

Specifications

Cover Sheet and Instructions

APPROVED DOCUMENT—This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette (see Introduction to the Facilities Manual, “Approved Documents”).

PURPOSE OF DOCUMENT:	Serve as written descriptions of the materials and processes for construction and describe the technical requirements for construction. Division 1, General Requirements, is provided as a standard set for Facilities to use as a base document.				
CROSS-REFERENCES TO FACILITIES MANUAL (FM):	[I]:4.6.6				
CONTENTS:	<ul style="list-style-type: none"> • Specifications, Table of Contents • Specifications, Division 1, General Requirements (standard set of sections) 				
FOR USE WITH: (Not Applicable to Some Documents)	√	Long Form (LF)		Brief Form (BF)	Mini Form (MF)
COMPLETED BY:	√	Filling In	√	Adding Text	No Data Required
ITS USE IS:	√	Required		Optional	

Completion Instructions:

Specifications, Table of Contents:

1. The Specifications are organized according to Construction Specifications Institute guidelines. There are 16 standard divisions, each subdivided into sections based on the materials or systems described within them. The division titles and numbers are fixed. When a division is not used in the Specifications, place the words “(Not Used)” after the division title.

Specifications, Division 1, General Requirements, Table of Contents:

1. List all sections used in Specifications, Division 1, General Requirements. Add or delete section numbers and titles as necessary. The section numbers and titles are fixed. When adding or deleting a section, do not renumber the remaining sections; when adding a section, place its number and title in numerical sequence.

Specifications, Division 1, General Requirements:

1. Only Specifications, Division 1, General Requirements, is included in the standard set of construction documents. The specifications writer is required to follow the requirements and guidelines for content and format described in **[I]:4.6.6** for Divisions 2 through 16.
2. Fill in the blank spaces for “Project Name” and “Project No.” on all Division 1 section pages.
3. Section 01310, Contract Schedule. The Facility may require the contractor to provide either a critical path method (CPM) schedule or a bar-chart schedule for both the preliminary contract schedule and the contract schedule (see **[I]:4.6.6**); select the appropriate text, following the parenthetical instructions, in Subparagraphs 1.2.1 and 2.2.1. List major work activities, in sequentially numbered

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subparagraphs, in Subparagraph 1.3.2. List the milestone events the contractor is required to identify in Subparagraphs 1.2.3 and 2.2.3. Add additional work activities to Subparagraph 2.3.1 as sequentially numbered subparagraphs.

4. Section 01740, Guarantees, Bonds, and Service and Maintenance Contracts. The contractor fills in all blank spaces on the Guarantee form.

Modifications and Additions (to Specifications, Division 1, General Requirements):

Allowances. When allowances are not used, delete Section 01020, Allowances. When allowances are used, complete Section 01020, Article 2, Description of Allowances, by describing each allowance. When an allowance is to be made for parts of the work that will be competitively bid after the award of the contract, contact the Office of the President for the required text to be added to the construction documents. (See [I]:5.4.1.)

Alternates. When alternates are not used, delete Section 01100, Alternates. When alternates are used, complete Section 01100, Alternates, Article 2, Description of Alternates, following these instructions:

1. Identify and describe, in nontechnical terms, all alternates to be included in the Bid Form.
2. Describe each alternate in detail in Divisions 2 through 16.
3. In each alternate's description, include cross-references to all applicable Drawings and Specifications sections.
4. Identify all alternates with a unique number so they can be identified accurately in other parts of the construction documents.
5. Clearly arrange the descriptions of the alternates in the Specifications sections so that the selection of any one of the alternates, or any combination of them, will allow the Facility to select the lowest responsible bidder without confusion and with minimum risk of bid protest.

(See [I]:5.4.2.)

Alternates, Post-Award. When post-award alternates are used (see [I]:5.4.2), add the following article to Section 01100, Alternates, and supply all information and follow instructions within braces:

3. DESCRIPTION OF POST-AWARD ALTERNATES

3.1 University reserves the right to accept the following Alternates within the stated number of days after the date of the Agreement:

3.1.1 Post-Award Alternate 1:

{DESCRIBE ALTERNATE}

Acceptable within {_____} days.

{REPEAT FORMAT OF SUBPARAGRAPH 3.1.1 FOR EACH ALTERNATE, AND NUMBER EACH SUBPARAGRAPH SEQUENTIALLY.}

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Asbestos Abatement. When the contract is for asbestos abatement, add an article to include asbestos abatement requirements.

Assignment, General Contract. When an Assignment Agreement is completed for a separate contract (see [I]:5.4.4), modifications and additions to Specifications Section 01010, Summary of Work, or use Section 01013 “Multiple Construction Contracts”.

- Use the following sample outline and submit to Office of the President and Office of the General Counsel for approval prior to solicitation of bids.

1. WORK REQUIRED BY CONTRACT DOCUMENTS

1.1 General Project Description: This is Bid Package Number {4} of several bid packages that together comprise the Project. Bidder’s attention is directed to the fact that the University has entered into separate Contracts for portions of the Work, some of which will be assigned to this Bid Package {4} Contractor.

Contracts for the following Bid Package have been awarded:

Bid Package Number 1, Structural Steel
Bid Package Number 2, Elevators

The Bid Packages Numbers 1 and 2 are referenced in the Contract Documents and will be assigned to this Bid Package Contractor. The following additional bid packages will be awarded for Work which will not be assigned to this bid package Contractor:

Bid Package Number 3, Underground Utilities
Bid Package Number 5, Finish Landscaping

The total Project consists of:

{Description}

The Work of Bid Package 1 to be assigned to this Bid Package Contractor consists of:

{Description}

The Work of Bid Package 2 (to be assigned to this Bid Package Contractor) consists of:

{Description}

The Work of Bid Package 4 (THIS CONTRACT) consists of:

{Description}

Copies of the separate Contracts are available for inspection at Office of {Facility name and address}.

{Add other information as needed to fully clarify each bid package contractor scope of work shared access, clean-up responsibilities, etc.}

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Code Requirements, Optional. When the contractor is required to comply with codes or standards in addition to those listed in Section 01080, Regulatory Requirements (see [I]:5.4.8), add the additional codes or standards to Section 01080, Paragraph 1.1, and number them sequentially. In addition, cite the additional codes or standards in the Specifications sections relevant to the applicable portions of the work.

Construction Sequence. When a special construction sequence is required (see [I]:5.4.10), specify this requirement in Section 01019, Work Sequence.

Guarantees, Special. When a special guarantee is required (see [I]:5.4.12), the 10-day period stated in the Guarantee form may be changed to suit Facility requirements. Add a new article (Article 7) to Section 01740, Guarantees, Bonds, and Service and Maintenance Contracts, that lists all Specifications sections requiring special guarantees, and add a cross-reference to Section 01740 in each Specifications section that requires a special guarantee. In each relevant section, describe in general terms the performance requirements to be obtained or the defects that will activate the repair or service obligation of the special guarantee.

Hospital Projects. When the work involves new construction or remodeling for hospitals (see [I]:5.4.13), make the following additions:

- Add a new Section 01060, Hospital Project Procedures (see [I]:RD2.5), to include Office of Statewide Health Planning and Development (OSHPD) requirements. Add the section number and title to the Division 1 General Requirements, Table of Contents.
- Add the following paragraph to Section 01400, Quality Control, and attach the OSHPD Structural Tests and Inspections form to the end of the section:

3.2 The Office of Statewide Health Planning and Development (OSHPD) requires a list of structural tests and inspections to be included in the Specifications for hospital projects. Structural tests and inspections required by OSHPD are listed in the special OSHPD Structural Tests and Inspections form attached at the end of this section.

Phased Construction. When phased construction is used (see [I]:5.4.17), make the following modifications and additions:

- Include phase requirements in Section 01018, Project Phasing
- Use the following sample text for guidance; supply all information and follow instructions within braces:

The Work of this Contract is divided into { } Phases.

The Work of Phase 1 consists of {DESCRIBE} {Include Specification Section numbers and drawing numbers where the Work is described and depicted in detail}

The Work of Phase 2 consist of {DESCRIBE}{Include Specification Section numbers and drawing numbers where the Work is described and depicted in detail}

The Work of Phase 3 consist of {DESCRIBE}{Include Specification Section numbers and drawing numbers where the Work is described and depicted in detail}

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Coordinate Phases in Section 01310, Progress Schedules.

- Add a new Article to Section 01310, Contract Schedules, and number the article sequentially. Use the following sample text for guidance; supply all information within braces:

{ }. PHASED CONSTRUCTION

{ }.1 The entire Project, including each of the { } Phases of the Work described in Specifications, Division 1, Section 01018, and depicted on the Drawings, shall be fully completed within { } calendar days from the date specified in the Notice to Proceed with the Project, subject to such extensions of time as may be granted in accordance with Article 8 of the General Conditions. Work on Phase { } and Phase { } shall be performed concurrently, as authorized by the University. Contractor shall commence work on a Phase on the date designated by the University in a Notice to Proceed and shall fully complete the Work of such Phase or Phases within { } calendar days. A Notice to Proceed with a Phase will be issued separately for each phase. Work on a Phase shall not begin until so authorized.

Request For Information. When the Request For Information (RFI) procedure is used, add Section 01012, Request For Information (see [I]:RD2.4). Add the section number and title to the Division 1 General Requirements, Table of Contents.

Separate Bids and Combined Bids. When separate bids and combined bids are used (see [I]:5.4.18), appropriate Specifications sections must describe the work of each separate bid.

Separate Contracts. When separate contracts are used (see [I]:5.4.19), make the following modifications and additions:

- Use Section 01013, Multiple Construction Contracts and the following sample text for guidance:

1. WORK REQUIRED BY CONTRACT DOCUMENTS

1.1 Coordination of Contracts: The Work required to complete the Project has been divided into a number of separate Contracts. The various Contracts that comprise the Project shall be coordinated until Project completion by University's Representative.

When a Contract is awarded to a Bidder for a particular portion of the total Project Work, other portions of the Project may or may not be under construction.

Because of the importance of coordinating and maintaining timely performance of the Work called for by the various Contracts, University's Representative has developed a Contract Schedule, which is included in Section 01310. The purpose of planning and scheduling the construction Project prior to bidding is to establish a realistic time frame for Contractor; the Contract Schedule depicts the Contract Time to be adhered to by Contractor.

1.2 Concurrent Use of Site: Disagreements between Contractor and other contractors about concurrent use of Work areas or access to the site that are not resolved by the participants shall be referred to University's Representatives. Contractor agrees to abide by University's Representatives's determination concerning concurrent use or priority of access and to perform its Work in compliance with University's Representatives's resolution at no additional cost to University.

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- Add a new article at the beginning of Section 01310, Contract Schedules, number it “Article 1,” and renumber all existing articles sequentially. Use the following sample text for guidance:
 1. CONTRACT SCHEDULE
 - 1.1 Purpose: The Contract Schedule describes Contractor's construction timing and sequence for the Project. University's Representative shall work with successful Bidders to effect modifications to the Contract Schedule for the express purpose of expediting the completion of the individual units of Work without jeopardizing the overall Project completion date.
 - 1.2 Review: Within three (3) days after Contract award, Contractor shall meet with University's Representatives to review Contractor's plans for executing the Work within the framework of the Contract Schedule. Contractor's plans must permit Contractor to perform its Work on schedule.
- Modify Section 01310, Contract Schedule, Subparagraphs 1.1.1 and 1.1.2 (revised as Subparagraphs 2.1.1 and 2.1.2), using the following sample text for guidance:
 - 2.1.1 Following the review required by 1.2 above, Contractor shall promptly submit a detailed Preliminary Contract Schedule to University's Representative for review, approval, and implementation into the Contract Schedule prepared by University's Representative.
 - 2.1.2 Within seven (7) days after receipt of the Preliminary Contract Schedule, University's Representative shall review the Preliminary Contract Schedule and notify Contractor of changes required for approval. Contractor shall make the directed changes and resubmit the Preliminary Contract Schedule until it is approved. The final, approved schedule shall be the Contract Schedule, and Contractor shall perform the Work in accordance with the approved Contract Schedule.
- In Section 01310, Contract Schedule, Subparagraph 1.2.1 (revised as Subparagraph 2.2.1), use the CPM-related text option.
- Modify Section 01310, Contract Schedule, Subparagraph 1.2.2 (revised as Subparagraph 2.2.2), using the following sample text for guidance:
 - 2.2.2 Prepare the Preliminary Contract Schedule in sufficient detail to demonstrate adequate preliminary planning for the Work and to represent a practical plan to complete the Work within the Contract Time. Include and make due allowances for the following: (1) preparation of equipment and materials submittals for review; (2) University's Representatives review of each submittal (allow 10 working days for each review, plus two days in each direction for mail deliveries); (3) lead times for equipment deliveries; and (4) scheduling for Phases 1, 2, and 3.
- In Section 01310, Contract Schedule, Subparagraph 2.2.1 (revised as Subparagraph 3.2.1), use the CPM-related text option.

Soils Engineer. When the Specifications uses the term “soils engineer,” or a synonymous term such as “geotechnical engineer” or “soil and foundation engineer” (see [I]:5.4.21), include in Section 01400, Quality Control, an explanation of the relationship between the University's Representative, the

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University, and the soils engineer or similar professional. In the relevant Specifications sections, inform the contractor of the soils engineer's duties, but do not describe the soils engineer's duties as being owed to the contractor.

Trenching and Excavating. When trenching or excavating of 5 feet or more in depth is anticipated on a project (see [I]:5.4.23), add the following new article to Section 01500, Construction Facilities and Temporary Controls, and number the article sequentially:

{ }. TRENCHING AND EXCAVATING

{ }.1 Before beginning any excavation 5 feet or more in depth, Contractor shall submit to University's Representative a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during excavation. The proposed plan shall comply with the standards established by the California Construction Safety Order and by Title 24 of the California Code of Regulations (CCR). If the detailed plan varies from such shoring system standards, it shall be prepared by a registered civil or structural engineer whose name and registration number shall be indicated on the drawing. If a dispute arises as to whether the plan must be prepared by a registered civil or structural engineer, University's Representative's determination of the matter shall be final and conclusive on Contractor and University. The cost of any required engineering services shall be borne by Contractor and shall be deemed to have been included in the Contract Sum.

{ }.2 Neither the review nor approval of any plan showing the design of shoring, bracing, sloping, or other provisions for worker protection shall relieve Contractor from its obligation to comply with Construction Safety Order Standards and CCR, Title 24, for the design and construction of this protective Work, and Contractor shall indemnify University and University's Representative from any and all claims, liability, costs, actions, and causes of action arising out of, or related to, the failure of these protective systems. Contractor shall defend University and its officers, employees, and agents, and University's Representative in any litigation or proceeding brought with respect to the failure of these protective systems.

Unit Prices. When unit prices are used (see [I]:5.4.24), add Section 01155, Unit Prices (see [I]:RD2.3), and fill in all blank spaces. Describe the scope of the work to be performed for each unit price quoted in the Bid Form, and add in Section 01155 a cross-reference to other Specifications sections that provide complete details. In addition, state in Section 01155 the method and documentation of unit prices, and name of the person responsible for both taking measurements and determining the applicability of unit prices. Add the section number and title to the Division 1 General Requirements, Table of Contents.

Use of Common Site. When contractors are required to share a common site (see [I]:5.4.25), use Section 01014, Contractor's use of the Project Site.

{ }. CONTRACTOR'S USE OF COMMON SITE

{ }.1 Disagreements between Contractor and other contractors about the concurrent use of Work areas or access to the site that are not resolved by the participants shall be referred to University's Representative. Contractor agrees to abide by University's Representative's determination as to concurrent use or priority of access and to perform its Work in compliance with University's Representative's resolution at no additional cost to the University.

Specifications, Division 2 through 16. To prepare Sections in Divisions 2 through 16, see [I]:4.6.6 for requirements and content and format guidelines.

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Comments:

(None)

Project Name: { }

Project No.: { }

SPECIFICATIONS

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DIVISION 4	-	MASONRY
DIVISION 5	-	METALS
DIVISION 6	-	WOOD AND PLASTICS
DIVISION 7	-	THERMAL AND MOISTURE PROTECTION
DIVISION 8	-	DOORS AND WINDOWS
DIVISION 9	-	FINISHES
DIVISION 10	-	SPECIALTIES
DIVISION 11	-	EQUIPMENT
DIVISION 12	-	FURNISHINGS
DIVISION 13	-	SPECIAL CONSTRUCTION
DIVISION 14	-	CONVEYING SYSTEMS
DIVISION 15	-	MECHANICAL
DIVISION 16	-	ELECTRICAL

UC STANDARD SPECIFICATION SECTIONS
FOR DIVISION 1 OF THE CONTRACT DOCUMENTS

**{NOTE: SECTIONS 01010 THROUGH 01019 MAY BE COMBINED UNDER 01010 UNLESS
INDIVIDUAL SECTIONS ARE PREFERRED.}**

<u>Section No.</u>	<u>Title</u>
01010	Summary of Work
01011	General Provisions
01012	Information & Procedures Instructions (RFI)
01013	Multiple Construction Contracts
01014	Contractor's Use of the Project Site
01015	Contract Definition
01016	Work by Separate Contractors
01017	Owner Furnished Items
01018	Project Phasing
01019	Work Sequence
01020	Allowances
01051	Project Coordination
01060	Hospital Project Procedures
01070	Cutting & Patching
01080	Regulatory Requirements
01090	Abbreviations, Symbols & Definitions
01100	Alternates
01150	Measurement & Payment
01155	Unit Prices
01200	Project Meetings
01220	Progress Meetings
01300	Submittals
01310	Contract Schedules
01340	Shop Drawings, Product Data & Samples

Project Name: { }

Project No.: { }

01400	Quality Control
01420	Inspection of Work
01500	Construction Facilities & Temporary Controls
01510	Temporary Utilities
01560	Environmental Mitigation
01565	Hazardous Materials Procedures
01600	Material & Equipment
01630	Product Options & Substitutions
01700	Project Closeout
01710	Cleanup & Disposal
01720	Contractor's As-Built Documents
01740	Guarantees, Warranties, Bonds, Service & Maintenance Contracts