**NOTES TO ARCHITECT/ENGINEER (A/E) & DAS/CS PROJECT MANAGER:**

This version of the Division 01 General Requirements is for **ALL** CT Department of Administrative Services (DAS) Construction Services (CS) **Design-Bid-Build (DBB) AND Construction Manager at Risk (CMR) Capital Construction Projects.**

IMPORTANT NOTE: Section 01 42 20 Reference Standards and Definitions includes requirements for compliance with reference standards used in the project manual and for requiring copies of standards at site and definitions of terms that are not defined in the general conditions. Revise paragraphs carefully to reflect specific project requirements, or delete them if they do not apply.

**EDITING:** To Show the Editing Notes in this MS Word document the show/hide symbol (¶) button must be must turned on in the MS Word Toolbar. To print this document show/hide symbol (¶) must be turned off in the MS Word Toolbar, this will enable the document to indicate the correct number of total pages.

**TEXT:** The below **blue text** are project specific information that must be completed by the A/E as applicable to the specific project. When complete change **blue text** to **black text.** The ***bold and italicized text*** is for example purposes only and must be modified and edited by the A/E to make it project specific. For **text boxes**, left click on **Insert** and then insert project specific information over the word **Insert** in the underlined space.

**TABLES:** To view the Table Grid in this MS Word document, click inside any table, then go to the **Table Tools > Layout** tab, **Table** group, and click **View Gridlines.**

**HEADERS: The header** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the header shown herein. The header of each page shall contain the Section Number, the Section Title, and the page number & number of pages as shown herein.

**FOOTERS: The footer** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the footer shown herein. The footer shall contain the project number in the right hand side as shown herein. The revision date in the left side of the footer is to remain as it is for Department informational purposes only and should not be altered by the Architect/Engineer.

**SECTIONS AND PARAGRAPHS:** If a **Section** is not part of the project scope, **do not use** the Section in the General Requirements. Check “**NOT USED**” in the Table of Contents. **DO NOT delete** the Section title from the Table of Contents.

If a **Paragraph** is not applicable to the project, **delete the contents** of the Paragraph and renumber the subsequent Paragraphs. Edit **Paragraphs** carefully to reflect specific project requirements. DO NOT include Paragraphs or parts of Paragraphs in the project manual, which have no applicability to the specific project. KEEP IN NUMERICAL SEQUENCE and re-number as necessary.

**GENERAL CONDITIONS:** Please review the General Conditions carefully and coordinate the requirements of those Articles including the Definitions.

**DIVISION 01 SECTIONS** are the organizational key of the Project Manual. All revisions to this Division are the responsibility of the A/E. Division 01 must be closely coordinated with Division 00, Divisions 02 through 49, Division 50 (Project-Specific Available Information), the Drawings, and the Department’s Consultant Bid Data Statement (Form 6005, to be filled out by the A/E for bidding).

**IMPORTANT NOTE REGARDING “HIDDEN TEXT”:**

Each document contains Editing Notes in the form of “hidden text”. The Editing Notes assist the Architect in modifying and editing the document to make it project-specific. In order to show the “hidden text”, click the **Home** tab, and in the **Paragraph** group, click the **Show/Hide** symbol (¶). **Turn off** the Show/Hide symbol (¶) **before printing the document** in order to indicate the correct number of pages. **DELETE THIS NOTE.**

**IMPORTANT NOTE REGARDING FORMATTING:**

Insert a blank page at the end of all *odd numbered* specification sections that states “THIS PAGE INTENTIONALLY LEFT BLANK”. **DELETE THIS NOTE.**

**PART 1 - GENERAL**

## 1.1 RELATED DOCUMENTS

### A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 DEFINITIONS

NOTE: Terms defined below are not defined in the General Conditions. Delete this entire article or selected paragraphs in the article if definitions below are included elsewhere in the project manual or are not required.

### **A. General:** Basic contract definitions are included in the General Conditions of the Contract for Construction.

### **B. "Indicated":** The term "indicated" refers to graphic representations, notes, or schedules on the Drawings, or other paragraphs or Schedules in the Specifications, and similar requirements in the Contract Documents. Terms such as "shown," "noted," "scheduled," and "specified" are used to help the reader locate the reference. Location is not limited to this term.

NOTE: When using terms such as the ones in the 2 paragraphs below, do not extend the Architect's responsibility into the contractor's area of means, methods, and techniques of construction.

### **C. "Directed":** Terms such as "directed," "requested," "authorized," "selected," "approved," "required," and "permitted" mean directed by the Architect, requested by the Architect, and similar phrases.

### **D. "Approved":** The term "approved," when used in conjunction with the Architect's action on the Contractor's submittals, applications, and requests, is limited to the Architect's duties and responsibilities as stated in the Conditions of the Contract.

### **E. "Regulations":** The term "regulations" includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work.

NOTE: Avoid modifying 3 paragraphs below because of the widespread acceptance and understanding of the terms as defined.

### **F. "Furnish":** The term "furnish" means supply and deliver to the Project Site, ready for unloading, unpacking, assembly, installation, and similar operations.

### **G. "Install":** The term "install" describes operations at the Project Site including the actual unloading, unpacking, assembly, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.

### **H. "Provide":** The term "provide" means to furnish and install, complete and ready for the intended use.

### **I. "Installer":** An installer is the Contractor or another entity engaged by the Contractor, either as an employee, subcontractor, or contractor of lower tier, to perform a particular construction activity, including installation, erection, application, or similar operations. Installers are required to be experienced in the operations they are engaged to perform.

NOTE: Retain paragraph below where "quality assurance" articles in other sections include paragraphs specifying installer qualifications. Delete if use of the term is prohibited.

#### **1.** The term **"experienced,"** when used with the term **"installer,"** means having a minimum of **five (5)** previous projects similar in size and scope to this Project, being familiar with the special requirements indicated, and having complied with requirements of authorities having jurisdiction.

NOTE: Generally retain subparagraph below. It is helpful to avoid unreasonable claims.

#### **2. Trades:** Using terms such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to tradespersons of the corresponding generic name.

NOTE: Delete subparagraph below unless other specification sections assign certain items of Work to pre-selected contractors (specialists). Modify if necessary to suit project.

#### **3. Assigning Specialists:** Certain Sections of the Specifications require that specific construction activities shall be performed by specialists who are recognized experts in those operations. The specialists must be engaged for those activities, and their assignments are requirements over which the Contractor has no option. However, the ultimate responsibility for fulfilling contract requirements remains with the Contractor.

**a.** This requirement shall not be interpreted to conflict with enforcing building codes and similar regulations governing the Work. It is also not intended to interfere with local trade-union jurisdictional settlements and similar conventions.

NOTE: Generally retain paragraph below but modify to suit project.

### **J. "Project Site"** is the space available to the Contractor for performing construction activities, either exclusively or in conjunction, with others performing other Work as part of the Project. The extent of the Project Site is shown on the Drawings and may or may not be identical with the description of the land on which the Project is to be built.

### **K. "Testing Agencies":** A testing agency is an independent entity engaged to perform specific inspections or tests, either at the Project Site or elsewhere, and to report on and, if required, to interpret results of those inspections or tests.

## 1.3 SPECIFICATION FORMAT AND CONTENT EXPLANATION

NOTE: Delete this article or portions of this article if information is unnecessary. Delete or revise entirely if CSI'S 49-Division format is not used.

### **A. Specification Format:** These Specifications are organized into Divisions and Sections based on CSI's "MasterFormat" 49-Division format and numbering system.

Note: If necessary, insert paragraphs explaining the section-numbering and page-numbering systems used. If necessary, add an explanation of line-numbering or alphanumeric paragraph-outline system used in the specification and the method of text subordination.

### **B. Specification Content:** This Specification uses certain conventions regarding the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations or circumstances. These conventions are explained as follows:

#### **1. Abbreviated Language:** Language used in Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be interpolated, as the sense requires. Singular words will be interpreted as plural and plural words interpreted as singular where applicable as the context of the Contract Documents indicates.

#### **2. Streamlined Language:** The Specifications generally use the imperative mood and streamlined language. Requirements expressed in the imperative mood are to be performed by the Contractor. At certain locations in the Text, subjective language is used for clarity to describe responsibilities that must be fulfilled indirectly by the Contractor or by others when so noted.

**a.** The words **"shall be"** are implied where a colon (:) is used within a sentence or phrase.

## 1.4 INDUSTRY STANDARDS

### **A. Applicability of Standards:** Except where the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

NOTE: Retain paragraph below unless the entire specification is edited to insert dates (though this is not recommended) and un-referenced standards are not applicable. Revise the date established below to comply with project requirements.

### **B. Publication Dates:** Comply with the standards in effect as of the date of the Contract Documents unless a specific date is indicated in the Contract Documents or the governing regulations cited herein.

NOTE: Paragraph below may resolve problems that sometimes arise using reference standards.

### **C. Conflicting Requirements:** Where compliance with **two (2)** or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent and highest quality requirement. Request a decision from the Architect before proceeding on requirements that are different but apparently equal, and where it is uncertain which requirement is the most stringent.

#### **1. Minimum Quantity or Quality Levels:** The quantity or quality level shown or specified shall be the minimum acceptable. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of the requirements. Request a clarification from the Architect regarding uncertainties before proceeding.

### **D. Copies of Standards:** Each entity engaged in construction on the Project is required to be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.

#### **1.** Where copies of standards are needed to perform a required construction activity, the Contractor shall obtain copies directly from the publication source.

### **E. Abbreviations and Names:** Trade association names and titles of general standards are frequently abbreviated. Where such acronyms or abbreviations are used in the Specifications or other Contract Documents, they mean the recognized name of the trade association, standards-generating organization, authorities having jurisdiction, or other entity applicable to the context of the text provision. Refer to Thompson Gale's "Encyclopedia of Associations," available in most libraries.

## 1.5 GOVERNING REGULATIONS AND AUTHORITIES

NOTE: Amend the names, dates, specific section references of the below regulations based upon the either the date of the certificate of compliance for all Non-Threshold projects or the permit application date for all Threshold projects.

### **A. Copies of Regulations:** Obtain copies of the **“latest applicable State Codes”** and the following regulations and retain at the Project Site to be available for reference by parties who have a reasonable need during submittals, planning, and progress of the Work, until Substantial Completion.

#### **1.** Connecticut State Building Code - [Insert].

#### **1.1** CT Supplement - [Insert].

#### **1.2** CT Amendments - [Insert].

#### **1.3** International Building Code - [Insert].

#### **1.4** International Existing Building Code - [Insert].

#### **1.5** International Mechanical Code - [Insert].

#### **1.6** International Plumbing Code - [Insert].

#### **1.7** International Energy Conservation Code - [Insert].

#### **1.8** National Electric Code (NFPA 70) - [Insert].

#### **1.9** ICC/ANSI A117.1-Accessible and Usable Buildings and Facilities - [Insert].

#### **2.** Connecticut Fire Safety Code - [Insert].

#### **2.1** CT Supplement - [Insert].

#### **2.2** CT Amendments - [Insert].

#### **2.3** International Fire Safety Code - [Insert].

#### **2.4** NFPA 101 - [Insert].

#### **3.** Connecticut Fire Prevention Code - [Insert ].

#### **3.1** NFPA 1 - [Insert].

#### **4.** Occupational Safety and Health Administration (OSHA)

#### **4.1** OSHA 29 CFR Part 1910 Occupational Safety and Health Regulations - [Insert].

#### **4.2** OSHA 29 CFR Part 1926 Occupational Safety and Health Regulations for Construction - [Insert].

### **B.** The **“latest applicable State Codes”** are available for download from the DAS website ([www.ct.gov/das](http://www.ct.gov/das)) > Doing Business With The State > State Building Construction > Publications and Forms > Office of State Building Inspector *and* Office of State Fire Marshal. Also visit the [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us) Connecticut Department of Labor website.

## 1.6 SUBMITTALS

NOTE: Retain general requirements in paragraph below. Specific submittals may be specified in other sections.

### **A.** **Permits, Licenses, and Certificates:** For the Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents.

# PART 2 – PRODUCTS (Not Applicable)

# PART 3 – EXECUTION (Not Applicable)

END OF SECTION 01 42 20