**NOTE TO CRITERIA ARCHITECT & DCS PROJECT MANAGER:**

This version of the Division 01 General Requirements is for a **Major Capital Project** authorized by the Commissioner to be a **Design-Build Project.**

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. The below blue text are project specific information that must be completed by the Criteria Architect 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 Criteria Architect 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 AND FOOTERS: The header and 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 header and footer shown herein. The header of each page shall contain the Division 01 General Requirements, and the page number & number of pages as shown herein. The footer shall contain the project number in the right hand side as shown herein. Division 00 and 01 contain a revision date in the left side of the footer. This date is to remain as it is for DCS informational purposes only and should not be altered by the Criteria Architect.

SECTIONS, SUBSECTIONS, PARAGRAPHS: If a Section is not part of the project scope, delete the Section in the General Requirements, then check “NOT USED” in the Table of Contents. DO NOT delete the Section title from the Table of Contents.

If a Sub-Section is not applicable to the project, DO NOT delete the Sub-Section title from the General Requirements OR from the Table of Contents. Check “NOT USED” in the Table of Contents, and then state “NOT USED” beneath the Sub-Section Title in the General Requirements. Delete the contents of the Sub-Section.

Edit Paragraphs carefully to reflect specific project requirements, or delete them if they do not apply. DO NOT include Paragraphs or parts of Paragraphs in the project manual, which have no applicability to the specific project. KEEP IN NUMERICAL SEQUENCE.

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 Criteria Architect. Division 01 must be closely coordinated with Division 00, Division 02 through 49, the Drawings, and Available Information.

LEED REQUIREMENTS: The “Division 01 General Requirements - Design -Build Capital Projects” include the Requirements for LEED & Commissioning. For D-B Capital Projects that DO NOT require LEED & Commissioning, the DCS PM and Criteria Architect must delete LEED & Commissioning sections designated in the Edit Notes, and then check “NOT USED” in the Table of Contents. DO NOT delete the Section title from the Table of Contents.

NOTES TO CRITERIA ARCHITECT, DCS PROJECT MANAGER, & USER AGENCY: Section 01 11 00 "Summary of Work" through Section 01 14 16 Coordination with Occupants more than any other Sections are project specific. These Sections expand requirements regarding definition of work of this contract; owner supplied products; Design-Builder’s use of premises; future work; and owner occupancy of any portion of or all of the work. Sample section text is contained to illustrate possible section content. Revise sample paragraphs carefully to reflect specific project requirements, or delete them if they do not apply.

**Note:** The DCS PM, Criteria Architect, and User Agency must determine whether this Project must comply with the following requirements of CGS § 16a-38k:

1. Project is approved and funded on or after January 1, 2008;
2. New construction of a state facility that is projected to cost not less than five million dollars;
3. renovation of a state facility that is projected to cost not less than two million dollars, that is financed with state funds and is approved and funded on or after January 1, 2008,

**01 10 00 SUMMARY**

1. **Summary:** Section 01 10 00 Summary contains the following Subsections:

|  |  |
| --- | --- |
| **01 11 00** | **Summary of Work** |
| **01 11 13** | **Work Covered By Contract Documents** |
| **01 11 29** | **Documents Furnished by the Design-Builder** |
| **01 12 16** | **Work Sequence - Phase(s);** |
| **01 12 19** | **Contract Interface** |
| **01 14 00** | **Work Restrictions** |
| **01 14 16** | **Coordination With Occupants** |

**01 11 00 SUMMARY OF WORK**

### **Related Documents:** All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

### **Project Number:** **Insert**.

### **Project Title:** **Insert**.

It is to be completed and ready for use by the Owner and Agency within the Contract Time specified in Division 00, Total Cost Proposal Form

1. **Project Location:** The **Insert**, located in ***Insert***, Connecticut.

### **The Project Description:**

NOTE: Include an abbreviated summary of major items of work for the project described above in the above paragraph. An Example of new construction follows, edit as necessary. Change for Renovation Work or a combination of types of Work.

#### Design and Construction of a building of approximately **Insert** gross square feet.

#### The building is new and shall be designed and constructed of materials that include but are not limited to the following: The structure shall consist of **Insert**. Exterior wall construction shall consist of **Insert**. Roof construction shall consist of **Insert**. Foundations shall consist of **Insert**. Interior finishes include **Insert**. Floor coverings include **Insert**. Ceilings shall be **Insert**.

#### The Authorities Having Jurisdiction for a Project that **Exceeds** the Threshold limitations and/or is a Connecticut State University System 2020 Project, as defined by the Connecticut General Statutes, are the Connecticut Department of Administrative Services (CT DAS) / Division of Construction Services (DCS) Office of State Building Inspector (OSBI) and CT DAS / DCS Office of State Fire Marshal (OSFM).

#### The Authority Having Jurisdiction for a Project that **does not Exceed** the Threshold limitations and is not a Connecticut State University System 2020 Project, as defined by the Connecticut General Statutes, is the CT DAS / DCS Code Unit.

**End Section 01 11 00**

**Summary of Work**

**01 11 13 WORK COVERED BY CONTRACT DOCUMENTS**

NOTE: Insert summary of work here. Examples of types of work are shown below. EDIT EXAMPLES BELOW AS REQUIRED FOR THIS SPECIFIC PROJECT.

### **Related Documents:** All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

### The Work includes but is not limited to the following:

#### ***Sitework, Landscaping, Site Utilities, Stormwater Management;***

#### ***Cast-in-Place Concrete, Architectural Precast Concrete;***

#### ***Masonry;***

#### ***Structural Steel, Miscellaneous Metals;***

#### ***Rough Carpentry, Interior Finish Carpentry, Architectural Woodwork, Laminate Clad Casework;***

#### ***Waterproofing, Insulation, Sprayed-on Fireproofing, Firestopping, Roofing, Sheet metal, and Joint Sealants;***

#### ***Doors and Frames, Overhead Doors, Aluminum Windows, Hardware, and Glazed Aluminum Curtain Wall;***

#### ***Drywall, Floor Coverings, Acoustical Ceilings, and Painting;***

#### ***Visual Display Boards, Toilet Compartments, Louvers and Vents, Wall Surface Protection Systems, Signage, Lockers, Fire Extinguishers, and Toilet Accessories;***

#### ***Projection Screens, Loading Deck Equipment, Dark Room Equipment, Laboratory Furnishings, Fume hoods, Fittings and Fixtures, Window Treatments, and Equipment;***

#### ***Elevators;***

#### ***Fire Alarm and Fire Suppression Systems;***

#### ***Plumbing, HVAC, and Electrical Systems;***

#### ***Telecommunications and Security Systems.***

### The Design-Builder will include in their Total Cost Proposal, all items required in order to carry out the intent of the work as described, shown and implied in the Contract Documents.

### It shall be the Design-Builder's responsibility upon discovery to immediately notify the Construction Administration, in writing, of errors, omissions, discrepancies, and instances of noncompliance with applicable codes and regulations within the documents, and of any work which will not fit or properly function if installed as indicated on the Contract Documents. Any additional costs arising from the Design-Builder's failure to provide such notification shall be borne by the Design-Builder.

NOTE: Identify type of contract for this project as stated in the Bid Proposal Form.

### The Work will be constructed under a single lump sum agreement.

### **Examination Of Site:**

### It is not the intent of the Documents to show all existing conditions. All Design-Builders are advised to visit and examine the site with the Construction Administrator prior to submitting bids.

### Design-Builders should investigate and satisfy themselves as to the conditions affecting the work, including but no restricted to those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, uncertainties of weather, roads or similar physical conditions of the ground, the character of equipment, and facilities needed preliminary to and during the prosecution of the Work. The Design-Builder should further satisfy himself as to the character, quality, and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, as well as from information presented by the Contract Documents. Any failure by the Design-Builder to acquaint himself with the available information shall not relieve him from the responsibility for estimating properly the difficulty and cost of successfully performing the Work.

NOTE: Revise the sentence below for Geotechnical Reports, Boring Logs, and Boring Location Plans as appropriate for the project or delete entirely if not required

### Review of **Geo-Technical Reports and Boring Logs** are contained in the Design-Build Request for Proposals, the Boring Location Plans are in the Contract Documents.

NOTE: If a tour of of the Site is not part of the Pre-Proposal Meeting then delete the reference in subsection F below.

### **Pre-Proposal Meeting:**

### A Pre-Proposal Meeting **and tour of the site** will be conducted as indicated in the Request For Proposals Notification as Scheduled in **Section 00 25 16.01 Pre-Proposal Meeting for D-B Shortlisted Proposers from Volume 1 of the D-B RFP.** This scheduled conference is the only official opportunity for the D-B Proposers to **tour the site and** meet with the Owner, Architect, Engineer, Construction Administrator, and Agency.

### The all Volumes of the Design-Build Request for Proposals are intended to describe and illustrate the materials and labor necessary for the work of this Project.

### Throughout the Technical Specifications, the Connecticut Department of Transportation Standard Specifications for Roads, Bridges, and Incidental Construction Form 814A, current addition including any interim and supplemental specifications are referenced. Where so referenced the requirements set forth therein are applicable and made a part hereof Copies of Form 814A are available from the Connecticut Department of Transportation at a nominal charge.

**End Section 01 11 13**

**Work Covered By Contract Documents**

##### **01 11 29 DOCUMENTS FURNISHED BY DESIGN-BUILDER**

NOTE: Insert number of sets; for the specific project. This is a guideline, the CA and Project Manager shall determine the number by the number of Design-Build Participants that will be involved with the project.

**A.** **Related Documents:** All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1. The Design and Construction Documents to be provided by the Design-Builder to the Owner shall be in accordance with the all of the requirements of the Design-Build Request for Proposals and they must explain in substantial detail the full scope of the Work.

NOTE: Insert number of sets; minimum of 10 sets for small projects. This is a guideline, the A/E and Project Manager shall determine the number by the number of the Design-Builder’s sub-contractors that will be involved with the job.

**C.** The Owner will review the Design-Build Design and Construction Documents only for conformance with the Design-Build Contract Documents, including but not limited to the Request For Proposal (D-B), and any other documents incorporated into the Design-Build Contract Documents. When the review is completed and the Design-Build Agreement is executed, then the design and construction of the project can proceed as specified in the D-B Contract Documents.

1. The Design Builder shall be responsible for submitting all required Contract Documents to the CT DAS / DCS Office of State Building Official for obtaining all necessary Building Permits prior to the start of construction.

NOTE: If a “Construction Site Guideline Plan” is not required for this project then delete the reference in Paragraph E below.

#### **Design-Build Plan of Use:** The Design-Builder shall prepare "Plan of Use" for the Project based upon **Section 00 31 19.16 Construction Site Guideline Plan in Section 00 30 00 Available Information, D-B RFP Volume 1**. The Design-Builder’s "Plan of Use" for the Project shall describe in detail the Design-Builder’s proposed use of the Site and Building, both inside and outside the Contract Limit Area. The Design-Builder shall prepare the Plan of Use on a **1"=20'** scale plan of the Project Site and a **1/8"=1'-0"** scale plan of the Project Building(s).

1. The Plan of Use shall include, but not be limited to the following:
   1. **phasing requirements;**
   2. **proposed vehicle and equipment access routes;**
   3. **locations of proposed staging/lay-down and storage areas, utility connections;**
   4. **utilization of maintaining al least one elevator in use at all times;**
   5. **occupant access to the elevator during construction;**
   6. **delivery access of materials, handicap access;**
   7. **building egress, proposed pedestrian traffic flows in the interior and exterior of the building;**
   8. **temporary access-ways;**
   9. **office trailer and dumpster locations;**
   10. **location of perimeter construction fencing and gates;**
   11. **other protection measures around and in the building(s);**
   12. **temporary partitions, proposed pedestrian traffic flows around and in each building;**
   13. **proposed building access points;**
   14. **proposed protection measures for trees, shrubs and plantings, interior access-ways;**
   15. **coordination of activities that relate to building occupants and other field applied measure to protect and coordinate the work including any relocation of utilities.**
2. The Design-Builder shall submit the **Design-Build Plan of Use** to the Owner for approval within **seven (7)** Calendar Days of the execution of the D-B Agreement, and Work on the Project shall not commence until an acceptable **Design-Build Plan of Use** has been approved by the Owner. Any delay in the Project caused by the Design-Builder’s failure to submit an acceptable **Design-Build Plan of Use** shall not alter the Design Builder’s responsibility to complete the Work by the dates specified in the D-B Agreement.

**End Section 01 11 29**

**Documents Furnished By Design-Builder**

**01 12 16 WORK SEQUENCE - PHASE(S)**

#### **Related Documents:** All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

NOTE: Reference Site Phasing Drawing Sheet Number

#### Site Phasing Plan is shown in D-B Volume **Insert** on Drawing Sheet No. **Insert**.

NOTE: Example: Amplify paragraphs below as necessary. Revise to suit actual project conditions. Insert number of Phases and completion date(s) as required.

#### The entire Project shall be designed and constructed in **Insert** Phase(s). Work of these Phase(s) shall be substantially complete, ready for occupancy within **Insert** Calendar Days of commencement of the Work (the “**Contract Time**”).

NOTE: Example: Insert Phase number and brief description of the intent of the each Phase as required. Repeat as required for each Phase. Add or delete applicable number of Phases.

**1.** Phase **Insert** shall include the following portions of work, including all labor and material, shown on the drawings and/or as specified hereinafter. Work of this Phase shall be substantially complete, ready for occupancy within **Insert** Calendar Days of commencement of the Work. The intent of this Phase is to **Insert** and includes but is not limited to the following:

#### **1.1 West Wing;**

#### **1.2 First and Second Floors;**

#### **1.3 Site Utilities.**

#### Phase **Insert** shall include the following portions of work, including all labor and material, shown on the drawings and/or as specified hereinafter. Work of this Phase shall be substantially complete, ready for occupancy within **Insert** Calendar Days of commencement of the Work. The intent of this Phase is to **Insert** and includes but is not limited to the following:

#### **North Wing;**

#### **First Floor Main Entrance;**

#### **North Parking Lot.**

**End Section 01 12 16**

**Work Sequence – Phase(s)**

**01 12 19 CONTRACT INTERFACE**

### **A. Related Documents:** All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

### **B. Owner:** The Owner is the State of Connecticut, Department of Administrative Services.

#### **1.** The authorized representative for the Owner is **Insert**, DCS Project Manager. The DCS Project Manager is located at Room **Insert**, 165 Capitol Avenue, Hartford, CT, 06106. Phone: **Insert**; Fax: **Insert**; E-mail: **Insert**.

NOTE: For all projects, identify the name, location and phone/fax numbers of the DCS Project Manager, authorized to perform this function. See Article 25 “All Work subject to Control of the Commissioner” in the Division 00, General Conditions for the authority of the Project Manager.

##### The DCS Project Manager is the authorized representative for the Department of Administrative Services Commissioner to act in matters involving revoking, altering, enlarging or relaxing any requirement of the contract documents.

### **C. Agency:** The Connecticut State (User) Agency is **Insert**.

NOTE: Identify the name and location of the Agency.

#### **1.** The Agency Representative is **Insert**. The Agency Representative’s title is **Insert**. The Agency Representative is located at **Insert**. Connecticut, **Insert**. Phone: **Insert**; Fax: **Insert**; E-mail: **Insert**.

NOTE: Identify the name and location of the Agency Representative.

#### The Agency Representative has the administrative authority for the facility and or site where the work is being performed but does not have the authority to change the contract documents or direct the Design-Builder.

NOTE: Identify the names of Architect or Engineer for all projects. This section uses the term Architect and Engineer. Change this term as necessary to match the actual term used to identify the design professionals appropriate for the project and as defined in the General and Supplementary Conditions.

### **D. Design-Builder’s Architect:** The Design-Builder’sArchitect and Engineer or their accredited representative is referred to in the Contract Documents as "Design-Builder’s Architect" or "Design-Builder’s Architects" or "Design-Builder’s Engineer" or " Design-Builder’s Engineers" or by pronouns which imply them. As information for the Design-Builder, the Design-Builder’s Architect’s or Engineer's status is defined as follows:

#### All interpretations or decisions make by the Design-Builder’s Architect and Engineer shall be conveyed simultaneously to both Design-Builder and Construction Administrator.

#### As the authorized representative of the CT DAS Commissioner, the Construction Administrator (CA) is responsible for review of submittal, shop drawings, materials, and equipment intended for the work, for conformance with the requirements of the Design – Build Request For Proposals (D-B RFP) for this Project.

#### Wherever the Design-Builder’s Architect or Engineer is mentioned in the documents in connection with an administrative function, it shall include the Design-Builder in that function.

NOTE: Identify the named Construction Administrator for all projects. See Article 26 “Authority of the Construction Administrator” in the General Conditions for the authority of the Construction Administrator.

### **E. Construction Administrator:** The Construction Administrator is **Insert**, and is located at **Insert**, Connecticut, **Insert**. Phone: **Insert**; Fax: **Insert**; E-mail: **Insert**.

##### The Construction Administrator is referred to in the Contract Documents as "Construction Administrator" or "Criteria Architect" or by pronouns which imply it. All communications concerning the project will be directed through the Construction Administrator or a designated representative(s).

##### As information to the Design-Builder, the Construction Administrator’s status is defined as follows:

##### The Construction Administrator is the Owner's Agent who will, among other things, monitor the Design-Builder's performance, scheduling and construction, review shop drawings, material, and equipment submittals, review and process periodic billings, review and recommend cost changes.

##### The Construction Administrator will process all Requests For Information, interpretations and decisions regarding the meaning and intent of the Design-Builder’s Contract Documents, consulting with appropriate parties prior to rendering the interpretations or decisions to the Design-Builder. All such requests and replies shall be in writing.

##### **F. PMWeb Project Management:**

NOTE: Verify use of PMWeb with the DCS Project Manager for all projects under $5,000,000. Edit this section as appropriate for the needs of the specific project. Delete entire section for projects that are not required to use PMWeb.

1. DCS is using PMWeb as the project management collaborative software tool for this project.
2. The Design-Builder is required to utilize PMWeb for the duration of this project and shall provide all project information via this program management software. This includes, but is not limited to contracts, applications for payment, change orders, change order proposals, requests for information, etc.
3. The DCS Project Manager [orCriteria Architect (DCBA) and/or Construction Administrator (CA) shall arrange for training. This training is for the Design-Builder’s Staff, the DCS project Manager, the Criteria Architect and/or Construction Administrator (CA), and their representatives.
4. DCS will be establishing a project specific email “file” address for this project. The Design-Builder shall send an electronic “file” copy of all of their project documents to this email address, to include but not limited to all project correspondence, project emails, forms, etc.
5. The Design-Builder is required to scan all documents that contain **wet (ink)** signatures and send a copy of those documents electronically to the DCS Project Manager and the project specific email “file” address. The hard copy of the wet signature documents shall be transmitted as directed by the DCS Project Manager. This includes, but is not limited to all contracts, change orders, applications for payment, etc.

**End Section 01 12 19**

**Contract Interface**

**01 14 00 WORK RESTRICTIONS**

NOTE: Edit this section for specific Agency or site conditions as necessary.

### **A. Related Documents:** All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

### The Design-Builder shall confine his operations, including storage of apparatus, equipment and materials to the contract limit lines as directed by the Construction Administrator.

### The areas and/or spaces, including their access, shall be maintained free and clear throughout the contract term.

### Parking for Design-Builder's employees will be limited to an area (or areas) designated by the Construction Administrator. The Design-Builder may be required to provide identification stickers for employees' cars.

**End Section 01 14 00**

**Work Restrictions**

**01 14 16 COORDINATION WITH OCCUPANTS**

NOTE: This Article contains paragraphs describing occupancy of the project during construction. It also describes partial occupancy before substantial completion. Modify as necessary or size & scope of project

NOTE: Retain paragraphs below when the Agency will occupy the premises during construction. Modify as necessary.

### **A. Related Documents:** All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

### **Full Agency Occupancy During Construction:** The Agency will occupy the site and existing building during the entire construction period. Cooperate with the Agency during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with the Agency's operations.

#### Provide adequate building and fire code egress from the buildings during the renovation process. The Design-Builder will be responsible to maintain and protect egress ways during the construction sequence per the design as supplied by the Architect. Design-Builder shall be responsible for preparing egress plans for Owner approval and for CT DAS / DCS Office of State Building Official and Office of State Fire Marshal approval if required.

NOTE: Retain paragraph below when the Agency might occupy completed portions of the building prior to substantial completion. Modify to suit project requirements.

### **Partial Agency Occupancy:** The Agency reserves the right to occupy and to place and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.

#### Should it become necessary or advisable, as the work nears finalcompletion, for the Agency to occupy a portion of the building prior to final acceptance, the Design-Builder shall cooperate in completing such areas and making same accessible.

#### The Construction Administrator will determine whether such occupancy or use is possible and, if so, will make arrangements for holding a job inspection with the Project Manager, Agency Representative, Design-Builder’s Architect and Design-Builder.

#### A comprehensive list of items to be completed or corrected as issued by the Design-Builder, together with the status of completion and terms of occupancy, will be forwarded to the Project Manager and the Design-Builder’s Architect by the Construction Administrator. A letter will be issued by the Project Manager and Design-Builder’s Architect to Construction Administrator granting such occupancy and will state the terms and conditions of occupancy.

#### Prior to partial Agency occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Agency will operate and maintain mechanical and electrical systems serving occupied portions of the building.

NOTE: For Paragraph below review Section 01 29 76 Progress Payment Procedures that also uses “Certificate of Substantial Completion” for Final Payment, carefully coordinate the sections.

#### The Design-Builder’s Architect will prepare a “Certificate of Substantial Completion” for each specific portion of the Work to be occupied prior to Agency occupancy. Use the “Certificate of SubstantialCompletion” form as required by the Owner.

NOTE: Retain either paragraphs dependent on whether project is non threshold limit building or building exceeds threshold limits Agency will occupy portions of building during construction. Delete non-applicable paragraph. For projects that do not exceed the threshold limit:

#### The Project Manager will request a signed “Certificate of Compliance” from the, Design-Builder’s Architect, and Design-Builder, and forward the Certificate to the CT DAS / DCS Office of State Building Inspector for a Certificate of Occupancy and obtain the same after his review and approval.

NOTE: Retain paragraphs below to describe procedures and requirements necessary before partial occupancy of portions of the project. Modify as necessary.

#### A letter from the Project Manager to the Agency Representative with copy to the Design-Builder granting occupancy will state the terms and conditions of occupancy and that fire insurance coverage has been requested, the effective date of which will indicate to the Design-Builder that they may cancel fire insurance coverage for that portion of the project.

#### Upon occupancy, the Agency will assume responsibility for maintenance and custodial service for occupied portions of the building.

#### **Work after Partial Agency Occupancy:**

##### For all work to complete the area occupied, warranty work, the balancing and Commissioning (Cx) of systems, repair of latent defects and adjustments after partial occupancy, the Design-Builder is responsible for all costs associated with working in occupied buildings.

NOTE: Retain paragraphs below when the Agency will occupy building after construction. Modify as necessary.

### **Agency Occupancy:**

#### The Construction Administrator will determine whether such occupancy is possible and, if so, will make arrangements for holding a job inspection with the Project Manager, Agency Representative, Design-Builder and Design-Builder’s Architect.

#### A comprehensive list of items to be completed or corrected as issued by the Design-Builder, together with the status of completion and terms of occupancy, will be forwarded to the Project Manager and the Design-Builder by the Construction Administrator. A letter will be issued by the Project Manager and Design-Builder’s Architect to Construction Administrator granting such occupancy and will state the terms and conditions of occupancy.

#### Prior to Agency occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Agency will operate and maintain mechanical and electrical systems serving occupied portions of the building.

#### The Design-Builder’s Architect will prepare a **“**Certificate of Substantial Completion” for the Work to be occupied prior to Agency occupancy. Use the “Certificate of SubstantialCompletion” form as required by the Owner.

#### **5.** The Project Manager will request a signed “Certificate of Compliance” from the Design-Builder’s Architect, and Design-Builder, and forward the Certificate to the CT DAS / DCS Office of State Building Inspector for a Certificate of Occupancy and obtain the same after his review and approval.

NOTE: Retain paragraphs below to describe procedures and requirements necessary before Agency occupancy of the project. Modify as necessary.

#### A letter from the Project Manager to the Agency Representative with copy to the Design-Builder granting occupancy will state the terms and conditions of occupancy and that fire insurance coverage has been requested, the effective date of which will indicate to the Design-Builder that they may cancel fire insurance coverage for the project.

#### Upon occupancy, the Agency will assume responsibility for maintenance and custodial service for occupied portions of the building.

#### **Work after Agency Occupancy:**

##### For all work to complete the occupied building, warranty work, the balancing and commissioning of systems, repair of latent defects and adjustments after occupancy, the Design-Builder is responsible for all costs associated with working in occupied buildings.

**End Section 01 14 16**

**Coordination With Occupants**

**END SECTION 01 10 00**

**SUMMARY**