SPEC NOTE: Use this section for all projects.

SPEC NOTE: This section was written for use with the CCDC 2 Agreement. If a CM contract is used, the Consultant may need to change the terms used for the Contractor/Construction Manager and trades/subcontractors. As well, double check with UBC on the Division 00 sections being written as well as to their contents.

SPEC NOTE: This Section is intended to include basic identification of work, type of Contract, work by others or Owner which affect this Contract, work sequence, pre-ordered Products and similar work not readily identifiable from Contract Documents. This section relies on provisions of CCDC2 2008 General Conditions. Edit this section as applicable to each project.

# General

## SECTION INCLUDES

### General description of Work.

### Contract Method.

### Work by Owner or Other Contractors.

### Assigned Contracts

### Work sequence.

### Contractor use of premises.

### Owner occupancy.

### Partial Owner occupancy.

### Products ordered in advance.

### Owner furnished products.

## RELATED SECTIONS

### Section 01 21 00 - Allowances.

### Section 01 31 00 Project Management and Coordination

### Section 01 32 16 Construction Progress Schedule

### Section 01 35 16 Alteration Project Procedures

### Division 27 Communications

### Division 28 Electronic Safety and Security

### Appendix: - Additional information of work and products by others to be incorporated in Project.

## COMPLEMENTARY DOCUMENTS

### Drawings, specifications, and schedules are complementary each to the other and what is called for by one to be binding as if called for by all. Should any discrepancy appear between documents which leave doubt as to the intent or meaning, abide by Agreement or obtain direction from the Consultant.

### Drawings indicate general location and route of conduit and wire/conductors. Install conduit or wiring/conductors and plumbing piping not shown or indicated diagrammatically in schematic or riser diagrams to provide an operational assembly or system.

### Install components to physically conserve headroom, to minimize furring spaces, or obstructions.

### Locate devices with primary regard for convenience of operation and usage.

### Examine all discipline drawings, specifications, and schedules and related Work to ensure that Work can be satisfactorily executed. Conflicts or additional work beyond work described to be brought to attention of Consultant.

## WORK COVERED BY CONTRACT DOCUMENTS

SPEC NOTE: Use the following paragraph to indicate type of Work and name of Project location. This paragraph is not, nor is it intended to be a 'Scope of Work'.

### Work of this Contract comprises [demolition] [general construction] [renovation] of [\_\_\_\_\_], located at [\_\_\_\_\_]; and identified as [\_\_\_\_\_].

### The Work is more particularly described in the Contract Documents

## CONTRACT METHOD / COMPLETION

### Construct the Work under a single lump sum fixed price contract.

### Complete the Work so as to be certifiable by the Consultant as having attained Substantial Performance on or before the date shown on the Agreement.

### The Contractor shall work closely with the UBC Project Manager, Owner’s forces carrying out Owner’s work, as well as Other Contractors engaged by the Owner to carry out related work.

### The Contractor is required take the leading role in the organizing, scheduling and coordinating all of the work for an efficient and speedy completion. Scheduling of the Work is the responsibility of the Contractor. Coordinate scheduling of the Work with the Project Manager.

### Provide sufficient labour and materials to complete the Work within the time required for each construction phase, as well as to meet overall completion within the Contract Time. Any required overtime and similar costs to complete the project by the agreed completion date is included in the Contract Price.

### All parties shall cooperate and resolve disputes so as not to affect progress of the Work. The Contractor shall take remedial action to correct and make up any default, as the work progresses.

### Arrange and carry out the Work so as to maintain access and exits; avoid conditions of unacceptable noise, dust, and appearance; minimize disruption to UBC operations.

### The Owner’s requirement to maintain UBC operations takes precedence over the Contractor’s requirements.

### Contract Documents were prepared by [the Consultant for] the Owner. Any use which a third party makes of the Contract Documents, or any reliance on or decisions to be made based on them, are the responsibility of such third parties. The [Consultant] [Owner] accepts no responsibility for damages, suffered by any third party as a result of decisions made or actions based on the Contract Documents.

## WORK BY OWNER

### Refer to the General Conditions of the construction contract. All trades to confirm proper interface and coordination prior to proceeding with related work.

SPEC NOTE: Ensure that Construction Documents describe fully the scope of the Contractor’s vs Owner’s Scopes of Work. Provide full descriptions as required. Work with your PM to describe the utilities including where they will terminate (if applicable). If other work is to be completed by UBC just prior or during construction, add this in being as descriptive as possible.

### Work of Project which is specifically excluded from this Contract and which will be carried out by the Owner simultaneously with the Work under this Contract:

#### UBC Utility Services will perform the following work with regards to [domestic water,][ sanitary services,][ storm water drainage,][ steam,][ gas,][ and][ electrical]:

##### [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_].

##### [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_].

##### [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_].

#### UBC Locksmith Services group will

##### remove construction cylinders and supply and install final keyed lock cylinders in hardware provided by this Contract.

#### UBC SA (Secure Access) group will

##### supply and install the following Division 28 Electronic Safety and Security systems, including electronic devices and components and Division 28 Electronic Safety and Security wiring up to point of interface connection as designated by UBC SA for connection and testing by UBC SA:

###### Burglary Alarm

###### Access Control

###### CCTV

##### All related Division 26 power, pathway and rough-ins and Section 08 71 00, 2.1.3 Electrified Hardware installation are to be provided under this Contract.

##### Division 28 Electronic Safety and Security wiring to be provided under this Contract.

#### UBC IT Services group will:

##### supply and install the following, including system electrical devices and components and low voltage wiring and cabling:

###### Data Systems

###### Central RF Systems (This includes CCTV & CATV “cablevision” Systems)

###### Central Demarcation connections, (Demarc Outlets), for centrally “other” centrally controlled and/or monitored systems up to point of interface connection as designated by the Contractor for connection and commissioning by the contractor and verification by UBC IT Services. These systems include:

Building Management System (BMS)

Master Hydro Utility Meters

Fire Alarm System transponders

Bell System

Master Clock System

Elevators

Security & Access Control System panels

##### However, all related pathways and rough-ins are to be provided under this Contract.

SPEC NOTE: Ensure that Construction Documents describe fully the scope of the Contractor’s vs Owner’s Scopes of Work. Provide full descriptions as required.

## WORK BY OTHER CONTRACTORS

### Refer to the General Conditions of the construction contract. All trades to confirm proper interface and coordination prior to proceeding with related work.

### Work which is specifically excluded from this Contract, for which the Owner has awarded or will be awarding separate contracts and which will be carried out by Other Contractors simultaneously with the Work under this Contract:

#### Items or work specifically shown or scheduled on Drawings.

SPEC NOTE: Ensure the following fully describes the scope of the Contractor’s vs Owner’s Scopes of Work with regard to Owner supplied products.

## OWNER-SUPPLIED PRODUCTS

### Work of this Project includes the coordination, as well as the installation unless otherwise noted, of products including Owner-supplied equipment shown, scheduled, specified or identified in Contract Documents as NIC (Not-in-Contract) or similar designation.

### Obtain the necessary Shop Drawings from the [Owner] [Consultant] and proceed to coordinate details for installation, expedite, receive, unload, install, connect and test the specified equipment, and be responsible for warranty.

### Equipment specifications for pre-purchased items are included in the project drawings and specification,

### Receive Owner-supplied Products and equipment F.O.B. and store and process Products and equipment until installation.

### Owner Responsibilities:

#### Arrange for delivery of Shop Drawings, product data, samples, manufacturer's instructions, and certificates to Contractor

#### Deliver supplier's bill of materials to Contractor

#### Arrange and pay for delivery to the Place of the Work in accordance with Progress Schedule.

#### Inspect deliveries jointly with Contractor

#### Submit claims for transportation damage.

#### Arrange for replacement of damaged, defective or missing items.

#### Arrange for manufacturer's field services; arrange for and deliver manufacturer's warranties and bonds to [Project Manager] [Contractor].

### Contractor Responsibilities:

#### Designate submittals and delivery date for each Product in progress schedule.

#### Review shop drawings, product data, samples, and other submittals. Submit to Consultant, notification of any observed discrepancies or problems anticipated due to non-conformance with Contract Documents.

#### Receive and unload Products at site.

#### Inspect deliveries jointly with Owner; record shortages, and damaged or defective items.

#### Handle Products at site, including uncrating and storage.

#### Protect Products from damage, and from exposure to elements.

#### Assemble, install, connect, adjust, and finish Products.

#### Arrange for installation inspections required by public authorities.

#### Repair or replace items damaged by Contractor or Subcontractor on site (under their control).

SPEC NOTE: Provide listing of owner supplied products.

### Schedule of Owner-supplied Products.

#### [\_\_\_\_\_].

#### [\_\_\_\_\_].

#### [\_\_\_\_\_].

#### [\_\_\_\_\_].

## COORDINATION OF WORK WITH THE WORK BY OWNER OR OTHER CONTRACTORS

### Refer to the General Conditions and the Supplementary Conditions of the Agreement.

### Refer also to Section 01 31 00 Project Management and Coordination.

### Work by Owner and Work by Other Contractors

#### For all work not included in Contract, but which is part of the overall Project and which will be carried out by Other Contractors under Separate Contracts or Owner's own forces.

##### The Contractor is responsible for:

###### Obtain and review the information required for the Work by Other Contractors and by the Owner. Prior to proceeding with the Contractor’s related work, Contractor shall confirm proper interface and coordination of all work.

###### Review of shop drawings, product data, samples, and other submittals, and notification to both UBC Project Manager and to Consultant of any observed discrepancies or problems anticipated due to non-conformance with Contract Documents.

###### Scheduling.

###### Setting out.

###### Coordination, including all service requirements.

###### Provide and connect all services forming part of the Work, including related cutting, drilling, coring, and doing all necessary patching and making good.

###### Disconnect and/or capping off existing services for existing equipment to be relocated by Other Contractors or Owner, including all necessary patching and making good.

###### Provide suitable storage for other contractors' pre-delivered products and equipment when available on site and/or building.

###### Security.

###### Damage caused by the Contractor.

###### Arranging installation inspections required by public authorities.

##### The Owner is responsible for:

###### Providing information required of Other Contractors for the Work.

###### Ensuring the timing of information and the work of Other Contractors and Owner's own forces conforms to the agreed construction schedule.

###### Testing and placing in operation.

## OWNER-SUPPLIED PRODUCTS

### For all products not included in Contract (NIC or similar designation), but which are part of the overall Project and which will be supplied by the Owner.

#### The Contractor, in addition to the same responsibilities described by 1.3 above for other Contractor work, is responsible for:

##### Obtaining and the review of information required for the Work and provided by product manufacturers.

#### The Owner, in addition to the same responsibilities described by 1.3 above, is responsible for:

##### Arrange for delivery of shop drawings, product data, samples, manufacturer's instructions, and certificates to Consultant and Contractor.

##### Ensuring the timing of information and the delivery of N.I.C. products conforms to the agreed construction schedule.

##### Deliver supplier's bill of materials to Contractor.

##### Arrange and pay for delivery FOB site in accordance with Progress Schedule.

##### Inspect deliveries jointly with Contractor.

##### Submit claims for transportation damage.

##### Arrange for replacement of damaged, defective or missing items, and determine responsibility for costs.

##### For NIC products installed by the Owner: unload, store, uncrate, and move into location, and supply and install required anchors to adequately support weight, resist vibration, and provide lateral and seismic restraint.

##### For NIC products installed by the Contractor, supply all required anchors to adequately support weight, resist vibration, and supply lateral and seismic restraints

##### The design and installation review of lateral and seismic restraints noted above which shall be by a Professional Engineer Registered in British Columbia.

##### Arrange for manufacturer's field representatives to clarify installation and carry out placing in service and testing, when required by the particular product and equipment.

##### Testing and placing in operation all N.I.C. products.

#### Additional requirements or conditions related to Owner-supplied products:

##### (Description, or state:) To be issued by Addendum if applicable

## ASSIGNED CONTRACTS

### If Owner has awarded pre-tendered Subcontractor contracts and/or pre-ordered materials or equipment contracts in order to expedite the Work or for other purposes in the Owner’s interests, all Items or work will be specifically shown on the Contract Documents and on the Bid Form. In these cases;

#### The Contractor is to assume these pre-tendered contracts and incorporate all of this work and costs in the Base Bid Price, and execute a Subcontractor agreement with the designated subcontractor on execution of the Owner/Contractor Agreement.

#### At the Contractor’s request, assigned Subcontractors to:

##### Furnish to Contractor, bonds covering faithful performance of subcontracted work and payment of obligations thereunder.

##### Purchase and maintain liability insurance to protect Contractor from claims for not less than limits of liability which Contractor is required to provide to Owner.

### If Owner has awarded pre-ordered product contracts to expedite the Work or for other purposes in the Owner’s interests all Items or work will be specifically shown on Drawings and Specifications.

### The Total Contract Price includes any additional overhead and profit, and other work and costs required, to make the work of these assigned contracts fully compatible with the Work of these Contract Documents.

## WORK SEQUENCE

### It is intended that the construction work proceed in a phased and organized manner which minimizes disruption to UBC operations.

### The Contractor shall prepare a preliminary and proposed sequence of construction and construction schedule, for presentation at a First Project Meeting (refer to Section 01 33 00 Submittal Procedures) for review and acceptance in principle by the UBC Project Manager. The Contractor shall revise the proposed sequence schedule as directed for final acceptance by the UBC Project Manager, before commencement of on-site construction work.

### The finalized schedule shall clearly define:

#### the phasing of the work

#### the limit of construction work during each phase and sub-phase

#### the duration of each phase

#### the sequence of construction within each phase to co-ordinate the work of all trades, that of Owner, and that work under other contracts.

#### baseline start dates, finish dates, and task durations.

### The Contractor shall provide monthly project schedule updates in electronic form. Electronic format shall be Microsoft Project or equivalent. The schedule update shall detail:

#### task actual start, duration, and completion dates.

#### percent complete of each task.

#### critical tasks, task linkages, and order/delivery dates for major equipment components.

#### impact of change orders, if any.

### The Contractor, all subcontractors and suppliers of material required for the Work will expedite and proceed with the Work so as to conform to the agreed schedule and phases.

### Any float (also described as “slack” or “cushion”) that exists in the Construction Schedule (as to the overall Contract Time and as to parts of the Work) does not belong exclusively to the Owner or exclusively to the Contractor, but rather will:

#### firstly, be used for and applied to obviate any delay or extension of time otherwise provided for in the Contract, including any delay or extension of time otherwise provided for or described in the schedule, or that would otherwise result from a Change Order or Change Directive / Site Work Order, or any other delay or extension of time that the Contractor would otherwise be entitled to, and despite any provision of the Contract allowing for delay or extension of time the Contract Time will not be delayed or extended to the extent that float is available at the time the matter, circumstance or event arose or occurred, and

#### any remaining will, in the administration and interpretation of the Contract, be shared and applied equitably by and between the Owner and the Contractor.

### The phasing and sub-phasing of the work shall be as established and finalized by consultation between the Contractor and the UBC Project Manager, before commencement of the work, and as the work progresses.

SPEC NOTE: Review and edit/confirm the following 3 paragraphs.

### All work within an area or phase must be fully completed and operational, in order to be considered ready for Owner occupancy.

### For each phase, Mechanical and Electrical trades to provide all temporary hook-ups and services required, provide relocation and removal as required, and work required to keep all life safety, communications, and security systems fully operational.

### Required stages or phasing: as designated on Drawings, and as follows:

## CONTRACTOR USE OF PREMISES

### Refer GC 3.12, Use of the Work

SPEC NOTE: Review and edit/confirm the following paragraph and 4 subparagraphs

### Coordinate use of premises with UBC Project Manager to allow:

#### Owner occupancy.

#### Partial Owner occupancy.

#### Work by other contractors.

#### Public usage.

### On final occupancy, Owner will provide for occupied areas:

#### Operation of HVAC and electrical systems.

#### Maintenance.

#### Security.

\*\*\*END OF SECTION\*\*\*