and CPR certificates. Employees expected to render First Aid or CPR must be trained in Blood borne Pathogens in accordance with 29 CFR Part 1910.1030. If, at any time, the work site is without the services of an approved Safety Superintendent and First Aid Attendant for a period of 15 calendar days or more, the work may be closed down at the discretion of WMATA's Representative. The Safety Superintendent must be acceptable to WMATA's Representative and his/her performance will be reviewed and documented by WMATA's Representative on a continuing basis. If the Safety Superintendent's effectiveness is below standard, the Contractor shall provide immediate replacement at the WMATA Representative's direction. Once employed, the Safety Superintendent shall not be changed without permission of WMATA's Representative. A resume must be submitted documenting the education and experience of the individuals assigned to perform the duties of Safety Superintendent.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

Section 01114 Safety / Environmental Requirements

Part 1 – General

1.01 Summary

This Section includes construction safety and security and environmental safety requirements for the Project including WMATA's Safety Awareness Program.

1.02 References

- A. WMATA Construction Safety and Environmental Manual (CSEM)
- B. ANSI/ISEA 107 - American National Standard for High-Visibility Safety Apparel
- C. Occupational Safety and Health Association (OSHA)
 - 1. 29 CFR §1910
 - 2. 29 CFR §1926
 - 3. 49 CFR §172
 - 4. 49 CFR §390-397
- D. U.S. Army Corps of Engineers - Safety Manual EM-385-1-1
- E. National Commission for the Certification of Crane Operators
- F. Resource Conservation and Recovery Act (RCRA) of 1976 and amendments
- G. Department of Bus Service Employee's Handbook
- H. WMATA, Office of Rail Transportation Maintenance Operations Control, Administrative Procedure OAP 200-33, Site Specific Work Plan (SSWP)
- I. WMATA Construction Safety and Environmental Manual

1.03 Quality Assurance

- A. Safety Superintendent: As specified in Section 01111, CONTRACTOR KEY STAFF
- B. First Aid Attendant

1. Shall have current First Aid and CPR certification. A resume, certifications, and evidence of training shall be submitted documenting education and experience.
2. Shall be trained in Blood-borne Pathogens in accordance with CFR §1910.1030.

1.04 Submittals

- A. Submit to the Contracting Officer Representative for approval in accordance with Section 01330, SUBMITTAL PROCEDURES, 60-Days prior to commencing construction, unless noted otherwise:
 1. Documentation and Certifications of Safety Superintendent's and First Aid Attendant's, as applicable, experience in construction safety
 2. Contractor's Organizational Health and Safety Program Plan that includes OSHA required plans listed below that are applicable to the Work
 - a. Site-specific Emergency Response Plan
 - b. Site-specific Temporary Fire Protection System Plan
 - c. Site-specific Waste Water Discharge Plan if wastewater is generated
 - d. Site-specific Pollution Control Program
 - e. Site-specific Dust and Debris Control Plan
 - f. Site-Specific Work Plans for all work that will be performed in the right-of-way and operational ancillary rooms within the station
 - g. Site-specific Fall Protection Plan
 - h. Bloodborne Pathogens Exposure Control Plan
 - i. Hearing Conservation Program if employees are exposed to continuous noise in excess of the OSHA Action Level
 - j. Respiratory Protection Program if employees are exposed to dust (including crystalline silica) or other toxic atmospheres in excess of the OSHA permissible exposure limits. If a respiratory program is required, provide documentation of training, medical clearance for respirator use, and respirator fit testing.
 - k. Hot Work Program including hot work permits
 1. Lockout Tagout Program
 2. Job Hazard Analysis submitted prior to each element of construction.

3. Documentation to show that all Confined Space entrants and attendants are trained in Confined Space Entry, including hands-on-training or Confined Space Awareness, as applicable, and possess applicable licenses and certifications.
 4. Identity of all materials or chemicals to be used on Authority property (including welding rods), material safety data sheets (MSDSs) for these products, and a brief explanation of how they will be used and if wastes will be generated. Submit MSDS Review Request Forms prior to the use these materials or chemicals.
 5. CCO certificates before crane operators work on the Site.
- B. Submit to the Contracting Officer Representative for information in accordance with Section 01330, SUBMITTAL PROCEDURES, 60 Days prior to commencing construction, unless noted otherwise:
1. Certificates of Insurance for pollution liability coverage, if applicable, in accordance with Section 00877, INDEMNIFICATION AND INSURANCE REQUIREMENTS, for Contractor or Subcontractors performing work involving hazardous materials, hazardous substances, hazardous wastes, or contaminated soil or water.
 2. Results of noise monitoring, air monitoring, and soil, water or waste sampling submitted weekly during work activities.
 3. Documentation of medical surveillance submitted monthly.
 4. Identity of equipment that may generate toxic atmospheres such as gasoline or diesel-powered generators, welding, and cutting equipment
 5. Documentation of licenses and certificates required for lead or asbestos abatement, UST removal, or installation, OSHA's Hazardous Waste Operations and Emergency Response Standard (HAZWOPER), or other work requiring licensing or certification such as welding.
 6. Documentation of licenses, certificates, and U.S. EPA identification numbers required for transportation of hazardous materials, hazardous substances, or hazardous wastes.
 7. Documentation of licenses, permits, and certificates required for disposal of hazardous wastes including the name and address of the waste disposal facility where hazardous waste materials are to be disposed.
 8. Certification of Crane Operators Certificate before the crane operator works on the Site.
 9. Identification of air monitoring devices that will be used to monitor air quality at the Work Site. Provide copies of most recent manufacturer calibration and all Contractor field calibration checks.

1.05 Safety Requirements

- A. The Contractor shall be responsible for all Subcontractors, Suppliers, and other persons working under its direction to comply with all requirements as noted herein, and shall disseminate these requirements to those personnel.
- B. Cooperate with representatives of the Authority and federal, state, and local regulatory agencies during Site inspections or investigations. Inspection and investigation activities do not involve directing of Contractor's work, but may involve interviews with Contractor personnel. The Contracting Officer Representative will notify the Contractor if any operation that is not in compliance with federal, state, or local health and safety or environmental regulations or Authority policy and procedures, and that may require the Contractor to stop work on a specific task or operation.
- C. Immediately report all accidents and incidents (including near misses) that occur during the performance of the Work to the Contracting Officer Representative.
- D. The storage of hazardous and flammable materials (including such items as rags, mops, paper towels, or other combustible materials contaminated with hazardous or flammable products) on Authority property, is restricted. Contractors seeking to store hazardous or flammable materials on Authority property must obtain approval from the Authority by submitting material safety data sheet (MSDS) for each specific chemical and the quantity of each chemical to be stored on the Site. It may not always be possible to grant permission to store hazardous or flammable materials on Authority property. If permission is granted, store the materials in compliance with the jurisdictional codes and regulations. Acquire permits for use of hazardous materials as required by the jurisdictional Fire Marshal.
- E. The use of explosives for the performance of Contract work will not be permitted without written Approval from the Contracting Officer Representative. Obtain all permits and approvals from the Jurisdictional Authorities.
- F. Prior to performing any work on or above or under the right-of-way, arrangements shall be made through the Contracting Officer Representative for access rights and power outage in accordance with SOP No. 19 contained in the Metrorail Safety Rules and Procedures Handbook and OAP 200-33 (SSWP). All special requests for access, single tracking, power outages, escorts, and other Authority support shall be submitted in writing. Site Specific Work Plans shall be submitted for all Work conducted in Authority Right-of Way and any operational facility. Ensure that personnel complete safety training by Authority on the rules and procedures for working on the Right-of-Way before starting such work.
- G. Employ and assign to the construction work a Safety Superintendent as specified in Section 01111, CONTRACTOR KEY STAFF, and a certified First Aid Attendant for on-site work activities. The Safety Superintendent may function as the First Aid Attendant if all qualifications and certification criteria are met. A first aid station shall be established and fully equipped to meet the needs of the anticipated work force. In no event shall work at the Site be performed until the approved Safety Superintendent/First Aid Attendant are available to the

Project. The Construction General Superintendent may function as these roles if all qualifications and certification criteria are met and is subject to approval by WMATA SAFE and Contracting Officer Representative.

- H. If, at any time, the Work Site is without the services of an approved Safety Superintendent and First Aid Attendant for a period of 15 Days or more, the Work may be closed down at the discretion of the Contracting Officer Representative. The Safety Superintendent and First Aid Attendant shall be acceptable to the Contracting Officer Representative, and their performance will be reviewed and documented by the Contracting Officer Representative on a continuing basis. If the Safety Superintendent's and First Aid Attendant's effectiveness is below standard, the Contractor shall provide immediate replacement at the Contracting Officer Representative's direction. Once employed, the Safety Superintendent and First Aid Attendant shall not be changed without permission of the Contracting Officer Representative.
- I. For all work within Confined Spaces, comply with all OSHA, state, and local Jurisdictional Authority rules and regulations for confined spaces defined by 29 CFR §1910.146. Confined spaces shall be classified as either non-permit confined space or permit-required confined space in accordance with OSHA regulations.
- J. Prior to the initial entry into a confined space, coordinate entry with the Contracting Officer Representative and take air quality readings to establish base readings and conditions. At a minimum, oxygen, lower explosive limit, carbon monoxide, and hydrogen sulfide, shall be measured. Measurement of additional parameters may be required depending on the location of the space and potential for atmospheric hazards related to contamination or work activities.
- K. Air quality and any additional parameter reading results shall be provided to the Contracting Officer Representative for recording purposes and shall determine if atmospheric hazards exist, which would classify the space as a permit-required confined space. Continuous and follow-up monitoring of air quality shall meet OSHA requirements, and all subsequent results shall be provided to the Contracting Officer Representative.
- L. Prior to the start of any work involving non-permit confined spaces, submit the following:
 - 1. Written Job Hazard Analysis for all work to be performed in the confined space, including MSDSs for chemicals to be used in the space. Submit MSDSs for all chemicals to be used on Authority property along with a brief description of how and where they will be used and if wastes will be generated. The MSDSs will be reviewed by Authority and if approved, the materials can be used in the system. If they are rejected, submit a substitute for Authority approval. The MSDSs must be recent (less than 3 years old) and comply with the OSHA Hazard Communication Standard 29 CFR §1910.1200. The Contractor is responsible for complying with the requirements of the MSDSs.
 - 2. Written Emergency Response Plan, which identifies emergency responders for rescue operations.

3. Written plan for a temporary Fire Protection System as specified in Section 00740, PROTECTION OF PERSONS AND PROPERTY, for use during the term of the Contract, for Authority approval. Ensure that work activities do not adversely impact existing fire protection system(s) i.e., sprinklers, stand pipes, and portable extinguisher.
 4. Identification of air monitoring devices that will be used to monitor air quality at the work Site. Provide copies of most recent manufacturer calibration and all Contractor field calibration checks. As a minimum, Authority requires field calibration checks on air monitoring instruments, each day (or shift) before use. The field calibration check information shall include the date, time, calibration check data, and the printed name and signature of the person performing the calibration check.
 5. Documentation to show that all personnel working in or near non-permit confined spaces are trained in Confined Space Awareness.
- M. Prior to the start of any work involving permit-required confined spaces, submit the following in addition to those items required for non-permit confined spaces:
1. Confined space permit for applicable space. Each permit is valid for a maximum of 24 hours.
 2. Written Respiratory Protection Program.
 3. Documentation to show that all personnel required to wear respiratory protection have received respiratory protection training, have been fit tested for the respirators they are required to wear (applies to tight fitting respirators) and have been medically evaluated to verify that they have no health problem that would interfere with their safe use of a respirator.
 4. A warning sign to identify the work Site as a permit-required confined space requiring authorization to enter.
 5. The Contractor is required to notify the State at least 24 hours prior to entering permit-required confined spaces or to employ State certified Safety personnel who will manage permit-required confined space access and who will perform the required record keeping.
- N. Provide a Job Hazard Analysis prior to the start of each phase of work.
- O. Work clothing consists of long pants, shirts with long or short sleeves, sturdy work boots, and appropriate personal protective equipment. Jewelry that hangs, loose clothing, or clothing with non-detachable hoods, drawstrings, or anything that can become entangled in machinery, shall not be worn on the work Site if machinery is in use on the work Site. Personal protective equipment such as hard hats and footwear shall meet the requirements of 29 CFR §1910.135 and §1910.136. Athletic-type footwear shall not be worn on the Site.

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- P. Smoking is prohibited in the Metrorail system, Metrobus system, other Authority facilities, and in Authority vehicles. The Contracting Officer Representative will select a designated smoking area outside the system or facilities and Contractor will be informed of its location. Contractor personnel found smoking in un-designated areas will be subject to removal from Authority property. The Contractor's Safety Superintendent shall be responsible for ensuring compliance.
- Q. The OSHA Standard for Sanitation, 29 CFR §1910.141, shall be followed. Prior to starting work, furnish for the Contractor's staff, necessary toilet convenience secluded from public view. They should be kept in a clean and sanitary condition and shall comply with the requirements and regulations of the area in which the work is being performed. Potable drinking water shall be provided with individual cups and sanitary conditions for the water dispenser shall be maintained. A common drinking cup and other common utensils are prohibited.
- R. For all work at heights above 6 feet, submit a detailed, site-specific Fall Protection Plan. Comply with the most stringent OSHA requirements for Walking-Working Surfaces (29 CFR Part 1910 Subpart D), Scaffolds (29 CFR Part 1926, Subpart L), and Fall Protection 29 CFR Part 1926, Subpart M.
- S. Comply with 29 CFR §1910.95, Occupational Noise Exposure for all work on Authority property, including construction. This standard requires that employees exposed to continuous noise in excess of the OSHA Action Level, participate in a Hearing Conservation Program. Instruments used for noise measurements must be appropriate for the type of noise being measured (impact/impulse or continuous).
- T. If the Work involves removal of paints or coatings, test the paint or coatings to determine if they contain heavy metals such as lead that require special handling and disposal considerations. As a minimum, testing shall be conducted for the eight metals (arsenic, barium, cadmium, chromium, lead, mercury, silver, and selenium) required by the Resource Conservation and Recovery Act (RCRA) of 1976 and amendments. If any of these are present, the components will require special handling and disposal to prevent exposure to workers, patrons, the community, and the environment. The Contractor's personnel performing lead-based paint abatement, removal, or control, shall have all licenses and accreditation required by the jurisdiction in which the work is performed. Jurisdictions that do not have their own state lead plans fall under the auspices of the Environmental Protection Agency (EPA). The Contractor shall provide medical monitoring to meet the requirements of 29 CFR §1910.1025 and §1926.62. As a minimum, medical monitoring shall consist of biological monitoring for lead and zinc protoporphyrin and shall include a physician's medical determination. As a minimum, biological monitoring shall be conducted immediately prior to working on Authority property where the employee may be exposed to lead, and immediately upon completion of this work. The Contractor shall provide training for lead workers and supervisors as required by the jurisdictional regulations. Documentation shall be submitted to the Contracting Officer Representative prior to commencement of work. All documentation shall be authentic and verifiable. All materials shall be handled and disposed of in compliance with

the jurisdictional regulations. MSDSs for replacement paints/coatings must be approved by Authority prior to use on Authority property.

- U. If the Work involves removal of insulation, flooring, cove base, mastic, ceiling tile, roofing materials, or any other material that is suspected of containing asbestos, the Contractor must have the materials sampled and analyzed to determine if they contain asbestos. If the Contractor will be handling or removing asbestos-containing materials, the Contractor shall have all licenses and accreditations required by the jurisdiction in which the work is performed. The Contractor is required to provide medical monitoring to meet the requirements of 29 CFR §1910.1001 and §1926.1101. The Contractor shall provide training for asbestos workers and supervisors as required by the jurisdictional regulations. Documentation shall be provided to the Contracting Officer Representative prior to commencement of work. All documentation shall be authentic and verifiable. All materials shall be handled and disposed of in compliance with the jurisdictional regulations. All replacement materials shall be free of asbestos.
- V. Contractor's personnel shall not be exposed to asphalt fumes in excess of the National Institute for Occupational Safety and Health (NIOSH) recommended ceiling limit of 5 milligrams of asphalt fumes per cubic meter of air (5 mg/m³), in any 15 minute period. NIOSH provides recommendations for control of asphalt fumes.
- W. Work that generates visible dust requires submission of a Dust and Debris Control Plan to prevent exposure of employees, patrons, and the community to dust including crystalline silica dust. Be prepared to submit air-monitoring data to demonstrate effectiveness of dust control measures. If dust cannot be controlled, submit Respiratory Protection Program in compliance with 29 CFR §1926.103 or 29 CFR §1910.134, and submit evidence of air monitoring, training documentation, medical clearance for respirator use, and respirator fit tests for tight-fitting respirators.
- X. Ensure that the level of exhaust emissions from equipment such as air compressors and generators, are within acceptable limits to comply with clean air regulations and that workers are not exposed to exhaust fumes or gases (carbon monoxide, sulfur dioxide, nitrogen oxides, hydrogen sulfide, and aldehydes) in excess of the most stringent of occupational exposure limits.
- Y. For all work generating waste water, submit a Waste Water Discharge Plan that describes how the Contractor will treat and release wastewater generated by activities at the work Site, for all work that generates wastewater. Apply for Temporary Discharge Permit from local sewer authority, as required by specific site activities. Comply with Consolidated Plan prepared by Authority for Bus Divisions and Rail Yards.
- Z. For Abrasive Blasting activities, all MSDSs for abrasives shall be submitted for Approval prior to abrasive blasting activities. Only abrasives containing less than 1 percent crystalline silica shall be used for abrasive blasting.

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- AA. For Hot Work activities, provide documentation on certification for personnel who perform welding on Authority property. Ventilation in accordance with OSHA regulations shall be provided for hot work such as welding, cutting, or brazing.
- BB. At the Site of the work, a First Aid Kit shall be provided and fully equipped to meet the needs of the anticipated work force. Employees expected to render First Aid or CPR shall have the proper current certifications and be trained in Bloodborne Pathogens in accordance with 29 CFR §1910.1030.
- CC. Work shall not be performed in any area in use by the public, unless specifically required by the Contract or directed in writing by the Contracting Officer Representative. Give at least 72 hours' notice to the Contracting Officer Representative before beginning such work.
- DD. In cases where the movement of Contractor's motorized equipment is necessary, flag persons shall be provided to warn and direct personnel and patrons away from the area of travel. Flag persons shall be certified as trained in proper flagging techniques and Contractor employees involved in traffic control and devices shall be certified as trained in traffic management as required by the State or local jurisdiction. Certification shall be documented.
- EE. When it is necessary to maintain use of work areas involving stations, sidewalks, pedestrian bridges, elevators, platforms, bus shelters, vehicular roadways, building entrances, and corridors, protect the area with guardrails, substantial barricades, temporary fences, overhead protection, and temporary partitions as deemed necessary by the Contracting Officer Representative. Under no circumstances will yellow or orange tape strung between barricades, or the like, be acceptable as a substantial barricade. Open manholes, access openings, or other breaks in the normal walking surface shall be isolated from personnel and the public using barricades.
- FF. Sidewalks, entrances, platforms, mezzanines, or any other location where personnel or the public traverses, shall always be kept clear of obstruction, tools, ladders, work debris, and excavation materials. When necessary, temporary sidewalks or pathways shall be provided for pedestrian traffic. Temporary sidewalks or pathways shall be free of tripping hazards and protected by proper guardrails and barricades. Temporary means of egress and access shall be marked for easy recognition. If work is required above sidewalks, overhead protection shall be provided. Protected walkways shall be approved by the Authority.
- GG. Appropriate warning signs and instructional safety signs shall be conspicuously posted in all areas involving construction activities. Work involving electrical systems or equipment in or near the area to which personnel or the public have access shall be isolated using barricades and partitions. Exposed, live circuits shall not be left accessible to personnel or the public or left dangling overhead. Before completion of the Work:
1. Ensure that all wiring is insulated and properly positioned.

2. Verify grounding, bonding, or both, of all metallic conduit, wiring or electrical equipment that is in the areas of contractual effort, and to which the public can make contact.
3. Notify the Contracting Officer Representative immediately in those instances where verification cannot be made.
4. Contractor's personnel working near the platform edge or in the right-of-way shall wear reflective safety vests with the tear-away feature, to identify them to passing trains, as directed by the Authority at the right-of-way safety training required in this Section. The safety vests shall comply with the ANSI/ISEA 107 guideline entitled American National Standard for High-Visibility Safety Apparel. All of the Contractor's personnel are required to attend safety training provided by the Authority before starting work near the platform edge or in the right-of-way.

HH. Use of Cranes and Derricks:

1. General Safety Requirements. Comply with the following:
 - a. 29 CFR §1910.180 through §1910.189.
 - b. 29 CFR §1926.550 through §1926.556
 - c. U.S. Army Corps of Engineers, Safety Manual EM-385-1-1.
2. No part of any crane or derrick boom shall swing over Authority patrons, tracks, or stations without an Authority Approved shield or procedure.
3. Placement of crane or derrick shall be coordinated with the Contracting Officer Representative.
4. NOT USED
5. Hardhat requirements are enforced.
6. "Swing Stop" requirements may be instituted based on the hazards involved.
7. Use of cranes and derricks over common corridor railroads and highways is under the rules of the affected common corridor railroad or highway owner.
8. All cranes used for erecting components of precast concrete on the Project shall be equipped with Load Moment Indicating (LMI) devices or Rated Capacity Indicators (RCI), an anti-two-block device. All crane operators shall be certified to operate the type of crane used by the National Commission for the Certification of Crane Operators (CCO) and their CCO certificates shall be submitted to the Contracting Officer Representative. To increase the factor of safety when picking structural elements of the

building, all cranes shall have load capacity charts reduced (de-rated) by a factor of 30 percent. Submit a lift plan showing all pertinent information demonstrating that the total load does not exceed 70 percent of the maximum before crane delivery to the Project Site.

- II. All jobsite visits for visitors and tours shall be coordinated through Contracting Officer Representative in accordance with the WMATA Construction Safety and Environmental Manual, and Contractor insurance requirements.

1.06 Environmental Safety Requirements

- A. Comply with the most stringent of federal, state, or local environmental regulations for air, water, land, and waste in order to maintain the safety and health of employees, Authority patrons, and the community.
- B. If task requires specialized licenses or certifications, for example “lead or asbestos abatement contractor’s license or certified tank installer/remover”, show evidence of such registration prior to commencement of work. If the Work requires specialized training, for example lead or asbestos training, show evidence that employees have received such training prior to commencement of work.
- C. If the Work requires transportation of hazardous materials or hazardous substances, provide evidence of Department of Transportation General Awareness Driver’s Training in compliance with 49 CFR §172 and Commercial Driver’s License in compliance with 49 CFR §390-397, prior to commencement of work.
- D. All hazardous materials and hazardous substances shall be stored in “Performance Oriented Packaging” in compliance with 49 CFR §178, Subpart L.
- E. If the Work requires disposal of hazardous wastes, disposal shall be to a Treatment/Storage/Disposal facility with a Part B Permit and the waste hauler shall have a state or local license and U.S. EPA identification number. Apply and pay for temporary EPA Generator ID number required to dispose of hazardous waste. Submit evidence of all applicable licenses and permits along with the name and address of the waste disposal facility where hazardous waste materials are to be disposed, prior to commencement of work.
- F. If the Work involves response to spills of hazardous materials, hazardous substances or hazardous wastes, all personnel shall have appropriate training that complies with 29 CFR §1910.120.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

Section 01115 Safety and Security Certification

Part 1 – General

1.01 Summary

This Section includes the process used to certify that the WMATA system complies with the specified safety and security requirements.

1.02 References

A. Federal Transit Administration

1. Handbook of Transit Safety and Security Certification
2. Guideline 5800.1 - Safety and Security Management Guide for Major Capital Projects

B. Transportation Safety Institute

C. WMATA Safety and Security Certification Program Plan

1.03 Submittals

A. Submit the following documents for approval in accordance with Section 01330, SUBMITTAL PROCEDURES:

1. Safety and Security Certification Management Plan (SSCMP) within 60 Days of NTP.
2. Updated CIL for construction and testing every 60 Days for the duration of the Contract.
3. If design changes are proposed by Contractor, updated CIL submitted with each Contractor proposed design change.
4. If design changes are proposed by Contractor, updated Hazard and Vulnerability Resolution and Tracking System submitted with each Contractor proposed design change.
5. If design changes are proposed by Contractor, updated Hazard Analysis and Threat Vulnerability Assessment submitted with each Contractor proposed design change.
6. Final CIL for construction and testing component and Certification Report for construction and testing component in accordance with FTA Guideline 5800.1, Safety and Security Management Guidance for Major Capital Projects. Include design component of CIL and Certification Report if design changes were proposed by the Contractor and Approved by the Authority.

1.04 Quality

Contractor's Certification Program Representative shall have, within the last 3 years, completed a recognized certification training course provided by Federal Transportation Administration (FTA), Transportation Safety Institute (TSI), or other recognized Safety and Security Certification Training Agency.

1.05 General

A. The purpose of the Safety and Security Certification program is to ensure that:

1. Design changes proposed by Contractor, construction, fabrication, installation, testing, and commissioning of all safety critical facility and system elements have been evaluated for compliance with the safety and security requirements, including applicable codes and standards, and to verify their readiness for operational use.
2. WMATA's rail and bus facilities and systems are operationally safe and secure for customers, employees, and the public.

B. The objective is to achieve an acceptable level of safety and security risk through a systematic approach to safety hazard and security vulnerability management through adherence with the design criteria, compliance with technical specifications, and testing verification.

1.06 Security and Safety Certification Process

A. Participate in the WMATA Safety and Security Certification Program Plan for the duration of the Contract as follows:

1. Contractor's Certification Program Representative shall manage and oversee compliance with the WMATA Safety and Security Certification Program Plan requirements.
2. Participate in working groups with Authority Safety, Security, and Project Staff to establish the certification status of the items on the CIL.
3. Identify certifiable items for Contractor proposed design changes and complete development of the Authority provided CIL to address all Contract specific items requiring safety and security certification based on the construction and testing plan, and input from the working group.
4. Identify the safety and security design criteria, technical specifications, and testing requirements, including applicable codes and standards, for each certifiable item on the CIL that resulted from a Contractor proposed design change.
5. Demonstrate that the design complies with the identified safety and security requirements for those items on the CIL that resulted from a Contractor proposed design change.

6. Demonstrate that the construction, fabrication, and installation comply with the safety and security requirements for those items on the CIL.
7. Demonstrate through testing the compliance with the safety and security requirements for those items on the CIL.
8. If changes are proposed to the design, identify and categorize project hazards by their potential severity and probability of occurrence. Analyze each hazard for its potential impact to the Project.
9. If changes are proposed to the design, evaluate project for susceptibility to potential threats and identify design corrective actions that can reduce or mitigate the risk of serious consequences from a security incident. Analyze each identified threat for its potential impact to the Project.
10. Provide and update a tracking system for all hazards and threat vulnerabilities identified as a result of Contractor proposed design changes.
11. Maintain a document management system within the Authority's Project Management Software System (PMSS) that enables the retrieval of verification documentation that demonstrates compliance with the safety and security requirements in construction, fabrication, installation, and testing for each item in the CIL. Verification documentation may consist of drawings, reports, fabrication approvals, inspection, test results, certificates, or other supporting documents.
12. Prepare construction and testing component of Certification Report and include design component if design changes were proposed by the Contractor and Approved by the Authority.

Part 2 – Products (Not Used)

Part 3 – Execution

3.01 Certification Program Representative

Appoint a Certification Program Representative with the qualifications noted in this Section to lead and coordinate the certification process.

3.02 Safety and Certification Program Workshops

- A. Participate in Safety and Security Working Group Meetings with WMATA on a monthly basis for the duration of the Contract.

3.03 CIL and Final Report

Prepare, update and complete CIL throughout the Period of Performance of the Contract and prepare final CIL and Certification Report prior to Acceptance of the Project.

END OF SECTION

Section 01116 Identification and Security

Part 1 – General

1.01 Summary

This Section includes identification and security requirements for work on Authority Property.

1.02 Definitions

Authority Property: Includes the Authority's Rail and Bus Operating System and Authority administrative facilities, whether under construction or being rehabilitated.

1.03 Submittals

Forms necessary to initiate background check process, including color copy of the front and back of Contractor personnel's Driver License or other accepted form of identification.

1.04 Pre-Employment Criminal Background Check

- A. It is WMATA's policy to provide a safe and secure environment for WMATA customers, WMATA employees, and our contractors' employees and to provide for the protection and preservation of WMATA property and confidential information. To promote and advance this policy, WMATA screens candidates for employment with WMATA for their criminal conviction histories, and WMATA requires its contractors to screen contractor personnel for their criminal conviction histories if they work on WMATA's premises or otherwise have access to WMATA's customers, property, or confidential information. For the contractor's information, a copy of WMATA's Criminal Background Checks Policy accompanies this notification.
- B. As a prerequisite to eligibility for a WMATA issued identification and access badge ("One Badge") a contractor shall have the sole responsibility for, and shall assure, adequate criminal background screening on a routine basis of all of its personnel who will be working on WMATA's premises or otherwise have access to WMATA's customers, property, or confidential information. All required criminal background check screening of contractor's personnel shall take into consideration (1) the nature of the services or work being performed with particular regard for the individual's access to, and interaction with, WMATA's customers, property, and confidential information; (2) the nature or gravity of the offense or conduct resulting in the criminal conviction; and (3) the time that has lapsed since the offense, conduct and/or completion of the sentence. At the time the contract is awarded, the contractor shall provide the Contracting Officer with a copy of the contractor's criminal background check screening policies and procedures to demonstrate that they account for these considerations. The contractor shall contract with, or otherwise engage, a reputable third-party vendor to conduct the required criminal background screenings, and provide the vendor with a copy of its criminal background check screening policies and procedures.

- C. The contractor shall not place any person on or engage any person under the contract with WMATA who will be working on WMATA's premises, or otherwise have access to WMATA customers, property, or confidential information, unless that person passes the contractor's criminal background screening. At the end of each calendar quarter, the contractor shall certify to the contracting officer or designee the contractor's compliance with the criminal background screening requirement and confirm that all persons required to be screened passed the contractor's criminal background screening before working on the WMATA contract. For the sole purpose of monitoring contractor's compliance, WMATA reserves the right to request additional documents or perform its own criminal background screens of contractor's personnel and will inform the contractor in writing of any such action.
- D. The contractor shall indemnify WMATA and hold WMATA harmless from any and all claims, demands, damages, costs and expenses, including attorneys' fees and other costs and expenses associated with any claims, demands, etc., and other liabilities and relief arising out of or resulting from the contractor's criminal background screening obligation and process.

1.05 Identification and Security Checks

- A. All employees of the Contractor and its Subcontractors working on WMATA projects shall prominently display an identification badge issued by the Authority.
- B. Contractor Photo ID Badges: Individuals requiring the Contractor photo ID badges are subject to the following identification and security checks
 - 1. Provide valid and current photo identification, such as a State-issued Driver's License, State-issued Identification Card, U.S. Passport, or identification from the Immigration and Naturalization Service, such as a Permit to Work or a Permanent Residence Card (Green Card).
 - 2. The individual's identification may be matched against the FBI Watch List and security clearance.
 - 3. The photo identification will be matched against the Contractor's list of employees authorized to work on a particular job.

1.06 Non-Conformance

In the event any employee of the Contractor or its Subcontractors fails to adhere to the requirements of this Section, the employee or Subcontractor will be removed from the job until non-conformance is corrected. Such removal will not be grounds for any time extension or additional compensation.

1.07 Administration

A. Contractor Photo ID Badge:

1. A Contractor Photo ID badge will be required if the individual will be present on Authority Property. Issuance of the Contractor Photo ID badge will require the individual to schedule and report to the Authority's Jackson Graham Building at 600 Fifth Street, NW, Washington DC for processing.
2. Contractor Photo ID badge takes approximately 14 Days to obtain unless personnel have lived outside of the United States within the last year, in which case the background checking process will require additional time to complete.
3. It will be the Contractor's responsibility to immediately notify the Contracting Officer Representative if a worker loses his or her Contractor Photo ID badge. A fee will be charged for each lost badge.
4. All Contractor Photo ID badges shall be returned to the Contracting Officer Representative when they are no longer needed.
5. Contractor Photo ID badges shall be renewed on an annual basis.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

Section 01141 Access to Site

Part 1 – General

1.01 Summary

This Section specifies requirements for gaining access to Site and describes work hours the Contractor will be allowed in Authority Roadway and Operating Facilities.

1.02 Definitions

- A. Interlocking – area allowing trains to cross from one track to another using a turnout and a series of switches.
- B. Non-Revenue Weekday – Monday to Friday when the Authority is not operating revenue service trains and the track is made available to the Contractor.
- C. Roadway – Any location where roadway worker protection is required:
 - 1. On at-grade track, all areas between the Roadway fences, except where an intermediate boundary fence exists.
 - 2. On aerial structures, all areas between hand railings to include all safety walkways
 - 3. In tunnel areas, all areas between tunnel walls to include all safety walk areas and shafts and ancillary areas that are open to the track.
 - 4. In transition areas, all areas fence to fence, wall to wall, railing to railing, fence to wall, fence to railing, and wall to railing.
 - 5. Maintenance shop aprons, yards and their tracks are excluded from the Roadway, and from the Roadway Worker Protection Rules, with the exception of the yard's arrival and departure tracks, and in areas where track repair work is being performed, in which case Roadway Worker Protection Rules will be put in place for the workers associated with that track work and its associated work zone. Embedded tracks within maintenance facilities are not considered part of the Roadway; however, carwash tracks are included. Station platforms are not considered part of the Roadway nor are the walkways beyond the station platform end-gates protected by handrails. However, any maintenance or construction, the use of tools, ladders, scaffolds or lifts that have the potential for fouling the track requires a Roadway Worker in Charge (RWIC) to use Roadway worker protection in accordance with the Roadway Worker Protection Manual (RWPM), even if performed behind the hand rails.

6. Individuals are considered off the Roadway if they are on the non-track side of the intermediate boundary fence. Walkways protected by handrails beyond the station platform end-gates are not considered part of the Roadway. All non-WMATA employees must be escorted and be granted permission by Rail Operations Control Center (ROCC) to go beyond station platform end-gates.
- D. Outside of Roadway: Public and non-public areas of WMATA stations and facilities that do not encroach upon the operating rail system or the public. These areas can be given for the Work during revenue and non-revenue hours subject to prior coordination and approval of COR.
- E. Access: The Contractor's right to work at the Site as approved by the Authority.
- F. Invasive Activity: An activity performed by the Contractor on the platform that creates a problem for patrons or causes patron complaint, such as inability to hear station announcements, visual disturbance due to welding, dusty conditions or other similar activities as determined by the COR.

1.03 References

The Contractor shall comply with the following Authority's Standard Operating Procedures:

1. Metrorail Safety Rules and Procedures Handbook (MSRPH) and Temporary Orders to MSRHP
2. WMATA, Office of Rail Transportation Maintenance Operations Control, Administrative Procedure OAP 200-33, Site Specific Work Plan (SSWP)
3. Roadway Worker Protection Manual (RWPM)
4. Revenue Service Adjustment Form
5. Red Tag Form
6. General Orders and Track Rights System (GOTRS) Request Form
7. Escort Request Form
8. Switch Order Form
9. Site Specific Work Plan (SSWP) Form

1.04 Submittals

- A. Submit the following documents to the COR for approval to work in accordance with Section 01330, SUBMITTAL PROCEDURES:
1. An approved Site Specific Work Plan (SSWP) is required to perform Work on Authority property. Submit a SSWP request to the COR 90 Days prior to the planned start of Work date. The request shall include the completed SSWP Form and supporting documents as defined in Operational Administrative Procedure (OAP) 200-33, Site Specific Work Plan (SSWP). The Contractor must have received Authority SSWP approval prior to requesting track rights in the Authority GOTRS system.
 2. Track Rights requests are required for all Roadway access including work which has a potential for fouling the tracks and Non-revenue access. Track rights requests by the Contractor must be submitted not later than 30 Days prior to Monday of the week when the Work is to start. The Authority will enter the request into the GOTRS system.
 3. Switch Orders are required for all electrical switching. As part of Switch Order procedure the Contractor shall submit detailed information identifying the breaker and panel for the electrical work at the time of GOTRS request submission.
 4. Submit Escort Request Form by Monday 12:00 for the following week's planned Work. All Work on WMATA property will require WMATA Escort support.
 5. Submit requests to access the shop aprons, yards and yard tracks 7 Days in advance of requiring access to perform Work.
- B. All requests are subject to approval by the Authority.

1.05 Identification Cards

- A. The Contractor and its Subcontractors working at the Site shall provide their personnel with WMATA Contractor Identification Badges showing the employer's name and the employee's name, number, and photo I.D. These badges shall be displayed in a prominent manner on each person while engaged on the Work. Access to the Site shall be granted only to properly accredited representatives of the Contractor and its Subcontractors.
- B. The Contractor and Subcontractor requiring entry into the rail revenue operating system, including rail maintenance yards, for performance of the Work shall provide such employees requiring entry with photo identification cards issued by the Authority with a Roadway Worker Protection (RWP) training endorsement. RWP training, as administered by the Authority, will be required for the Contractor and Subcontractor employees prior to working in the rail revenue operating system and rail maintenance yards. Contractor's Safety Superintendent shall schedule the RWP training through the COR.

- C. The Contractor shall obtain and be responsible for administering the use of WMATA contractor identification badges in accordance with Authority POLICY/INSTRUCTION No. 6.10/5 dated May18, 2011. The WMATA contractor identification badges are not valid for transportation on Metrobus or Metrorail and identification badges will be valid up to a maximum of one year. Should the Contractor's and Subcontractor's employees not have valid WMATA contractor identification badges, they will be dismissed from the Site and their work hours will not be compensated by WMATA.

1.06 WMATA Hours of Operation

- A. Yard Operations are continuous 24 hours a day, 7 days a week.
- B. Revenue hours are the hours during which train service is open to passenger traffic. Metrorail hours of train operation are published on the www.wmata.com website and are subject to change. Except when these hours are extended for special events or disrupted due to emergencies, they are:
1. Monday through Thursday: 05:00 to 24:00
 2. Friday: 05:00 to 03:00 Saturday
 3. Saturday: 07:00 to 03:00 Sunday
 4. Sunday: 07:00 to 24:00
- C. Rush hours are Monday through Friday 05:00 to 09:30 and 15:00 to 19:00.
- D. Non-rush hours are the revenue hours during which train service is not designated as rush hour traffic:
1. Monday through Thursday: 09:30 to 15:00 and 19:00 to 24:00
 2. Friday: 09:30 to 15:00 and 19:00 to 03:00 Saturday
 3. Saturday and Sunday: All revenue hours
- E. WMATA Non-revenue hours are defined as the hours during which train service is closed to passenger traffic:
1. Monday through Friday 00:00 to 05:00
 2. Saturday and Sunday 03:00 to 07:00
- F. It may be necessary to extend Metrorail revenue hours to accommodate special events. The Authority will inform the Contractor of special events as soon as practical that may impact work hours so that Work can be planned accordingly.

1.07 Hours of Work

- A. The Contractor shall work such hours per shift, as many shifts per day and as many days per week as necessary to complete the various parts of the Work. The Contractor shall complete the entire Work within the dates specified and within the restrictions listed below.
- B. Work within Authority Roadway, on station platforms and within Authority operating facilities affecting revenue service shall be carried out during Non-Revenue Hours of Work and/or Revenue Service Adjustment (RSA) Hours of Work and shall be conducted under the oversight of Authority escorts.
- C. The Contractor and Subcontractors shall not begin Work on any day until authorized to do so by the COR or the COR's appointed designee. If the Authority did not grant Access at the scheduled start time stated in Table 01141-01 due to Authority caused delay, the Contractor shall notify the COR or the COR's appointed designee in writing and by phone immediately.
- D. The Contractor shall coordinate and schedule all Work with the COR to ensure that the Contractor's activities do not interfere with the operation of or access to the Authority's facilities.
- E. On Site Contract Work shall be performed during four (4) general access categories as shown in Table 01141-01 below:

Table 01141-01: Hour of Work (Military Time)

| Type | Work Hour Category | Report to Site Time | Access to Site Time | Off Site Time | Hours of Work | Description |
|---|---------------------|---------------------|---------------------|---------------|---------------|--|
| Non-Revenue Hours of Work Track Rights Required (Daily) | | | | | | |
| 1 | Non-Revenue Weekday | Mon-Fri 00:30 | Mon-Fri 01:30 | Mon-Fri 03:30 | 2 | Any work within 5 feet of platform edge or which may have the potential to foul the tracks. |
| Non-Revenue Hours of Work Track Rights Not Required (Daily) | | | | | | |
| 2 | Non-Revenue Weekday | Mon-Fri 00:00 | Mon-Fri 00:30 | Mon-Fri 04:30 | 4 | Work occurring after all patrons have completely vacated the platform and the station has closed. |
| Hours of Work Track Rights Not Required and Within Barricades at Onset (Daily) | | | | | | |
| 3 | Non-Revenue Weekday | Mon-Fri 22:00 | Mon-Fri 22:30 | Mon-Fri 04:30 | 6 | Work may begin at 22:30 if all activities are entirely contained within the barricades. No work within 5 feet of platform edge or which may have the potential to foul the tracks will be permitted at any time. |

| Type | Work Hour Category | Report to Site Time | Access to Site Time | Off Site Time | Hours of Work | Description |
|---|--------------------|---------------------|---------------------|------------------|---------------|--|
| Hours of Work Within Barricades Non-Invasive (Daily) | | | | | | |
| 4 | Weekday | Mon-Fri 08:30 | Mon-Fri 09:00 | Mon-Fri 04:30 | 7 | Work which is contained in its entirety within the temporary barricades. Work must be non-invasive and each planned activity reviewed and approved by COR. Work may be permitted to occur during revenue hours on a case by case base at the sole discretion of the COTR. No work within 5 feet of platform edge or which may have the potential to foul the tracks will be permitted at any time. |

- F. The Authority reserves the first 60 (sixty) minutes following the identified “Report to Site” times to establish the required safety conditions within the Roadway when track rights are required (Type 1 only). The column in Table 01141-01 labeled “Access to Site Time” indicates the time the Contractor shall be granted access to the Work in the Roadway or the work location if outside of Roadway. The column labeled “Off Site Time” indicates the time the Contractor shall be off the Roadway which will give the Authority time to return the Roadway to revenue service, or off the work location if outside of Roadway. The Contractor shall be on Site no later than the time listed above in the column labeled “Report to Site”. If the Contractor is not on Site and prepared to begin Work at the “Report to Site” time, Access to the Roadway will not be granted.
- G. Number of Type 1 Non-Revenue Hours of Work Track Rights Required Access. Type 1 Non-Revenue Hours of Work Track Rights Required accesses will be provided to the Contractor throughout the Period of Performance of the Contract. Types 2, 3, or 4 Hours of Work may be utilized simultaneously with Type 1 work where applicable.
- H. Type 4 Hours of Work Within Barricades Non-Invasive. The access to site time and off site time for this type of Work may deviate from the table 01141-01 on a case by case basis with advanced written request from Contractor and is subject to approval by COTR.

1.08 Track Rights and Hours of Work Guidelines and Rules

- A. The Contractor shall provide a written ninety (90) Day look ahead schedule, formatted as coordinated with the Authority and updated by the Contractor every month or more frequently as needed or as determined by the Authority, to forecast Contractor's upcoming Roadway access requirements. The Contractor shall refer to Section 01322, CONTRACT PROGRESS REPORTING for more information on schedule preparation.
- B. Emergencies, excluding Acts of God, arise during the course of Metrorail operations that could cause the cancellation of a scheduled access. If an emergency occurs, then the affected access may be rescheduled.
- C. If an emergency situation arises due to reasons including, but not limited to, loss of power, accident, terrorism, traffic overload, etc., the Contractor may be denied access to a previously approved Roadway access schedule. If the Contractor is already on site, Contractor may be directed to discontinue Work and clear the Roadway within fifteen (15) minutes.
- D. For weather related delay the Contractor shall refer to Section 00727 TERMINATION FOR DEFAULT, DAMAGES FOR DELAY, AND TIME EXTENSIONS.
- E. The Authority inspector or Authority escort may, on rare occasions, report to the Site later than planned due to other WMATA system requirements. If this impacts the Contractor's scheduled Hours of Work, the Contractor may seek compensation as defined in Section 00841, CONSIDERATION AND BASIS FOR PAYMENT.
- F. There are large events scheduled in the Washington, DC area that require special attention by the Authority. These events are typically scheduled no sooner than ninety (90) Days in advance of their occurrence. The Authority will notify the Contractor in writing of the scheduling of these events as soon as they become known. Contractor shall not make Non-Revenue Access requests that conflict with these events after being notified of event dates by the Authority.
- G. There shall be no access requests starting prior to 02:00 on nights of regularly scheduled events such as sporting events, concerts, etc. The Contractor shall not make Non-Revenue Access requests that conflict with regularly scheduled sporting events.
- H. Non-Revenue Weekday track rights will be needed for delivery of large equipment as well as any work within five (5) feet of trackway.

Part 2 – Products (Not Used)

Part 3 – Execution

The Contractor should be aware that operational and emergency situations may interfere with wayside access. The Contractor should assume that 20% of access requests may be denied due to competing priorities.

3.01 Delivery of Supplies, Equipment and Components to the Site

- A. The Contractor shall be responsible for all necessary transport, loading and offloading, rigging, lifting, set up, and removal of equipment and materials to and from Authority property. Six (6) occasions will be provided to Contractor to deliver and remove items from the Work location via a WMATA furnished Prime Mover and Flat Car. The dimensions of a typical flat car open area for transporting of materials and equipment is 330 square feet or 8.5' x 39'. The height of materials and equipment being transported by rail shall not exceed the dynamic outline graphic parameters or height restrictions as directed by COTR. Contractor must secure for transport all materials and equipment on WMATA Flat Car prior to transport to and from the site. If bins are required on Flat Cars for debris removal, Contractor shall provide and secure bins to the Flat Car.
- B. WMATA rail yard addresses are listed below:

| | | |
|---|-------------------|---|
| 1 | Shady Grove | 15903 Somerville Road, Rockville, MD 20855 |
| 2 | Brentwood | 601 T Street, NE, Washington, DC 20018 |
| 3 | Glenmont Yard | 12750 Layhill Road, Silver Spring, MD 20906 |
| 4 | West Falls Church | 7251-B Idylwood Road, Falls Church, VA 22043 |
| 5 | New Carrollton | 4300 Garden City Drive, Landover, MD 20785 |
| 6 | Greenbelt | 5801-A Sunnyside Avenue, College Park, MD 20740 |
| 7 | Branch Avenue | 5700-AB Capital Gateway Drive, Suitland, MD 20747 |
| 8 | Alexandria | 3201 Eisenhower Avenue, Alexandria, VA 22314 |

- C. Large equipment requiring delivery by rail shall be delivered only during Non-Revenue Hours of Work and may only be loaded onto or offloaded from the WMATA system with prior authorization by COTR.
- D. The station platform at Farragut North will be made available to contractor for installation of temporary barriers and commencement of major construction operations on NTP + 75 calendar days. This date may be expedited at the discretion of COTR if all contractor shop drawings and technical submittals are approved by WMATA. Minor survey and preparatory work may occur prior to NTP + 75 days with approval from COTR.

3.02 Applicable WMATA Standard Procedures

- A. All Work is subject to adequate prior scheduling of Work that complies with the time frames for approval of Work schedules as detailed above, and in those cases, compliance with Attachment to the RFP named "Metrorail Safety Rules and Procedures Handbook" for working within WMATA Metro Rail Stations or on the Roadway, will be strictly enforced.
- B. The Contractor shall comply with the Authority's Standard Operating Procedures noted in Article 1.03.

END OF SECTION

Section 01180 Project Utility Interface

Part 1 – General

1.01 Summary

This Section specifies the Contractor's responsibilities regarding interface with Utility companies and agencies.

1.02 Submittals

- A. Submit sets of drawings and specifications to those Utilities and agencies affected by construction as required. Provide the Contracting Officer Representative with an electronic copy of all transmittal letters and other communications and replies thereto as each is sent to or received from a Utility or agency.
- B. Complete list of affected Utilities and agencies to the Contracting Officer Representative:
- C. Shop Drawings for utility connections and special facilities developed during construction.

1.03 Utilities and Agencies

- A. Comply with the requirements of each Utility and agency.
- B. The Utilities and agencies listed hereinafter may not be all inclusive. Recommend additional agencies/utility companies as appropriate. Determine all affected Utilities including but not limited to the following agencies or their successor agencies and submit complete list to the Contracting Officer Representative:
 - 1. Verizon
 - 2. NOT USED
 - 3. Washington Gas.
 - 4. PEPCO.
 - 5. Fairfax County Public Works and Environmental Services
 - 6. Comcast.
 - 7. Cox Cable.
 - 8. Plantation Pipeline Company.
 - 9. Other identified utility owner (cable, fuel lines, etc.) whose facility will be affected by the construction.

Part 2 – Products

2.01 Approved Products

All products to be utilized on any utility shall be as approved by that Utility.

Part 3 – Execution

3.01 Design, Construction, and Maintenance of Utility Facilities

- A. All work performed by the Contractor on any utility, if any, shall be performed in accordance with the requirements of that Utility and the full knowledge of the Contracting Officer Representative.
- B. Contract Drawings indicate where Utilities will self-perform design, construction, and maintenance of their facilities in relation to this Contract. Coordinate the schedule and the interface for the Work of the Contract with the work done by Utility.
- C. Provide the Utilities with detailed Shop Drawings for utility connections and special facilities during construction.

END OF SECTION

01200 Price and Payment Procedures

Section 01250 Contract Modification Procedures

Part 1 – General

1.01 Summary

This Section specifies procedures for making Contract Modifications.

1.02 General

- A. Out-of-Scope Items. Specific approval must be received from the Contracting Officer Representative prior to doing work, which may be considered to be outside the Scope of Work and for which additional reimbursement may be requested in accordance with the General Conditions.
- B. Requests for additional work may be initiated by the Authority. Claims for an increase in Contract Price shall be thoroughly documented as specified in the General Conditions and directed to the Contracting Officer Representative who, upon Approval, will issue a Modification stating the amount of the increase in fee.
- C. Should the Contractor be excused from the provision of certain services identified in this Scope of Work, the Contractor will be requested to give a credit to the Authority. The offer for the credit shall be documented and directed to the Contracting Officer Representative who, upon Approval at the appropriate level, will issue a Modification.

1.03 Time and Materials Work for the Construction Effort

- A. In the event equitable adjustment cannot be agreed to in a timely manner, the Authority reserves the right to order work on a time and materials basis as specified in the General Conditions. When work is ordered under this Section, notwithstanding the provisions of other Sections, compensation for the Work shall be determined as hereinafter provided and shall constitute the total compensation to be paid for the changes to the Work. The methods, labor, materials, and equipment used in the performance of such work shall be subject to the Approval of the Authority.
- B. Work performed by or for the Contractor: labor, materials, services, and equipment shall be furnished by the Contractor or by a Subcontractor or by others on behalf of the Contractor. The Contractor will be paid therefor as hereinafter provided, except where agreement has been reached to pay in accordance with Article 1.03C. below.
 - 1. Labor: The cost of labor used in performing the work, whether the employer is the Contractor, Subcontractor, or other forces, will be the sum of the following:

- a. The gross actual wages paid including income tax withholding but not including any employer payments to or on behalf of workmen for health and welfare, pension, vacation, insurance, and similar purposes.
 - b. To the actual gross wages, as defined in Article 1.03B.1.a above, will be applied a percentage based upon current applicable labor rates concerning payments made to or on behalf of workmen other than actual wages, which percentage shall constitute full compensation for all payments other than actual gross wages as defined in Article 1.03B.1.a above and subsistence and travel allowance as specified in Article 1.03B.1.c below. The Contractor shall compute a separate percentage for each craft or a composite percentage for all crafts, if so approved by the Authority. All computed percentages shall be submitted to the Contracting Officer Representative for Approval within 30 Days after start of construction work or as directed by the Contracting Officer Representative prior to time and materials work being performed.
 - c. Subsistence and travel allowance paid to such workmen if required by collective bargaining agreements. The charges for labor shall include all classifications through foremen when engaged in the actual and direct performance of the Work. They shall not include charges for such overhead personnel as assistant superintendents, superintendents, office personnel, timekeepers, and maintenance mechanics.
2. Materials: The cost of materials required for the accomplishment of the Work will be delivered cost to the purchaser, whether Contractor, Subcontractor, or other forces, from the Supplier thereof, except as the following are applicable:
 - a. If a cash or trade discount by the actual supplier is offered or available to the purchaser, it shall be credited to the Authority notwithstanding the fact that such discount may not have been taken.
 - b. If materials are procured by the purchaser by any method, which is not a direct purchase from and a direct billing by the actual supplier to such purchaser, the cost of such materials, including handling, shall be deemed to be the price to the actual Supplier as determined by the Contracting Officer Representative.
 - c. If the materials are obtained from a supply or source owned wholly or in part by the purchaser, payment therefor will not exceed the price paid by the purchaser for similar materials furnished from said source on Contract items or the current wholesale price for such materials delivered to the job Site, whichever price is lower.
 - d. The cost of such materials shall not exceed the lowest current wholesale price at which such materials are available in the quantities concerned, delivered to the job Site, less any discount as provided in Article 1.03B.2.a above.

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- e. If the Contractor does not furnish satisfactory evidence of the cost of such materials from the actual supplier thereof, the cost shall then be determined in accordance with Article 1.03B.2.d above.
 - f. The Contractor will not be compensated for indirect costs and profit on Authority-furnished materials.
 3. Equipment: The Contractor will be paid for the use of equipment in accordance with the Contract. The Contractor shall furnish all data, which might assist the Authority in the establishment of such rates.
 - a. Operators of equipment will be paid under Article 1.03B.1 above.
 - b. Small tools (defined as equipment less than \$2,000 in acquisition costs) are computed at a maximum of 5 percent of direct base labor wages.
 4. Subcontracts: The cost for Subcontract work at any tier will be the actual cost to the Contractor/Subcontractor for work performed by a Subcontractor as computed in accordance with Articles 1.03B.1 through 1.03B.3 above. For the purposes of this Article, Subcontractor is defined as an individual, partnership, corporation, association, joint venture, or any combination thereof, who contracts with the Contractor to perform work or labor or render service on or about the work. The term Subcontractor shall not include those who supply materials only. When work paid for on a time and materials basis is performed by forces other than the Contractor's organization, the Contractor shall reach agreement with such other forces as to the distribution of the payment made by the Authority for such work, and no additional payment therefore will be made by the Authority by reason of performance of the Work by a Subcontractor or by others.
 5. To the totals, completed as indicated in Articles 1.03B.1 through 1.03B.4, shall be added field office overhead as follows:
 - a. If the costs determined above do not exceed \$100,000 and the adjustment in time for Contract performance is 10 Days or less, the markup shall be computed in accordance with Article 1.04 below.
 - b. In all other cases, the most recent audited daily field office overhead rate will be used.
 6. Home Office General and Administrative (G&A) costs will be determined using the most recent audited rate at the time the work was accomplished. A fixed rate of 3 percent will be used in the absence of an audited rate.
 7. Profit will be negotiated as provided in Article 1.07 below.
 8. A percentage for Contractor's bond, not to exceed 1 percent, may be added.
- C. Special items of work: If the Contracting Officer Representative and the Contractor, by agreement, determine that either: an item of time and materials work does not represent a

significant portion of the total Contract Price, or such item of work cannot be performed by the forces of the Contractor or the forces of any of its Subcontractors, or it is not in accordance with the established practice of the industry involved to keep the records, which the procedure outlined in Article 1.03B above would require, charges for such special time and materials work item may be made on the basis of invoices for such work without complete itemization of labor, materials, and equipment rental costs. To such invoiced price, less a credit to the Authority for any cash or trade discount offered or available, whether or not such discount may have been taken, will be added a negotiated amount not to exceed 5 percent of the discounted price, in lieu of the negotiated lump sum not to exceed the percentages provided for in Article 1.03B above.

- D. Records: The Contractor shall maintain its separate records in such a manner as to provide a clear distinction between the direct costs of work paid for on a time and materials basis and the cost of other operations.
1. The Contractor shall prepare, and furnish to the Contracting Officer Representative one electronic copy of report sheets of each day's work paid for on a time and materials basis the day after such work was performed. The daily report sheet shall itemize the materials used, and shall cover the direct cost of labor and the charges for equipment rental, whether furnished by the Contractor, Subcontractor, or other forces, except for charges described in Article 1.03C above. The daily report sheet shall provide names or identifications and classifications of workmen, the hours worked, and the size, type, and identification number of equipment, and hours operated.
 2. Material charges shall be substantiated by valid copies of vendor's invoices. Such invoices shall be submitted with the daily report sheets, or if not available, they shall be submitted with subsequent daily report sheets. Should said vendor's invoices not be submitted within 60 Days after the date of delivery of the material or 15 Days after acceptance of the Work, whichever comes first, the Authority reserves the right to establish the cost of such materials at the lowest current wholesale prices at which such materials are available in the quantities concerned delivered to the location of the Work less any discounts provided in Article 1.03B.2.a above.
 3. Said daily report sheets shall be signed by the Contractor or its authorized agent.
 4. The Contracting Officer Representative will compare the Authority's records with the Contractor's daily report sheets, make any necessary adjustment, and compile the costs of work paid for on a time and materials basis on daily time and materials work report forms furnished by the Authority. When these daily reports are agreed upon and signed by both parties, they shall become the basis of payment for the work performed, but shall not preclude subsequent adjustment based on a later audit. The use of any specific Authority form, such as the Daily Report – Labor, Materials, & Equipment Form C-113, to segregate change order costs does not, in and of itself, invoke the provisions of this Article 1.03 or other provision of this Contract.

- E. Payment: Payment as provided in Articles 1.03B and 1.03C above shall constitute full compensation to the Contractor for performance of work paid for on a time and materials basis and no additional compensation will be allowed therefore.

1.04 Equitable Adjustment for Minor Contract Modifications for the Construction Effort

- A. When the Authority and Contractor agree to an additive or deductive amount for a Modification to this Contract made pursuant to this Contract when the fair and reasonable price in aggregate amount does not exceed \$100,000, and further agree to an adjustment in the time for Period of Performance resulting from said Modification, which increases or decreases the completion date 10 or less Days, the equitable adjustment in Contract amount shall consist of the sum of the following:
1. Direct labor, material, and equipment costs as agreed to by the Authority and Contractor (small tools, defined as equipment less than \$2,000 in acquisition costs, are included in equipment costs and computed at a maximum of 5 percent of direct base labor wages.)
 2. Job Office Overhead costs, the sum of which shall be limited to a maximum of 10 percent of direct labor costs, including fringe benefits, but excluding FICA, FUTA, and State Unemployment Insurance (SUI); a maximum of 10 percent of direct material costs; a maximum of 5 percent of direct equipment costs (including small tools); and a maximum of 5 percent of Subcontract costs.
 3. Home Office General and Administrative (G&A) costs are computed using the most recent audited rate or a fixed rate of 3 percent in the absence of an audited rate.
 4. Profit will be determined in accordance with the guidelines specified in Article 1.06 below.
- B. In using the above rates, the following shall apply:
1. Payroll Tax (FICA, FUTA, and SUI) amounts are added immediately after direct and indirect costs are totaled.
 2. Subcontractors' indirect costs and profit shall be computed in the same manner as above.
 3. Indirect costs shall not be duplicated in direct costs.
 4. When the Period of Performance is increased, the change in Contract amount for direct and indirect costs computed by application of the above rates includes costs of impact and extended performance due to the time extension and no further consideration of costs arising from the specific Modification and cited pending change orders (PCOs) will be given. The Contractor will not receive both a percentage and a daily rate markup for job office overhead costs when a time extension to the Period of Performance is recognized.
 5. Bond costs will be allowed at actual cost without markup.

- C. Equipment rates shall be determined from prior Authority audits. In the absence of audited rates for equipment owned or controlled by the Contractor, hourly rates shall be computed in the same fashion as described in Article 1.07D.

1.05 Cost or Pricing Data

- A. The Contractor shall submit to the Contracting Officer Representative, either actually or by specific identification in writing an electronic copy of cost or pricing data under the conditions described in this Paragraph and certify that, to the best of the Contractor's knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the date of execution, which date shall be as close as possible to the date of agreement on the negotiated price of the Contract Modification. The cost or pricing data shall be submitted at the time the Contractor submits its proposal for the pricing of any Modification to this Contract, whether or not cost or pricing data was required in connection with the initial pricing of the Contract, when the Modification involves aggregate increases or decreases in costs plus applicable profits expected to exceed \$100,000, or less at the discretion of the Contracting Officer Representative.
- B. The submittal of certified cost or pricing data will not be required if the price is based on adequate price competition, established catalog or market prices of commercial items sold in substantial quantities to the general public, or prices set by law or regulation. The Contractor agrees that the terms "adequate price competition" and "established catalog or market prices of commercial items sold in substantial quantities to the general public" will be determined by the Authority in accordance with the guidelines as set forth in Subpart 15.8 of the Federal Acquisition Regulations (48 CFR 15.8).
- C. Cost or pricing data consists of all facts existing up to the time of agreement on price, which prudent buyers and sellers would reasonably expect to have a significant effect on the price negotiations for the Modification. The definition of cost or pricing data embraces more than historical accounting data; it also includes, where applicable, such factors as Subcontractor, Supplier, and vendor quotations, nonrecurring costs, changes in construction methods, unit cost trends such as those associated with labor efficiency and any management decisions which could reasonably be expected to have a significant bearing on costs under the proposed Modification and the Contract Work. Cost or pricing data consists of all facts, which can reasonably be expected to contribute to sound estimates of future costs as well as to the validity of costs already incurred. Cost or pricing data, being factual, is that type of information, which can be verified. Because the certificate pertains to cost or pricing data, it does not make representations as to the accuracy of the Contractor's judgment on the estimated portion of future costs or projections. The certificate does, however, apply to the data upon which the Contractor's judgment is based.

1.06 Contract Modifications, Requirements for Proposals, Price Breakdown, Negotiation of Profit

- A. The Contractor, in connection with any proposal it makes for a Contract Modification as specified in Section 00750, ACCOUNTING AND RECORD KEEPING, shall furnish a price breakdown, itemized as required by the Contracting Officer Representative. Unless otherwise

directed, the breakdown shall be in sufficient detail to permit an analysis of all material, labor, equipment, Subcontract, and overhead costs, as well as profit, and shall cover all work involved in the Modification, whether such work was deleted, added, or changed. Any amount claimed for Subcontracts shall be supported by a similar price breakdown. In addition, if the proposal includes a time extension, a justification therefore shall also be furnished. The original and one electronic copy of the proposal, together with the price breakdown and time extension justification, shall be furnished by the date specified by the Contracting Officer Representative.

- B. Where profit is negotiated as an element of price, with either the Contractor or Subcontractor, a reasonable profit will be negotiated for each Modification by using the following procedure as a guide:

1. Breakdown:

| Factor | Rate | Weight | Value |
|-----------------------------|-------------|--------|-------|
| Degree of Risk | 20 | | |
| Relative Difficulty of Work | 15 | | |
| Size of Job | 15 | | |
| Period of Performance | 15 | | |
| Contractor's Investment | 5 | | |
| Assistance by Authority | 5 | | |
| Subcontracting | 25 | | |
| Total | 100% | | |

2. Based on the circumstances of each Modification, each of the above factors shall be weighted from 0.03 to 0.12 as indicated below. The value shall be obtained by multiplying the rate by the weight. From the value column when totaled the fair and reasonable profit can be determined under the circumstances of the particular Modification.
- Degree of risk: Where the modified work involves no risk or the degree of risk is very small, the weighting should be 0.03. As the degree of risk increases, the weighting should be increased up to a maximum of 0.12. Lump sum items will have generally a higher weighted value than unit price items for which quantities are provided. Other things to consider: The portion of the Work to be done by Subcontractors, nature of work, where work is to be performed, reasonableness of negotiated costs, amount of labor included in costs, and whether the negotiation is before or after performance of work.
 - Relative difficulty of work: If the modified work is most difficult and complex, the weighting should be 0.12 and should be proportionately reduced to 0.03 on the simplest of jobs. This factor is tied in to some extent with the degree of risk. Things to consider: The nature of the Work, by whom it is to be done, the location, and the time schedule.
 - Size of job: All modified work not in excess of \$100,000 shall be weighted at 0.12. Work estimated between \$100,000 and \$5,000,000 shall be proportionately weighted from 0.12 to 0.05. Work from \$5,000,000 to \$10,000,000 shall be weighted at 0.04, and work in excess of \$10,000,000 at 0.03.

- d. Period of performance: Modifications providing for an extension of time in excess of 30 Days shall be weighted at 0.12. Jobs of lesser duration shall be proportionately weighted to a minimum of 0.03 for jobs not to exceed 1 Day. No weight will be granted for this factor where there is no extension of the Period of Performance or interim dates due to work under this Modification.
 - e. Contractor's investment: Should be weighted from 0.03 to 0.12 on the basis of below average, average, and above average. Things to consider: Amount of Subcontracting, mobilization payment item, Authority-furnished property, and method of making progress payments.
 - f. Assistance by Authority: Should be weighted from 0.12 to 0.03 on the basis of average to above average. Things to consider: Use of Authority-owned property, equipment and facilities, and expediting assistance.
 - g. Subcontracting: Should be weighted inversely proportional to the amount of Subcontracting. Where 80 percent or more of the Work is to be Subcontracted, the weighting should be 0.03, and such weighting proportionately increased to 0.12 where all the work is performed by the Contractor's own forces.
3. When considered necessary because of very unusual circumstances or local conditions, the range of weight may be increased to an upper limit of 0.15 if supported by adequate justification and Approved by the Authority.
3. When negotiations between the Contracting Officer or the Contracting Officer Representative and the Contractor are joined to determine an equitable adjustment for a Modification of this Contract, the Contractor shall encourage involved Subcontractor(s) to be present and to present their cost data and to participate in the resolution of a fair and equitable adjustment. In any event, if after reasonable effort, a negotiated settlement cannot be reached between the Contracting Officer or the Contracting Officer Representative and the Contractor and the Subcontractor(s) involved, then at the request of the Subcontractor(s) concerned, the Contracting Officer or the Contracting Officer Representative may process Part 1 of a two-part Modification to cover the direct costs only, as agreed upon or, if not agreed upon, as determined unilaterally by the Contracting Officer or the Contracting Officer Representative. Subcontractor(s) requests for a Part 1 Modification shall be submitted to the Contractor, and the Contractor shall forward such requests promptly to the Contracting Officer Representative. Any payments received by the Contractor under this procedure shall be passed along within 10 Days thereafter to the Subcontractor concerned.
- C. Change orders: When the Contracting Officer directs a change in accordance with the provisions of this Contract, the Contractor shall identify in its proposal for equitable adjustment the network activities that precede and follow the change order work activities. If the change order work activities are performed concurrently with existing network

activities, those concurrent network activities shall be identified. If the change order work activities restrain network activities, those restraints shall be identified.

1.07 Payment for Use of Equipment

- A. The following methods of determination of equipment costs shall apply to all adjustments to Contract Prices arising under the provisions of the Contract except for Section 00728, TERMINATION FOR CONVENIENCE OF THE AUTHORITY, provisions thereunder.
- B. Allowable ownership and operating expense for construction plant and equipment in sound workable condition, owned by the Contractor, Joint Venture, Partnership, organizations under common control, and any equipment under lease purchase or sale-lease back agreements, will be paid for at hourly rates applicable to the Period of Performance, published in the Rental Rate Blue Book for Construction Equipment (Blue Book) by PRIMEDIA Information, Inc., by applying the following formula: the Regular Hourly Rate shall be 75 percent of the sum of the monthly rate (area adjustment map not used) divided by 176 and the estimated operating cost per hour. Regular Hourly Rate shall be full compensation for equipment ownership and operating expenses and shall include the cost of fuel, oil, lubricants, supplies, spare parts, repairs and maintenance, major overhauls, mechanics and servicing labor, depreciation, storage, insurance, interest, taxes, record keeping, and all incidentals. The cost of equipment operators is not included. For forward pricing, the Blue Book rates in effect at the time of negotiations shall apply. For retrospective pricing, the Blue Book rates in effect at the time the work was performed shall apply. Manufacturer's ratings and manufacturer-approved modifications shall be used to classify equipment for the determination of the Regular Hourly Rate. The hourly rates are calculated as shown in the following example:

| | Regular Hourly Rate | Multi-Shift Hourly Rate | Standby Hourly Rate |
|-----------------------|--------------------------------|------------------------------------|--------------------------------|
| Monthly Rental Cost | \$6,070.00 | \$6,070.00 | \$6,070.00 |
| Divided by Hours | 176 | 176 | 176 |
| Hourly Rental Cost | \$34.49 | \$34.49 | \$34.49 |
| Hourly Operating Cost | \$18.20 | \$18.20 | \$18.20 |
| Subtotal | \$52.69 | \$52.69 | \$52.69 |
| Adjustment | 75% | 75% | 75% |
| Regular Hourly Rate | \$39.52 | \$39.52 | \$39.52 |
| Status | 100% | 60% | 40% |
| Payment Rate | \$39.52 | \$23.71 | \$15.81 |

1. For Contractor owned equipment as identified in Article 1.07B, the first 8 hours, or fraction thereof, usage in any one day shall be paid for at the Regular Hourly Rate, and any additional time in excess of 8 hours, shall be considered to be an additional shift, or fraction thereof, and shall be paid for at 60 percent of the Regular Hourly Rate. Standby time, if

authorized by the Contracting Officer Representative, will be paid for at 40 percent of the Regular Hourly Rate. Standby time shall be limited to the regular 8 hour shift and shall not exceed 40 hours in a week. Any usage time less than 30 minutes shall be considered to be 1/2 hour.

2. For third-party rented equipment, the Authority will accept rental rates actually paid and substantiated by certified reproduced copies of invoices or bills. Such invoices or bills shall indicate the amount of operating expenses and operator wages and fringes, if any, included in the rental rate. In no case shall the bare rental rate per hour (operating expense, and operator wages and fringes not included) exceed the appropriate Regular Hourly Rate. Where required, the operating costs per hour will be agreed upon between the Contractor and the Authority using operating costs per hour from the Blue Book for the same or similar equipment
 3. When approved by the Contracting Officer Representative, use of equipment not listed in the Blue Book will be permitted. An equitable hourly rate for such equipment will be established by the Contracting Officer Representative based on Contractor furnished cost data and basic information concerning the equipment. Information required to determine rates includes, but is not limited to, manufacturer, year, size, model, serial number, capacity, and weight. This information shall be furnished to the Contracting Officer Representative prior to the use of the equipment. Authority shall be granted audit access to verify information related to or pursuant to this Section.
 4. The Regular Hourly Rate does not include “move-in” and “move-out” costs.
 5. These equipment rates shall apply to equipment in sound workable condition. The equipment shall be of approved size and capacity to provide normal output or production required for the work to be done. Equipment not meeting these requirements may be used only with the Contracting Officer Representative’s approval and at agreed, reduced rates. Usage time or standby time will not be allowed while equipment is inoperative due to breakdown, and such equipment shall be removed from the jobsite at the direction of the Contracting Officer Representative.
- C. Items of equipment with an acquisition cost of \$2,000 or less shall be considered as small tools.
- D. Equipment costs that are paid under the equipment use rate shall not be duplicated in the Contractor’s other direct or indirect costs.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

01300 Administrative Requirements

Section 01310 Project Management and Coordination

Part 1 – General

1.01 Summary

This Section specifies general administrative, procedural and coordination requirements for the project including:

1. Project Management Plan
2. General Project Coordination Procedures
3. Coordination Drawings
4. Project Interface Management
5. Administrative and Supervisory Personnel
6. Correspondence

1.02 Submittals

- A. Staff Names and Directory - Submit one electronic copy of a list of principal staff assignments, including Superintendent and other personnel in attendance at Project site at least 30 calendar days prior to the start of any construction work. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project. Post copies of list in Project meeting room, in temporary field office, and by each temporary telephone.
- B. Project Management Plan - Within 20 Days after award of the contract the Contractor shall submit a Project Management Plan (PMP) that describes its approach to the Design, Construction and Systems Installation and Integration work. The PMP shall follow the outline submitted with its Technical Proposal as specified in Section 00203 TECHNICAL AND PRICE PROPOSAL PROCEDURES AND EVALUATION FACTORS, AND INSTRUCTIONS, and as finally accepted in Section 00491 TECHNICAL PROPOSAL AS FINALLY ACCEPTED. The PMP shall include charts, narratives, plans and other requested information to describe the organization, relationships and responsibilities of project management. The original, six paper copies and one electronic copy of the PMP shall be submitted in accordance with Section 01330, SUBMITTAL PROCEDURES. The PMP shall

be revised for major changes in organization or approach to the work as necessary during the progress of the work and specifically for safety program plans as specified in Section 01114, SAFETY/ENVIRONMENTAL REQUIREMENTS and for quality management plans as specified in Section 01470, QUALITY MANAGEMENT SYSTEM.

1.03 Project Management Plan

- A. Overview/Executive Summary: Provide a narrative detailed Overview of the Project Control and Management System to be utilized for this Project. Identify critical areas, method of problem resolution, lines of communications and responsibility. Detail the overall management strategy for accomplishing all aspects of the required work. The Contractor shall demonstrate understanding of the management techniques required for proper implementation and control of the work.
- B. Organization: Provide a project organizational chart including a definition of the responsibilities shown therein. Show how this project management structure fits into the corporate management structure. Show the limits of authority and lines of authority of personnel to be assigned to the Contract. Include information regarding the positions they will fill and the percentage of time they are expected to devote to the work. In addition, identify who is responsible for project staffing, coordination with the Authority, jurisdictional inspectors/authorities and others, integrating design and construction aspects of the work, etc. Define who makes all major decisions pertaining to the overall project, including project staffing for design and construction management and who makes all day-to-day decisions. Identify who is the: Architect of Record, Structural Engineer of Record, Civil Engineer of Record, Electrical Engineer of Record, Mechanical Engineer of Record, and Systems Engineer of Record.
- C. Project and Program Management and Control:
 - 1. Subcontractor Management: Provide a narrative of procedures for coordinating, managing and controlling the work and the work of subcontractors: Identify who is responsible. Identify who reviews and approves subcontractor designs. Identify who reviews and approves subcontractor submittals. Identify who inspects and accepts subcontractor construction/installation work. Identify who reviews, verifies and approves subcontractor requests for equitable adjustment in subcontract price and period of performance. Identify who coordinates with the Authority, jurisdictional inspectors/authorities and others. Identify persons responsible for the procurement of construction materials and Systems equipment to be installed and for securing construction equipment to be utilized for the construction/installation, and include plans and procedures to ensure timely delivery of materials to achieve project schedule.
 - 2. Quality Management: Quality Control/Quality Assurance - provide a narrative description of the quality control/assurance organization for this Contract including numbers, qualifications, duties, responsibilities and authority of personnel, as well as, a description of the methods by which the applicable quality requirements of the Contract will be regulated, maintained and monitored. In addition, describe your proposed Quality

Control/Quality Assurance (QC/QA) Plans and Quality Program, and the responsible component of each organization involved in this work. Indicate how interfaces between various quality control organizations will be accomplished to ensure compliance with the overall quality control requirements. Identify who monitors all design and construction work for compliance with QC/QA Plans and supervises the design and construction QC/QA Staff. Identify who approves submittals. Identify who performs inspections and documents material/equipment testing. Identify who is responsible for managing and implementing the QC/QA Plans and maintaining contact with the Authority's Representative for the purpose of providing up-to-date, accurate design and construction status with emphasis given to deviations from the Contract Documents. Refer to Section 00722, QUALITY ASSURANCE/CONTROL and Section 01470, QUALITY MANAGEMENT SYSTEM for a detailed description of required quality management plans including Quality Plan and Proposed Interim Inspection and Test Plans and other quality requirements.

3. Systems Integration Management: NOT USED
4. Safety Program Management: Provide the information regarding your proposed safety program management for this Contract as defined in Section 01114, SAFETY AND REQUIREMENTS.
5. DBE Program Management: Identify who is responsible for assuring that the DBE Program in accordance with Authority policy as specified in Section 00453 DBE DATA and 49 CFR Part 23 and that the goals are being met.
6. Design and Construction Management: Provide description of the design and construction support and project engineering services for furnishing required drawings and other submittals. Identify persons responsible for preparing and approving design drawings, specifications, calculations, working drawings, shop drawings, operation and maintenance manuals, as-built drawings, as-built specifications, etc. Refer to SECTION 01111, CONTRACTOR KEY STAFF, for a detailed description of Design and Construction Management requirements.
7. Temporary Facilities: Identify who is responsible for janitorial services, trash and snow removal, recycling and equipment repair/maintenance for the Contracting Officer Representative's Site Facility and for maintenance of parking areas associated with the COR's Site Facility, temporary access roads and storage/laydown areas as specified in Section 01520, TEMPORARY CONSTRUCTION FACILITIES.
8. Contract Administration: Identify who is responsible for the management of pending change and change orders and payment requests as specified in Section 00748, CHANGES, Section 01250, CONTRACT MODIFICATION PROCEDURES, Section 00830, DISPUTE RESOLUTION if applicable and Section 00844, METHOD OF PAYMENT and Section 00721, VALUE ENGINEERING INCENTIVE.

9. Permit and Regulatory Compliance: Identify who coordinates with the Authority, jurisdictional authorities and others for obtaining permits, approvals, etc. from the entities specified in Section 01410, REGULATORY REQUIREMENTS and Section 01420 REFERENCES.

1.04 Coordination

- A. Coordinate construction operations and Design-Build activities included in various Sections of the Specifications to ensure efficient and orderly design and installation of each part of the Work. Coordinate planning, design and construction operations, included in different Sections that depend on each other for proper installation, connection, and operation. Coordination extends to and includes the interfaces between this and other contracts and existing facilities within the system.
- B. The Contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each subcontractor shall coordinate its operations with other operations included in different Sections that depend on each other for proper installation, connection, and operation.
 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 2. Coordinate installation of different components with other subcontractors to ensure maximum accessibility for required maintenance, service, and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
 4. All work under this Contract shall be performed generally in accordance with the construction sequence and staging and maintenance of traffic requirements shown on the approved detailed plans of the work following a logical sequence developed by the Contractor as specified in Section 01530, TEMPORARY DECKING and in Section 01550, MAINTENANCE OF TRAFFIC, CONSTRUCTION SEQUENCE AND STAGING, ACCESS AND PARKING.
 5. The Contractor shall conduct its work in a manner that will minimize interference with the operations of other contractors involved in the performance of related work.
 6. The Contractor's particular attention is directed to the fact that both vehicular traffic and pedestrian traffic must be continuously maintained and remain unimpeded at all times throughout the duration of the work at the site(s) as specified in Section 01550, MAINTENANCE OF TRAFFIC, CONSTRUCTION SEQUENCE AND STAGING, ACCESS AND PARKING.
 7. A method of staging shall be developed that specifically complies with all requirements pertaining to the maintenance of both vehicular and pedestrian traffic onsite and the use of

all approved working and storage/laydown areas. The staging plan shall incorporate and comply with all limitations imposed elsewhere in this Project Manual, and six paper copies and one electronic copy of the staging plan shall be submitted to the Contracting Officer Representative for approval, working drawings including comprehensive sequence and staging plans in accordance with Section 01330, DESIGN AND CONSTRUCTION SUBMITTAL PROCEDURES. No work shall be started prior to approval by the Authority as specified in Section 01550, MAINTENANCE OF TRAFFIC, CONSTRUCTION SEQUENCE AND STAGING, ACCESS AND PARKING.

8. The Contractor's particular attention is directed to the fact that both vehicular and pedestrian traffic must be maintained on the various existing streets within and adjacent to the project site at all times during the duration of the Contract. The Contractor is responsible for coordinating access to the site from the public roadways, including, but not limited to, the delivery of all materials by the Contractor to the site from public roads. All such use of public roadways shall be coordinated with the jurisdictional authority(ies). The staging plan shall incorporate and comply with all limitations imposed elsewhere in this Project Manual, and shall be submitted to the Contracting Officer Representative for review, and shall also be submitted to the jurisdictional agency(ies) of the area(s) where the work is to be performed, for their (its) approval, working drawings including comprehensive sequence and staging plans in accordance with Section 01330, DESIGN AND CONSTRUCTION SUBMITTAL PROCEDURES. No work shall be started prior to approval by the jurisdictional agency(ies) as specified in Section 01530, TEMPORARY CONSTRUCTION and in Section 01550, MAINTENANCE OF TRAFFIC, ACCESS AND PARKING.
- C. As necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings. Prepare similar memoranda for Authority Representative and separate subcontractors if coordination of their Work is required.
- D. The Contractor shall coordinate its design and construction activities if applicable, with governmental, public and private agencies and others. Such coordination shall include acquiring permits and approvals and attending conferences as may be authorized and required by the Agency. The Contractor shall prepare and submit to the Contracting Offer Representative within 7 days, one electronic copy of a memorandum of record of all such conferences attended. The Contractor shall promptly bring to the attention of the Contracting Offer Representative, by written notice, any betterments or other work considered to be a change requested by private and public agencies and property owners that have not already been authorized by the Authority.
- E. Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other subcontractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

1. Preparation of Contractor's cost-loaded schedules and updates as described in Section 01322, CONTRACT PROGRESS REPORTING.
2. Installation and removal of temporary facilities and controls as described in Section 01500 Temporary Facilities and Controls.
3. Delivery and processing of submittals as described in Sections 01330, 01780 and 01820 and elsewhere in this Project Manual.
4. Meetings, as described in Section 01312, PROJECT MEETINGS.
5. Safety, as described in Section 01114, SAFETY / ENVIRONMENTAL REQUIREMENTS and Safety Management as described in Section 00844.
6. Quality Management as described in Section 01470, QUALITY MANAGEMENT SYSTEM.
7. Not Used
8. Project closeout activities as described in Section 01775, CLOSEOUT.

1.05 Correspondence

- A. All correspondence shall be referenced to the Authority Contract number.
- B. Three copies of matters relating to the Contract, change proposals, billings and other matters shall be addressed and sent to the Contracting Officer Representative.
- C. Three copies of matters relating to the technical performance of the work and the schedule thereof shall be sent to the Design-Professional and the Contracting Officer Representative.
- D. Three copies of correspondence between the Contractor and third parties shall be sent to the Contracting Officer Representative.
- E. Copies of all correspondence are to be retained by the Contractor and forwarded to the Contracting Officer Representative as a complete correspondence file at the completion of the Contract as specified in Section 01775, CLOSEOUT.

Part 2 – Products (Not Applicable)

Part 3 – Personnel

- A. Provide administrative and supervisory personnel as required for proper performance of the Work and additional special personnel required for coordination of operations with subcontractors as needed. The Contractor shall provide personnel for the positions specifically identified by the Authority in this Contract as required Key Personnel (see Section 00203, TECHNICAL AND PRICE PROCEDURES; EVALUATION FACTORS, AND INSTRUCTIONS) and in addition, any other personnel essential for performance of the work as identified by the Contractor (see the Contractor's TECHNICAL PROPOSAL AS FINALLY ACCEPTED, Section 00491), and for any other positions the Contractor deems necessary for the successful execution during performance of the Contract work.
- B. If any subcontractor or person employed by the Contractor appears to the Authority to be incompetent or careless or to act in a disorderly or improper manner, that person's services in connection with the work shall be immediately terminated upon request by the Contracting Officer Representative and that person shall not again be employed on the Work.

END OF SECTION

Section 01312 Project Meetings

Part 1 – General

1.01 Summary

- A. This Section specifies administrative and procedural requirements for Project meetings.
- B. During the term of this Contract, attend meetings and conferences with officials of the Authority, governmental agencies, and others interested in the Work as may be directed by the Contracting Officer Representative. Meeting minutes, prepared by the Contractor as specified herein, shall state the place and time of the meeting, the names and identification of those present, a brief description of the matters discussed, and the agreements reached.
- C. Meetings shall be held in the Project office or at other locations in the Washington Metropolitan Area, as needed. Contractor and other concerned parties attending these meetings shall each be represented by persons thoroughly familiar with and authorized to conclude matters relating to the Work described in the Contract Documents.

1.02 Pre-Construction Meetings

- A. Conduct pre-construction meetings at the Site prior to the start of construction activities that require special coordination for those activities that are deemed to require a separate meeting because of the technical nature of the installation.
- B. The Contractor's Key Staff, Subcontractors, representatives of manufacturers and fabricators involved in or affected by the installation, coordination, or integration with their materials and installations that have preceded or will follow and the Authority, the Contracting Officer Representative, and other representatives of the Authority shall attend the meeting.
- C. Notify the Authority in advance of the date, time, location, and topics for review and discussion at each pre-construction meeting. Ensure that other attendees are properly notified. Topics that may require pre-construction meetings include, but are not limited to the following:
 - 1. Installation of equipment or systems
 - 2. Items that require connection to existing Authority equipment or systems as applicable
 - 3. Other pre-installation meetings as may be called by the Contractor or the Contracting Officer's Technical Representative
- D. Agenda discussion items for the meeting may include, but are not limited to, the following:
 - 1. Safety
 - 2. QA/QC

3. ADAAG compliance
 4. LEED Compliance-NOT USED
 5. Temporary facilities
 6. Space and access limitations
 7. Shop Drawings, Working Drawings, Product Data, Quality Control Samples, Certifications, and Documentation
 8. Purchases and deliveries
 9. Manufacturers' recommendations
 10. Inspection and testing requirements
 11. Required performance results
 12. Recording requirements
 13. Possible conflicts and compatibility problems
 14. Weather limitations
 15. Schedule
- E. Work shall not proceed if the meeting cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of work and schedule a follow-up meeting with the Authority at the earliest date.
- F. Record meeting minutes and distribute copies to everyone in attendance and to others affected by decisions or actions resulting therefrom.

1.03 Progress Meetings

- A. Conduct progress meetings monthly at regularly scheduled times convenient for all parties involved. Progress meetings are in addition to specific meetings held for other purposes, such as coordination and pre-construction meetings. A Three-Week Work Plan will be developed by the Contractor prior to the start of the meeting as specified in Section 01322, PROGRESS REPORTING, and will be discussed during the planning portion of the agenda. Additionally, discussions will address administrative and technical issues of concern, determining resolutions, and development of deadlines for resolution within allowable time frames.

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- B. Determine, together with the Contracting Officer Representative, who should attend the meeting in addition to the Contracting Officer Representative, other representatives of the Authority, the Contractor's Key Staff, and those Subcontractors, Suppliers, or other entities critical to the current progress or involved in planning, coordination, or performance of future activities that are part of the Work.
- C. The Contractor will publish an agenda prior to each meeting and will distribute copies to Contractor. Agenda items may include:
1. Review of minutes of the previous progress meeting
 2. Contractor's construction schedule and construction sequence
 3. Safety, including discussions of hazards and risks
 4. QA/QC, including discussion of Non-Compliance Notices
 5. ADAAG compliance
 6. LEED Compliance-NOT USED
 7. Temporary facilities and services
 8. Site utilization, Site access needs and Hours of Work issues
 9. Testing and systems integration testing
 10. Updated submittals list and submittal priorities
 11. Requests for Information
 12. Documentation of information for payment requests
 13. Pending Change Orders and Modifications
 14. Resource allocation
 15. Off-Site fabrication problems
 16. Purchases and deliveries
 17. Housekeeping
- D. The Contractor will record meeting minutes and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting. Meeting minutes

will document issues of significance including submittals, schedules, quality assurance/quality control, safety, problems encountered, and the assignment of responsibilities for future action.

1.04 Progress and Quality Status Report Reviews

- A. A preliminary progress and quality status report meeting will be held on a monthly basis prior to the submittal of the Contractor's final Monthly Progress Report and associated documents. The purposes of the meeting are to review and determine the status of each activity in relation to the Contractor's draft Monthly Progress Report and any deficiencies based on the Quality System as specified in Section 01470, QUALITY MANAGEMENT SYSTEM, in order to develop an informal agreement on the monthly progress payment request.
- B. The meetings shall be attended by the Contractor's Key Personnel, the Contracting Officer Representative, and other representatives of the Authority.
- C. The Monthly Progress Report and associated documents, as specified in Section 01322, CONTRACT PROGRESS REPORTING, shall be updated on a monthly basis. Job progress shall specifically include actual start and completion dates for all activities completed during the reporting period, actual start dates and percent complete for activities started but not completed during the reporting period, estimated start dates for activities scheduled to start during the next period, approved changes in durations of activities, and separate tabulation of monthly earnings including a cumulative tabulation of monthly earnings to date. In computing the monthly earnings, no value will be allowed for partially completed activities.
- D. Update the Monthly Progress Report and associated documents to incorporate all changes agreed to during the preliminary progress and quality status report meeting. A formal progress and quality status report meeting will be held prior to the submittal of the Contractor's progress payment request. The purpose of the meeting is to review and develop a formal joint agreement on the Monthly Progress Report, job progress, pay items, and quality certification. This meeting shall be held 5 working days after the preliminary progress and quality status report meeting.
- E. Submit the approved Monthly Progress Report and the progress payment request in accordance with Section 00744, METHOD OF PAYMENT.

1.05 Change Meetings

- A. Separate meetings will be held in the Washington Metropolitan Area by either the Authority or the Contractor, on an ad hoc basis, to discuss and resolve change order issues as they arise during the course of construction.
- B. This meeting shall be attended by the Contractor's Key Staff, Contracting Officer Representative, and those Subcontractors, Suppliers, or other entities critical to the resolution of any open issues. The parties shall each be represented by persons thoroughly familiar with and authorized to conclude matters relating to the Work described in the Contract Documents.

- C. The Contractor will record meeting minutes and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

Section 01321 Construction Photographs

Part 1 – General

1.01 Summary

This Section includes procedural requirements for photographic documentation, including digital images and video recordings.

1.02 Submittals

- A. Make submittals in accordance with Section 01330, SUBMITTAL PROCEDURES, and as described in Section 01322, CONTRACT PROGRESS REPORTING.
- B. Key Plan: Submit key plan 30 Days prior to start of construction. If vantage points are altered, submit key plan updates with corresponding photographic documentation submittal.
- C. Digital Still Photographs: Submit with record of photographs indicating name of photographer, identification of vantage point, date of photograph and electronic file name. Submit the following types of still photographs:
 - 1. Pre-Construction Photographs: Submit 30 Days prior to start of construction. No less than 100 pictures.
 - 2. Monthly Construction Photographs: Submit every 30 Days. No less than 20 Pictures per month
 - 3. Subject-specific construction photographs such as, but not limited to still photos showing potential change, non-conformance, quality, and property damage, and LEED-required photo documentation.
 - 4. Completion of Construction Photographs: Submit within 30 Days of Notice of Substantial Completion.
- D. Digital Video Recordings: Submit with a record of the contents of each segment of the video recording identifying name of photographer, location, time of day, viewing direction, traveling direction, and starting and ending points. Submit the following types of video recordings:
- E. Pre-Construction Video Recording: Submit 30 Days prior to start of construction.
 - 1. Monthly Video Recordings: Submit every 30 Days.
- F. Photographer and Videographer Information: Submit a complete list of photographer names and contact information within 30 Days of Notice to Proceed.

- G. Usage Rights Documentation: Obtain and transfer copyright usage rights from photographers to the Authority for unlimited reproduction of photographic documentation within 30 Days of Notice to Proceed.

1.03 Quality Assurance

A. Qualifications:

1. Photographer Qualifications: Professional photographer experienced in construction photography for a minimum of 3 years.
2. Videographer Qualification: A professional firm experienced in audio-video documentation for construction or similar documentary projects for a minimum of 3 years.

Part 2 – Products

2.01 Key Plan

- A. Indicate project site with notation of vantage points marked for location and direction of each still photograph and video recording.
- B. Include location and type and model of still and video camera(s).
- C. Include description of vantage point indicating location, direction (by compass point), and elevation.

2.02 Still Photographs

- A. Camera Specifications: Provide digital camera with sensor resolution of a minimum of 8 megapixels for producing color digital photographs.
- B. Format:
1. Set camera to produce a digital stamp of the current date and time on each image.
 2. Provide required images in .JPG format.
 3. Digital photographic files shall be capable of producing standard commercial quality photographs, 8 inches by 10 inches in size.
 4. Identification:
 4. Electronically label each still photograph with the following information on the bottom left corner:

| | |
|--|---------------|
| Washington Metropolitan Area Transit Authority | |
| Project: | Contract No.: |
| Contractor: | |
| Photograph No.: | Date: |
| Description: | |

2.03 Digital Video Recordings

1. Camera Specifications: Provide digital video camera for producing color digital video images and meeting the following requirements: Capable of producing NTSC 1080 lines/60 fields
2. Resolution in the Y channel shall contain a minimum of 500 TV lines at center, utilizing no less than three charge-coupled-device (CCD) chips, each containing no less than 5 megapixels for optimum picture clarity
3. Format: Set camera to produce a digital stamp of the current date and time on each video sequence containing the month, day, year, hours, minutes, and seconds.
4. Provide high-resolution NTSC or agreed upon format.

Identification: Electronically label video recordings with the following information: location, project name, and municipality. With each submittal, provide the following information:

1. Name of Project
2. Contract Number
3. Name of Contractor
4. Video recording ID number
5. Date video recording was recorded
6. Description

Part 3 – Execution

4.01 General

All photographic and video documentation shall be captured digitally. Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.

4.02 Still Photograph Requirements

A. Preconstruction Photographs:

1. Provide pre-construction still photographs at each site.
2. Take sufficient overlapping still photographs to show existing conditions of adjacent properties before starting the Work.
3. No construction shall begin prior to Contracting Officer Representative review and approval of the pre-construction photographs of the construction area.
4. Take still photos at locations to be disturbed or likely to be affected by construction and at locations designated by the Contracting Officer Representative.

B. Monthly Construction Photographs: Take still photos of construction during the progress of the Work.

1. Take a minimum of twenty still construction photos at each site every 30 Days starting after the pre-construction digital survey and continuing until Substantial Completion is achieved.

C. Subject-specific Construction Photographs:

1. If there are any evident changes in conditions, non-conformance in the Work, or signs of potential damage to property or constructed project, take sufficient photographs to document the conditions and no less than ten still photographs.
2. The photographer shall provide scale to the area/condition, such as a tape measure to substantiate cracking.
3. Provide construction photos as required to demonstrate compliance with established LEED design goals.

D. Final Completion Construction Photographs:

1. Take a minimum of twenty still photos at each site at Substantial Completion.

3.03 Video Recording Requirements

A. General:

1. Audio:

- a. Begin each recording with the name of videographer, Project name, Contract number, date and start time, location, and direction of travel.
- b. End recording with date and time.
- c. Narration: Describe scenes on video recording by audio narration. Include description of items being viewed, recent events, and planned activities. At each change in location, describe vantage point, location, direction (by compass point), and elevation or story of construction.

2. Video:

- a. Set to continuously record: transparent digital information shall include the date and time of recording.

B. Preconstruction Video Recordings:

1. Document the entire Project Site.

- a. Include all surface features located within at least 300 feet of the construction site and accompany with appropriate audio description. Include all existing curbs, sidewalks, driveways, ditches, paved areas, landscaping, trees, culverts, headwalls, retaining walls and buildings.

2. Duration: approximately 120 minutes.

C. Monthly Construction Video Recordings: Select vantage points to show status of construction and progress since last video recordings were recorded. Minimum recording time shall be 30 minutes.

END OF SECTION

Section 01322 Contract Progress Reporting

Part 1 – General

1.01 Summary

- A. This Section specifies the requirements for reporting progress and the development and maintenance of schedules and work plans for the construction of the Project.
- B. The Contractor shall carefully monitor the progress of the Work during construction and provide the Authority with Monthly Progress Reports detailing the progress of that work.
- C. The approved schedules shall be used by the Contractor to ensure adequate planning, scheduling, managing, and executing of the Work, to enable the Authority to evaluate work progress and progress payments, to identify actual or potential time impacts, and to assist with the determination of recovery and acceleration efforts. These approved schedules shall not be revised without the prior approval or direction of the Contracting Officer Representative.

1.02 References

- A. American Association of Construction Engineers (AACE)
- B. Associated General Contractors of America (AGC) - Construction Planning and Scheduling Manual
- C. Project Management Institute (PMI)

1.03 Quality Assurance

A. Project Scheduler

- 1. The Contractor shall engage the services of a full time scheduler who is skilled in the time and cost application of scheduling using PDM network techniques for heavy construction projects. The scheduler shall be trained in the use of the specified scheduling software. The scheduler shall have a minimum of eight (8) years experience in preparing and maintaining schedules as well as analyzing delays and preparing time impact analyses.
- 2. Scheduler shall be certified as a Planning and Scheduling Professional (PSP) per AACE International or a Scheduling Professional (PMI-SP) per PMI.
- 3. The Contractor's scheduler may or may not be an independent consultant; however, the scheduler shall be available to the Contractor and Contracting Officer Representative to address schedule questions and shall attend all progress and schedule review meetings convened by the Contracting Officer Representative.

4. In the event that the scheduler is not found to be competent or to have sufficient relevant experience as determined by the Authority, the Authority will request that the Project scheduler be removed from the Project pursuant to Section 00709, PROJECT MANAGEMENT AND SUPERINTENDENCE AND KEY STAFF. In that event, the Contractor shall submit a new candidate for consideration within 10 Days for consideration and approval by the Authority.

1.04 Submittals

- A. Make the following submittals in accordance with Section 01330, SUBMITTAL PROCEDURES:
- B. Monthly Progress Status Report shall be submitted in electronic format in MS Word and Adobe (.PDF) and formatted to 8-1/2 by 11 inches or 11 by 17 inches in size.
- C. Schedule submittals including Initial 90-Day Schedule, Project Schedule and monthly updates, 90 Day Schedule, and Three Week Work Plan, shall be generated in Primavera Project Planner (P6) for Windows and formatted to 11 by 17 inches or 22 inches by 34 inches. Submit monthly in Primavera (.XER) and Adobe (.PDF) format and on paper media for the 90-Day Schedule or the Project Schedule, whichever is in use.
 1. CPM terminology, definitions, and conventions as required herein shall be consistent with the technical portions of the Associated General Contractors Manual titled Construction Planning and Scheduling.
 2. All schedules and reports shall be prepared and submitted in electronic format and labeled with the Contract Number, Project name, Contractor's name, data date, run date, and with any access codes or file designators listed.
- D. The Project Schedule submittal, all subsequent schedule updates, and time extension requests shall also include the following computer-generated reports:
 1. Successor Report: This report shall contain all activities shown on the graphic network diagram listed in ascending order of activity ID based on successor relationships.
 2. Predecessor Report: This report shall contain all activities shown on the graphic network diagram listed in descending order of activity ID based on their predecessor relationships.
 3. Float Report: This report shall contain all activities shown on the graphic network diagram listed in order of ascending total float values and, where float values are equal, in chronological order of the early start date.
 4. Late Finish Report: This report shall contain all activities as shown on the graphic network diagram listed in chronological order of the late finish date.

- E. Contracting Officer Representative will review and return the Contractor's schedule submittal with comments according to the following schedule from the date of receipt:

| | |
|-------------------------|---------|
| Initial 90-Day Schedule | 7 Days |
| 90-Day Schedule | 7 Days |
| Project Schedule | 21 Days |
| Three-Week Work Plan | 1 Day |

1. The Contractor shall make all corrections to the schedule requested by the Contracting Officer Representative and resubmit the schedule for approval. If the Contractor does not agree with the Contracting Officer Representative's comments, the Contractor shall provide written notice of disagreement within 5 Days from the receipt of the Contracting Officer Representative's comments for the Project Schedule. Contracting Officer Representative's comments to the Initial 90-Day Schedule, Project Schedule, 90-Day Schedule, and Three-Week Work Plans with which the Contractor disagrees shall be resolved in a meeting held for that purpose.

- F. Resubmittals shall conform to the same requirements as original submittals.

1.05 Monthly Progress Reports

- A. The Monthly Progress Reports shall include a narrative report, schedules, a Quality Compliance Certification and construction photographs as follows:

1. A narrative description of work accomplished, work activities planned for the upcoming reporting period, problem areas and actions intended by the Contractor to mitigate the problem areas, work that is being performed out of sequence with accepted schedules, status of change orders, notices of potential Claims, status of submittals, and status of Contractor procurement items. Proposed minor logic changes shall be listed and described in the narrative. Include narrative of design progress each month until design is complete and Approved.
2. Schedules including the Initial 90-Day Schedule, or the Project Schedule, or the Monthly Update of the Project Schedule as appropriate; 90-Day Schedule; and a Three-Week Work Plan. Schedules shall clearly identify the critical path(s).
3. Cash flow curves indicating graphically the total percentage of work activity/event dollar value scheduled to be in place on early finish, late finish, and actual finish on a monthly and cumulative basis.
4. Quality Compliance Certification as specified in Section 01470, QUALITY MANAGEMENT SYSTEM.

5. A summary of meetings or conferences held or attended during the report period.
- B. A listing of actions or decisions required of the Authority with an indication of the date by which such action or decision is required to avoid any adverse impact on the schedule.
 1. Utility/Jurisdictional Authority coordination and approvals report. Include telephone conversations and dates of contact made with each Utility/Jurisdictional Authority.
 2. Construction photographs, as described in Section 01321, CONSTRUCTION PHOTOGRAPHS.

1.06 Initial 90-Day Schedule

- A. A cost loaded schedule covering the first 90 Days of the Contract shall be submitted within 20 working days following the date of the Notice of Award. The Initial 90-Day Schedule is the Contractor's plan for planning, managing, executing, and for recording completed work during the first 90-Day Days of the Project. All approved activities in the Initial 90-Day Schedule shall be incorporated into the Project Schedule.
- B. The schedule shall be time-scaled and may be submitted in either bar chart or Critical Path Method (CPM) format. The Initial 90-Day Schedule shall include the same requirements as the Project Schedule with the exception of information that is not reasonably available in the first 90- Days.
- C. Work items defined in the schedule shall not exceed 20 working days duration.
- D. The initial submittal shall be accompanied by a written narrative that describes the schedule and the approach to the Work that the Design-Builder intends to employ during the initial 90-Day period of the Contract.
- E. The Initial 90-Day Schedule will be used to process progress payments for the 90-Day period following NTP until the Project Schedule is Approved.

1.07 Project Schedule

- A. A cost loaded, calendar time-scaled CPM network diagram schedule covering the complete Period of Performance of the Project shall be submitted within 60 Days following the date of the Notice to Proceed. A Project Schedule, acceptable to the Contracting Officer Representative, shall be in place prior to the third progress payment request being submitted. The original logic of the Initial 90-Day Schedule shall be incorporated into the Project Schedule unless identified changes are submitted and approved by the Contracting Officer Representative.
- B. The schedule must meet all of the dates listed under Special Conditions Section 00824, PERIOD OF PERFORMANCE AND PROJECT SCHEDULE.

-
- C. The Project Schedule shall be prepared utilizing the Precedence Diagram Method (PDM) of CPM scheduling technique.
- D. The Project Schedule shall show clearly the sequence and interdependence of activities and shall list specifically:
1. Interim milestone completion dates as specified and staging of the Work shall be prominently identified.
 2. Acquisition of permits, and Jurisdictional Authority and Utility approvals
 3. Submittals and Authority review of submittals
 4. Procurement, fabrication, delivery, installation, and testing of major materials and equipment
 5. Delivery of Authority-furnished equipment, if any
 6. Interfacing, coordination, and dependencies with preceding, concurrent, and follow-on contractors
 7. Work to be performed by other agencies, which affect the schedule
 8. Manpower, material, and equipment restrictions, if any
 9. Inspection of the Work including Punch List and Acceptance
 10. The progressive delivery of Record Documents as major sections of the work are completed; for example completion of foundation piling or completion of underground utility work
 11. Resources necessary to accomplish the Work for that activity including, but not limited to, specific equipment, manpower, and material requirements.
 12. The costs of the work for each activity
 13. The graphic network diagram shall be composed of two parts, a Table of Activity Data and a time-scaled graphic network diagram, and shall include the following:
 - a. A Table of Activity Data in columnar format with the pertinent data for each activity in the row corresponding to that activity's placement of schedule. The minimum required data are:
 - (1) Activity ID,
 - (2) Activity Description,

- (3) Early Start date,
 - (4) Early Finish date,
 - (5) Late Start date,
 - (6) Late Finish date,
 - (7) Total Float,
 - (8) Planned Duration,
 - (9) Monetary value in whole dollars for that activity, labor-days applicable to each activity, and all lag/lead time
- b. The Contracting Officer Representative may require additional data such as total shifts or other resource data.
 - c. An activity numbering system shall be utilized, which assigns a unique activity identification number to each activity. No two activities shall bear the same activity number or description.
 - d. Activity descriptions shall be brief but shall convey the scope of the work described. Unusual abbreviations shall be explained in a legend. If an activity includes work to be done by a Disadvantaged Business Enterprise (DBE), that fact shall be identified in the activity description by inclusion of an appropriate parenthetical entry (e.g., Install West Footing Reinforcing Steel (DBE1)) with DBE properly identified in the legend.
 - e. Percentages shall generally not be used in activity descriptions e.g., Pour West Footing (0 to 50 percent) is not acceptable.
 - f. A time-scaled graphic network diagram showing logical relationships and constraints formatted in accordance with the following requirements:
 - (1) A bar (node) representing the duration of each work activity scaled to the planned duration with arrows (relationship lines) defining predecessor and successor relationships. Each bar shall contain the following information positioned above, below, or adjacent to it in a consistent and legible manner:
 - (a) activity description;
 - (b) abbreviated start and finish dates (the day of the month in which the event occurs),
 - (c) and the activity duration.

- (2) Lag time in whole Project units (e.g. working days) shall be displayed on each relationship line where it occurs. The use of lag must be minimized and restricted to only those situations where it is not possible to properly define the start or finish of an activity by the use of a normal Finish-to-Start, Start-to-Finish, Start-to-Start, or Finish-to-Finish relationship. Negative lag shall not be used.
14. Monetary value of each activity indicated in the Schedule shall be identified in the Table of Activity Data following the description. The allocation of monetary values assigned to activities shall be subject to approval and shall contain, as close as can reasonably be determined, all labor, equipment, material, and Subcontractor cost plus its proportional share of all indirect costs. The total of all values allocated to the individual work activities shall equal the total Contract value. Should the Contractor intend to deliver materials and receive payment under the delivered Materials on Site (MOS) provision of the Contract, with the approval of the Contracting Officer Representative, the following shall be incorporated into the schedule:
- a. A MOS delivery activity shall be incorporated into the schedule in logical sequence with the associated installation activity. The cost allocated to the installation activity shall be reduced by the approved MOS activity amount. The activity description shall contain the MOS designation and an MOS activity code shall be assigned.
 - b. The monetary value assigned to that MOS activity shall be arrived at by considering only those materials the monetary values of which are to be excluded from the monetary values of the installation activities to which they relate. The monetary value of the delivery activity shall equal the projected invoiced values of materials, as restricted above and in other relevant provisions of the Contract, to be delivered to the Site. The Contractor shall submit a separate, detailed breakdown of the projected total of all MOS activities.
- E. Individual schedule activities shall not exceed 20 working days duration, except certain procurement, delivery, or MOS activities, which may exceed 20 working days with the approval of the Contracting Officer Representative. Activities exceeding 20 working days duration shall be subdivided.
- F. Schedule activities shall be sufficiently described to include what is to be accomplished and of the activity sequence (i.e. group activities by category of work, work area, and responsibility). Activity durations shall be expressed in whole days. Work that is to be performed by Subcontract shall be clearly defined.
- G. The schedule diagram shall indicate a clearly defined critical path, which shall be prominently distinguished.
- H. A written narrative shall accompany the schedule submittal describing the Contractor's approach and methods for completion of the Work. The narrative shall be adequate for the

Contracting Officer Representative to understand the schedule and specifically identify the use of lag time.

1. The supporting narrative shall include the following:
 - a. A realistic approach to meeting the Contract completion date required by the Contract.
 - b. A discussion of the critical path and the most critical activities in meeting the required completion dates.
 - c. A listing of holidays and special non-working days planned during the Contract duration.
 - d. A separate tabulation of estimated monthly and cumulative planned earnings. The monetary values shall be generally consistent with the proposal item breakdown.
- I. Submit the calendar(s) used to calculate the Project Schedule, including: (i) the proposed number of working days per week; (ii) the planned number of shifts per day; (iii) the number of hours per shift; and (iv) all non-working days.
- J. In addition to the Project Schedule, the Contractor shall submit for approval a summarized Project Schedule depicting the entire Project Schedule in graphical, time-scaled format that clearly identifies the Contractor's work areas, activities, and planned logic for completion of the Work. The summarized Project Schedule shall consist of hammocked activities or otherwise summary bars of logically-grouped activities, of approximately 300 to 500 activities total.
- K. A schedule showing the work completed in less than the Period of Performance, which is found practical and Approved by the Authority, shall be considered to have float. The float shall be the time between the scheduled completion of the Work and the Contract completion date. Float shall not be for the exclusive benefit of either the Authority or the Contractor. Float shall be a resource available to both parties.
- L. A schedule found to be impractical by the Contracting Officer Representative for any reason shall be revised by the Contractor and resubmitted.
- M. Upon Approval by the Authority, the Project Schedule shall be the baseline schedule used to monitor progress.

1.08 Monthly Updates of the Project Schedule

- A. At least once each month, the Contractor shall submit an updated Project Schedule showing the progress of the Work to date and anticipated activities to be worked on.
- B. The Project Schedule shall not be revised to include additional activities, deleted activities, revised activity durations, revised network logic, or any other changes to the schedule, without

approval of the Contracting Officer Representative. Only actual progress, completion dates, and anticipated future progress shall be incorporated in a schedule update.

- C. If according to the current updated Project Schedule, the Contractor is 60 or more working days behind the Contract completion date of any milestone, or the schedule contains 60 or more working days of negative float, considering all granted time extensions, the Design-Builder shall submit a Recovery Schedule, showing a practical plan to complete the work within the Contract time. The Contractor shall execute some or all of the following remedial actions: (i) increase construction labor in such quantities and crafts as necessary to eliminate the backlog of work; (ii) increase the number of working hours per shift, shifts per working day, working days per week, the amount of construction equipment or any combination to eliminate the backlog of work. The Authority may withhold progress payments until a revised schedule, acceptable to the Contracting Officer Representative, is submitted by the Contractor.
- D. Any revisions to the planned sequence, activity durations, interdependency of activities and any other change to the schedule shall be submitted separately for review. Written notification and explanation for the proposed changes and separately revised Project Schedule and narrative reports shall accompany the submittal. Changes shall not be incorporated into the current schedule until the submittal has been accepted by the Contracting Officer Representative. The baseline Project Schedule, i.e., the current schedule excluding schedule changes, shall be submitted along with the proposed schedule changes for the Contracting Officer Representative's review and approval.
- E. Maintain the As-Built Project Schedule data according to the field records and submit to the Contracting Officer Representative on a monthly basis. In addition, retain all monthly schedule updates until the Work has been Accepted.
- F. After all Contract work items are complete, and as a condition of Final Payment, the Contractor shall submit three copies of an As-Built Project Schedule showing actual start and finish dates for all work activities and milestones, based on the accepted monthly updates. The schedule submittals shall be in tabular and in time-scaled PDM plot formats. See Section 00744, METHOD OF PAYMENT, for additional retainage to be withheld until the As-Built Project Schedule is delivered to the Contracting Officer Representative, is reviewed, and is determined to be complete and accurate.

1.09 90-Day Schedule

- A. A schedule depicting activities occurring in the upcoming 90-Day period in greater detail than specified in the Initial 90-Day and Project Schedules. The logic shall follow the logic of the approved Project Schedule.
- B. The schedule shall be time scaled and may be submitted in either bar chart or Critical Path Method (CPM) format.
- C. Activities shall be 10 Days or less duration with particular focus on design, procurement, and associated activities to be performed in this time frame.

- D. The 90-Day Schedule shall be updated and submitted monthly for review and approval by the Contracting-Officer Representative.

1.10 Three-Week Work Plan

- A. A schedule in a calendar time-scaled bar chart format depicting the Contractor's intended work activities for the upcoming 3-week period shall be submitted on a weekly basis due on the first working day of each week. Each activity having 1-day duration shall be prominently noted.
- B. Deviations, including but not limited to sequences of work, timing, and durations of activities from the Initial 90-Day or Project Schedules shall be noted and explained in writing.
- C. The form of submittal may be formatted smaller than specified in Article 1.03 herein; however, the format shall not be less than 8-1/2 by 11 inches in size.

Part 2 – Products (Not Used)

Part 3 – Execution

3.01 General

- A. Schedules shall represent a practical plan to complete the Work within the Period of Performance, and shall convey the Contractor's intent in the manner of prosecution and progress of the Work.
- B. The scheduling and executing of the Project Work in accordance with the schedule are the responsibility of the Contractor.
- C. The submittal of schedules shall be understood to be the Contractor's representation that the schedule meets the requirements of the Contract Documents and that the Work will be executed in the sequence and duration Indicated in the schedule.
- D. All schedule submittals are subject to review and acceptance by the Contracting Officer Representative. The Authority retains the right to withhold progress payments until the Contractor submits a schedule, payment schedule, and updates acceptable to the Contracting Officer Representative.
- E. The approved Project Schedule will be used as the basis for progress payments to the Contractor. Payments will be made by the Contracting Officer Representative only for activities that are 100 percent complete.

4.03 Payment

Submittal Monthly Progress Report at least 5 working days prior to the submittal of a progress payment request. No progress payment request will be processed if there is not an agreed update in place.

4.04 Requests for Time Extensions

- A. The Contractor is responsible for submitting a written request for any extensions of Period of Performance within the time specified by the Contract. Requests not submitted in writing, without the required documentation, and not submitted within 30 Days will not be considered.
- B. The request shall include documentation with written justification for the extension of time, supporting evidence, and specific references to the Contract for which the basis of the request is being made.
- C. The request shall also include a calendar time-scaled CPM network schedule analysis and reports specified in Article 1.06 herein, depicting the time impact basis of the request with the affected areas prominently highlighted. The Project Schedule to be used in determining the time extension request shall be the current and accepted schedule at the time of the event.
- D. If the Contracting Officer Representative finds that the Contractor is entitled to an extension of time of any completion date under the provisions of the Contract, the Contracting Officer Representative's determination of the total number of Days extension will be based upon the current analysis of the currently approved Project Schedule and upon data relevant to the extension. Extensions of time for performance under any and all of the provisions of the Contract will be granted only to the extent that equitable time adjustments for the activity or activities affected exceed the total float along the paths involved of the most critical path to Project completion.
- E. The Contractor shall submit a CPM fragnet with enough detail to depict the causes, duration, and logic relationship and impact of the current schedule activities. The quantum of delay impact on Contract completion or interim milestone(s) must be determined for time extension.
- F. Critical delays, i.e., delay, which may affect the activities on the current critical path, will be contemporaneously discussed and mutually agreed by all the parties involved. In case the quantum of delays or impact cannot be resolved, the background, issues, work performed, as well as start and finish dates of delays shall be well-documented in chronological order. The Contracting Officer Representative's determination of merit for time extension(s) will be awarded after the Contracting Officer Representative finds entitlement to the Contractor's request and only after the alleged delays are demonstrated to impact the most critical path(s). Data furnished by the Contractor will be used as a basis in the findings of the Contracting Officer Representative.
- G. A complete As-Built Schedule, which has enough detail to depict delay and demonstrate cause-effect delay impact, shall be submitted at the end of the Project.

END OF SECTION

Section 01330 Submittal Procedures

Part 1 – General

1.01 Summary

This Section specifies the general requirements and procedures for preparing and submitting design and construction documents to the Authority and Jurisdictional Authorities for approval or for information. The submittals shall consist of, but not be limited to design drawings, computations, and specifications; Shop Drawings; Working Drawings; product data; samples; documents, letters, certifications and reports; permit applications and Jurisdictional Authority approval documents; and other submittals.

1.02 Definitions

- A. Schedule of Required Submittals: A compendium of all required design and construction related submittals identified throughout the Contract Documents.
- B. Contract Document Submittal Log: A document indicating the status of all Required Submittals listed in the Schedule of Required Submittals.

1.03 Submittal Schedule

- A. Provide a preliminary Schedule of Required Submittals, as described in Section 00720, SUBMITTALS, within 14 Days after the effective date of Notice to Proceed (NTP) for the Authority's review. The preliminary Schedule of Required Submittals shall be updated through discussions with the Authority during weekly progress meetings or through special meetings subsequent to initial Authority approval.
- B. Submit a Contract Document Submittal Log, as described in Section 00720, SUBMITTALS, within 30 Days after the effective date of NTP. The Contract Document Submittal Log, created in MS Excel or MS Access, shall consist of all submittals required by the Contract Documents. Populate the Contract Document Submittal Log with submittal data as the design and construction progresses. The Contract Document Submittal Log shall list all versions of a submittal, however only one version of a submittal may be in effect at any one time.
- C. Submit a final Schedule of Required Submittals within 60 Days after the effective date of NTP.
- D. Submittals made shall be arranged and maintained in a tabular format by specification Section as well as in chronological order by the dates required for construction. The log shall include:
 - 1. Scheduled date for initial Submittal, review, and "need" date for acceptance in order to fabricate and install, corresponding to the Project Schedule activity.
 - 2. Contract number, specification Section number and title

3. Name of Subcontractor
 4. Type of Submittal (Shop Drawings, product data, samples, or other), description of the item, name of manufacturer, trade name, and model number
 5. Highlight submittals that are on the critical path and require expedited review to meet the schedule. Indicate lead time to the date of fabrication and installation.
 6. State if submitted for approval or information.
 7. If a Submittal is a safety critical item based on the approved Certifiable Items List (CIL), include the “Item” number and “Section” (paragraph) number, as shown on the Certifiable Items List.
 8. Re-submittals: Reason for change
 9. Tested/Inspected By: Identify the entity performing the test
- E. The Contract Document Submittal Log shall be updated and submitted on a monthly basis.

1.04 Submittal Administrative Requirements

- A. Submit one electronic copy in the format specified, unless noted otherwise, through the Authority’s Project Management Software System (PMSS). The Contracting Officer’s Representative will return one electronic copy through the PMSS.
- B. Allow 30 calendar Days for review of submissions and resubmissions.
- C. The Contracting Officer’s Representative will discard submittals received from sources other than the Contractor.
- D. Prepare separate submittals for each item in a specification Section. Group them in the order listed, paragraph by paragraph, and package them together.
- E. Transmit submittals of related parts of the Work concurrently such that processing will not be delayed for coordination. Incomplete submittals will be returned to the Contractor with no action taken by the Authority.
- F. Place a permanent label or title block on each submittal item for identification.
 1. Indicate Project name and Contract number, the date of submission, reference to the specification Section article, and drawing number and detail to which the submittal applies.
 2. Indicate name of firm or entity that prepared each submittal.

3. Provide a blank space approximately 5 by 5 inches, in the lower right corner of each drawing just above the title block, to record the Contractor's review and approval markings and action taken by the Contracting Officer Representative.
- G. All submittals shall be accompanied with a transmittal form containing the following minimum information.
1. Project name and Contract number, the date of submission, Subcontractor, Supplier, manufacturer name, and submittal number
 2. Submittal purpose and description
 3. Reference to the specification Section, drawing number, and title
 4. Reference applicable standards, such as ASTM or Federal Specification numbers
 5. Location(s) where product is to be installed, as appropriate
 6. Identification of deviations from the Contract Documents
 7. Notation that Submittal is a safety critical item, if identified on the "Certifiable Items List"

1.05 Meeting Minutes

- A. Prepare meeting minutes that are the responsibility of the Contractor immediately after each meeting. Submit draft copy to Contracting Officer Representative for review within 5 Days in MS Word format.
- B. Submit final meeting minutes in Adobe (.PDF) format 3 Days after receipt of Authority review.

1.06 Shop Drawings

A. General:

1. Submit Shop Drawings in AutoCAD and Adobe (.PDF) formats.
 2. Shop Drawings shall indicate all pertinent features of the products and the method of fabrication, connection, erection, or assembly with respect to the Work.
 3. The first drawings submitted by Contractor, Subcontractor, or vendor will be reviewed for conformance with this Section. Once accepted, use the drawing format as a standard for subsequent drawings.
- B. Dimensioning: Follow applicable dimensioning and tolerance practices as specified in ANSI/ASME Y14.5.

1. Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
2. Provide sufficient dimensions on drawings so that size, shape, and location may be determined without calculation.
3. Show each dimension clearly so that only one interpretation is possible. Show each dimension for a feature once.
4. Text must be legible on 11 by 17-inch prints.
5. Include on the Shop Drawings details necessary for the installation, maintenance, and repair of all equipment provided.

1.07 Working Drawings

- A. Submit Working Drawings in AutoCAD and Adobe (.PDF) formats.
- B. Working Drawings indicate the Contractor's plan for temporary structures that will not become part of the completed Project such as decking, temporary bulkheads, support of excavation, support of utilities, groundwater control systems, and forming and false-work for underpinning; and for such other work as may be required for construction.
- C. Working Drawings and calculations shall be signed and sealed by a professional engineer registered in the jurisdiction where the work will be performed and shall convey, or be accompanied by information sufficient to completely explain the structure, machine, or system described and its intended manner of use.

1.08 Product Data

- A. Submit product data in Adobe (.PDF) format.
- B. If information must be specially prepared for a submittal because standard published data is not suitable for use, submit as Shop Drawings, not as product data.
- C. Modify manufacturers' standard drawings, catalog cuts, brochures, diagrams, schedules, performance charts, illustrations, calculations, printed installation, erection, application, and placing instructions, and other descriptive data to delete information that is not applicable to the Contract. Indicate dimensions, clearances, performance characteristics, capacities, wiring and piping diagrams, and controls. Supplement standard information with additional information applicable to this Contract.
- D. Submit product data concurrent with samples.

1.09 Samples (Not Used)

1.10 Certificates and Certifications

- A. Submit original certificates and certifications in MS Word and Adobe (.PDF) formats.
- B. Provide certificates and certifications that demonstrate proof of compliance with Contract specification requirements for products, materials, equipment, and systems.
- C. Authority Approval of a certification shall not be construed as relieving the Contractor from furnishing products that meet the specified design intent.

1.11 Reports

- A. Submit original reports, signed and sealed by a professional engineer in the jurisdiction that the Work is to be constructed, and any related drawings in MS Word, AutoCAD and Adobe (.PDF) formats.
- B. Provide reports that demonstrate proof of compliance with Contract specification requirements. The reports include manufactured products, materials, research, equipment, systems, and test reporting in the field or laboratory.
- C. Authority Approval of submitted reports shall not be construed as relieving the Contractor from furnishing products that meet the specified design intent.

1.12 Data

- A. Submit data and any related drawings in MS Word, AutoCAD and PDF formats.
- B. Provide written and graphic information including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations that demonstrate proof of compliance with Contract specification requirements. Provide the name and version of software used for calculations.
- C. Authority Approval of submitted data shall not be construed as relieving the Contractor from furnishing products that meet the specified design intent.

1.13 Construction Photographs and Video

- A. All still photographic documentation of the Work shall be provided by the Contractor in digital format.
- B. Video documentation recordings of the Work, accompanied with audio recording, shall be provided by the Contractor in digital format.
- C. For detailed submittal procedures see Section 01321, CONSTRUCTION PHOTOGRAPHS.

1.14 As-Built Documents

- A. Maintain a record set of drawings and specifications that reflect as-built conditions and that are annotated to show all changes incorporated as Work progresses.
- B. Submit As-Built Drawings in AutoCAD and bookmarked-by-discipline Adobe (.PDF) formats that can be plotted either as full-size or half-size drawings that are scalable.
- C. Submit approved As-Built Documents for the completed Work as specified in Section 01775, CLOSEOUT, as elements of the Work are completed and before the scheduled date of Substantial Completion.

1.15 Contractor's Review

- A. Review each submittal, including all those provided by Subcontractors and Suppliers of any tier, check for coordination with other Work and for compliance with the Contract Documents. Note inconsistencies with Contract Documents. Submittals shall bear the Contractor's approval stamp and initials of the reviewer before submitting to the Authority.
- B. Each submittal transmittal form shall be signed by the Contractor with a statement, "Having checked this submission, we certify that it conforms to the requirements of the Contract in all respects, except as otherwise indicated".
- C. Do not start work where submittals are required until submittal review is completed by the Authority and Approval, if required, has been received.
- D. Identify approval methods of the various jurisdictional authorities and obtain their approvals as required.

1.16 Authority's Review

- A. The Contracting Officer Representative shall receive construction submittals from the Contractor and will distribute them within the Authority for review.
 - 1. Shop Drawings, samples, and other submission reviews by the Authority will not include checking of dimensions for potential conflicts.
 - 2. Approval by the Authority of a specific item will not indicate Approval of an assembly of which the item is a component.
 - 3. Incomplete submittals will be returned for resubmission without review.
- B. Submittals that are reviewed by the Authority will be returned to the Contractor with one of the following approval codes:

1. Code 1: Approved Without Condition or Comment.
2. Code 2: Approved As Noted, Resubmittal Not Required. The Contractor shall comply with changes, conditions, or comments on the submittal.
3. Code 3: Disapproved. The entire submittal is disapproved and shall be resubmitted.

1.17 Resubmissions, Distribution, and Use

- A. Make resubmissions in same form and number of copies as initial submittal. Note the date and content of previous submittal. Clearly indicate extent of revision.
- B. Furnish copies of final submittals to manufacturers, Subcontractors, Suppliers, fabricators, installers, Jurisdictional Authorities, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- C. Retain complete copies of submittals on Site.

1.18 RFI Administrative Requirements

- A. Submit one electronic copy on the RFI form provided by the Authority, through the Authority's Project Management Software System (PMSS). The Contracting Officer's Representative will return one electronic copy through the PMSS.
- B.** Allow 14 calendar Days for the review of each RFI.
- C. The Contracting Officer's Representative will discard RFIs received from sources other than the Contractor.
- D. All submittals shall be accompanied with a transmittal form containing the following minimum information.
 1. Project name and Contract number, the date of submission, and RFI number
 2. Clear statement of the question to be addressed by the Authority
 3. Reference to the specification Section, drawing number, and title that is the subject of the RFI

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

01400 Quality Requirements

Section 01410 Regulatory Requirements

Part 1 – General

1.01 Summary

This Section includes information required for conformance to regulatory requirements, such as building codes, mechanical codes, electrical codes, ADAAG regulations, or other regulations applicable to the Project.

1.02 General

Meet or exceed the WMATA Manual of Design Criteria and WMATA Standard Specifications relevant for each element of the Work as these represent the standards to be used for design and construction. Comply with all Federal, state, and local laws and regulations that control the design and construction of the Project, and meet or exceed the laws and standards relevant for each element of the Work to be installed if they are more stringent than the WMATA Manual of Design Criteria and WMATA Standard Specifications.

1.03 The Jurisdictional Authorities, Railroads, Utilities, and Miscellaneous Agencies

A. Coordinate with the following entities as appropriate and relevant to the Project.

B. Federal agencies:

1. Environmental Protection Agency (EPA)
2. Federal Aviation Administration (FAA)
3. Federal Highway Administration (FHWA)
4. Federal Transit Administration (FTA)
5. General Services Administration (GSA)
6. Department of the Interior:
 - a. National Park Service (NPS), National Capital Region
7. Occupational Safety and Health Administration (OSHA)
8. U.S. Army, Corps of Engineers (COE):

- a. Washington Aqueduct Division
 - b. Baltimore District
 - c. Norfolk
- 9. U.S. Coast Guard (USCG)
- 10. U.S. Navy, Naval Facilities Engineering Command (NAVFAC)
- 11. Architectural and Transportation Barriers Compliance Board (ATBCB):
 - a. American with Disabilities Act Accessibility Guidelines (ADAAG)
- 12. Federal Emergency Management Agency (FEMA)
- 13. U.S. Army Engineer District
- 14. Department of Defense (DOD)
- C. District of Columbia:
 - 1. Department of Consumer and Regulatory Affairs:
 - a. Building and Land Regulation Administration
 - 2. Department of Environmental Services
 - 3. Department of Health (Environmental Health Administration)
 - 4. Department of Housing and Community Development:
 - a. Redevelopment Land Agency
 - 5. Department of Human Services
 - 6. Department of Public Works:
 - a. Bureau of Traffic Services
 - b. Design and Engineering Construction Administration
 - c. Bureau of Design, Engineering and Research
 - (1) Traffic and Electrical Services Division

d. Bureau of Engineering and Construction

(1) Project Development Division

7. Department of Recreation and Parks

8. Department of Transportation:

a. Office of Mass Transit

9. Fire Department

10. Metropolitan Police Department

11. Department of Sanitary Engineering

12. Department of Highway Facilities

13. Department of Planning

D. State of Maryland:

1. Department of Transportation

a. State Highway Administration

b. State Railroad Division

c. Office of Traffic

d. Office of the District Engineer (District #3)

2. Department of Natural Resources:

a. Water Resources

3. Department of Health and Mental Hygiene

4. Department of the Environment:

a. Industrial Waste Division

5. Department of Transportation

E. Montgomery County:

1. Department of Transportation
2. Storm Water Control
3. Department of Fire and Rescue Services
4. Department of Public Works
5. Soil Conservation District
6. Department of Environmental Protection:
 - a. Division of Pollution Control
 - b. Sediment Control Permit
7. Office of Architectural Service
8. Police Department

F. Prince George's County:

1. Department of Public Works and Transportation
2. Soil Conservation District
3. Health Department
4. Fire Department
5. Department of Environmental Resources

G. Commonwealth of Virginia:

1. Department of Public Works and Transportation
2. Virginia Department of Highways and Transportation
3. Virginia (Northern) Planning District Commission
4. Virginia (Northern) Park Authority
5. Virginia (Northern) Transportation Commission

6. Virginia State Water Control Board
7. Virginia State Highway Commissioner

H. City of Alexandria:

1. Department of Transportation and Environmental Services
2. Fire Department
3. Alexandria Sanitation Authority
4. Police Department

I. Arlington County:

1. Department of Public Works:
 - a. Utilities Department
2. Arlington County Department of Environmental Services
3. Arlington County Fire Department
4. Arlington County Sheriff and Police Department
5. Highway Facilities
6. Fire Prevention Code

J. Fairfax County:

1. Water Authority
2. Park Authority
3. Fire and Rescue Services
4. Soil Conservation District
5. Department of Public Works and Environmental Services
6. Transportation Planning Branch
7. Police Department

K. City of Falls Church:

1. Water Authority
2. Department of Public Works
3. Department of Public Utility
4. Police Department

L. City of Greenbelt

M. City of College Park

N. Town of Riverdale

O. Town of Capital Heights

P. Town of Cheverly:

1. Building and Fire Prevention
2. Police Department

Q. Town of Seat Pleasant

R. Town of University Park

S. Town of Riverdale

T. Town of Berwyn Heights

U. City of Rockville

V. City of Fairfax

W. Railroads:

1. Consolidated Rail System Corporation
2. CSX Transportation:
 - a. Baltimore and Ohio Railroad
 - b. Chesapeake and Ohio Railroad

- c. Richmond, Fredericksburg and Potomac Railroad Company
 - 3. National Railroad Passenger Corporation (AMTRAK):
 - a. Washington Terminal Company
 - 4. Southern Railway System
 - 5. Norfolk Southern Corporation
 - 6. Penn Central Transportation Company
 - 7. Philadelphia, Baltimore & Washington Railroad Co.
- X. Utilities: See Section 01180, PROJECT UTILITY SOURCES.
- Y. Miscellaneous agencies:
- 1. Maryland-National Capital Park and Planning Commission
 - 2. Metropolitan Washington Airports Authority
 - 3. National Capitol Planning Commission
 - 4. Washington Suburban Transit Commission
 - 5. Metropolitan Washington Council of Governments
 - 6. American Association of State Highway and Transportation Officials (AASHTO)
- Z. Other
- 1. U.S. Green Building Council (USGBC)

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

Section 01420 References

Part 1 – General

1.01 Summary

- A. This Section lists the reference standards cited in the Contract Documents, the organizations or Jurisdictional Authorities whose standards are cited, and common acronyms used in the Contract Documents.
- B. When reference is made to codes, regulations, reference standards, and specifications, the Work shall conform to the current edition as of the date of Award, unless it is superseded by Jurisdictional Authorities.

1.02 Abbreviations and Acronyms

| | |
|-----------------|--|
| AAR | Association of American Railroads |
| AASHTO | American Association of State Highway and Transportation Officials |
| ABS | Acrylonitrile-Butadiene-Styrene |
| ac | Alternating Current |
| ACGIH | American Conference of Governmental Industrial Hygienists |
| ACI | American Concrete Institute |
| A/D | Analog to Digital |
| ADA | Americans with Disabilities Act |
| ADAAG | Americans with Disabilities Act Accessibility Guidelines |
| AHA | American Hardboard Association |
| AHDGA | American Hot Dip Galvanized Association, Inc |
| AI | Asphalt Institute |
| AISC | American Institute of Steel Construction |
| AISI | American Iron and Steel Institute |
| AMCA | Air Moving and Conditioning Association |
| AMTRAK | National Railroad Passenger Corporation |
| ANSI | American National Standards Institute (synonymous with USASI-ASA) |
| API | American Petroleum Institute |
| AREMA | American Railway Engineering and Maintenance of Way Association |
| ARI | Air Conditioning and Refrigeration Institute |
| ASHRAE | American Society of Heating, Refrigerating and Air-Conditioning Engineers |
| ASME | American Society of Mechanical Engineers |
| ASNT | American Society of Nondestructive Testing |
| ASTM | ASTM International |
| ATBCB | Architectural and Transportation Barriers Compliance Board |
| AT&T | American Telephone and Telegraph Company |
| AWG | American Wire Gauge (synonymous with Brown and Sharpe) |
| AWI | Architectural Woodwork Institute |
| AWWA | American Water Works Association |

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|-----------------|---|
| AWS | American Welding Society |
| AWPA | American Wood Preservers' Association |
| BG&E | Baltimore Gas and Electric Company |
| BIA | Brick Institute of America |
| BLS | Bureau of Labor Statistics |
| B&O | Baltimore & Ohio Railroad (Division of the CSX Transportation) |
| BOCA | Building Officials and Code Administrators International |
| BTU | British Thermal Unit |
| BTUH | British Thermal Units Per Hour |
| C | Celsius (Centigrade) |
| CAGI | Compressed Air and Gas Institute |
| CE | US Army, Corps of Engineers |
| cfm | Cubic Feet Per Minute |
| CISPI | Cast Iron Soil Pipe Institute |
| CMU | Concrete Masonry Unit |
| C&O | Chesapeake and Ohio Railroad (Division of the CSX Transportation) |
| CONRAIL | Consolidated Rail Corporation (formerly Penn Central) |
| CQCS | Contractor's Quality Control System |
| CRSI | Concrete Reinforcing Steel Institute |
| CSX | CSX Transportation (formerly Chessie System, B&O, C&O, and Chesapeake & Ohio) |
| CTI | Cooling Tower Institute |
| dB | Decibel(s) |
| dc | Direct Current |
| DFT | Dry Film Thickness |
| DILM | Ductile Iron Pipe, Cement-Lined and Coated, Mechanical Joint |
| DILP | Ductile Iron Pipe, Cement-Lined and Coated, Push-On-Joint |
| DPST | Double Pole, Single Throw |
| DTS | Data Transmission System |
| EPA | Environmental Protection Agency |
| EPR | Ethylene-Propylene-Rubber |
| F | Fahrenheit |
| FAA | Federal Aviation Administration |
| FCCCR | Foundation for Cross-Connection Control Research of the University of Southern California Engineering Center |
| FHWA | Federal Highway Administration |
| FM | Factory Mutual Associates |
| FS | Federal Specifications |
| FED STD | Federal Standard |
| FTA | Federal Transit Administration (formerly UMTA) |
| GPH | Gallons Per Hour |
| GSA | General Services Administration |
| HOA | HAND/OFF/AUTOMATIC |
| HP | Horsepower |
| HVAC | Heating, Ventilating and Air Conditioning |
| IBC | International Building Code |

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|----------------|--|
| ICEA | Insulated Cable Engineers Association |
| ICI | Industrial Coatings International |
| ID | Inside Diameter |
| IEEE | Institute of Electrical and Electronic Engineers |
| IPS | Iron Pipe Size |
| ISO | International Organization for Standardization |
| JGB | Jackson Graham Building 600 Fifth Street, N.W. Washington, D.C. 20001 |
| kHz | Kilo Hertz |
| kV | Kilovolts |
| kVA | Kilovolts-amperes |
| kW | Kilowatts |
| LED | Light Emitting Diode |
| LEED | Leadership in Energy and Environmental Design |
| mV | 1,000 volts |
| mVA | 1,000 volts-amperes |
| MCM | 1,000 Circular Mils |
| MCP | Motor Circuit Protector |
| MDNR | Maryland Department of Natural Resources |
| METRO | Logo for the Washington Metropolitan Area Transit Authority |
| MNCPPC | Maryland-National Capitol Park and Planning Commission |
| MS | Military Specification |
| MSG | Manufacturers' Standard Gauge |
| MIL STD | Military Standard |
| MSHA | Maryland State Highway Administration |
| MSS | Manufacturer's Standardization Society of the Valve and Fitting Industry |
| MTPD | Metro Transit Police Department |
| MUTCD | Manual of Uniform Traffic Control Devices |
| MWAA | Metropolitan Washington Airports Authority |
| MWRA | Maryland Water Resources Administration (Part of MDNR) |
| NAAMM | National Association of Architectural Metal Manufacturers |
| NACE | National Association of Corrosion Engineers |
| NAVFAC | USN, Naval Facilities Engineering Command |
| NBGQA | National Building Granite Quarries Association |
| NBS | National Bureau of Standards |
| NC | Normally Closed |
| NCMA | National Concrete Masonry Association |
| NEBB | National Environmental Balancing Bureau |
| NEC | National Electrical Code |
| NEMA | National Electrical Manufacturers Association |
| NFPA | National Fire Protection Association |
| NIOSH | National Institute for Occupational Safety and Health |
| NO | Normally Open |
| NPS | National Park Service |

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| NTP | Notice to Proceed |
| NTIS | National Technical Information Service |
| OCCB | Operations Control Center Building 600 Fifth Street, N.W. Washington, D.C. 20001 (see JGB) |
| OD | Outside Diameter |
| OS&Y | Outside Stem and Yoke |
| OSHA | US Department of Labor, Occupational Safety and Health Administration |
| PCI | Pre-Stressed Concrete Institute |
| PDI | Plumbing and Drainage Institute |
| PE | Polyethylene |
| PEI | Porcelain Enamel Institute |
| PEI | Petroleum Equipment Institute |
| PEPCO | Potomac Electric Power Company |
| PGFD | Prince Georges County, Fire Department |
| PGDPW&T | Prince Georges County, Department of Public Works and Transportation |
| PGSCD | Prince Georges County, Soil Conservation District |
| PPHM | Parts Per Hundred Million |
| PPM | Parts Per Million |
| psf | Pounds Per Square Foot |
| psi | Pounds Per Square Inch |
| psig | Pounds Per Square Inch Gauge |
| PVC | Polyvinyl Chloride |
| RCRA | Resource Conservation and Recovery Act |
| rms | Root Mean Square |
| rpm | Revolutions Per Minute |
| ROD | Revenue Operation Date |
| RQD | Rock Quality Designation |
| SDI | Steel Deck Institute or Steel Door Institute, depending upon context in which it occurs |
| SMACNA | Sheet Metal and Air-Conditioning Contractors National Association |
| S1S | Smooth One Side |
| S2S | Smooth Both Sides |
| SJI | Steel Joist Institute |
| SPDT | Single Pole, Double Throw |
| SPST | Single Pole, Single Throw |
| SSPC | Steel Structures Painting Council |
| TBM | Tunnel Boring Machine |
| TCA | Tile Council of America |
| TGA | Thermogravimetric Analysis |
| UFAS | Uniform Federal Accessibility Standards |
| UL | Underwriters Laboratories, Incorporated |
| UMTA | Urban Mass Transit Administration |

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|-----------------|---|
| UPS | Unit Price Schedule or Uninterruptible Power System, depending upon context in which it occurs |
| USBR | US Bureau of Reclamation |
| USCG | US Coast Guard |
| USCS | US Commercial Standard |
| USDA/SCS | US Department of Agriculture - Soil Conservation Service |
| USDOT | US Department of Transportation |
| USGBC | US Green Building Council |
| USN/CD | US Navy, Chesapeake Division |
| USPS | US Product Standard |
| USSG | United States Standard Gauge |
| WAD | Washington Aqueduct Division (Element of U.S. Army C.E., Baltimore District) |
| WSSC | Washington Suburban Sanitary Commission |
| XLPE | Cross-Linked Polyethylene |

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

Section 01470 Quality Management System

Part 1 – General

1.01 Summary

- A. This Section specifies the Contractor's requirements to formalize a system that documents the structure, responsibilities, and procedures required to achieve effective quality management of the Work throughout the duration of the Contract.
- B. The Quality Management System shall be consistent with ISO 9001 standard. The Contractor is not required to be ISO certified, however, certain Suppliers and manufacturers shall be certified as required in these specifications.
- C. The Quality Management System shall include a Quality Plan, Inspection and Test Plans, and corresponding procedures and forms necessary to establish, document, maintain, and execute work that conforms to the Contract Documents.
- D. Inspection and Testing shall be performed by qualified staff and laboratories as specified herein.

1.02 References

- A. Federal Transit Administration (FTA)
 - 1. FTA-PA-27-5194-12.1, Quality Management System Guidelines
- B. International Organization for Standardization (ISO)
 - 1. ISO 9001 – Quality Management Systems
 - 2. ISO 10013 – Guidelines for Quality Management System Documentation
- C. U.S. national standards maintained by the U.S. National Institute of Standards and Technology (NIST) and the U.S. Naval Observatory.

1.03 Submittals

- A. Make submittals in accordance with Section 01330, SUBMITTAL PROCEDURES, and as noted below. Submit plans, procedures, audit schedules and certifications for Approval. Remaining submittals are for information.
- B. Quality Plan: Contract-specific Quality Plan modeled after ISO 9001 within 30 Days of NTP and with each revision. As a minimum, the following quality elements shall be included in the Quality Plan.

1. Management Responsibility
 2. Document Control
 3. Subcontracting and Purchasing
 4. Product Identification and Traceability
 5. Inspection and Testing
 6. Inspection Measuring and Test Equipment
 7. Inspection and Test Status
 8. Nonconformance
 9. Corrective Action
 10. Quality Records
 11. Quality Audits
 12. Training
- C. Quality Procedures: Procedures for each of the quality elements in the Quality Plan within [insert 120 or other #] Days of NTP.
- D. Inspection and Test Plans/Specific: Submit Work task or component specific Inspection and Test Plans a minimum 60 Days in advance of when the covered work is scheduled to begin.
- E. Quality Reports: Submit the following reports in accordance with the approved Quality Plan and Quality Procedures.
1. Daily Quality Reports: Daily.
 2. Test Status Report: Monthly.
 3. Review and Disposition of Nonconforming Product: With each occurrence.
 4. Summary of Management Reviews: Monthly during the first 6 months after NTP and not less than quarterly thereafter.
 5. Proposed audit schedule within 60 Days of NTP.

6. Report of audit results and completion of corrective actions within 30 Days of the completion of an Audit.
7. Quality Compliance Certification with each Monthly Progress Report

1.04 Quality Management System Requirements

A. Quality Management System

1. The Quality Management System shall be updated to improve the system as necessary throughout the Period of Performance of the Contract to reflect changes determined to be necessary by Contractor management review, Contractor internal audit, and Authority audit. Each update of the Quality Management System requires Authority Approval.
2. During the Period of Performance, exercise positive control over all of the Work, including that of subconsultants, Subcontractors, fabricators, manufacturers, installers, and Suppliers in accordance with the Quality Plan and Quality Procedures described within the approved Contractor Quality Management System.
3. The execution of the Quality Management System shall be subject to Authority audit throughout the Period of Performance of the Contract.

B. Quality Plan

1. The Quality Plan shall include the signatures of the Officer(s) responsible for the Contractor entity indicating their approval of the Quality Management System.
2. Quality Manager
 - a. Shall have the qualifications specified in Section 01111, CONTRACTOR KEY STAFF.
 - b. Shall perform as the Contractor's Management Representative.
 - c. Is responsible for implementing the Quality Management System and shall have the authority to stop the Work.
3. Document Control: Current version of all documents shall be managed in the Authority's Project Management Software System (PMSS). The database shall be kept current throughout the Period of Performance of the Contract.
4. Subcontracting and Purchasing
 - a. Purchased material, equipment, and services shall be controlled to ensure that they are properly integrated into the Work.

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- b. Assure that Contractor's subconsultants, Suppliers, and Subcontractors satisfactorily demonstrate and document an adequate system for managing quality to the Contractor.
 - c. Provide adequate surveillance of subconsultants, Subcontractors, and Suppliers to assure conformance with the Quality Management System and specification requirements. This surveillance shall include inspection and audit of off-Site activities of Contractor's subconsultants, Subcontractors, and Suppliers.
5. Product Identification and Traceability: The Contractor 's Quality Management System shall include provisions to identify and provide traceability of products and materials where appropriate and as required in the Contract Specifications.
6. Inspection and Testing/General
- a. Establish an Inspection and Test Plan that conforms to the Quality Management System and the Contract Specifications and that allows for tracking of actual performance of inspections and tests.
 - b. The Inspection and Test Plan shall incorporate elements of the Authority furnished Inspection Guidelines, Part 2, as needed to meet the requirements of the Quality Plan.
 - c. Testing laboratories shall be certified as required by the Contract Specifications.
 - d. The Inspection and Test Plan shall be designed to assure that testing is performed to demonstrate that components and systems perform satisfactorily in service. Testing shall be performed by qualified and experienced personnel, and using certified in accordance with approved test procedures. Tests shall incorporate acceptance limits defined by industry codes and standards or by the Issued for Construction Specifications; the more restrictive standard shall take precedence. All test results shall be documented and submitted to the Authority for review.
 - e. Provide the Authority 14 working days-notice of tests except when greater notice is required in these specifications.
 - f. Include instructions necessary to implement source inspections; receiving inspections; inspection of work in progress; hold point inspections, and completion inspections.
 - g. Forms for recording test results and authorized approval signatures shall be used for all tests. Each test form shall identify the applicable specification Section, Article, and Paragraph.
 - h. Subcontractors testing their own work shall be supervised and managed by the Contractor. The responsibility for testing and Subcontractor performance remains with the Contractor.

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- i. If tests or certifications conducted by the Authority disclose that work is not in conformance with the Contract Specifications, then the Authority will advise the Contractor as to the particular defects to be remedied. Upon correction of the defects, provide written notification to the Contracting Officer Representative, and additional testing or certification shall be conducted as necessary to result in a proven and certified system(s). Further, in the case of such non-conformance with the Contract Documents, provide details on the preventive action taken to avoid such non-conformance for remaining installations.
 7. Inspection, Measuring, and Test Equipment: Ensure that test equipment used meets the specified requirements, and that the equipment and instruments are controlled, maintained, and calibrated by a nationally recognized certification entity/agency. Devices used to calibrate measuring and test equipment or other measurement standards shall be traceable to one or more of the following:
 - a. U.S. national standards maintained by the U.S. National Institute of Standards and Technology (NIST) and the U.S. Naval Observatory.
 - b. Fundamental or natural physical constants with values assigned or accepted by the U.S. NIST.
 - c. National standards of other countries, which are correlated, with U.S. national standards.
 - d. Comparison to consensus standards.
 8. Inspection and Test Status: Require inspection and test schedules for the Authority's use in scheduling test witnessing and other quality assurance functions.
 9. Review and Disposition of Nonconforming Product: The authority within the Contractor organization to review and provide disposition of nonconforming products shall be identified. The disposition of product that does not conform to the Contract Documents shall be subject to approval by the Contracting Officer Representative.
 10. Corrective Action: Corrective action shall be established, documented, and maintained. These include the investigation of the root cause of nonconforming work and the corrective action needed to prevent recurrence, and analysis to detect and eliminate potential causes of nonconforming work.
 11. Control of Quality Records
 - a. Quality records document results achieved (e.g. test data sheets, test reports, electronic test data, mill certifications, measurement verification sheets, batch tickets) or provide evidence of activities performed (e.g. inspection reports, photos or videos, checklists with sign-offs).

- b. Establish and implement measures to identify, collect, index, file, and store. These procedures shall include a database to track and maintain control over all Quality Records generated by the Contract Work.
- c. Quality records shall be legible, reproducible, identifiable with the item involved, and contain the date of origination and identity of the originator, verifier, and responsible supervisor.
- d. Quality records generated by Subcontractors, Suppliers, fabricators, and test laboratories shall be traceable to the product being supplied or fabricated and shall be provided in advance of shipment or shall be shipped with the product.
- e. Retain quality records for the duration required to meet statutory requirements.

12. Quality Audits

- a. Management reviews conducted by Contractor:
 - (1) Management reviews shall occur monthly during the first 6 months of the Contract and not less than quarterly thereafter.
 - (2) Written summaries of findings and major corrective actions shall be provided to the Contracting Officer Representative within 5 Days of completion of each review.
- b. Internal quality audits conducted by Contractor:
 - (1) Internal audits shall be performed at least quarterly.
 - (2) Deficiencies in the Quality Management System, the causes of deficiencies in the Quality Management System, and the status of corrective action and preventive action, when appropriate shall be recorded in the audit results.
 - (3) Audit results shall be provided to the Contracting Officer Representative within 14 Days of the audit with a plan for corrective and preventative action.
 - (4) Provide notification of completed corrective and preventative action.

13. Training: Establish, maintain, and provide the training needs for all personnel performing activities affecting quality. Refer to Section 01820, Demonstration and Training.

C. Inspection and Test Plans/Specific

1. As a minimum, Inspection Plans shall include the following information:
 - a. A matrix of all inspections required by the Contract Specifications to be performed by Contractor, Suppliers, or Subcontractors and their frequency.
 - b. Established hold points that require work stoppage until Authority action relative to that work activity is complete.
 - c. Established witness points that identify when Authority notification is required for a Contractor work activity.
 - d. Checklists to be utilized.
2. As a minimum, the Test Plans shall include the following information:
 - a. A matrix of all tests required by the Contract Specifications to be performed by Contractor, Suppliers, or Subcontractors.
 - b. Samples of test reports: the test reports shall meet the minimum requirements called for in the applicable test standards specified in the Contract Specifications.
 - c. Provisions for coordinating onsite and offsite testing.
 - d. Provisions for meeting the Authority notification criteria for planned tests and inspections specified to be witnessed by the Authority. Provide the Authority a minimum of 14 Days advance notice.
 - e. Description of test
 - f. Specification Section, Article, and Paragraph related to each test
 - g. Type of test
 - h. Applicable standard
 - i. Test frequency
 - j. Responsibility for test performance
 - k. Completion status
 - l. Means of tracking and recording corrective actions being taken to assure compliance with the Issued for Construction Specifications.
 - m. Means for recording test results.

D. QUALITY REPORTS

1. **Daily Quality Reports:** Daily quality reports shall summarize the construction activities to the Authority, record the inspections and tests completed and the results, and record deficiencies identified, during the previous 24 hours of work. These reports shall be provided to the Contracting Officer Representative daily.
2. **Test Status Report:** Track and report the status of testing. Revisions, updates, and additions the test status report shall be submitted to the Contracting Officer Representative at least monthly.
3. **Quality Compliance Certification:** As specified in Section 00744, METHOD OF PAYMENT, the Quality Manager's Quality Compliance Certification shall be provided with each Monthly Progress Report stating that application of the Quality Management System has demonstrated that the items requested for payment have been designed or constructed to meet the design requirements and have been inspected and tested as required to comply with the Contract Documents. Work for which satisfactory records for design, testing, inspection, or other quality elements are not available, will not qualify for payment.

1.05 Authority Quality Oversight

- A. The principal role of the Authority in the implementation of the Contractor Quality Program will be oversight of the effectiveness of the Contractor's Quality Management System including quality control and quality assurance activities. The Authority reserves the right to conduct inspection of all phases of design and construction by Authority field staff. Deficiencies discovered will be brought to the immediate attention of the Contractor including written follow-up notification.
- B. When the Authority determines that the approved Quality Management System or plans, or any portion or feature thereof, are not controlling work sufficiently for the Work to conform to the Contract Documents, Contractor shall take appropriate action to correct such deficiencies. The Contracting Officer Representative may stop the Work activities if the Quality Management System is not functioning properly due to lack of Contractor's staff or for any other Contract non-compliance.
- C. Notwithstanding the above, Authority inspection, testing, or other actions shall not constitute Acceptance of work, nor shall it relieve the Contractor of its contractual responsibilities.
- D. When Authority inspection is required, add to the purchasing document the following statement:

"Authority inspection is required prior to shipment from the plant. Upon receipt of this order, promptly notify the Contracting Officer Representative, in writing, so that appropriate planning for Authority inspection can be accomplished."

1.06 Authority Audits of the Contractor's Quality Management System

- A. At its sole discretion, the Authority may conduct audits, tests, and inspections in addition to those performed by the Contractor.
- B. There will be an ongoing review and evaluation of implementation of the Contractor's Quality Management System to verify that the Contractor is effectively controlling the quality of construction.
- C. Audits include audits of fabricators, Subcontractors, subconsultants, Suppliers, and third-party audits (i.e., ISO audits, trade organization certification audits, and audits required to maintain laboratory or testing accreditation).
- D. If the implementation of the Contractor's Quality Management System is determined to be ineffective by the Authority, the Authority, at its sole discretion, may withhold payment for any and all work it deems to be deficient or non-conforming to the Contract Documents. The Contractor will be expected to make whatever changes are necessary in the organization or in the Quality Management System to provide effective control of the quality of the Work.
- E. The Authority will perform audits to verify that the Contractor is effectively controlling the quality of the Work. The basis for the audits will be the Quality Management System and the Contract Documents.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

01500 Temporary Facilities and Controls

Section 01510 Temporary Utilities

Part 1 – General

1.01 Summary

- A. This Section specifies requirements for temporary utilities for use during construction.
- B. Temporary utilities required include but are not limited to:
 - 1. Water service and distribution.
 - 2. Temporary electric power and light.
 - 3. Telephone service.
 - 5. Storm and sanitary sewer.

1.02 References

- A. American National Standards Institute (ANSI)
 - 1. ANSI-A10 Series standards for Safety Requirements for Construction and Demolition
- B. National Electrical Contractors Association (NECA)
 - 1. NECA Electrical Design Library, Temporary Electrical Facilities
- C. National Electrical Manufacturers Association (NEMA)
- D. National Fire Protection Association (NFPA)
 - 1. NFPA 70, National Electrical Code
 - 2. NFPA 241, Standard for Safeguarding Construction, Alteration, and Demolition Operations
- E. Occupational Safety and Health Administration (OSHA)
- F. Underwriters Laboratories (UL)

1.03 Submittals

Submit the following in accordance with Section 01330, SUBMITTAL PROCEDURES, and with additional requirements as specified for each.

1. Reports for tests, inspections, meter readings, and similar procedures performed for temporary utilities.
2. Indicate the schedule for implementation and termination of each temporary utility as appropriate to the Authority as described in Section 01322, CONTRACT PROGRESS REPORTING.

1.04 Quality Assurance

- A. Comply with industry standards and applicable laws and regulations of Jurisdictional Authorities including but not limited to:
 1. Building Code requirements.
 2. Health and safety regulations.
 3. Utility company regulations.
 4. Police, Fire Department, and Rescue Squad rules.
 5. Environmental protection regulations.
- B. Comply with NFPA Code 241, ANSI-A10, and NECA Electrical Design Library, Temporary Electrical Facilities. For electrical service, comply with NEMA, NECA, and UL standards and regulations for temporary electric service. Install service in compliance with NFPA 70.
- C. Arrange for the inspection and testing of each temporary utility before use, and coordinate all requirements for certifications and permits. The Contracting Officer Representative shall be notified sufficiently in advance, but with no less than 24 hours notice, so as to be present at all planned inspections and onsite activities.

1.05 Project Conditions

- A. Incorporate into the Project Schedule dates for implementation and termination of each temporary utility. At the earliest practicable time and when acceptable to the Authority, change over from use of temporary service to use of the permanent service.
- B. Keep temporary services and facilities clean and neat in appearance. Temporary utilities shall operate in a safe and efficient manner. Take all necessary fire prevention measures and shall ensure that utilities are not overloaded or permitted to interfere with progress of the Work. Do

not allow hazardous, dangerous, or unsanitary conditions, or public nuisances to develop or persist on the Site.

- C. Determine temporary utility services requirements and shall make arrangements with utility companies and governmental agencies to obtain such services.
- D. Provide temporary electrical service of sufficient capacity to serve the temporary requirements during the life of the Contract. The source of temporary power for testing may be the temporary service, portable generator, or other approved system, which will deliver power at the voltage and other characteristics required to accomplish testing as specified. Circuits and construction for temporary systems shall suit the needs of the Work and comply with NEC and the codes and regulations of the Jurisdictional Authorities.
- E. Temporary services shall be furnished, installed, connected, and maintained by the Contractor as approved by the Contracting Officer Representative. Prior to completion of the Work, the Contractor shall remove all temporary services and restore affected areas as approved.
- F. Shop drawings for all temporary utility and electrical services shall be submitted for approval. Power supply shall be of such quantity and type required to perform the Work. Maximum primary voltage shall be 600 volts, unless otherwise approved. Lighting equipment shall be of the type and quantity needed to provide illumination of all project areas. Materials for and installation of temporary services shall comply with OSHA requirements.

1.06 Access to Fire Hydrants and Fire Alarm Boxes

- A. Whenever the Work is being carried out, free access must be given to each fire hydrant, fire alarm box and standpipe; when required, hydrants shall be extended by suitable tubes or piping to an accessible point as approved and to the satisfaction of the jurisdictional fire department. Obstructions shall not be piled at any time or placed within 10 feet of any fire hydrant or fire alarm box and, where materials are placed in the vicinity of a fire hydrant or fire alarm box and to such height as to prevent the same from being readily seen, the position of such hydrants or fire alarm boxes shall be indicated by suitable signs and lights, both day and night.
- B. Safeguard, maintain, and protect the wires, cables, ducts, manholes, posts, and poles, signals, and alarm boxes of fire departments. Do not cause interruption to the fire department fire alarm telegraph service, and in case of accident, shall promptly notify the fire department. No fire department wire, cable, duct, manhole, post or pole, signal, or fire alarm box shall be disturbed, except in the presence of a representative of the Bureau of Fire Alarm Telegraph. In case such wire, cable, duct, manhole, post or pole, signal, or fire alarm box is disturbed, the Contractor shall immediately notify the Contracting Officer Representative, and it shall be restored immediately to its original condition.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

Section 01520 Temporary Construction Facilities

Part 1 – General

1.01 Summary

- A. This Section includes requirements for temporary facilities for use during construction.
- B. Temporary facilities required include but are not limited to temporary heating and cooling field offices, Contracting Officer Representative's Project office (co-located with Contractor's field office), parking area, on-site plant, sanitary facilities and drinking water, waste disposal services, rodent and pest control, first aid station, storage sheds, storage and laydown areas, and miscellaneous services and facilities.

1.02 References

- A. American National Standards Institute (ANSI)
 - 1. ANSI-A10 Series Standards for Safety Requirements for Construction and Demolition
- B. International Building Code (IBC)
- C. National Electrical Contractors Association (NECA)
 - 1. NECA Electrical Design Library, Temporary Electrical Facilities
- D. National Electrical Manufacturers Association (NEMA)
- E. National Fire Protection Association (NFPA)
 - 1. NFPA 70, National Electrical Code
 - 2. NFPA 241, Standard for Safeguarding Construction, Alteration, and Demolition Operations
- F. Occupational Safety and Health Administration (OSHA): 29 CFR § 1910

1.03 Submittals

- A. Submit the following in accordance with Section 01330, SUBMITTAL PROCEDURES, and with additional requirements as specified for each.
 - 1. Site plans indicating all temporary facilities, utility connections, traffic flows, and working drawings of temporary facilities for approval by Authority and applicable Jurisdictional Authorities within 14 Days of Notice to Proceed.

2. Reports of the results of tests, inspections, meter readings, and similar procedures performed for temporary facilities for the Authority's information and records.
3. A plan of the on-Site plant layout for approval 14 Days prior to the start of construction.
4. A schedule indicating implementation and termination of each temporary facility within 14 Days prior to the start of construction or other period as may be approved by the Contracting Officer Representative.

1.04 Quality Assurance

- A. Comply with industry standards and applicable laws and regulations of Jurisdictional Authorities, including but not limited to:
 1. Building Code requirements - local and international as applicable
 2. Health and safety regulations
 3. Utility company regulations
 4. Police, Fire Department and Rescue Squad rules
 5. Environmental protection regulations
 6. Governmental Agencies
- B. Comply with NFPA Code 241, ANSI-A10 Construction Package, and NECA Electrical Design Library. For Electrical Service, comply with NEMA, NECA, and UL standards and regulations for temporary electric service. Install service in compliance with NFPA 70. Also comply with the IBC as applicable.
- C. Arrange for the inspection and testing of each temporary facility before use and secure necessary certifications and permits. The Authority shall be kept informed of all planned inspections and onsite activities.

1.05 Project Conditions

- A. Incorporate into the Project Schedule dates for implementation and termination of each temporary facility. At the earliest practicable time and when acceptable to the Authority, change over from use of temporary facilities to use of the permanent facilities if applicable.
- B. Keep temporary facilities clean and neat in appearance. Temporary facilities shall be operated in a safe and efficient manner. Take the necessary fire prevention measures and do not overload facilities, or permit them to interfere with progress of the Work. Hazardous, dangerous, or

unsanitary conditions and public nuisances shall not be allowed to develop or persist on the Site.

1.06 Contractor's On-Site Plant

- A. All necessary construction in connection with the on-Site plant shall be done in a neat workmanlike manner to the Authority's satisfaction.
- B. Sufficient construction plant shall be provided and maintained at points where work is in progress to adequately meet demands of the Work and with ample margin for emergencies or overload. The plant shall be of sufficient capacity, in the opinion of the Authority, to permit a rate of progress, which will ensure completion of the Work within the time specified in the Contract. The Authority shall have the right to reject or condemn any plant, apparatus, or staging, which in its opinion is unsafe, improper or inadequate. The Contractor is not relieved of its responsibility for the safe, proper, lawful construction, maintenance and use of such plant, apparatus, or staging, whether the Authority exercises this authority or not. Condemned plant or equipment shall be brought to acceptable condition or shall be removed from the Site.
- C. The location of stationary equipment and the location of miscellaneous mobile equipment shall be subject to Authority Approval.

1.07 Contracting Officer Representative's Facility (Not Used)

1.08 Sanitary Provisions

The OSHA standard for sanitation, 29 CFR § 1910.141 et. seq. shall be used. Prior to starting work, the Contractor shall furnish for use of its force on the Work necessary toilet conveniences secluded from public view. They shall be kept in a clean and sanitary condition and comply with the requirements and regulations of the area in which the work is performed. Potable water shall be provided with individual cups, and sanitary conditions for the water dispenser shall be maintained. A common drinking cup or other common utensils shall not be used.

1.09 Work and Storage / Laydown Area

The areas designated by the Authority as the Contractor's work and storage area will be provided to the Contractor without charge. Additional work and storage space, if required, shall be obtained by the Contractor. The Contractor's use of laydown areas other than those identified by the Authority must be approved by the Contracting Officer Representative prior to their use. The Contractor shall submit a materials storage plan as described in Section 01330, SUBMITTAL PROCEDURES, for approval 60 Days prior to the start of construction.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

Section 01570 Temporary Controls

Part 1 – General

1.01 Summary

This Section includes security, site, environmental, construction noise, vibration, pollution abatement, use of explosives, controls and management of historical and scientific specimens, required to allow construction to proceed.

1.02 References

A. U.S. Code, Title 42 (The Public Health and Welfare):

1. Chapter 15B (Air Pollution Control), Section 1857, et seq., as amended by Pub. L. 91-604)
2. U.S. Code, Title 33 (Navigation and Navigable Waters):
3. Chapter 26 (Water Pollution Prevention and Control), Section 308 (33 U.S.C. 1251 et seq., as amended by Pub. L. 92-500)

B. Society of Automotive Engineers, Inc., SAE J366b and SAE J952b

1.03 Submittals

- A. Submit the following for approval 60 Days prior to start of construction in accordance with Section 01330, SUBMITTAL PROCEDURES, and with the additional requirements as specified for each:
1. All necessary Working Drawings, specifications, permits, and certifications necessary to comply with local Jurisdictional Authority's erosion and sediment control statutes, ordinances, and requirements including, but not limited to current DC Standards and Specifications for Soil Erosion and Sediment Control (DC E&S).
 2. Required evidence that the governing air pollution criteria will be met. These criteria and related documents will be retained by the Authority for on-Site examination by FTA as applicable.
 3. Program for pollution control prior to beginning operations
 4. Proposed haul routes.
 5. Plan indicating monitoring locations, including the timing of monitoring measurements to be taken at the construction Site boundaries and at nearby residential, commercial, and industrial property lines.

6. Report articles of historical or scientific value.

1.04 Site Security

Watchmen: Employ watchmen in adequate numbers to safeguard the Site during non-working hours, night-shift operations, and holidays. If the Authority at any time determines the staff insufficient or incompetent, personnel increases or replacements shall be provided immediately at no additional cost to the Authority.

1.05 Erosion and Sediment Control

- A. Erosion and sediment materials: No erosion or sediment materials shall be allowed to enter natural or man-made water or sewage removal systems. Erosion materials from excavations, borrow areas, or stockpiled fill shall be contained within the Site. Develop methods to control waste and erosion including such means as filtration, settlement, and manual removal.
- B. Comply with and provide all necessary drawings, specifications, permits, and certifications necessary to comply with local Jurisdictional Authority's erosion and sediment control statutes, ordinances, and requirements including, but not limited to current DC Standards and Specifications for Soil Erosion and Sediment Control (DC E&S).

1.06 Pollution Abatement

- A. Conduct operations in a manner to minimize pollution of the environment surrounding the area of work. Specific controls shall be applied as follows:
 - 1. Material transport: Trucks leaving the Site and entering paved public streets shall be cleaned of mud and dirt clinging to the body and wheels of the vehicle. Trucks arriving and leaving the Site with materials shall be loaded so as to prevent dropping materials and debris on the streets. Trucks carrying dirt from the Site shall have their loads covered to minimize fugitive dust. Maintain a suitable vehicle cleaning installation and inspection installation with permanent crew for this purpose. Spills of materials in public areas shall be removed immediately.
 - 2. Waste materials: No waste materials shall be allowed to enter natural or man-made water or sewage removal systems. Develop methods to control waste including such means as filtration, settlement, and manual removal.
 - 3. Burning: No burning of waste will be allowed without written permission from the Authority. When permission is granted, burning shall be conducted in accordance with the regulations of the Jurisdictional Authority. Submit request to the affected jurisdiction for approval.
 - 4. Dust control: By water sprinkling or by other approved methods, continuously control dust generated by construction operations.

5. Noise control: Refer to Article 1.08 below.
6. Submit evidence that the governing air pollution criteria will be met. These criteria and related documents will be retained by the Authority for on-Site examination by FTA as applicable.
7. Submit a program for pollution control that is in compliance with the Air Act and the Water Act prior to beginning operations.
8. Clean air and water:
 - a. The Contractor agrees as follows:
 - (1) To comply with all the requirements of Section 114 of the Clean Air Act, as amended (42 U.S.C. 1857, et seq., as amended by Pub. L. 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq., as amended by Pub. L. 92-500), respectively, relating to inspection, monitoring, entry, reports and information, as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued there under before the award of this Contract.
 - (2) That no portion of the Work required by this Contract will be performed in a Facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this Contract was awarded unless and until the EPA eliminates the name of such Facility or Facilities from such listing.
 - (3) To use its best management practices to comply with clean air standards and clean water standards at the Facility in which or Site on which the Work is being performed.
 - b. The terms used in this Article have the following meanings:
 - (1) The term Air Act means the Clean Air Act, as amended (42 U.S.C. 1857 et seq., as amended by Pub. L. 91-604).
 - (2) The term Water Act means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Pub. L. 92-500).
 - (3) The term Clean Air Standards means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions or other requirements which are contained in, issued under or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in Section 110(d) of the Clean Air Act (42 U.S.C. 1857c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air

Act (42 U.S.C. 1857c-6(c) or (d)), or an approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

- (4) The term Clean Water Standards means any enforceable limitation, control, condition, prohibition, standard or other requirement, which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the EPA or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342), or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
- (5) The term compliance means compliance with Clean Air or Water Standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the EPA or an air or water pollution control agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
- (6) The term Facility means any building, plant, installation, structure, mine, vessel, or other floating craft, location or site of operations, owned, leased, or supervised by Contractor or Subcontractor, to be utilized in the performance of a contract or subcontract. Where a location or site of operations contains or includes more than one building, plant installation, or structure, the entire location or site shall be deemed to be a Facility except where the Director, Office of Federal Activities, Environmental Protection Agency, determines that independent Facilities are co-located in one geographical area.

1.07 Environmental Control

Maintain temperature and humidity to protect the Work in progress and in place, as well as permanent equipment and materials, stored and installed, against damage from heat, cold, and dampness and take such steps as necessary to protect such work from other adverse conditions.

1.08 Construction Noise Control

- A. Noise control: Take every action possible to minimize the noise caused by construction operations. When required by Jurisdictional Authorities, noise producing work shall be performed in less sensitive hours of the day or week as directed. Noise produced by the Work shall be maintained at or below the decibel levels specified and within the periods specified.

- 1. Protection of the public and employees:

- a. Noise abatement measures and precautions shall be taken in order to reduce exposure to noise. Permissible noise exposure shall be calculated in accordance with the procedures established under the Walsh-Healy Public Contracts Act. Sound levels for public noise exposure due to construction will be measured at the property line of adjacent residential, commercial, or industrial property or at the property line of the

public right-of-way, or 50 feet from the noise source, whichever is greatest, when work is in progress in the public right-of-way, while construction work is in progress. Employee noise exposure levels shall be measured at the employees' normal workstation. In either case sound levels shall not exceed the following:

| Exposure per Day (Hours) | Sound Level (dBA) |
|---------------------------------|--------------------------|
| 8 | 90 |
| 6 | 92 |
| 4 | 95 |
| 3 | 97 |
| 2 | 100 |
| 1 ½ | 102 |
| 1 | 105 |
| ½ | 110 |
| ¼ or less | 115 |

- b. Above-ground, repetitive, high-level impact noise will be permitted only between 8:00 AM and 9:00 PM. Repetitive impact noises in the receiving property shall not exceed the following dB limitations:

| Duration of Impact Noise | Commercial or Residential Zone | Industrial Zone |
|---|---------------------------------------|------------------------|
| More than 12 minutes in any hour | 70 | 77 |
| Less than 30 seconds in any hour | 85 | 92 |
| Less than 3 minutes in any hour | 80 | 87 |
| Less than 12 minutes in any hour | 75 | 82 |

- c. In underground or tunnel construction work, where the above requirements may not be obtained, provide individual auditory protection.
2. Noise restrictions at affected property: In addition to the provisions of Article 1.02A.1 above, sound level for noise due to construction activities shall be monitored at the property line of property affected acoustically by the Contractor's operations and plant. Sound levels for noise from equipment shall be measured at the property line on the A-weighting network of a General Purpose sound level meter at slow response. To minimize the effect of reflective sound waves at buildings, measurements may be taken 3 to 6 feet in front of any building face.
- a. Construction equipment: Sound levels for unscheduled, intermittent, short-term noise from equipment shall not exceed the following dBA levels:

(1) Residential Property

- (a) Daily, 7:00 AM to 9:00 PM: 75 dBA

-
- (b) Daily, 9:00 PM to 10:00 PM: 55 dBA
 - (c) Daily, 10:00 PM to 7:00 AM: 50 dBA
 - (2) Business, Industrial, and Commercial Property:
 - (a) Daily, including Sundays and Legal Holidays, 7:00 AM to 9:00 PM: 82 dBA
 - (b) Daily, including Sundays and Legal Holidays, 9:00 PM to 7:00 AM: 62 dBA
 - b. Mobile equipment in the public right-of-way: Truck or other powered equipment, which moves off the Site in the public right-of-way and that produces a maximum sound level exceeding the following limits when moving in the public right-of-way shall not be used on this Contract. The sound level limits specified are referenced to a distance of 50 feet from the equipment. Sound levels shall be measured in conformity with the Standards and Recommended Practices established by the Society of Automotive Engineers, Inc., including the latest revisions to SAE J366b and SAE J952b.
 - (1) Mobile construction and industrial machinery as defined in Article 1.08A.3 below:
 - (a) Sound Level Limits
 - (i) Manufactured before July 1, 1975: 90 dBA
 - (ii) Manufactured after July 1, 1975: 80 dBA
 - (iii) Manufactured after July 1, 1982: 77 dBA
 - (2) Trucks:
 - (a) Sound Level Limits
 - (i) Manufactured before July 1, 1975: 88 dBA
 - (ii) Manufactured after July 1, 1975: 83 dBA
 - (iii) Manufactured after July 1, 1982: 80 dBA
 - c. Noise abatement measures: Provide such equipment and sound-deadening devices and take such noise abatement measures that are necessary to comply with the requirements of this Contract, consisting of, but not limited to the following:
 - (1) Shields or other physical barriers to restrict the transmission of noise.
 - (2) Soundproof housings or enclosures for noise-producing machinery.

- (3) Efficient silencers on air intakes for equipment.
 - (4) Efficient intake and exhaust mufflers on internal combustion engines.
 - (5) Lining of hoppers and storage bins with sound-deadening material.
 - (6) Conducting truck loading, unloading and hauling operations so that noise is kept to a minimum.
 - (7) Routing of construction equipment and vehicles carrying spoil, concrete, or other materials over streets that will cause the least disturbance to residents in the vicinity of the Work. The Contracting Officer Representative shall be informed in writing in accordance with Section 01330, SUBMITTAL PROCEDURES, of the proposed haul routes prior to the Contractor's securing a permit from the local government.
 - (8) Siting of stationary equipment shall be subject to Approval in accordance with Section 01520, TEMPORARY CONSTRUCTION FACILITIES.
3. Definitions: The following definitions shall be used in differentiating mobile equipment from stationary equipment:
- a. Mobile construction equipment: Any motorized vehicle powered by an internal combustion engine or electric drive, which is capable of being operated as a vehicle either on the construction Site or in the public right-of-way.
 - (1) Construction equipment is mobile equipment any time it is operated in an automotive mode when performing construction tasks. Such equipment includes compactors, paving machines, front-end loaders, back hoes, scrapers, pavers, ditchers, and trucks.
 - (2) Some construction equipment while in transit may have the characteristic of mobile equipment, but for the purposes of this definition are not to be so considered. Such equipment includes generators, power shovels, cranes, pile drivers, drilling rigs, concrete mixers, pumps, trash compactors, bar benders, and other similar truck-mounted devices.
 - b. Stationary construction equipment: Any device, tool, or other mechanical system powered by an internal combustion engine, pneumatic engine, or electric motor, which does not employ any of the above power sources for automotive propulsion for more than 10 minutes out of every working hour while engaged in construction tasks. Examples of such equipment include truck-mounted compressors, generators, power shovels, pile drivers, cranes, drilling rigs, concrete mixers, pumps, trash compactors, bar benders, augers, and other similar truck-mounted devices.

1.09 Construction Vibration Control

Do not cause or permit, beyond the property line of a source, vibration of sufficient intensity to cause another person to be aware of the vibration by such direct means as sensation of touch or visual observation of moving objects. The observer shall be located at or within the property line of the receiving property when vibration determinations are made. Prepare and submit in accordance with Section 01330, SUBMITTAL PROCEDURES, a plan indicating monitoring locations, including the timing of monitoring measurements to be taken at the construction Site boundaries and at nearby residential, commercial, and industrial property lines. Comply with vibration limitation requirements of environmental reports, if provided.

1.10 Explosives

The use of explosives for the performance of Contract work will not be permitted.

1.11 Historical and Scientific Specimens

Articles of historical or scientific value, including, but not limited to, coins, fossils, and articles of antiquity, which may be uncovered by the Contractor during the progress of the Work, shall become the property of the Authority. Work in the area where discovered shall cease, and such findings shall be reported immediately to the Contracting Officer Representative in accordance with Section 01330, SUBMITTAL PROCEDURES, who will determine the method of removal, where necessary, and the final disposition thereof.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

Section 01580 Project Signs

Part 1 – General

1.01 Summary

This Section includes the requirements for Project signs that will be required at the Site during the construction of the Project.

1.02 Project Identification Signs

- A. Furnish Authority Project identification signs in the locations at the Site selected by the Contracting Officer Representative.
- B. Sign size, content, lettering, and format for the large permanent-mount WMATA sign shall be as directed by the Authority and shall be shown on the Contractor's Working Drawings.
 - 1. Refer to Contract Drawings for signage details.
- C. Signs shall be installed 20 Days after Notice to Proceed is given, shall be maintained during the Work, and shall be removed upon the completion of the Project.

1.03 Warning Signs and Instructional Safety Signs

Provide "No Trespassing" signs, load limit on decking, and other warning and instructional safety aluminum signs with minimum 2-inch high Helvetica Medium style lettering and mount at locations on fencing/barriers/barricades/pedestrian bridges and on other areas as directed. Sign panel size and thickness shall be as directed. Mount the signs with stainless-steel cap screws with hex nuts and lock washers.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

01600 Product Requirements

Section 01610 Basic Product Requirements

Part 1 – General

1.01 Summary

- A. This Section includes administrative and procedural requirements governing the Contractor's selection of products for use in construction of the Project.
- B. Administrative procedures for handling requests for substitutions made after award of the Contract are included under Section 01630, PRODUCT SUBSTITUTION PROCEDURES.

1.02 Definitions

As used herein, the term brand name includes identification of products by make and model. If items called for in the Contract Documents have been identified by a brand name or equal description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory. Contract Specifications identifying equal products including products of the brand name manufacturer other than the one described by brand name as specified in Section 01630, PRODUCT SUBSTITUTION PROCEDURES, will be considered if such products are clearly identified and are determined by the Designer and the Authority to meet fully the salient characteristics of the products specified in the Contract Documents.

1.03 Submittals

- A. Submit for review an initial product list with 30 Days of NTP in accordance with Section 01330, SUBMITTAL PROCEDURES. A written explanation for omissions of data and for known variations from Contract requirements shall be included.
- B. Submit for review and Approval a completed product list including a written explanation for omissions of data and for variations from Contract requirements within 30 Days after date of commencement of the construction work. Authority will notify Contractor of acceptance or rejection of the documentation within 21 Days of receipt of the submittal.
- C. Authority Acceptance of the product list does not constitute a waiver of the requirement that products comply with the Contract Documents.

1.04 Quality Assurance

- A. Provide products of the same kind from a single source.
- B. Except for required labels and operating data, the manufacturer's or producer's nameplates or trademarks shall not be attached or imprinted on exposed surfaces.
 - 1. Labels: Locate required product labels and stamps on a concealed surface or, where required for observation after installation, on an accessible surface that is not conspicuous.
 - 2. Equipment Nameplates: Provide a permanent nameplate on each item of service connected or power-operated equipment. The nameplate shall contain the following information and other essential operating data:
 - a. Name of product and manufacturer
 - b. Model and serial number
 - c. Capacity
 - d. Speed
 - e. Ratings

1.05 Product Delivery, Storage, and Handling

- A. All products shall be delivered, stored, and handled in accordance with the manufacturer's recommendations so as to prevent damage, deterioration, loss, or invalidation of the manufacturer's warranty.
- B. Schedule delivery to minimize long-term storage at the Site and to prevent overcrowding of construction storage and staging areas.
- C. Coordinate the time of delivery with the installation schedule to ensure that hazardous, easily damaged, or those items sensitive to deterioration, theft, and other losses are stored for a minimum holding period.
- D. Products shall be delivered to the Site in the manufacturer's original sealed container or other appropriate packaging, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
- E. Products shall be inspected upon delivery by the Contractor to ensure compliance with the Contract Documents, and to ensure that products are undamaged and properly protected. Documentation noting the time, date, and manner of delivery shall be maintained by the Contractor. A statement attesting to the inspection of the products at time of delivery shall be included in the documentation signed by the Contractor's authorized representative.

- F. Products shall be stored at the Site in a manner that will facilitate inspection and measurement of quantity or counting of units. Heavy materials shall be stored in a manner that will not damage supporting construction. Products subject to damage by the elements shall be stored under cover in weather-tight enclosures with ventilation adequate to prevent condensation. Temperature and humidity shall be maintained within range required by manufacturer's instructions.

Part 2 – Products

2.01 Product Selection

- A. Provide products that comply with the Contract Documents. All products to be installed in the Work shall be undamaged and, unless otherwise permitted, unused at the time of installation. Products shall include all accessories, trim, finish, safety guards, and other devices and details needed for a complete installation and suitable for the intended use.
- B. Unless otherwise specified, provide standard products of the type that have been produced and used successfully in similar situations on other Authority projects of a similar nature.
- C. Procedures governing product selection include:
 - 1. Where only a single product or manufacturer is named and the notation “no substitution is permitted” is included in the specification, provide the product indicated. No substitutions will be permitted.
 - 2. Where two or more products or manufacturers are named followed by the notation “no substitutions are permitted” is included in the specification, provide one of the products indicated. No substitutions will be permitted.
 - 3. Where the Contract Documents list products or manufacturers that are available and acceptable for incorporation into the Work, accompanied by the term ...or equal or ...or approved equal, the Contractor may propose any available product that complies with Contract requirements. Comply with the requirement of Section 01630, PRODUCT SUBSTITUTION PROCEDURES, to obtain approval for use of an unnamed product.
 - 4. Where the Contract Documents list the salient features that explicitly describe a product or assembly and a brand name is not included, provide a product or assembly that provides the listed features and otherwise complies with the Contract requirements.
 - 5. Where the Contract Documents explicitly require compliance with performance requirements, and the product complies with those requirements based on the manufacturer's recommended use of the product for the application indicated in the Contract Drawings (as evidenced in published product literature, or by the manufacturer's certification of performance), the Contractor may submit the product for incorporation into the Work.

6. Where the Contract Documents require only compliance with an imposed code, standard, or regulation, the Contractor may select a product that complies with the standards, codes, or regulations specified.
7. Visual Matching: Where specifications require matching an established item, the Authority's decision will be final on whether a proposed product matches satisfactorily. Where no product is available that adequately matches adjacent products or complies with the other specified requirements, comply with provisions of Section 01630, PRODUCT SUBSTITUTION PROCEDURES, for selection of an alternate product.
8. Where specified product requirements include the phrase ...as selected from manufacturer's standard colors, patterns, textures..., select a manufacturer that provides a range of colors in a product that meets all other Contract Document requirements. In this situation, standard shall imply regularly or routinely produced.

Part 3 – Execution

3.01 Product List

- A. Prepare a product list in tabular form acceptable to the Authority showing products specified in the Contract Documents. Coordinate the timing of delivery of products on the product list with the Contractor's Project Schedule as specified in Section 01322, CONTRACT PROGRESS REPORTING, and Contract Document Submittal Log as specified in Section 01330, SUBMITTAL PROCEDURES. At a minimum, provide the following information for each product:
 1. Related specification Section number
 2. Generic name used in the Contract Documents.
 3. Proprietary name, model number, and similar designation
 4. Manufacturer's name and address
 5. Supplier's name and address
 6. Installer's name and address
 7. Projected delivery date and length of delivery period
- B. Within 14 Days of receipt of product list submittals, Contracting Officer Representative will notify the Contractor of Authority acceptance or rejection of the product list. If rejected, product list shall be corrected by the Contractor and resubmitted for review.

3.02 Installation of Products

Comply with the manufacturer's instructions and recommendations for installation of all products installed under this Contract unless otherwise specified. Products shall be accurately located, aligned with other elements of the Work, and securely installed in place. All exposed surfaces shall be clean as specified in Section 01740, CLEANING, and protected as necessary to prevent damage and deterioration as specified in Section 01723, PROTECTION OF ADJACENT CONSTRUCTION.

END OF SECTION

Section 01630 Product Substitution Procedures

Part 1 – General

1.01 Summary

- A. This Section includes administrative and procedural requirements for handling requests for substitutions made after award of the Contract.
- B. Other requirements governing the Contractor's selection of products and product options are included under Section 01610, BASIC PRODUCT REQUIREMENTS.

1.02 Definitions

- A. Definitions used in this Section are not intended to change the meaning of other terms used in the Contract Documents.
- B. Contractor requests for changes in products, materials, equipment, and methods of construction as required or specified by Contract Documents are considered requests for substitutions. The following are not considered substitutions:
 - 1. Revisions to Contract Documents requested by the Authority.
 - 2. Specified options of products and construction methods included in Contract Documents. Note that products submitted under and/or equal or not limited to provision are considered to be substitutions as specified in Section 00210, SUPPLEMENTARY INSTRUCTIONS TO BIDDERS.
 - 3. The Contractor's determination of and compliance with governing regulations and orders issued by governing authorities.

1.03 Submittals

- A. Requests for substitution from the Contractor during construction will be considered by the Authority if received with adequate time to allow for Authority review and Approval without delaying the Project Schedule. Requests received that may delay the Project Schedule will be considered or rejected at the sole discretion of the Authority.
 - 1. Submit one electronic copy in Adobe (.PDF) file format of the Brand Name or Equal Form, Section 00433, BRAND NAME OR EQUAL FORM, for each request for substitution to the Contracting Officer Representative for consideration of the form and in accordance with procedures required for Change Order proposals as specified in Section 00748, CHANGES, as deemed appropriate by the Contracting Officer Representative.

2. In each substitution request, identify the product and fabrication or installation method to be replaced. The related WMATA Standard Specification Section or Contract Drawing numbers shall be referenced in the submittal. Complete documentation showing compliance with the requirements for substitutions shall also be submitted including the following information as appropriate:
 - a. Product Data, including drawings, fabrication, and installation procedures
 - b. Samples, where samples of the specified product are requested
 - c. A detailed comparison of significant qualities/salient features of the proposed substitution with those of the material or work specified. Significant qualities shall include elements such as size, weight, durability, performance, visual effect, code compliance, maintenance requirements, energy usage, and environmental considerations.
 - d. Coordination information, including a list of changes or modifications made necessary to other parts of the Work and to construction performed by the Authority or separate contractors.
 - e. A statement indicating the substitution's effect on the Contractor's Construction Schedule. Indicate the effect of the proposed substitution on overall Period of Performance.
 - f. Cost comparison between the product specified and the requested substitution, including a proposal of the net change, if any in the Contract Price.
 - g. Certification by the Contractor that the substitution proposed is equal to or better in every respect to that required under the Contract, and that the product will perform as intended. Include a waiver of rights to additional payment or time that may subsequently become necessary should the product fail to perform adequately, or because of changes to other work were required as a consequence of the substitution.
 - h. Failure by the Contractor to include the above requirements in the submittal may be cause for rejection of the submittal in its entirety.
 - i. If deemed necessary and within 14 Days of receipt of the submittal, the Contracting Officer Representative may request additional information or documentation that, in its sole judgment is required for the evaluation of the substitution request. Within 21 Days of receipt of the original substitution request or of requested additional information or documentation, the Contractor will be notified of acceptance or rejection of the proposed substitution. If a decision on the use of a proposed substitute cannot be made or obtained within the time allocated, the product specified by name in the Contract Documents shall be used.

1.04 Substitution Procedure

- A. The Contractor's request for substitution may be rejected by the Contracting Officer Representative if the substitution would involve:
1. Extensive revisions to Contract Documents
 2. A proposed change not in keeping with the general intent of Contract Documents
 3. An untimely request, not fully documented when submitted
 4. A request that is directly related to an or equal clause or similar language in the Contract Documents
 5. A product or method of construction that could not be provided within the Period of Performance
 6. A product or method of construction that could not be approved by a governing authority
 7. Additional responsibilities or expense to the Authority (including additional expenses for redesign and evaluation services, increased cost of related construction, and other similar considerations) that outweighs any advantage that is being offered to the Authority as a result of the substitution
 8. A method of construction that cannot be provided in a manner that is compatible with other materials, the product cannot be coordinated with other materials, and a warranty cannot be provided for the product in accordance with the requirements of the Contract even though the Contractor expresses a willingness to certify that the apparent deficiencies can be corrected.
- B. Neither the Contractor's submittal nor the Authority's review or Approval of Shop Drawings, product data, or samples that relate to a substitution constitutes an Approval of the requested substitution. Submission of Shop Drawing, product data, or sample submittals does not relieve the Contractor from fulfilling Contract requirements for substitutions.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

01700 Execution Requirements

Section 01711 Acceptance of Conditions

Part 1 – General

1.01 Summary

This Section specifies basic requirements for determining acceptable conditions for installation.

1.02 Submittals

One electronic copy of the preconstruction inspection records.

1.03 Preconstruction Inspection Requirements

- A. Prior to beginning construction work, the Contractor shall inform the Authority of buildings or structures on which it intends to perform work or which performance of the Work will affect.
- B. Conditional inspection of buildings or structures in the immediate vicinity of the Project, which may reasonably be expected to be affected by the Work, will be performed jointly by the Authority and the Contractor. This inspection will be conducted prior to the commencement of construction work to determine pre-existing conditions. After this inspection, the Authority will not assume any responsibility for damages arising from the Work performed and it shall be the responsibility of the Contractor to correct all damages caused by performance of the Work.
- C. Examine substrates, areas, and conditions, with Authority personnel present, for compliance with requirements for installed tolerance and other conditions affecting performance. Record observations from the required preconstruction inspection.
- D. Where a written inspection report requires listing conditions detrimental to performance of the Work, include the following:
 - 1. Description of the Work
 - 2. List of detrimental conditions, including substrates
 - 3. List of unacceptable installation tolerances
 - 4. Recommended corrections

1.04 Examination

- A. General: Verify dimensions shown on existing work and dimensions required for work that is to connect with work not in place in accordance with Section 01721, LAYOUT OF WORK AND FIELD ENGINEERING.
- B. Existing Conditions
 - 1. The existence and location of Site improvements, above and below-ground utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of above and below-ground utilities, mechanical and electrical systems, and other construction affecting the Work. Verify the location and point of connection of utility services.
 - 2. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, water service pipes, and electrical services.
 - 3. Furnish location data for work related to the Project that must be performed by public utilities serving the Project Site.
- C. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- D. Examine rough-in for mechanical and electrical systems to verify actual location of connections before equipment and fixture installation.
- E. Examine new and existing facilities for suitable conditions where products and systems are to be installed.

1.05 Acceptance of Conditions

- A. Examine substrates, areas, and conditions, with contract personnel present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 - 1. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - a. Description of the Work
 - b. List of detrimental conditions, including substrates
 - c. List of unacceptable installation tolerances
 - d. Recommended corrections

2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
3. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
4. Examine new and existing facilities for suitable conditions where products and systems are to be installed.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

C. Proceeding with work indicates acceptance of surfaces and conditions.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

Section 01722 Mobilization

Part 1 – General

1.01 Summary

A. This Section includes specifications for the following:

1. Organization and mobilization of Contractor's forces;
2. Design, fabrication, and transportation of construction plant and equipment to the Site and setting up of same;
3. Transporting various tools, materials, and equipment to the Site; and
4. Erection of temporary buildings and facilities required for staging and construction operations.

B. Mobilization shall include mobilization of all construction equipment, temporary facilities, materials, supplies, appurtenances, staffed and ready for commencing and prosecuting the Work; and the subsequent demobilization and removal from the Site of said equipment, appurtenances, and the like upon completion of the Work.

C. Mobilization shall also include assembly and delivery to the Site of plant, equipment, materials, and supplies necessary for the prosecution of work, which are not intended to be incorporated in the Work; the clearing of and preparation of the Contractor's work area; the complete assembly, in working order, of equipment necessary to perform the required work; personnel services preparatory to commencing actual work; and all other preparatory work required to permit commencement of the actual work on construction items for which payment is provided under the Contract.

1.02 Submittals

Refer to Section 01330, SUBMITTAL PROCEDURES, for submittal requirements and procedures for the following submittals:

1. A layout of the construction sites including fences, roads, parking, buildings, staging, and storage areas, within 7 Days after the Notice to Proceed
1. Schedule for mobilization of field office within 7 Days after Notice to Proceed

Part 2 – Products (Not Used)

Part 3 – Execution

3.01 Delivery

Delivery to the jobsite of construction tools, equipment, materials, and supplies shall be accomplished in conformance with local governing ordinances and regulations.

3.02 Tools and Supplies

- A. Provide construction tools, equipment, materials, and supplies of the types and quantities that will facilitate the timely execution of the Work.
- B. Provide personnel, products, construction materials, equipment, tools, and supplies at the jobsite at the time they are scheduled to be installed or utilized.

3.03 Plant Location

Locate plant or plants appropriately close to the portion of the Work for which it will be used.

3.04 Demobilization

- A. Upon completion of the Work, remove construction tools, apparatus, equipment, unused materials, and supplies, plant, temporary facilities, and personnel from the jobsite.
- B. Restore all areas utilized for the Contractor's temporary facilities and staging purposes to their original, natural state or, when called for in the Contract Documents, complete such areas as indicated.

END OF SECTION

Section 01723 Protection of Adjacent Construction

Part 1 – General

1.01 Summary

This Section specifies the appropriate methods for protection of adjacent construction when performing installations and improvements in and around existing facilities.

1.02 Protection of Existing Surfaces

Existing surfaces shall be carefully protected during construction operations under this Contract to avoid damaging existing surfaces.

1. Existing surfaces shall be protected by the Contractor from all possible damages including chipping, staining, and corroding during performance of the Work.
2. If damage occurs, the Contractor shall repair or replace to match undisturbed conditions as approved by the Authority Representative at no additional cost to the Authority as Specified in Section 01731.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

Section 01731 Cutting and Patching

Part 1 – General

1.01 Summary

This Section specifies the appropriate methods for performing cutting and patching when installations occur in existing facilities or for improvements including selective demolition, salvaging of materials and equipment, and restoring of pavement and other surfaces and improved areas from damage caused by the Contractor's operations.

1.02 Submittals

- A. Written Request: Submit a written request for approval by the Contracting Officer Representative prior to cutting and patching. A written request is required for any cutting or alteration, which affects:
 - 1. The work of the Authority or any separate contractor,
 - 2. The structural value or integrity of any element of the Project,
 - 3. The integrity or effectiveness of weather exposed or moisture-resistant elements or systems,
 - 4. Building aesthetic qualities for exterior areas or in occupied spaces, or
 - 5. The efficiency, operation life, maintenance, or safety of operational systems.
- B. Cutting and Patching Proposal: Include in written request the following:
 - 1. Describe the extent of cutting and patching required. Show how it will be performed and indicate why if cannot be avoided.
 - 2. Describe anticipated results in terms of changes to existing construction. Include changes to structural elements and operating components as well as changes in the building's appearance and other significant visual elements.
 - 3. List utilities that will be disturbed or affected, including those that will be relocated and those that will be temporarily out-of-service. Indicate how long service will be disrupted.
- C. Structural Elements: Where cutting and patching involves addition of reinforcement to structural elements, submit details and engineering calculations to show how reinforcement is integrated with the original structure to satisfy requirements.

- D. Should conditions of work or schedule indicate change of materials or methods, submit written recommendations to the Contracting Officer Representative, including:
1. Conditions indicating change,
 2. Recommendations for alternative materials or methods, and
 3. Resubmittal as required for substitution.
- E. Approval by the Contracting Officer Representative to proceed with cutting and patching work does not waive the Authority's right to later require complete removal and replacement of any part of the Work found to be unsatisfactory.

1.03 Quality Assurance

- A. Requirements for Structural Work: Do not cut and patch structural elements in a manner that would change their load carrying capacity or load deflection ratio. Obtain prior approval from the Contracting Officer Representative of the cutting and patching procedures proposed.
- B. Operational Limitations: Do not cut and patch operating elements or related components in a manner that would result in reducing their capacity to perform as intended. Do not cut and patch operating elements or related components in a manner that would result in increased maintenance or decreased operational life or safety. Obtain prior approval from the Contracting Officer Representative of the cutting and patching procedures proposed.
- C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in the Contracting Officer Representative's opinion, reduce the building's aesthetic qualities. Do not cut and patch construction in a manner that would result in visual evidence of cutting and patching.
1. If possible, retain the original installer or fabricator to cut and patch exposed Work. If it is impossible to engage the original installer or fabricator, engage another recognized experienced and specialized firm.
 2. Remove and replace construction cut and patched in a visually unsatisfactory manner.

1.04 Embedded Items

When reinforcing steel, conduit or other items embedded in the concrete are encountered in a drilling or coring operation, the operation shall be stopped and the Contracting Officer Representative immediately notified. Determine whether the embedded item may be cut through and if determined to be permissible, obtain Contracting Officer Representative's concurrence before doing so. If it is not permissible to cut through the embedded item, holes shall be drilled in another location and the original holes patched as directed by Contracting Officer Representative.

1.05 Pavement and Improved Areas Restoration

- A. As applicable, secure permits from the Jurisdictional Authority for all pavement restoration within the limits of said Jurisdictional Authority. Submit Working Drawings of such pavement restoration prepared in accordance with the requirements of the Contract Documents and the Jurisdictional Authority to the Jurisdictional Authority for approval.
- B. During construction operations on this Contract, certain areas currently grassed, landscaped, or otherwise improved may be disturbed or damaged. Restore such areas as specified in Section 00736, PROTECTION OF EXISTING VEGETATION, STRUCTURES, UTILITIES AND IMPROVEMENTS.
- C. Existing surfaces marred or damaged by operations under this Contract shall be repaired or replaced by the Contractor to the condition prior to being marred or damaged as approved by the Contracting Officer Representative.

Part 2 – Products

2.01 Materials

General: Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible if identical materials are unavailable or cannot be used, use materials whose installed performance will equal or surpass that of existing materials.

Part 3 – Execution

3.01 Inspection

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed before cutting. If unsafe or unsatisfactory conditions are encountered, take corrective action before proceeding.
- B. After uncovering work, inspect conditions affecting installation of new products.
- C. Report unsatisfactory or questionable conditions to the Contracting Officer Representative in writing, and do not proceed with the Work until the Contracting Officer Representative has provided further instruction.

3.02 Preparation Prior to Cutting and Patching

- A. Temporary Support: Provide shoring, bracing, and support as required to maintain structural integrity of the affected portion of the Work.

- B. Protection: Protect existing equipment during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of the Project that might be exposed during cutting and patching operations.
- C. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

3.03 Performance

- A. General: Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay. Cut existing construction to provide for installation of other components or performance of other construction activities and the subsequent patching required to restore surfaces to their original condition.
- B. Cutting: Cut existing construction using methods least likely to damage elements to be retained or elements adjoining construction. Where possible review proposed procedures with the original installer; comply with the original installer's recommendations.
 - 1. In general, where cutting is required, use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut holes and slots neatly to size required with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 2. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.
 - 3. Cut through concrete and masonry using a cutting machine such as a carborundum saw or diamond core drill.
 - 4. By-pass utility services such as pipe or conduit, before cutting, where services are shown or required to be removed, relocated, or abandoned. Cut off pipe or conduit in walls or partitions to be removed. Cap, valve or plug and seal the remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after bypassing and cutting.
- C. Patching: Patch with durable seams that are as invisible as possible. Comply with specified tolerances.
 - 1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation.
 - 2. Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - 3. Where removal of walls or partitions extends from one finished area into another, patch and repair floor and wall surfaces in the new space to provide an even surface of uniform color and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary to achieve uniform color and appearance.

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4. Where patching occurs within a smooth painted surface, apply a primer and second coat over the patched area and extend the final coat over the entire unbroken area containing the patch.
 3. Patch, repair, or rehang existing ceilings as necessary to provide an even plane surface of uniform appearance.

3.04 Cleaning

General: Thoroughly clean areas and spaces where cutting and patching is performed or used as access. Completely remove paint, mortar, oils, putty and items of similar nature. Thoroughly clean piping, conduit and similar features before painting or other finishing is applied. Restore damaged pipe covering to its original condition.

END OF SECTION

Section 01740 Cleaning

Part 1 – General

1.01 Summary

This Section includes specifications for furnishing all labor, materials, equipment, and services, and performing all operations necessary for, and properly incidental to, cleanup during construction and final cleaning of the facilities and site prior to Acceptance by the Authority.

1.02 Related Sections

[Division 16, Electrical] for conduit cleaning.

Part 2 – Products (Not Used)

Part 3 – Execution

3.01 Cleanup during Construction

- A. Keep the entire Site in a neat and orderly condition at all times during construction. Conduct a general cleanup of the Site daily as a part of the Work. Provide general daily cleanup and disposal service for removal of waste and rubbish from the jobsite. Clean material as necessary prior to incorporating into the Work.
- B. Dispose and recycle waste, trash, and debris in a safe, acceptable manner, in accordance with applicable laws and ordinances and as prescribed by Jurisdictional Authorities. Do not bury waste material and debris on the Site. Burning of trash and debris on the Site is prohibited.
- C. Provide daily litter pickup within Project limits. Provide adequate number of trash receptacles for worker's lunches, cigarette butts, and other miscellaneous garbage.
- D. Cleaning and disposal procedures shall be in accordance with the project's LEED objectives.

3.02 Final Cleaning of Facilities

- A. Prior to final inspection by the Contracting Officer Representative, and after all construction work is essentially complete, thoroughly clean facilities utilizing professional facility cleaners.
- B. Items to be cleaned include, but are not limited to, all glass, doors, opening frames, grilles, trim, exposed non-ferrous metal surfaces, floor coverings, light fixtures and plates, plumbing fixtures and trim, and all finish surfaces throughout the construction.

- C. Vacuum-clean where appropriate and remove all spots, smears, dust, debris, hand prints, and defacements of every sort, including those of vandals. Use commercial cleaning compounds where necessary.
- D. Follow the recommendations of the manufacturers of the materials and items to be cleaned for all cleaning, polishing, and treatment such as waxing or sealing.
- E. Final cleaning shall be in accordance with the project's LEED objectives.

3.03 Final Site Cleanup

- A. Prior to final inspection, thoroughly clean the entire Site so it is in a neat, acceptable condition. Remove from the entire Site all construction equipment and facilities, construction waste and unused materials, dunnage, loose rock and stones, excess earth, and debris of any description resulting from the Work.
- B. Hose down and scrub clean where necessary all pavement and paved walks.
- C. Thoroughly remove mortar droppings from concrete slabs and pavement. Hose down and scrub clean all concrete flatwork and exposed vertical surfaces of concrete and masonry. Clean all rail surfaces, special trackwork, track drains, handholes, and manholes.
- D. All drainage systems shall be free and clear. All drainage systems and sewers shall be pressure cleaned and inspected, and all catch basins and sumps shall be cleaned.
- E. All conduits shall be cleaned and openings protected as specified in [Division 16, Electrical].
- F. All spare material shall be delivered to the Authority.
- G. Final site cleanup shall be in accordance with the project's LEED objectives.

END OF SECTION

Section 01775 Closeout

Part 1 – General

1.01 Summary

- A. This Section includes specifications for performing all operations necessary for and incidental to closing out a Contract and assisting in the Authority's final inspection.
- B. This Section includes procedures for closeout submittals including the following:
 - 1. Operation and maintenance manuals;
 - 2. As-Built Drawings and Specifications;
 - 3. Spare parts list, delivery information, and distribution of spare parts;
 - 4. Training manuals, lesson plans, and student's training manuals and electronic media of such, as applicable;
 - 5. Survey record log;
 - 6. Correspondence file;
 - 7. Releases;
 - 8. Vouchers;
 - 9. Records for design (if provided by Contractor), inspection, testing and other quality elements;
 - 10. Request for final payment;
 - 11. Certifications, affidavits, and warranties and guarantees; and
 - 12. Correction of deficiencies submittals as applicable
- C. This Section establishes required actions by the Contractor for facility systems and subsystems commissioning that include the preparation of an asset database, the preparation of preventive maintenance instructions, and labeling and packaging of spare parts.

1.02 References

U.S. Green Building Council LEED for New Construction and Major Renovations

1.03 Closeout Schedule and Procedure

A. Changes from Original Conditions:

1. Upon completion of the Work and prior to Substantial Completion, the Contractor shall examine each property to determine changes from the original conditions established by the preconstruction inspection, and Section 01711, ACCEPTANCE OF CONDITIONS, and shall furnish a written description to the Contracting Officer Representative of measures taken to correct damage that may have resulted from performance of this Contract, and shall obtain a written release from each owner accepting condition of the building or structure, corrections, or both, thereby relinquishing any claim against the Contractor. In the event any owner refuses to furnish a release of claims, the Contractor shall notify the Contracting Officer Representative in writing.
2. The Authority will not assume responsibility for alleged damages arising from the Work performed under this Contract.

B. Requirements Preparatory to Final Inspection by the Authority:

1. Notify the Contracting Officer Representative to perform a preliminary final inspection for the purpose of determining the state of completion of the Work. Notify the Contracting Officer Representative at least 14 Days in advance of requested inspection. The Contracting Officer Representative will perform the inspection within 3 working days of the requested date. From the information gathered from this inspection, the Contracting Officer Representative will prepare a Punch List of work to be performed, corrected, or completed before the Work will be accepted. All work on the Punch List shall be completed by the Contractor prior to final inspection.
2. Temporary facilities, except as may be required during Punch List work, shall be removed from the Site.
3. Clean the Site and all applicable appurtenances and improvements as specified in Section 01740, CLEANING.
4. Properly mount operating instructions for equipment and post as specified or required.

C. Final Inspection by the Authority:

1. After all requirements preparatory to the final inspection have been completed as hereinbefore specified, notify the Contracting Officer Representative to perform the final inspection. Notice shall be given at least 14 Days in advance of the time the Work will be available for final inspection. The Contracting Officer Representative will perform the inspection within 3 working days of the requested date.

2. Contractor or its principal superintendent, authorized to act on behalf of the Contractor, shall accompany the Contracting Officer Representative on the final inspection, as well as any principal Subcontractors that the Contracting Officer Representative may request to be present.
3. If the Work has been completed in accordance with the Contract Documents, and no further corrective measures are required, the Contracting Officer Representative will accept the Work and will issue a Certificate of Completion as evidence of acceptance.
4. If the Work has been substantially completed in accordance with the Contract Documents, and the Work can be used for its intended purpose with only minor corrective measures required, the Contracting Officer Representative will conditionally accept the Work and will issue a Certificate of Substantial Completion based upon the Contractor's assurance that corrective measures will be completed within the shortest practicable time. A fixed schedule for such corrective measures shall be submitted to the Contracting Officer Representative for approval.
5. If the Work has not been substantially completed in accordance with the Contract Documents, and several or many corrective measures are still required, the Contracting Officer Representative will not issue a Certificate of Substantial Completion. Instead, a new Punch List will be prepared based on the information gathered from the final inspection, and the Contractor will be required to complete this work and then call for another final inspection, following the procedure outlined above.

D. Asset Database:

1. Prepare a database listing each system and subsystem asset with attribute data to include asset name, asset location, manufacturer name and contact information, model number, serial number, expected useful life, warranty period with start and end date, digital link to warranty documentation, digital link to Operation and Maintenance Manual, spare parts provided for the asset, and special tools required to perform asset maintenance.
2. Sample asset tables are attached at the end of this Section for the Contractor's guidance in preparing the asset database.

E. Preventive Maintenance Instructions:

Prepare preventive maintenance instructions for each asset, including asset name, asset location, manufacturer name, model number, serial number, maintenance instructions for each asset and each scheduled maintenance based on requirements of the associated Operations and Maintenance Manual, and identification of special test equipment required to test the asset subsequent to performing maintenance.

2. A sample preventive maintenance instruction is attached at the end of this Section for the Contractor's guidance in preparing the preventive maintenance instructions.

1.04 Submittals

A. Make all submittals in accordance with Section 01330, SUBMITTAL PROCEDURES, and as specified below.

B. Operation and Maintenance:

1. Furnish manuals for equipment and systems as required by the Contract Documents.
2. Data copy included from standard catalogs shall be edited to reflect only conditions pertinent to this Contract.
3. Data copy shall be suitable for dry-copy reproduction on standard office copy machines.
4. Hard copy manuals shall be prepared using the following materials:

a. Binder:

(1) One of following:

- (a) Loose-leaf; three-ring with elliptical rings; stiff cover with covering resistant to oil, water, and wear; reinforced hinges; label holder on spine; mechanical device to open, close and lock rings; and sheet lifters. Size for 8-1/2-inch by 11-inch paper, 3-inch maximum capacity.
- (b) Loose-leaf three-post binder conforming to FS UU-B-320, Type II, Class 2, with covering resistant to oil, water, and wear; label holder on spine; size for 8-1/2-inch by 11-inch paper; capacity as required, 4-inch maximum thickness.

(2) When the assembled data exceeds the capacity of one binder, provide additional binders as necessary.

b. Pages:

- (1) Originals: White, 60-pound bond with plastic-reinforced binding edge.
- (2) Catalog data: Offset-printed copy on white paper, with plastic-reinforced edge.
- (3) Standard: 8-1/2 inches by 11 inches.
- (4) Fold-out: 11 inches by 8-1/2 inches for binding portion of page plus 7-1/2 inches for each additional portion of folded page; title and page number visible without unfolding. Provide a filler at the binding edge of fold-out pages, equal in thickness to the folded portion.
- (5) Holes punched for standard three-ring binder.

- (6) Consecutively numbered.
5. Electronic Copies shall accompany the paper copies of all submittals of all manuals. These electronic copies shall be submitted in an editable, non-copyrighted Microsoft Office format. There shall be two electronic copies per submitted manual delivered one each to the programs office and to the applicable training department.
6. Manuals shall include the following data:
- a. Table of contents.
 - b. Design-Builder's name, address and telephone number, with similar data for its 24-hour service organization.
 - c. Manufacturer's name, address and telephone number, with similar data for its local representative, distributor, and service agency.
 - d. Catalog, model, and serial number of equipment installed. Include WMATA unit numbers where applicable.
 - e. Description of equipment.
 - f. Detailed Theory of Operation of each system and subsystem to Lowest Repairable Unit (LRU)
 - g. Troubleshooting and Diagnostic Procedures for each piece of equipment delivered to LRU
 - h. Block Diagrams and Schematics of equipment as installed
 - i. Software administrative procedures for data input, failure diagnosis and system restoration
 - j. Statement of warranty as specified.
 - k. Description of modification, servicing and repairs performed prior to start of warranty.
 - l. Dates warranty begins and expires.
 - m. Standard starting, stopping and operating procedures.
 - n. Emergency and special operating procedures.
 - o. Routine maintenance procedures.

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- p. Servicing and lubrication schedule.
 - q. Manufacturer's printed operating and maintenance instructions, manufacturer's parts list, illustrations, and diagrams.
 - r. O&M data as required to meet LEED required design goals.
 - s. One copy of each wiring diagram.
 - t. List of spare parts, prices and recommended stock quantities for routine maintenance of the equipment for 1 year and list of spare parts that are considered critical and for which extended time frames for acquisition would create undesirable down-time for equipment.
 - u. List of special tools required to perform inspection, adjustment, maintenance, and repair. Special tools are those developed to perform a unique function related to the particular equipment and not available from commercial sources.
 - v. Copy of each approved Shop Drawing of equipment and system. Include drawings, which show outline dimensions, weights, and assembly data. Do not include drawings, which show manufacturing details.
7. Manuals submittal schedule:
- a. Four copies of sample formats and outlines of contents in draft form 120 Days prior to the time scheduled for operation inspection, testing, or acceptance of the equipment.
 - b. Four copies of complete manual in final form 45 Days prior to the time scheduled for operation inspection, testing, or acceptance of the equipment.
 - c. Four bound sets and electronic media of approved manual before the time scheduled for operation inspection, testing, or acceptance of the equipment.
- (1) Electronic copy files shall be in latest version of Adobe (.PDF) file format. Files shall be submitted in accordance with Section 01330, SUBMITTAL PROCEDURES.
 - (2) Shop Drawings submitted with manuals shall be in AutoCAD (.DWG) file format. Line work shall be shown on designated layers in accordance with standard CAD layering guidelines as specified in the WMATA CAD Manual. Images shall be clear, sharp, and readily legible.
 - (3) The Authority reserves the right to have any images, illustrations, diagrams, and drawings resubmitted until the Contracting Officer Representative approves their legibility.

- d. In addition to the other requirements of this Section, if manufacturer's hardcopy illustrations, diagrams, and drawings are also used in the preparation of Operation and Maintenance manual illustrations, diagrams, and drawings, they shall also be furnished in Adobe (.PDF) file formats.
8. If operation and maintenance training is included in the Contract, provide to each trainee, hard and electronic copies of approved operation and maintenance manuals for this purpose as specified in Section 01820, DEMONSTRATION AND TRAINING.
9. Furnish additional operation and maintenance manuals required for LEED Silver Certification in accordance with the quantity and documentation requirements for LEED for New Construction and Major Renovation.

C. As-Built Drawings and Specifications:

1. General:

- a. As-Built Drawings shall include Shop Drawings, Working Drawings, and field prepared drawings.
- b. Maintain a hard copy drawing and specification record of as-built conditions on a set of Contract Documents as the Work progresses. The Contract Documents shall be kept current with all Modifications issued by the Authority. The hard copy drawing and specification record shall be maintained at the Contractor's field office. Periodic review of the completeness of the hard copy record will be conducted by the Authority as deemed necessary to ensure the record is kept up to date.

2. As-Built Drawings:

- a. Draft Deliverable: Submit to the Authority, for review and comment, separate sets of draft As-Built Drawings in both an AutoCAD (.DWG) file format and an Adobe (.PDF) file format (.PDF files shall be capable of printing full-size drawings.), in print quality black and white, with all fonts embedded. The latest versions of both file formats shall be used. All line work shall be shown in accordance with the WMATA CAD Manual. Images shall be clear, sharp, and readily legible. The Authority reserves the right to have drawing(s) resubmitted until the Contracting Officer Representative accepts the legibility of the drawing contained in the file. In addition, submit one set of full-size and two sets of half-size black ink on white paper copies of draft As-Built Drawings for review and comment by the Authority in accordance with Section 01330, SUBMITTAL PROCEDURES.
- b. Upon return of one set of full-size black ink on white paper copy of the draft As-Built Drawings with Authority comments, incorporate additions and corrections resulting from Authority review comments. Contractor shall direct specific attention, by annotation on resubmitted As-Built Drawings, to revisions other than the corrections requested by the Contracting Officer Representative on previous submittals.

- c. Final Deliverable: By the date scheduled for receipt of final approved As-Built Drawing deliverables in the Contract Schedule, separate sets of As-Built Drawings in both an AutoCAD (.DWG) file format and an Adobe (.PDF) file format, in print quality black and white, with all fonts embedded. Submit one set of full-size and two sets of half-size black ink on white paper copies, produced from the Adobe file, to the Contracting Officer Representative for review and Approval. If this submittal is found to be incomplete it will be returned to the Contractor with comments for re-submittal.
- d. The completed As-Built Drawings do not require the signature of the Engineer or Architect of Record. Each completed As-Built Drawing produced in Adobe (.PDF) electronic format shall have the signature of an officer of the Contractor's organization, certifying compliance with as-built conditions, using a stamp as follows:

AS-BUILT

I CERTIFY THAT THIS DRAWING
ACCURATELY DEPICTS THE WORK
CONSTRUCTED AS OF

(date)

(an officer of the Contractor)

Contractor's Name

3. As-Built Specifications:

By the date scheduled for receipt of final approved As-Built Specification deliverables in the Contract Schedule, submit As-Built Specifications in both latest version of MSWord (.DOCX) file format with tracked changes and an Adobe (.PDF) file format, in print quality black and white. Submit two bound sets of black ink on white paper copies produced from the Adobe (.PDF) format to the Contracting Officer Representative for review and acceptance in accordance with Section 01330, SUBMITTAL PROCEDURES.

D. As-Built Project Schedule:

Submit one electronic copy of the approved As-Built Project Schedule as required.

E. Spare Parts:

1. This Contract includes the requirement for spare parts, either specifically identified in the price schedule or to be identified later during the term of the Contract. Ensure that all spare parts required by this Contract are provided and delivered in accordance with the following paragraphs.

2. Submit to the Authority the one electronic copy of the list of required spare parts specifically identified in the Contract Documents. The list provided by the Contractor shall include part name, model number, part number, serial number, stock number, component name, location for use, manufacturer's name and contact information, unit cost, quantity, available packaging, special storage and handling instructions, replacement schedule, and anticipated annual usage. In addition, the spare parts listing shall include the following additional information as appropriate:
 - a. Group the list by system and subsystem for inventory system identification. Include order and procurement information for subassemblies and components.
 - b. Correlate the required quantities with the reliability requirements and lead time considering the following classifications:
 - (1) Wear: Components which may be expected to require regular replacement under normal maintenance schedule and operations, such as mechanical parts subject to continuous operation within projected mean time between failure levels.
 - (2) Consumables or expendables: Components which are consumed, used up, destroyed, or upon failure, are otherwise made unusable for their intended purpose and are economically unrecoverable except for inherent scrap value.
 - (3) Recoverable or repairable: Components, which upon failure are capable of being repaired or remanufactured to a serviceable, operational condition and maintained available for use within their initial intended purpose. Such items shall be accounted for via appropriate asset records.
 - (4) Long lead: Components, which are not available on short notice from commercial distributors or within 48 hours from the manufacturer, such as specially made or selected components.
 - (5) Cross referencing: Where replacement components are common to more than one system or subsystem, include a cross reference and indexing system in the replacement components list.
 - (6) Non-unique parts: In all components lists, items which are not unique to the system and have been manufactured by others shall be identified by the manufacturer's name and part number, as well as by the Contractor's component number, if any.
3. Within 30 Days after the Contractor submits the required spare parts listing, the Authority will provide the Contractor with shipping instructions and with WMATA stock numbers for each item the Contractor is required to furnish. Spare parts shall be packaged such that parts for a particular asset or a particular facility are grouped together. The Contractor shall ship, within a 25-mile radius of the Project, the required parts to the designated points specified by the Authority and shall include the Contract number, manufacturer part number, quantity, unit price, and WMATA part number on the shipping document.

4. The identification of the individual manufacturer's part numbers shall be cross referenced to the assigned WMATA stock numbers by including a column with appropriate heading adjacent to the manufacturer's part numbers in any parts manual or listing provided in accordance with Article 1.04D.2 above.
5. Parts furnished in accordance with this provision shall not be used to satisfy replacement needs under any warranty provision of this Contract.
6. Spare parts shall be the same in all respects as their counterparts furnished as part of the assembled equipment to be delivered under the terms of this Contract.
7. Unless otherwise specified in this Contract, the spare parts shall be delivered at the same time as the counterpart equipment delivery. The spare parts shall be properly packaged or crated so as to prevent damage during shipment and long-term storage. The spare parts shall be labeled in accordance with the instructions contained in Article 1.04D.3 above.

F. Asset Database as described above.

G. Preventive Maintenance Instructions as described above.

H. Survey Field Notes in accordance with Section 01330, SUBMITTAL PROCEDURES:

1. As applicable, submit electronic media of the following as specified in Section 01721, LAYOUT OF WORK AND FIELD ENGINEERING:
 - a. Survey Record Log.

I. Releases and Vouchers:

As applicable, submit one original hard copy and electronic media, in Adobe (.PDF) file format, of releases and vouchers.

J. Records for Inspection, Testing, and Other Quality Elements:

Submit one original hard copy and electronic media, in Adobe (.PDF) file format, of records for inspection, testing or other quality elements as more fully specified in Section 01470, QUALITY MANAGEMENT SYSTEM.

K. Request for Final Payment:

Submit one original hard copy and electronic media, in Adobe (.PDF) file format, of final payment request. Final Settlement will be made in accordance with Section 00744, METHOD OF PAYMENT.

L. Correction of Deficiencies Submittals:

As applicable, submit original hard copy and electronic media, in Adobe (.PDF) file format, of Schedule of Deficiency Corrections, Recommendation for Corrective Actions, together with supporting information, Data and Reports applicable to any correction, and a Technical and Cost Proposal to amend the Contract to permit acceptance of the affected materials, equipment, systems, or subsystems as specified in Section 00758, CORRECTION OF DEFICIENCIES.

M. Certifications, Affidavits, and Warranties and Guarantees:

Required Affidavits, Certificates, Written Descriptions and Releases and Warranties and Guarantees provided by the Contractor; i.e., Certificates of Acceptance and Compliance, Certification that all facilities were constructed in conformance with ADAAG regulations (Form attached at end of Section), of System Safety and Security, of Substantial Completion, and of Final Payment; Written Description of measures taken to correct damage that may have resulted from performance of this Contract; Written Releases; Contractor's executed Affidavit of Payment of All Applicable Taxes and License Fees in connection with the Contract and Affidavit of Payment of Debts and Claims; Consent of Surety Company to Final Payment; Warranties and Guarantees as specified in Section 00757, WARRANTY/GUARANTEE OF CONSTRUCTION, and Section 00758, CORRECTION OF DEFICIENCIES, and various Sections of the Contract Specifications as applicable: Submit the original hard copy and one electronic copy in Adobe (.PDF) file format.

N. LEED Silver Certification:

At completion of construction and prior to the Contract closeout period, the Contractor shall deliver to WMATA, the LEED Silver Report and Plaque certifying that the Project has been designed and constructed employing sustainable materials and methods pursuant to the U.S. Green Building Council's LEED Certification process.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION

01800 Facility Operation

Section 01820 Demonstration and Training

Part 1 – General

1.01 Summary

This Section includes the general requirements for operation and maintenance training for equipment and systems provided by the Contractor and the general requirements for a Project performance demonstration.

1.02 Definitions

Acronyms used in this specification have the following definitions:

1. TSMT – Technical Skills and Maintenance Training
2. ROQT – Rail Operations Quality Training
3. TTDC – Technical Training Document Control

1.03 Submittals

- A. Submit in accordance with Section 01330, SUBMITTAL PROCEDURES, the following at the times stated:
1. Training plan preliminary submittal: One electronic copy and one printed paper copy not later than 60 Days after commencement of construction work. Submittal shall include at a minimum:
 - a. Instructional outline: A complete, accurate, and detailed listing of topics to be addressed in the instructional program using the specified content list.
 - b. Specimens of instructional material to be used
 - c. Descriptions of audio-visual material and equipment to be used
 2. Training plan intermediate submittal: One electronic copy and one printed paper copy not later than 60 Days after approval of preliminary submittal.
 - a. All material submitted for preliminary submittal incorporating or resolving comments.

- b. Complete instructional plans including audio-visual aids and descriptions of nal techniques and procedures.
3. Training plan final submittal: One electronic copy and one printed paper copy not later than 30 Days prior to scheduled date for operation inspection, testing, or acceptance of the equipment.
 - a. All material submitted for intermediate submittal incorporating or resolving comments.
4. Training contract closeout submittal: As specified in Section 01775, CLOSEOUT.
5. Training instructor's qualifications.
6. A complete set of all training manuals, handouts, aides and presentations, for instructor and student, shall be provided at the end of the vendor's first training class to each of the audience's training groups (two sets when there are two supporting training groups, etc.) in an approved, editable electronic format, and free from copyright restrictions.
7. Printed copies of each student guide and student-learning materials (schematics, books of plans, etc., as determined useful) shall be prepared and bound by equipment's training provider. Provide one printed copy for each student to use during training and to keep after class completion
8. Printed copies of the instructor's guide, student guide, presentation, and all supplemental training materials for each of the audience group's training instructors (not to exceed five copies), free from copyright restrictions, shall be provided at the end of the first vendor training session.
9. Performance demonstration plan and procedures: submit for Approval as part of the final design review package but no later than 90 Days prior to first performance demonstration.
10. Provide video documentation of demonstration and training classes to satisfy LEED requirements.

1.04 Operation and Maintenance Training

A. General:

1. Where specified, develop and conduct a program to train selected Authority personnel in the operation and maintenance of equipment and systems furnished.
2. Furnish instructors, instructional materials, and audio-visual aids and equipment.
3. The Authority will furnish physical facilities.

B. Operations training:

1. Operations training shall be tailored specifically to the WMATA equipment being purchased and training shall be designed to teach all trainees the functional use of all of the major modes of equipment operation.
2. The training shall be sufficient in quality and scope to bring personnel to a level of operating proficiency such that vendor support is not needed during routine equipment operation in any mode or capacity.

C. Maintenance training:

1. Maintenance training shall be tailored specifically to the WMATA equipment being purchased and shall be designed to develop the knowledge and skills required to maintain and repair all item(s) delivered under the Contract. Maintenance training shall address the detailed theory of operation, maintenance, testing, repair, overhaul, replacement, alignment, and troubleshooting of the delivered equipment (hardware and software).

D. Other Training:

1. Any other training (as determined by WMATA) necessary to support the safe operation, use, or maintenance of the equipment.

E. Training Plan:

1. Training plan shall contain an organized summary of the events, and associated times, necessary for the completion of all materials necessary to successfully perform the required training. The plan shall be submitted to the applicable end user's training group(s) (TTDC, TSMT, or ROQT currently) within a Contract specified period after NTP has been issued. The training plan must address all deliverables using a timeline that includes periods for review, feedback, resubmission, approval, and delivery accomplishing all by a Contract-determined date related to the equipment being placed into service. The training plan shall include the following:
 - a. Course list including course title, duration, audience, audience size, and purpose
 - b. Instructor qualifications: A description of the instructor's qualifications for each class must be submitted to the end user's training group(s) (TTDC, TSMT, or ROQT currently) for approval as part of the training plan. The description (resumé, curriculum vitae, or other description of instructional qualifications) shall document a thorough knowledge of the subject equipment, an understanding of the adult learning process, and demonstrated experience in vocational instruction.

- c. Audience qualifications and prerequisites: For the purpose of course development and presentation, vendors shall assume all WMATA students are high school graduates (or equivalent)
- d. Instruction and testing methods to be utilized
- e. Summary of the strategies to be employed in the accomplishment of the training
- f. Proposed schedule of delivery of materials and training

F. Instructor's Guide:

1. The instructor's guide for each course shall contain all the information and direction necessary for the instructor to make an effective presentation. The instructor's guides shall include adequate guidelines to conduct a comprehensive training program. Individual lessons within the course shall be organized as separate blocks (or modules), which may be taught as a unit. In some instances, the same standard operating procedures could be used for train operators, transportation supervisors, and central control supervisors. The instructor's guide shall contain, at a minimum:
 - a. Program overview stating the overall program goals
 - b. Training syllabus
 - c. Lesson plans arranged as a session by session outline containing the following:
 - (1) Overview of each lesson
 - (2) Outline of major topics to be covered including timelines for each course, lesson, and topic
 - (3) Outline of learning objectives for each major topic
 - (4) Information regarding important subjects and terms to be emphasized during each section of the training
 - (5) References to the associated Student Guide pages and presentation slides
 - d. Suggested instructional methods/learning activities
 - e. Required equipment or resources needed for effective instruction
 - f. Test question pool(s) with each question referenced to the respective learning objective(s) and student guide or other instructional materials

2. A guide (FAQ) providing questions/problems and answers as related to course content

G. Student's Guides:

1. Student guides for each course that shall contain all the information and direction necessary the student to interact effectively in the learning environment. The student guides shall be written in a fully developed prose format, developed in the same modular format as the instructor's guides. The student's guides should contain, at a minimum:
 - a. Program overview/introduction
 - b. Statement of overall program goals
 - c. All major topics to be covered
 - d. Student learning objectives associated with each of the major topics stated in quantifiable terms
 - e. All illustrations, block diagrams, charts, schematics, wiring diagrams, logic flow diagrams, troubleshooting guides, graphics, and visual aids that may be used during course presentation to enhance presentation content and provide a seamless facilitation of instruction
 - f. Supplemental materials that may be necessary to facilitate theoretical discussions

H. Training Presentations:

1. Training Presentations shall be matched to the instructor guides and student guides and shall facilitate seamless, effective communication of the course information to the target audience.
2. Training Presentation format(s) shall be agreed upon by the target audience's training group(s) (TTDC, TSMT, ROQT, currently).

I. Training Aides:

1. Depending upon the equipment or system(s), a functional mockup or a functional representation may be required. These may be in the form of animated illustrations, animated schematics, model(s) of the equipment, actual device(s), interactive video training, or any accepted media format as determined by the audience's training group.
2. All mockups become the property of audience's training group after completion of the final scheduled training class. Supplemental materials shall be demonstrated as fully operable during the first training class. All necessary repairs to the supplemental materials are the responsibility of the vendor for the duration of vendor training sessions.

- J. OEM Operator's Manual(s) describing the equipment's or system's operation in each mode and capacity of use.
 - 1. OEM Technical Manuals describing the detailed theory of operation, maintenance, testing, repair, overhaul, replacement, alignment, and troubleshooting shall be delivered to the appropriate training groups.

1.05 Materials and Instruction

- A. Training materials shall be provided and approved by audience's training groups (TTDC, TSMT or ROQT) prior to the final acceptance of training schedule or training date(s).
- B. Training materials updates are required when, in the scope of the Contract, changes or Modifications are made that affect the operation or maintenance of the contracted item(s).
- C. Instruction shall include material covered in the operation and maintenance manuals as well as the following:
 - 1. Detailed theory of operation to one level below Lowest Repairable Unit (LRU)
 - 2. Practical aspects of operation
 - 3. Description of system, equipment, and components
 - 4. Functional characteristics of system, equipment, and components
 - 5. Emergency operating procedures
 - 6. Location, removal, and reinstallation of components
 - 7. Maintenance procedures
 - 8. Servicing intervals and schedules
 - 9. Block diagrams of equipment hardware and software functionality as installed
 - 10. Schematics of equipment hardware as installed
 - 11. Diagnosis and problem solving (troubleshooting)
 - 12. Repair
 - 13. Overhaul
- D. Daily class duration shall be a nominal 7-1/2-hour shift, with advantageous combinations of theoretical/classroom instruction and hands-on practice, utilizing operational equipment, presentations, mockups, and test equipment as applicable. For on-the-job training (OJT) at work locations as applicable, training shall include participation in installation activities, fault diagnosis, and equipment alignment/adjustment exercises.
- E. Operating and maintenance training shall be completed prior to the time scheduled for operation inspection, testing, or acceptance of the equipment. In addition to the retainage specified in Section 00744, METHOD OF PAYMENT, payment will be withheld until training is complete and accepted.
- F. Furnish to applicable training group, a minimum of four O&M Manuals as described in Section 01775, CLOSEOUT, for each piece of equipment and system, unless otherwise specified, and a minimum of one editable, non-copyrighted electronic copy in a Microsoft Office format, as specified.

1.06 Project Performance Demonstration

- A. Integrated system testing shall culminate in a project performance demonstration that shall simulate all operations and shall exercise all systems and system elements. Prepare performance demonstration plan and procedures. Include testing of anticipated normal and abnormal operations, in addition to simulations of emergency operations. Performance demonstration plan shall delineate the following:
1. Tests to be performed
 2. Date and time when each test is to be performed
 3. An outline of the test parameters
 4. Pass/fail criteria, which must be quantified and measurable
- B. The project performance demonstration shall include those static and dynamic tests used to demonstrate that the Design-Builder designed the systems and subsystems according to the specification and the performance specified, and shall include:
1. All necessary functional and performance testing conducted during construction and manufacture of the system elements; and
 2. Operational tests, which include integrated testing of system interfaces to assure that the Project as a whole is capable of operating as specified.

Part 2 – Products (Not Used)

Part 3 – Execution (Not Used)

END OF SECTION