

SECTION 01 1000 - SUMMARY

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 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Phased construction.
4. Work by Owner.
5. Work under separate contracts.
6. Future work.
7. Purchase contracts.
8. Owner-furnished products.
9. Contractor-furnished, Owner-installed products.
10. Access to site.
11. Coordination with occupants.
12. Work restrictions.
13. Specification and drawing conventions.
14. Miscellaneous provisions.

B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

A. Project Identification: **<Insert Project identifier such as Project name and number>**.

1. Project Location: **<Insert Project location (street address, city, and state)>**.

B. Owner: **<Insert name and address of Owner>**.

1. Owner's Representative: **<Insert name and contact information for Owner's representative>**.

C. Architect: **<Insert name and contact information for Architect>**.

D. Architect's Consultants: The Architect has retained the following design professionals who have prepared designated portions of the Contract Documents:

1. **<Insert title of design discipline>: <Insert name and contact information for consultant>.**
 - E. Other Owner Consultants: The Owner has retained the following design professionals who have prepared designated portions of the Contract Documents:
 1. **<Insert title of design discipline>: <Insert name and contact information for consultant>.** **<Insert title of design discipline>** has prepared the following portions of the Contract Documents:
 - a. **<Insert description of scope of service for other Owner consultant>.**
 - F. Contractor: **<Insert name and contact information for Contractor>** has been engaged as Contractor for this Project.
 - G. Construction Manager: **<Insert name and contact information for Construction Manager>.**
 1. Construction Manager has been engaged for this Project to serve as an advisor to Owner and to provide assistance in administering the Contract for Construction between Owner and **[each]** Contractor, according to a separate contract between Owner and Construction Manager.
 2. Construction Manager for this Project is Project's constructor. The terms "Construction Manager" and "Contractor" are synonymous.
 - H. Design-Builder: **<Insert name and contact information for Design-Builder>.**
 1. Design-Builder has been engaged for this Project to provide architectural and engineering services and to serve as Project's constructor. The terms "Design-Builder" and "Contractor" are synonymous.
 - I. Project Coordinator for Multiple Contracts: **<Insert name and contact information for Project coordinator>** has been appointed by Owner to serve as Project coordinator.
 - J. Project Mechanical/Electrical Coordinator for Multiple Contracts:
 1. **<Insert name and contact information for mechanical/electrical Project coordinator>** has been appointed by Owner to serve as Project coordinator.
 2. **[HVAC Contractor] [Electrical Contractor] [Plumbing Contractor] [Construction Manager] <Insert entity>** shall act as mechanical/electrical coordinator.
 - K. Project Web Site: A project Web site administered by **[Architect] [Owner] [Construction Manager] [Contractor]** will be used for purposes of managing communication and documents during the construction stage.
 1. See Section 013100 "Project Management and Coordination." for requirements for **[establishing] [administering] [and]** using the Project Web site.
- 1.4 WORK COVERED BY CONTRACT DOCUMENTS
- A. The Work of Project is defined by the Contract Documents and consists of the following:

1. **<Insert a brief description of Project indicating the size, code classification for occupancy and construction type, and general description of major building assemblies>.**

B. Type of Contract:

1. Project will be constructed under a single prime contract.
2. Project will be constructed under coordinated, **<concurrent>** **<non-concurrent>** multiple contracts. See Section 011200 "Multiple Contract Summary" for a description of work included under each of the multiple contracts and for the responsibilities of Project coordinator. Contracts for this Project include the following:

- a. **<Insert name of the Contract>.**

1.5 PHASED CONSTRUCTION

- A. The Work shall be conducted in **<Insert number>** phases, with each phase substantially complete as indicated:

1. Phase **<Insert designation>**: **<Briefly describe work of this phase>** Work of this phase shall commence [**within <Insert number of days> after the Notice to Proceed**] [**by <Insert date>**] and be substantially complete and ready for occupancy [**within <Insert number of days>**] [**after the Notice to Proceed**] [**after commencement of construction of this phase**] [**by <Insert date>**].
2. Phase **<Insert designation>**: The remaining Work shall be substantially complete and ready for occupancy at time of Substantial Completion for the Work.

- B. Before commencing Work of each phase, submit an updated copy of Contractor's construction schedule showing the sequence, commencement and completion dates[, **Owner inspection and approval dates**][, and **move-out and -in dates of Owner's personnel**] for all phases of the Work.

1.6 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 other Contracts (construction) on the project site (See 1.7 below) or work by Owner. Coordinate the Work of this Contract with work performed by Owner.

- B. Preceding Work: Owner will perform the following construction operations at Project site. Those operations are scheduled to be substantially complete before work under this Contract begins.

1. **<Insert a brief description of work performed by Owner>.**

- C. Concurrent Work: Owner will perform the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.

1. **<Insert a brief description of work performed by Owner>.**

- D. Subsequent Work: Owner will perform the following additional work at site after Substantial Completion. Completion of that work will depend on successful completion of preparatory work under this Contract.

1. **<Insert a brief description of work performed by Owner>.**

1.7 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]** **[will award]** 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. **<Insert name of the Contract>:** To **<Insert name of separate Contractor>** **[to]** **[for]** **<Insert a brief description of work performed under separate contract>.**

- C. Concurrent Work: Owner **[has awarded]** **[will award]** **[and will assign to Contractor]** separate contract(s) for the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.

1. **<Insert name of the Contract>:** To **<Insert name of separate Contractor>** **[to]** **[for]** **<Insert a brief description of work performed under separate contract>.**

- D. Subsequent Work: Owner **[has awarded]** **[will award]** separate contract(s) for the following additional work to be performed at site following Substantial Completion. Completion of that work will depend on successful completion of preparatory work under this Contract.

1. **<Insert name of the Contract>:** To **<Insert name of separate Contractor>** **[to]** **[for]** **<Insert a brief description of work performed under separate contract>.**

1.8 FUTURE WORK

- A. The Contract Documents include requirements that will allow Owner to carry out future work following completion of this Project; provide for the following future work:

1. **<Insert description of future work requiring consideration during construction of the Work of this Contract>.**

1.9 PURCHASE CONTRACTS

- A. General: Owner has negotiated purchase contracts with suppliers of material and equipment to be incorporated into the Work. Owner will assign these purchase contracts to Contractor. Include costs for purchasing, receiving, handling, storage if required, and installation of material and equipment in the Contract Sum, unless otherwise indicated.

1. Contractor's responsibilities are same as if Contractor had negotiated purchase contracts, including responsibility to renegotiate purchase and to execute final purchasing agreements.

- B. Purchase Contracts Information:

1. **<Insert product name>:** See Section **<Insert Section number>** "**<Insert Section title>.**"

- a. Purchase Contract Firm and Representative: **<Insert name and contact information for purchase contract firm and representative.>**
- b. Purchase Contract Scope: [Furnishing material] [Material and installation labor] **<Insert description of contract.>**
- c. Purchase Status: [Price negotiated by Owner, to be incorporated in the Contract Sum by Contractor; see Section 012100 "Allowances" for cash allowance for purchase contract] [Price negotiated and incorporated in the Contract Sum by Contractor] [Product reserved by Owner] [Order placed and deposit paid by Owner] [Order to be placed by Contractor] **<Insert description of status of purchase contract.>**
- d. Quantity: **<Insert quantity ordered.>**
- e. Warranty: Contractor shall assume all manufacturer and installation warranties as if the Contractor had directly selected and purchased the item.
- f. Other Requirements: **<Insert special requirements.>**

1.10 OWNER-FURNISHED PRODUCTS

- A. Owner will furnish products indicated. The Work includes receiving, unloading, handling, storing, protecting, and installing Owner-furnished products **[and making building services connections]**.
- B. Owner-Furnished Products:
 1. **<Insert description, in separate subparagraphs, for each Owner-furnished product.>**

1.11 CONTRACTOR-FURNISHED, OWNER-INSTALLED PRODUCTS

- A. Contractor shall furnish products indicated. The Work includes unloading, handling, storing, and protecting Contractor-furnished products as directed and turning them over to Owner at Project closeout.
- B. Contractor-Furnished, Owner-Installed Products:
 1. **<Insert description, in separate subparagraphs, for each Contractor-furnished, Owner-installed product.>**

1.12 ACCESS TO SITE

- A. General: Contractor shall have full use of Project site for construction operations during construction period. Contractor's use of Project site is limited only by Owner's right to perform work or to retain other contractors on portions of Project.
- B. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- C. Use of Site: Limit use of Project site to **[work in areas] [areas within the Contract limits]** indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 1. Limits: Confine construction operations to **<Insert description of areas where work is permitted.>**

2. Limits: Limit site disturbance, including earthwork and clearing of vegetation, to 40 feet (12.2 m) beyond building perimeter; 10 feet (3 m) beyond surface walkways, patios, surface parking, and utilities less than 12 inches (300 mm) in diameter; 15 feet (4.5 m) beyond primary roadway curbs and main utility branch trenches; and 25 feet (7.6 m) beyond constructed areas with permeable surfaces (such as pervious paving areas, stormwater detention facilities, and playing fields) that require additional staging areas in order to limit compaction in the constructed area.
 3. Driveways, Walkways and Entrances: Keep driveways[**parking garage,**] [**loading areas,**] and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- D. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

1.13 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and [**existing**] [**adjacent**] building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
 2. Notify Owner not less than [**72**] < **Insert number** > hours in advance of activities that will affect Owner's operations.
- B. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.
1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 2. Provide not less than [**72**] < **Insert number** > hours' notice to Owner of activities that will affect Owner's operations.
- C. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.

2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
3. Before limited Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. Upon occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.
4. Upon occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

1.14 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of **<7:00 a.m. to 9:00 p.m.>**, Monday through Friday, unless otherwise indicated.
 1. Weekend Hours: **<8:00 a.m. to 5:00 p.m.> <Not permitted>**.
 2. Early Morning Hours: **<Insert Time> <Not permitted>**.
 3. Hours for Utility Shutdowns: After **<9:00 p.m. and before 7:00 a.m.>**
- C. All work shall be performed per City of Evanston ordinances. They state as follows:
 1. "The creation, including excavation, demolition, alteration, or repair of any building within the city, other than between the hours of seven o'clock (7:00) AM and nine o'clock (9:00) PM on weekdays and eight o'clock (8:00) AM and five o'clock (5:00) PM on Saturday except in case of urgent necessity in the interest of public health and safety, and then only with a permit from the City Manager or his or her designee, or the Director of Building or Zoning, or his or her designee, which permit may be granted while the emergency continues. If the City Manager or his or her designee, or the Director of Building or Zoning, or his or her designee, which permit may be granted while the emergency continues. If the City Manger, his or her designee, or the Director of Building or Zoning, or his or her designee, should determine that the public health and safety will not be impaired by the erection, demolition, alteration or repair of any building or the excavation of streets and highways between the hours of nine o'clock (9:00) PM and seven o'clock (7:00) AM on weekdays and before eight o'clock (8:00) AM and five o'clock (5:00) PM on Saturday and if it shall further be determined that loss or inconvenience would result to any party in interest, said official may grant permission for such work to be done between the hours of nine o'clock (9:00) PM and Seven o'clock (7:00) AM on weekdays and before eight o'clock (8:00) AM and after five o'clock (5:00) PM on Saturday upon request. Sandblasting, Jack-hammering or similar noise producing activities are prohibited between six o'clock (6:00) PM Friday and eight o'clock (8:00) AM Saturday and between five o'clock (5:00) PM Saturday and seven o'clock (7:00) AM Monday unless special permission is granted by the City Manger, or his or her designee. In addition, any other construction noise which exceeds a decibel level of eighty (80) (measure from the property line from which the noise is emanating) is prohibited between six o'clock (6:00) PM and seven o'clock (7:00) AM weekdays between six o'clock (6:00) PM Friday night and eight o'clock (8:00) AM Monday unless special permission is granted by the City Manager or his or her designee."

- D. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 - 1. Notify Owner not less than two days (48 hours) in advance of proposed utility interruptions.
 - 2. Obtain Owner's written permission before proceeding with utility interruptions.
- E. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
 - 1. Notify Owner not less than two days in advance of proposed disruptive operations.
 - 2. Obtain Owner's written permission before proceeding with disruptive operations.
- F. Controlled Substances: Use of tobacco and alcohol products and other controlled substances on Project site is not permitted.
- G. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.
- H. Vehicle Identification: Northwestern University will make available a limited number of parking passes in designated areas for Contractor use. Contractor shall display proper vehicle identification at all times while parked in the designated areas.
- I. Employee Screening: Comply with Owner's requirements for **[drug] [and] [background]** screening of Contractor personnel working on Project site.
 - 1. Maintain list of approved screened personnel with Owner's representative.
- J. Firearms and Weapons: Contractors or their employees are prohibited from possessing on their persons or within their vehicles any firearm or weapon, or a reasonable facsimile thereof, while on the Project Site and the Campus of Northwestern University.
 - 1. This excludes any normal and customary hand or power tools.

1.15 UTILITY SHUTDOWN PROCEDURE

- A. All utility shutdowns shall be scheduled with the Owner in accordance with the following:
 - 1. Minimum two week notice is required for all utility shutdowns. Utility shutdowns shall be performed outside normal working hours. Emergency shutdowns will be managed by the Owner on an individual basis.
 - 2. Utility shutdowns request form shall be filled out by the Contractor for each required shutdown. Refer to the Utility Shutdown Form appended to this Section.
 - 3. Send Completed Utility Shutdown Form to the following:
 - a. **<Insert People to Receive Shutdown Form>**
 - 4. Signage is required to be posted at the following locations in the buildings where the shutdown will occur.
 - a. All building entrances.
 - b. At elevators on all floors.

5. Northwestern University Facilities Management will provide a Shutdown Notification Form to be distributed.

1.16 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 01 1000

NORTHWESTERN UNIVERSITY
PROJECT NAME _____
JOB # _____

FOR: _____
ISSUED: 03/29/2017

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