

SECTION 010400  
COORDINATION AND CONTROL

PART 1 - GENERAL

1.1 STIPULATIONS

- A. The specifications sections "General Conditions of the Construction Contract", "Special Conditions", and "Division 1 - General Requirements" form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 SECTION INCLUDES

- A. This Section includes the on-site provisions that govern the performance of the work to complete this Project.

1.3 CONTRACTS – FOR THIS PROJECT CONSTRUCTION

- A. GENERAL CONSTRUCTION CONTRACT (DGS C-0948-0101 PHASE 1.1)
  - 1. The 1.1 General Contractor shall be the Lead Contractor.
- B. HVAC CONSTRUCTION CONTRACT (DGS C-0948-0101 PHASE 1.2)
- C. PLUMBING AND FIRE PROTECTION CONTRACT (DGS C-0948-0101 PHASE 1.3)
- D. ELECTRICAL CONSTRUCTION CONTRACT (DGS C-0948-0101 PHASE 1.4)

1.4 VISIT TO SITE

- A. For access to the site during the bidding period contact the Client Agency site personnel with phone number listed below:
  - 1. Client Agency Site Representative: James Zerby, Facilities Operation Manager, DGS Facilities.
  - 2. Telephone Number: (717) 705-4670.
  - 3. Email: [jzerby@pa.gov](mailto:jzerby@pa.gov)

1.5 UNIDENTIFIED HAZARDOUS MATERIALS (ASBESTOS, CHEMICALS, ETC.)

- A. There is a possibility that hazardous materials not identified in the contract documents may be discovered on this project. Should materials not identified in the contract documents be discovered on this project, the Contractor shall follow procedures subsequently described. Should it be determined that some or all of the hazardous materials must be removed, the Contractor shall obtain an estimate for said removal from a Subcontractor who is experienced in the field, has insurance and is knowledgeable of the regulations as they apply. The Contractor may provide the estimate itself if it is qualified in the applicable hazardous materials field. The Department shall consider authorizing a Change Order for the removal of the hazardous material to the extent necessary.

- B. The Contractor or Subcontractor must comply with all requirements of the General Conditions, including the maintenance of insurance up to the limit required under the General Conditions.
- C. Should a hazardous material be encountered on the job, the Contractor shall comply with all statutes and regulations of the Commonwealth of Pennsylvania and all rules and regulations of the United States Environmental Protection Agency as they apply during construction and demolition work and the disposal of hazardous material. Particular attention is drawn to Code of Federal Regulations, Title 40, Part 61, Section 112 of Clean Air Act and PA Department of Labor and Industry, Act 194 for asbestos.
- D. The Contractor shall comply fully with the regulations of OSHA as they pertain to the protection of workers exposed to the emission of asbestos fibers, chemicals, etc., and shall take all steps necessary to protect its employees, as well as all other people engaged in the building.
- E. Whenever a hazardous material is to be removed or disposed of, the Contractor is required to make proper notification to the Bureau of Air Quality Control in the Department of Environmental Protection's Regional Office, PA Department of Labor and Industry and EPA as applicable, and is required to obtain and pay for any permits required. Disposal shall conform to all applicable regulations and documentation shall be required, when applicable.

#### 1.6 LEAD PAINT

- A. Not applicable to the project scope.

#### 1.7 MOLD

- A. In the event mold is encountered, the Contractor shall implement corrective actions to protect workers, other building occupants, and to prevent the disturbance of mold in affected areas. Although not presently regulated by EPA and/or OSHA, the EPA does provide industry standards regarding worker safety and abatement procedures, which are the minimum procedures to be followed if mold is encountered.
- B. Any mold that appears as a result of construction shall be abated immediately by the Contractor responsible for this condition. The affected surface shall be cleaned, removed, and replaced. Inspection and testing shall be done by a qualified testing agency to confirm the mold has been removed in its entirety.
  - 1. Action Plan must be reviewed and approved by Department and Client Agency.

#### 1.8 TESTING OF EQUIPMENT

- A. After any equipment furnished under the contract and any permanent heating, ventilating, plumbing, drainage or electrical systems and equipment have been installed or modified, it shall be the responsibility of the Contractor to operate its equipment for a satisfactory period of time, as required by the Department for proper testing and instructing the operating personnel. Fuel, electricity and water required for proper testing of permanent equipment and for the period of instructing personnel, shall be paid for by the Contractor testing its equipment.

#### 1.9 PROJECT PHOTOGRAPHS

- A. The .1 General Contractor shall provide photographs of the progress of each scope item through the entire construction process.

#### 1.10 INSTRUCTIONS AND TRAINING

- A. Refer to the General Conditions of the Construction Contract, as specified in the applicable technical portion of each specification for "Operations and Maintenance Instruction Manuals" and "Record Drawings" requirements.
- B. Unless approved by the Department, training shall not be scheduled/conducted until Record Drawings, Operation and Maintenance Instruction Manuals, valve tag lists, equipment and piping system identification, and all software programming is complete.
- C. Provide full on-site training and instruction to designated Commonwealth personnel given by competent manufacturer's authorized personnel thoroughly familiar with all technical and operational aspects of the installed items. Instructions are to cover operation and maintenance of all systems, equipment components and other items as specified and furnished under this Contract. Instructional digital video recordings may be used to augment required instructions and training but may not be substituted for the in-person on-site training. All on-site training shall be digitally recorded by the Contractor. The digital video files are to be turned over to the Client Agency.
- D. Contractor shall provide an outline of the training and course content, which shall be submitted and accepted by the Professional and Department prior to conducting training.
- E. Conduct instruction and training during regular working hours. For training on complicated systems, allow at least one-half of the training time to be at and/or with the system equipment.
- F. Provide additional training and instructions for all significant modifications and/or changes made under the terms and/or conditions of the manufacturer's and/or Contractor's warranty.
- G. The Contractor shall maintain and submit a sign-in list that clearly documents all personnel attending the training.

#### 1.11 PROJECT SIGN

- A. Provide a project sign. Refer to the General Conditions of the Construction Contract.

#### 1.12 REUSE OF MATERIALS

- A. No removed materials or equipment shall be reinstalled in the work, unless so noted on the Drawing or in these Specifications below.

#### 1.13 WORKING HOURS

- A. The Contractor's available working hours shall be 7:00 a.m. to 5:00 p.m., Monday through Friday, except as noted otherwise.

1. Demolition of the existing spiral stair shall occur between 6:00 p.m. and 6:00 a.m.
  2. Demolition of the escalator shall occur between 6:00 p.m. and 6:00 a.m.
  3. Saw cutting and demolition of the concrete deck for the duct riser and discharge elbow for the relocated dishwasher exhaust shall occur between 6:00 p.m. and 6:00 a.m.
  4. Work within the parking garage that will block vehicle travel lanes, such as installing conduit and pulling wire above the suspended metal ceiling, shall occur between 6:00 p.m. and 6:00 a.m.
  5. Other noise generating activities, such as shooting anchors for stud track, shall occur between 6:00 p.m. and 6:00 a.m.
  6. At the end of each "night" shift, all contractors shall thoroughly clean work areas prior to occupancy of the building on the succeeding morning.
- B. Work during different hours, or work on Saturdays, Sundays, State and National Holidays or overtime work, must have prior written approval from the Client Agency and the Regional Director or his designee. Work on these days, if approved, shall be at no additional cost or time to the Contract.
- C. This shall not apply in those unforeseen isolated and/or emergency instances when a particular operation must be performed in a continuous sequence that extends the working day beyond the approved working hours. Coordinate with the Department in these instances.
- D. The Department's failure to approve different working hours, weekend or holiday working hours, or overtime hours is not cause for a claim against the Department for delay or any added costs or time to the Contract.
- E. Utility shutdowns are not anticipated for this project. Utility shutdowns shall be coordinated two weeks in advance with the Client Agency to minimize disruption to the operation of the East Wing.

#### 1.14 DELIVERY, STORAGE AND HANDLING

- A. Prefinished materials shall arrive at job site in their original unopened cartons or other protective packaging necessary to protect finishes. Materials should be stored in such packages until time of application. Flat materials, such as panels, shall arrive and remain on adequate support to ensure flatness and prevent damage.
- B. Store all materials, equipment and bulk items prior to installation in clean, dry, well-ventilated locations. Waterproof tarpaulin or polyethylene sheeting must allow for air circulation under covering.
- C. Coordinate storage location with the Department.
- D. Refer to each section for specific delivery, handling and storage instructions of items specified.

#### 1.15 PARKING

- A. There will be no other on-site parking for other construction personnel.

#### 1.16 TRAFFIC

- A. The Lead Contractor shall establish at the Initial Job Conference a construction staging and traffic plan for the project which minimizes the construction interference with the Client Agency's operation. This plan is subject to review and acceptance by the Department, the Client Agency and Capitol Police. This acceptance does not relieve the Contractors of their responsibilities regarding safety coordination and adherence to all traffic laws and ordinances.

#### 1.17 ENVIRONMENTAL QUALITY CONTROL

- A. The Prime Contractor and its Subcontractors shall perform their work in a manner which shall minimize the possibility of air, water, land and noise pollution, in accordance with General Conditions Section 6.37.
- B. The name, address and telephone number of the Department of Environmental Protection Regional Office is furnished below. This office shall be contacted for waste disposal permits and for information concerning sites already approved for conducting waste disposal.

Southcentral Regional Office  
909 Elmerton Avenue  
Harrisburg, PA 17110-8200  
(717) 705-4700

Counties: Adams, Bedford, Berks, Blair  
Cumberland, Dauphin, Franklin, Fulton,  
Huntingdon, Juniata, Lancaster, Lebanon,  
Mifflin, Perry and York

#### 1.18 OFFICE FOR CONTRACTOR

- A. The Client Agency will provide space within the East Wing for a field office for all Prime Contractors.
  - 1. Electric power at the field offices will be provided free of charge. Contractors are to use the existing 120V receptacles.
  - 2. Telephone and data services will not be provided.
  - 3. No provisions will be made for LAN communications to field offices. Each Prime Contractor shall be responsible for communications to its field office.

#### 1.19 DGS CONSTRUCTION COORDINATOR OFFICE

- A. The DGS Project Coordination will utilize meeting space and equipment with the Capitol Complex for job conferences and other project activities. No temporary field office (trailer) for the DGS Project Coordination will be required for the project.
  - 1. The .1 Contractor shall provide the following equipment:
    - a. No equipment is required to be provided for the use of the DGS Project Coordination team.

#### 1.20 SANITARY FACILITIES

- A. General Conditions Section 19.3 is hereby deleted. The following conditions shall pertain:
  - 1. Sanitary facilities will, within the limitations of the existing facilities, be provided by the Client Agency at no cost.
  - 2. The existing facilities available for the Contractor's use are located on Level P-1.
  - 3. The .1 General Contractor shall be responsible for periodic maintenance of the toilet facilities used by construction personnel.

#### 1.21 SMOKING POLICY

- A. Smoking and use of smokeless-tobacco, chewing tobacco, snuff, Vape machines and similar paraphernalia are strictly prohibited in all buildings.
  - 1. Refer to Drawing G201 for the designated exterior smoking area.

## 1.22 QUALITY CONTROL TESTING

- A. Structural-related testing and inspections required to be performed by the Contractor are listed in Section 014000 Quality Control Testing Services. If Quality Control testing or inspections required appear in Section 014000 and in a technical section, the most stringent requirements shall prevail. If Quality Control testing or inspections required appear in a technical section and not in Section 014000, they shall be required as if specified in Section 014000. Conditions pertaining to Quality Control testing and inspections may appear in the technical sections. All testing herein is to be by the Contractor. Testing by the Department, Quality Assurance Testing, is for the purpose of checking the results of the Contractor's Quality Control Testing. Testing is to be by the Contractor unless specifically stated to be "by the Department" or required by Section 014010 Quality Assurance Testing and Inspection Services.
- B. Non-structural testing is in the technical specifications.

## 1.23 CADD FILE WAIVER

- A. The Professional will make graphic portions of the bid drawings available for use by the Contractor by uploading files to e-Builder.
- B. Electronic files shall be uploaded only after all construction contracts have been executed.
- C. The files are provided as a convenience to the Contractor, for use in preparing shop drawings and/or coordination drawings related to the construction of this Project only. These files and the information contained within are the property of the Department and may not be reproduced or used in any format except in conjunction with this Project.
- D. The Contractor acknowledges that the information provided in these files is not a substitution or replacement for the Contract Documents and does not become a Contract Document. The Contractor acknowledges that neither the Professional nor the Department warrant or make any representation that the information contained in these files reflect the Contract Documents in their entirety. The Contractor assumes full responsibility in the use of these files and acknowledges that all addenda, clarifications and changes to the drawings executed as a part of the Contract Documents may or may not be incorporated in these electronic files.
- E. The Contractor acknowledges that the furnishing of these files in no way relieves the Contractor from the responsibility for the preparation of shop drawings or other schedules as set forth in the Contract between the Contractor and the Department.
- F. The electronic documents shall be stripped of the Professional's name and address, and any professional licenses and signatures indicated on the contract documents. The use of these electronic documents is solely at the Contractor's risk and shall in no way alter the Contractor's Contract for Construction.
- G. Disclaimer: The Professional and Department make no representation regarding fitness for any particular purpose, or suitability for use with any software or hardware, and shall not be responsible or liable for errors, defects, inexactitudes, or anomalies in the data, information, or documents (including drawings and specifications) caused by the Professional's or its Consultant's computer software or hardware defects or errors; the Professional's or its Consultant's electronic or disk transmittal of data, information or documents; or the Professional's or its Consultant's reformatting or automated conversion of data, information or documents electronically or disk transmitted from the Professional's Consultants to the Professional.

- H. By the Contractor's or their subcontractor's use of the electronic files (e.g., AutoCAD files), the Contractor and their subcontractor waive all claims against the Department the Professional, its employees, officers and Consultants for any and all damages, losses, or expenses the Contractor incurs from any defects or errors in the electronic documents. Furthermore, the Contractor shall indemnify, defend, and hold harmless the Department, the Professional, and its Consultants together with their respective employees and officers, from and against any claims, suits, demands, causes of action, losses, damages or expenses (including all attorney's fees and litigation expenses) attributed to errors or defects in data, information or documents, including drawings and specifications.

#### 1.24 DELEGATED DESIGN SERVICES

- A. Performance and Design Criteria: Where design services or certifications by a design professional are specifically delegated to the Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated in the technical specification sections.
  - 1. If criteria indicated in the technical sections are not sufficient to perform services or certification required, submit a written request for additional information to the Professional.
- B. Delegated Design Services Submittals: In addition to Shop Drawings, Product Data, and other required submittals, submit a statement signed and sealed by the responsible design professional registered in the Commonwealth of Pennsylvania, for each product and system specifically assigned to the Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

#### 1.25 PERMITS

- A. The Professional, on behalf of the Department, has obtained a UCC-3 permit from the Pennsylvania Department of Labor & Industry.
- B. The .1 Contractor shall complete an LIBI-26 Application for Construction and Alteration Permit (for elevators) and obtain the permit from the Pennsylvania Department of Labor & Industry Elevator Division for new elevator.
  - 1. The Professional will sign and seal the UCC building permit certification section of the LIBI-26.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 010400