

**MISSISSIPPI STATE UNIVERSITY**  
**Office of Planning Design and Construction Administration**

SECTION 01 010 – SUMMARY OF THE WORK

PART 1 - GENERAL

1.1 PROJECT INFORMATION

- A. Project Identification: (Name of Project)
  - 1. Project Location: Mississippi State University, Mississippi State, MS.
- B. Owner: Mississippi State University
  - 1. Owner's Representative: (Name of University representative).
- C. Architect: (Name of Firm, telephone and email).
  - 1. Architect's Representatives: (Name of Architects Representative)
- D. Architect's Consultants: The Architect has retained the following design professionals who have prepared designated portions of the Contract Documents:
  - 1. Civil: (Name of Firm)
  - 2. Structural: (Name of Firm)
  - 3. Mechanical: (Name of Firm)
  - 4. Electrical: (Name of Firm)
  - 5. Landscaping: (Name of Firm)

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. Work Covered: Work covered by the Contract Documents is as shown in drawings and described in words in the Project Manual. The Project Title and location is indicated on the first page of the Project Manual.
- B. Start of Work: Work shall be started immediately upon issuance of a *Notice to Proceed*. Prior to this, all Contracts and beginning documents will have been executed and insurance in force.
- C. Time of Completion: The completion of this Work is to be on, or before, the time indicated in the *Standard Form of Agreement Between the Owner and the Contractor*.
- D. Contractor's Duties:
  - 1. Except as specifically noted, provide and pay for:

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- a. Labor, materials and equipment.
  - b. Tools, construction equipment and machinery.
  - c. Water, heat and utilities required for construction.
  - d. Other facilities and services necessary for proper execution and completion of the Work.
2. Pay legally required sales, consumer, use, payroll, privilege and other taxes.
  3. Secure and pay for, as necessary for proper execution and completion of work, and as applicable at the time of the receipt of the bids:
    - a. Permits.
    - b. Government fees.
    - c. Licenses.
  4. Give required notices.
  5. Comply with codes, ordinances, rules, regulations, orders and other legal requirements of public authorities which bear on performance of work.
  6. Promptly submit written notice to Professional of observed variance of Contract Documents from legal requirements. It is not the Contractor's responsibility to make certain that drawings and specifications comply with codes and regulations. Appropriate modifications to Contract Documents will adjust necessary changes. Assume responsibility for work known to be contrary to such requirements, without notice.
  7. Enforce strict discipline and good order among employees. Do not employ or work unfit persons, or persons, not skilled in assigned task.
  8. Provide a written safety plan.
- E. Hazardous Materials: The Prime General Contractor is responsible for the removal and disposal of any hazardous materials encountered in the performance of the Contract requirements. Hazardous Containing Materials [HCM] include, but are not limited to, Asbestos and Lead Paint and should be identified and removed as a part of the Contract. The absence of details does not relieve the Prime General Contractor from the responsibility of removal and disposal; but, a Change Order could be executed in the absence of identified HCM in the documents.
- F. Subcontractor's List: The Prime General Contractor will submit to the Owner a list of all Subcontractors to be used on the Project within seven (7) days after written notice of contract award by the Owner. Any Subcontractor listed must be acceptable to the Owner.

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- G. Coordination: The Prime General Contractor is responsible for the coordination of the total project. All other Prime Contractors and all Subcontractors will cooperate with the Prime General Contractor so as to facilitate the general progress of the Work. Each trade shall afford all other trades every reasonable opportunity for the installation of their work. Refer to Section 01041 entitled *Project Coordination*.

1.3 CONTRACTS

- A. Contracts: Construct work under a single Prime General Contract. Refer to Section 00500 entitled *Standard Form of Agreement Between the Owner and the Contractor*.

1.4 WORK BY OTHERS

- A. Work by Others shall be described in each appropriate Project Manual section and noted on the Drawings.

1.5 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.
- B. Concurrent Work: See 01 900 for additional information.

1.6 WORK UNDER SEPARATE CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.
- B. Preceding Work: Owner has awarded separate contract(s) for the following construction operations at Project site. Those operations are scheduled to be substantially complete before work under this Contract begins.
  - 1. See 01 900 for additional information.

1.7 OWNER-FURNISHED PRODUCTS

- A. Products Furnished By Owner: Products furnished by Owner shall be described in each appropriate Project Manual section and noted on the Drawings.
- B. Products: Delivered and unloaded at site.
- C. Owner's Duties:

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1. Schedule delivery date with Supplier in accordance with construction schedule.
2. Obtain installation drawings and instructions.
3. Submit claims for transportation damages.
4. Arrange Guarantees, Warranties, etc..

D. Contractor's Duties:

1. Designate required delivery date for each product in construction schedule.
2. Promptly inspect delivered products, report missing, damaged, or defective items.
3. Handle at site, including uncrating and storage.
4. Protect from exposure to elements and from damage.
5. Repair or replace damaged items resulting from Contractor's operations.
6. Install and make final connections.

1.8 CONTRACTOR'S USE OF PREMISES

- A. Work Restrictions, Work Hours: Construction work hours are unrestricted except for home football games. Friday and Saturday of home football weekends are completely restricted. These days have been factored into the project completion schedule.
- B. Confine operations at site to areas permitted by:
1. Law.
  2. Ordinances.
  3. Permits.
  4. Contract Documents.
  5. Owner.
- C. Do not unreasonably encumber site with materials or equipment.
- D. Do not load structure with weight that will endanger structure.
- E. Assume full responsibility for protection and safekeeping of products stored on premises.
- F. Move any stored products which interfere with operations of Owner or other Contractors.
- G. Obtain and pay for use of additional storage or work areas needed for operations.
- H. Limit use of site for work and storage to the area indicated in the drawings.

1.9 SUMMARY OF WORK SUPPLEMENT

- A. Refer to Section 01900 entitled *Division One Supplement* for Project specific summary of work requirements.

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1.10 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.
  3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

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