

MISSISSIPPI STATE UNIVERSITY
Office of Planning Design and Construction Administration

SECTION 01 900 – DIVISION ONE SUPPLEMENT

PART 1 - SUMMARY OF WORK SUPPLEMENT

1.1 WORK SEQUENCE

A. The Contractor must be complete with all work in accordance with the Project Manual and Drawings on or before _____. OR within _____ calendar days of issuance of notice to proceed.

B. PROJECT MILESTONES

1. The Contractor shall generate and incorporate the following milestones in the Contractor's overall baseline project schedule.
 - a. Milestone 1
 - b. Milestone 2
 - c. Milestone 3
2. If the Contractor fails to meet any milestone date, then a Recovery Plan must be submitted for approval within 10 days of the missed milestone date. Recovery Plan must include outline of schedule to expedite the project to achieve the remaining milestone dates.
3. Milestone dates and a milestone summary sheet must be included in project schedule that is submitted with each Application for Payment. If a milestone date is missed during the payment period then an approved Recovery Plan must be included to process payment.

C. WORK RESTRICTIONS

1. Work is not allowed on the following days: home football game days, fall graduation and spring graduation.

D. WORK BY OWNER

1. Concurrent Work by Owner includes but is not limited to:
 - a. Tele/Data system work by MSU ITS or Others.
 - b. Furniture, Fixtures & Equipment.
 - c. AT&T and/or C-Spire
 - d. Wi-Fi systems
 - e. Graphics and Signage f
2. Preceding Work includes but is not limited to:
 - a.

E. PROJECT COORDINATION

1. General Contractor Staff: Contractor shall provide the following minimum staff for the project and shall provide any additional staff as necessary during the Work:
 - a. Offsite:
 - 1) Senior Project Manager
 - 2) Scheduler

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- a) This individual shall be responsible for ensuring that the project schedule is maintained and updated in a timely manner in accordance with contract document requirements.

 - b. Onsite and dedicated to the project:
 - 1) Project Superintendent
 - 2) Project Manager – minimum 5 years commercial experience
 - 3) Assistant Superintendent

 - c. Other Staff / Consultants that are Off-Site but visit as needed:
 - 1) Safety Manager
 - 2) Quality Control Manager

 - d. Contractor's supervision and management personnel are subject to approval by the Owner. Within ten (10) days of the notice to proceed, the contractor shall submit the proposed staff resumes to the Architect and Owner for review and approval.
- F. Survey Verification of Existing Conditions: The Contractor shall be responsible for field dimensioning the existing conditions of the project site and the building, especially as it relates to connection/tie-in locations. The contractor shall employ or assign a qualified surveyor to perform survey of existing structure that is in contact with new structure within 45 days of Notice to Proceed. General Contractor shall report findings to the Architect within 1 week of survey. This will require the Contractor to field verify the existing structure prior to shop drawing completion and submission to ensure that the work under this scope will be coordinated with the existing structure and systems. Notify the design team immediately of any variances from the project documents as it relates to the existing facility.
- G. Material Tracking: The General Contractor shall submit a Material Tracking Log to the Architect & Owner for review and approval per the log at the end of this section within thirty (30) days of Notice to Proceed. Each item will be provided an ID number that matches the specification number. The Required on Site Date provided must coincide with the project schedule. The submittal due date must be coordinated with submittal log. The Lead Time for each item must be provided and verified by the supplier or vendor in writing via email or letter. This log must be updated and submitted to the design team and owner's representative each week during the weekly coordination meetings.
- 1. If material procurement is delayed due to late submission of acceptable submittals then the General Contractor shall make arrangements to expedite the material to ensure that the material arrives on time per the material status log.
 - 2. If a submittal submission is submitted late per the log then the General Contractor shall provide a plan of action to expedite the material procurement or provide documentation from the supplier that the material will arrive on time per the material status log. The plan of action shall be submitted within one week of the later submission.
- H. Deficiency Log - The General Contractor shall maintain a log of deficiencies noted by the design team or owner's representative. The log shall be per the attached form. The log shall track the items from the date they were noted to the date they were completed. The log shall include a picture of the corrected item after correction to document the completion of each item.

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The General Contractor shall maintain this log and update project team weekly of the status. The deficiencies log shall be submitted with the monthly pay application. The estimated value of repairing any item that is over thirty (30) days old shall be deducted from the progress payment. This shall be on a spreadsheet format and saved on a shared folder with design team and owner.

- I. Concrete Pour Log - The General Contractor shall maintain a concrete pour log that tracks the date of each pour, location of concrete pour, yardage installed, concrete breaks with a column for each break (7-day, 28-day, 56 day). The General Contractor will update and provide to design and owner monthly.
- J. Daily Reports – The Contractor’s Superintendent will prepare a report daily which includes as a minimum the Contractor’s force on site by craft and skill level and their efforts of the day, supervision, material deliveries, problems encountered, inspections and their results, milestone achieved, significant items of work accomplished or attempted, delays or disruptions that occur, visitors and special instructions which effect their work. Reports shall be uploaded on a weekly basis.
- K. Site Logistics Plan – thirty days before beginning each phase the Contractor shall submit a Site Logistics Plan for review. At a minimum the plan shall include construction entrances, specific material lay down areas, temporary toilet facilities, access roads and hoisting plans.
- L. Quality Control - General Contractor shall enact and enforce quality control procedures by its own personnel or other third party to ensure compliance with the Contract Documents and the quality of work acceptable to the Architect and Owner. The General Contractor shall submit a quality control plan to the owner’s representative within thirty (30) days of Notice to proceed. The following are specific quality control measures that will be required to be included in the Quality Control Plan. These are not mandatory methods but are for purposes of intent of the level of quality control that is to be implemented by the General Contractor. The evidence of the inspections by inspection forms, marking the areas of work inspected and documenting with pictures as mentioned below is required in some manner for the owner to have assurance that the inspections are taking place. Each inspection form and associated picture shall be submitted as one file both electronically on a weekly basis for all inspections performed the previous week.
 - 1. Site Utilities:
 - a. Existing: Contractor shall video conditions of existing conduits and underground pipe prior to tie-in to ensure that the conduits and pipe are not damaged or clogged. Provide video and report to design team prior to commencing work.
 - b. New: Prior to Substantial Completion new site utilities and existing utilities that connect to new shall be videoed to ensure pipes are not damaged or clogged. Provide video and report to design team prior to requesting Substantial Completion.
 - c. The Contractor shall provide an opportunity to have all site utilities inspected by the Owner’s utility and life safety departments prior to covering up work.
 - d. A steel mandrel of appropriate size shall be pulled through all primary conduits and communication conduits that are 3” and larger.
 - 2. Structure

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- a. Implement a plan to inspect each element of the structure as work progresses. This includes but is not limited to concrete reinforcement & placement; steel framing, joists & decking; cold-formed metals; pre-cast concrete; and CMU masonry.
 - 1) Provide opportunity for Design Professional and Owner to inspect work prior to cover up.
 - 2) Accuracy of footings, anchor bolts, embed plates, etc must be field verified by Contractor prior to commencement of successor activity. Documentation of field verification and cross-check of shop drawings to be uploaded prior to beginning successor activity (steel, pre-cast, etc).
3. Exterior Envelope
 - a. First work approvals – At the start of each of the exterior sheathing/vapor barrier, masonry, window, storefront, roofing and metal panel scope of works the General Contractor shall install a portion of the work for the design team and owner’s representative to review. The General Contractor shall not proceed with the installation of work until the design team has issued a “First Work Verification Form”.
 - b. Testing – The following test shall be performed after the issuance of the “First Work Verification Form”. These are in addition to the testing required in each specification section of the project manual.
 - 1) Windows – perform water leak test per AAMA 501.2.-03 on 5% of the windows on each building. If any water leak test fails, then corrections shall be made to that opening and a re-test shall be performed on that window opening and an adjacent window opening. General Contractor shall perform water leak / air infiltration test on mock-up wall, if applicable.
 - 2) Sub-Roof System – water test sub-roofs
 - 3) Traffic Coating, Roofing and other systems – manufacturer inspection and documentation of sub-surface (as applicable) and installation
 - c. Photographic Documentation – Document the installation of the following items with a photograph that is saved electronically by the location of the installation. The General Contractor shall be responsible for taking, filing, and submitting the photos to the design team. The Design Team and Owner’s representative shall approve the identification method for submitting these.
 - 1) Exterior Sheathing / Vapor Barrier – Exterior sheathing after joints have been treated, every 500 sq ft. Window flashing prior to and after window installation, every window. Vapor Barrier every 500 sq ft.
 - 2) Masonry – Through-wall flashing at bottom of wall, relief angles, and window/door lintels. Take photos of every lintel and of every 50 linear feet of through-wall flashing at bottom of wall and relief angles. The masonry subcontractor shall perform their own quality control inspection with an approved inspection form and pictures of the work prior to cover up. The Contractor shall perform a similar inspection after the Masonry sub is complete with their inspection.
 - 3) Precast Architectural Concrete
 - a) The General Contractor, Erector and Fabricator shall work together to as-built the supporting structures and coordinate fabrication to identify any conflicts. This shall be performed as the concrete and steel are installed. Any modifications shall be performed at the plant prior to shipping. All modifications must be reviewed by the architect and engineer of record.

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- b) Plant quality control check – Prior to shipping material the fabricator must check panels for quality, includes but not limited to dimensions, embeds, finish, shape, etc. This must be performed on each piece with an approved inspection form and associated pictures. This documentation must be submitted to owner on a weekly basis. The Contractor shall perform a minimum of four (4) plant visits to review the quality control process.
 - c) Job site material quality control check - Prior to unloading material the General Contractor must check materials for quality, includes but not limited to dimensions, embeds, finish, shape, etc. This must be performed on each piece with an approved inspection form and associated pictures. This documentation must be submitted to owner on a weekly basis.
 - d) The erector and Contractor shall perform quality control inspections of each section after installation and prior to joint sealants being applied. This must be performed on each piece with an approved inspection form and associated pictures. This documentation must be submitted to owner on a weekly basis.
4. In-wall Inspections - Upon completion of the in-wall rough-in for each phase of the project each subcontractor shall appoint a competent quality control supervisor to inspect all work for layout, completion, neatness, and specifications. After making any corrections necessary and verifying that work is complete the supervisor will mark both sides of each stud in the phase to indicate that the area is complete and ready for the General Contractor's inspection. Each trade will be assigned the following colors to paint the studs: Mechanical Contractor – Green; Electrical Contractor – Blue; Framing & Gypsum Board Contractor – Orange; General Contractor – Red; Other Trades as Required.
- a. After each trade has inspected their own work and marked the studs accordingly the General Contractor will inspect each room in the phase. The General Contractor will notify the quality control supervisor of each Subcontractor deficiencies that need to be corrected. After the deficiencies have been corrected the General Contractor shall complete an in-wall inspection form and take pictures of each wall of the room. The inspection form and the pictures will be uploaded onto for file. After completion of General Contractor inspections then the General Contractor shall notify the Design Team & Owner for their inspection. Walls cannot be covered up until all inspections are complete by Subcontractors, General Contractor and Design Team.
 - b. Above Ceiling Inspections – The General Contractor shall implement a similar process to the inwall inspections above. Ceilings cannot be closed up / tiles installed until Design Team and Owner have inspected and approved.
 - c. Building Systems Inspections – The General Contractor shall provide a plan for checking the following systems to verify that they are installed correctly and operated correctly.
 - 1) Fire Alarm System
 - 2) Building Control System
 - 3) Sprinkler System
 - 4) Life Safety System
 - 5) Emergency Generator
 - 6) Temp air filter maintenance during construction

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- 7) Duct dust control
- 8) Plumbing System
- 9) Electrical Systems
- 10) Interior Finishes – Provide a plan to verify substrates are acceptable to install finishes, protect finishes after installing, etc. Plan must include review and approval of sub-grades prior to installation of finish product.

PART 2 - ALLOWANCE SUPPLEMENT

2.1 SCHEDULE OF ALLOWANCES

- A. Include the following allowances in the Bid, for inclusion in the Contract Sum:
 1. DDC Building Controls: \$ _____ (_____) to procure the DDC Building Controls System for this project. The DDC Building Controls System is described in Specification Section _____ “Instrumentation and Control for HVAC” and further illustrated on Division 23 drawings. This allowance is to be carried by the MECHANICAL contractor.
 2. Latent Condition Allowance:

PART 3 - ALTERNATE SUPPLEMENT

3.1 DESCRIPTION OF ALTERNATES

- A. Add Alternate No. 1: **(Description of Alternate)**
- B. Add Alternate No. 2: **(Description of Alternate)**
- C. Add Alternate No. 3: **(Description of Alternate)**
- D. Add Alternate No. 4: **(Description of Alternate)**
- E. Add Alternate No. 5: **(Description of Alternate)**
- F. Add Alternate No. 6: **(Description of Alternate)**
- G. Add Alternate No. 7: **(Description of Alternate)**
- H. Add Alternate No. 8: **(Description of Alternate)**

PART 4 - UNIT PRICES

4.1 SCHEDULE OF UNIT PRICES

- A. Unit-Price No. 1: **(Description of Unit Price)**

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B. Unit-Price No. 2: (Description of Alternate)

PART 5 - ADVERSE WEATHER DELAYS

5.1 **ADVERSE WEATHER DELAYS**

A. Definition of Adverse Weather:

1. Adverse Weather is defined as the occurrence of one or more of the following conditions within a twenty-four (24) hour day that prevents construction activity exposed to weather conditions or access to the site:
 - a. Precipitation (rain, snow, or ice) in excess of one-tenth inch (0.10") liquid measure;
 - b. Temperatures that do not rise above that required for the day's construction activity, if such temperature requirement is specified or accepted as standard industry practice.
2. Adverse Weather may include, if appropriate, "dry-out" or "mud" days:
 - a. Resulting from precipitation days that occur beyond the standard baseline;
 - b. Only if there is a hindrance to site access or sitework and Contractor has taken all reasonable accommodations to avoid such hindrance; and,
 - c. At a rate no greater than one (1) make-up day for each day or consecutive days of precipitation beyond the standard baseline that total one (1) inch or more, liquid measure, unless specifically recommended otherwise by the Engineer.
3. A Weather Delay Day may be counted if adverse weather prevents work on the project for fifty percent (50%) or more of the contractor's scheduled work day and, only if, critical path construction activities were included in the day's schedule, including a weekend day or holiday if Contractor has scheduled construction activity that day.
4. Contractor shall take into account that certain construction activities are more affected by adverse weather and seasonal conditions than other activities, and that "dry-out" or "mud" days are not eligible to be counted as a Weather Delay Day until the standard baseline is exceeded. Hence, Contractor should allow for an appropriate number of additional days associated with the Standard Baseline days in which such applicable.

B. Extensions of Contract Time:

1. An extension of time on the basis of weather may be granted only for the number of Weather Delay Days in excess of the number of days listed as the Standard Baseline for that month.

C. Standard Baseline for Average Climatic Range

1. The Engineer has reviewed weather data available from the National Oceanic and Atmospheric Administration (NOAA) and determined a Standard Baseline of average climatic range for the project location.

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2. Standard Baseline is defined as the normal number of calendar days for each month during which construction activity exposed to weather conditions is expected to be prevented and suspended by cause of adverse weather. Suspension of construction activity for the number of days each month as listed in the Standard Baseline is included in the Work and is not eligible for extension of Contract Time.

3. Standard Baseline is as follows:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8	7	8	7	7	8	7	6	6	5	6	7

D. Documentation and Submittals

1. The Contractor must submit each month with his Application for Payment, a separate letter stating that he is or is not requesting an extension of time for that period of time when Applications for Payment are considered. No payment on a monthly Application for Payment will be approved until the letter is received. Any adverse weather days that occur after the schedule date of substantial completion will not be considered and will not qualify for an adjustment to the contract time. Once the contract time has concluded, additional time will not be considered due to adverse weather.

2. Supporting Data shall run concurrently with the Application for Payment and shall consist of the following:

a. Submit a daily log reporting form for approval prior to the first Application for Payment containing:

- 1). Record of adverse conditions that hindered work.
- 2). Time of day work activities were stopped.
- 3). Temperature.
- 4). Work in progress.
- 5). Number of hours work was stopped for each work day.
- 6). Trades on the job and number of workmen for each trade.
- 7). Record weather conditions each calendar day of each month, adverse or not.

3. Submit actual weather data to support claim for time extension obtained from nearest NOAA weather station or other independently verified source approved by Designer at beginning of project.

4. Use Standard Baseline data provided in this Section when documenting actual delays due to weather in excess of the average climatic range.

***** End of Section *****