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| **Section Cover Page** |
| **Section 01 00 15**  **2015-03-12 General Requirements** |

Use this Section to specify, in a single concise Section:

.1 essential administrative, procedural, temporary facilities and controls, and contract close-out requirements (i.e. all Division 01 requirements),

.2 requirements not addressed or not adequately addressed in the General Conditions, and

.3 other non-technical requirements unique to the project.

This Section addresses, in article 7, "prime contractor" responsibility for work site safety, pursuant to the Occupational Health and Safety Act (Alberta). Refer to Data Sheets in Basic Master Specification Section 01 35 29 – Work Site Safety for additional information on this important topic.

This Master Specification Section contains:

.1 This Cover Page

.2 Data Sheet - Editing

.3 Specification Section Text:

.1 Work of This Contract

.2 Contract Time

.3 Contractor's Use of Premises

.3 Restrictions on Contractor's Use of Premises

.4 Unit Prices - Measurement for Payment by Province

.4 Unit Prices - Measurement for Payment by Contractor

.5 Coordination

.6 Project Meetings

.7 Certificate of Recognition (COR)

.8 Work Site Safety - This Contractor is "Prime Contractor"

.8 Work Site Safety - Other Contractor is "Prime Contractor"

.8 Work Site Safety - Province is "Prime Contractor"

.9 Submittals

.10 Public Works Act Claims

.11 Quality Control

.12 Temporary Facilities and Controls

.13 Field Engineering - Survey Services by Contractor

.13 Field Engineering - Survey Services by Province

.14 Overloading and Cleaning of Streets

.15 Contract Close-out

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| **Change Log** |
| **Section 01 00 15**  **2015-03-12 General Requirements** |

**Changes made in this Section Update (2015-02-10):**

**General Changes**

1. Alberta Logo Updated
2. References to “Alberta Infrastructure” changed to “Infrastructure”
3. References to “Minister” changed to Province
4. Updated footers and Headers

The Specification Section text contains articles that are commonly necessary and appropriate for small projects, but must still be edited to suit the nature of the work. Use the following list of possible *additional* article headings as a checklist to identify other requirements that may need to be specified in this Section.

.1 Related Work by Other Contractors

.2 Materials Supplied or Installed Under Separate Contracts

.3 Related Work by Province

.4 Materials Supplied by Province

.5 Preordered Materials

.6 Work Sequence

.7 Coordination

.9 Regulatory Requirements

.10 Special Project Procedures

.11 Start-Up

.12 Contract Acceptance

.13 Warranty

.14 Maintenance

Where appropriate, selected narrow-scope Division 01 - General Requirements Sections from the Basic Master Specification may be used in lieu of, or in addition to, this Section, provided they are edited extensively to avoid "overspecifying".

If a cash allowance or a contingency allowance needs to be specified, use the appropriate Section from the Basic Master Specification.

**END OF DATA SHEET**

1. WORK OF THIS CONTRACT

SPEC NOTE: Specify in very general and simple terms the nature of the work.

.1 Work of this Contract comprises the following:

.1 [                                             ].

SPEC NOTE: Include the following for demolition projects.

.2 Legal Description:  [                                                            ].

.3 Municipal Address:  [                                                           ].

SPEC NOTE: Include the following for site development projects requiring work outside of property lines.

.4 Physical Limits:  Work of the Contract is not necessarily restricted to work within property lines of site, but includes all Work required by Contract Documents, both within and outside property lines.

2. CONTRACT TIME

.1 Complete the Work within the time specified in Section [00 41 14 ‑ Stipulated Price Bid and Contract Form] [00 41 49 ‑ Unit Price Bid and Contract Form].

3. CONTRACTOR'S USE OF PREMISES

SPEC NOTE: Include this article if premises will be unoccupied or if user occupancy will not affect the work in any way, and Contractor will have unhindered access to the site.

.1 The Contractor shall have complete and exclusive use of premises for performance of the Work. Contractor shall assume responsibility for premises assigned to him.

*OR*

3. RESTRICTIONS ON CONTRACTOR'S USE OF PREMISES

SPEC NOTE: Include this article if premises will be occupied and Contractor's use thereof will be restricted.

.1 The Contractor's use of premises will be restricted due to user occupancy and use of the facility.

SPEC NOTE: Specify in as much detail as necessary, all of the constraints and special requirements that will be imposed on the Contractor on account of the work being carried out in or adjacent to an occupied facility. Consider issues such as work area limits, restricted use of facilities, restricted use of building services, work sequence, hours of work restrictions, disruption of building services restrictions, temporary construction, temporary facilities, noise control, security controls, signs, moving and protection of user's furnishings and equipment, etc.

.2 [                                                                  ].

.3 [                                                                  ].

.4 [                                                                  ].

.5 Cooperate and coordinate Work with the Province and facility users to minimize conflict and facilitate usage.

4. UNIT PRICES - MEASUREMENT FOR PAYMENT BY PROVINCE

SPEC NOTE: Include this article on unit price contracts where the Province will provide field engineering survey services.

.1 Quantities of Work will be measured and calculated by the Province and submitted to the Contractor for verification.

.2 The Contractor shall, within seven Days after date of receipt, notify the Province in writing of any disputed quantities, otherwise the quantities shall be considered verified by the Contractor.

*OR*

4. UNIT PRICES - MEASUREMENT FOR PAYMENT BY CONTRACTOR

SPEC NOTE: Include this article on unit price contracts where Contractor is to provide field engineering survey services.

.1 Within seven Days after date of commencement of the Contract, submit proposed method of calculating quantities, for the Province's approval. Do not proceed with the Work prior to such approval.

.2 Quantities shall be measured, calculated and certified correct by an independent engineering survey firm.

.3 Submit quantity calculations to the Province for verification.

.4 The Province reserves the right to retain and pay for an independent surveyor to verify quantities submitted by the Contractor.

.5 The Province will inform the Contractor of any disputed quantities.

5. COORDINATION

.1 Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, schedule and coordinate construction activities in the sequence required to obtain the best results.

.2 Comply with manufacturer's installation instructions and recommendations, to the extent that those instructions and recommendations are more explicit or stringent than requirements contained in Contract Documents.

.3 Provide attachment and connection devices and methods necessary for securing Work. Secure Work true to line and level. Allow for expansion and building movement.

.4 Do the cutting and remedial work required to make the several parts of the Work come together properly.

6. PROJECT MEETINGS

.1 Prior to start of any work, a pre‑construction meeting shall be held by the Province and the Contractor to examine and discuss the Work of the Contract.

.2 Schedule regular construction progress meetings, at the site, every two weeks for the duration of the contract, or as otherwise directed by the Province.

7. CERTIFICATE OF RECOGNITION (COR)

SPEC NOTE: Include this article if Safety Prequalification is specified in Section 00 21 14-Instructions to Bidders.

.1 Safety certification, as specified in Section 00 21 14 - Instructions to Bidders, is a condition of contract award.

.2 The Contractor shall maintain a valid standard COR or TLC for the duration of the Work

8. WORK SITE SAFETY - THIS CONTRACTOR IS "PRIME CONTRACTOR"

SPEC NOTE: Use this article to specify that this Contractor will have "prime contractor" responsibility for work site safety, pursuant to the Occupational Health and Safety Act.

.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act (Alberta), and for the duration of the Work of this Contract:

.1 be the "prime contractor" for the "work site", and

.2 do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the Act and its regulations, as required to ensure the health and safety of all persons at the "work site".

.2 The Contractor shall direct all Subcontractors, Sub-subcontractors, Other Contractors, employers, workers and any other persons at the "work site" on safety related matters, to the extent required to fulfill its "prime contractor" responsibilities pursuant to the Act, regardless of:

.1 whether or not any contractual relationship exists between the Contractor and any of these entities, and

.2 whether or not such entities have been specifically identified in this Contract.

SPEC NOTE: Include following clause for "single contract" projects.

.3 The Province does not anticipate that there will be any contractors, other than those performing the Work of this Contract, engaged in work at the "work site" during the performance of the Work of this Contract.

***OR***

SPEC NOTE: Include following clause for "multiple contracts" projects.

.3 The Province anticipates that Other Contractors will be engaged in work at the "work site" concurrently with the Work of this Contract. These may include, but are not necessarily limited to, contractors performing work under the following other contracts:

SPEC NOTE: Provide a comprehensive listing of all known or anticipated other contracts, and if known, names of contractors, for all work that may be performed at the "work site" concurrently with the work of this contract. This could include property management services contractors, if applicable.

.1 [ ]. [The contractor for this other contract is [

]].

.2 [ ]. [The contractor for this other contract is [

]].

.3 [ ]. [The contractor for this other contract is [

]].

***OR***

8. WORK SITE SAFETY - OTHER CONTRACTOR IS "PRIME CONTRACTOR"

SPEC NOTE: Use this article to specify that a contractor other than this Contractor will have "prime contractor" responsibility for work site safety, pursuant to the Occupational Health and Safety Act.

.1 For the purposes of the Occupational Health and Safety Act (Alberta), the "prime contractor" for the "work site" will be the contractor for the following other contract, which will be performed concurrently with the Work of this Contract:

SPEC NOTE: Identify other contract by name and, if known, insert name of designated "prime contractor".

.1 [ ]. [The contractor for this other contract is [

]].

SPEC NOTE: Ensure that the above named "prime contractor's" contract will extend for the duration of this Contract. If it will not, modify this article as required to designate who will be the "prime contractor" in the absence of the above named "prime contractor". (It should be either this Contractor or some other contractor.)

.2 Comply with the Act and its regulations, as required to ensure the health and safety of all persons at the "work site".

.3 Cooperate with, and comply promptly with any directives of, the above designated "prime contractor" on safety related matters.

***OR***

8. WORK SITE SAFETY – PROVINCE IS "PRIME CONTRACTOR"

SPEC NOTE: There may be some projects for minor or low risk work at an existing facility with no TPM contractor, where it may be most appropriate for the department to have "prime contractor" responsibility for work site safety, pursuant to the Occupational Health and Safety Act. This would typically not be the case and this option should only be selected with full knowledge of the responsibilities (and liabilities) being assumed by the department under this option.

.1 For the purposes of the Occupational Health and Safety Act (Alberta), the "prime contractor" for the "work site" will be the Province.

.2 Comply with the Act and its regulations, as required, to ensure the health and safety of all persons at the "work site".

.3 Cooperate with, and comply promptly with any directives of, the Province on safety related matters.

9. SUBMITTALS

.1 W.C.B. Submittals:  Submit certificate of an account with Workers’ Compensation Board prior to commencement of Work. Submit letter of clearance with application for payment of holdback, if applicable, and with application for final payment.

SPEC NOTE: W.C.B. submittals need not be specified for contracts under $10,000 in value.

.2 Work Schedule:  Prior to start of work, submit a schedule indicating scheduled start and completion dates for each construction activity.

.3 Shop Drawings and Product Data:  Submit [five] [     ] copies of shop drawings and product data required by the Contract Documents and for such other items as the Province may reasonably request. Do not proceed with work until related submission has been reviewed.

.4 Samples:  Submit duplicate samples required by the Contract Documents and for such other items as the Province may reasonably request.

10. PUBLIC WORKS ACT CLAIMS

.1 Section 14 of the Public Works Act (Alberta) allows any person who has not received proper payment, regardless of their level in the contracting chain, to make a claim directly to the Province.

.2 Display and keep displayed in a conspicuous place on site a copy of section 14 of the Public Works Act (Alberta). The Province may, upon request, waive this requirement where compliance is not practicable.

11. QUALITY CONTROL

.1 The Province may employ services of independent testing agencies to establish if work complies with Contract Documents. The Province will appoint and pay for services of such testing agency.

.2 Where tests or inspections, by the Province appointed testing agency, indicate work is not in accordance with the Contract Documents, additional tests or inspections, as the Province may require, to verify acceptability of corrected work, shall be paid for by the Contractor.

12. TEMPORARY FACILITIES AND CONTROLS

SPEC NOTE: Specify any temporary facilities or temporary controls that must be provided by Contractor. Specify temporary services (e.g. water, heat, power, telephone) and facilities (e.g. washrooms, elevators, loading docks, parking) that will be made available for use by the Contractor. Specify any conditions applicable to such use by the Contractor.

.1 Activities Generating Vibration, Noise or Safety Concerns:

SPEC NOTE: Vibration and noise control restrictions are often required in occupied facilities. There may also be safety considerations associated with construction activities such as those listed below. Review project requirements to determine whether such restrictions should be specified.

.1 Operations considered by the Province to generate vibration, noise or safety concerns include, but are not limited to, the following:

.1 [Jack hammering.]

.2 [Shotblasting.]

.3 [Sandblasting.]

.4 [Cutting and coring of concrete.]

.5 [Use of powder actuated fasteners.]

.6 [                                 .]

.2 Do the following when work generating vibration, noise or safety concerns may affect user or user operations.

.1 Coordinate with the Province and user representative.

.2 Schedule and coordinate hours of work with user representative.

.3 Stop operations generating vibration, noise or safety concerns when instructed verbally or in writing by the Province. Do not resume such operations until authorized by the Province.

.2 [                                                                         ]

.3 [                                                                         ]

.4 [                                                                         ]

13. FIELD ENGINEERING - SURVEY SERVICES BY CONTRACTOR

SPEC NOTE: Include this article for civil work where Contractor is to provide field engineering survey services.

.1 Arrange and pay for an independent engineering survey firm, employing staff with minimum two years field experience, to:

.1 Set locations, areas, grades, lines and elevations for the Work.

.2 Perform quantity calculations for work performed under a Unit Price Arrangement.

.3 Perform all other necessary field engineering survey services.

.2 Before proceeding with layout of actual work, verify information provided on site plan. Protect and preserve existing control reference points, if any.

.3 Provide necessary alignments, elevations and grade sheets, in form which is clear and easily readable and acceptable to the Province.

.4 Incorporate relevant survey information on the Project Record Drawings.

*OR*

13. FIELD ENGINEERING - SURVEY SERVICES BY PROVINCE

SPEC NOTE: Include this article for civil work where the Province is to perform field engineering survey services.

.1 The Province will provide field engineering survey services and establish locations, areas, grades, lines, elevations and site survey record drawings.

.2 Give the Province reasonable notice of requirements for field engineering survey services.

.3 Protect and preserve control reference points established by the Province.

14. OVERLOADING AND CLEANING OF STREETS

SPEC NOTE: Include this article only for projects involving earthwork.

.1 Vehicles employed for cartage of fill material shall not be loaded beyond rated limits, nor in such manner as to cause spillage.

.2 Clean up immediately spillage or tire tracking occurring upon public or private property.

15. CONTRACT CLOSE-OUT

.1 Record Drawings:  Submit project record drawings indicating deviations from Contract Documents resulting from changed site conditions and changes ordered by the Province.

.2 Operation and Maintenance Data: Submit [three] [     ] copies of operation and maintenance data required by the Contract Documents and for such other items as the Province may reasonably request.

.3 Maintenance Materials: Leave maintenance materials required by the Contract Documents where directed by the Province. Clearly label all items.

**END OF SECTION**