

**TG 01100v10.08**  
**Summary of Changes**

Modifies paragraphs relating to policies and rules for after-working-hours Deputy Sheriff services.

Project Requirements  
**TECHNICAL GUIDE**

**TG 01100**

**1. COORDINATION ISSUES:**

1.1 The information contained in and required by this section has serious contract implications. Ensure there are no errors in the final specification section.

1.2 Make sure to coordinate the contract time, dates and schedule with the Cost and Time article of the TG 00400 Bid, Proposal or Offer Forms section.

**2. DESIGN ISSUES:** (Not Used)

**3. DRAWING NOTES:** (Not Used)

**4. STANDARD DRAWINGS:** (Not Used)

**5. SPECIFICATION NOTES:** (Not Used)

**6. GUIDE SPECIFICATION:**

6.1 SECTION 01100 - PROJECT REQUIREMENTS is attached. Add this section for all projects.

***SPECIFIER'S NOTE:** Blue colored texts are Notes to the Specifier and should be completely deleted from the final text. Where [Red colored text in brackets] is shown in this specification section, insert wording, numbers, etc. as appropriate and delete brackets. Where <Red colored text in brackets> is shown, choice is indicated. Make the appropriate choice and delete the brackets. Maintain footer notation in italics with the current version used (e.g. TG 01100 ~~v10.02~~v10.08). Verify that section titles cross referenced in this Section correspond to this Project's specifications; Section titles may have changed.*

***Do not include the Project Name (etc.) line in the footer. Use the following format for the specification footer.***

TG 01100 ~~v10.02~~v10.08  
DAGS Job No. 00-00-0000

Project Requirements  
01100 - 1

*End Footer Sample*

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DESIGN CONSULTANT CRITERIA

~~v10.02~~v10.08  
TG 01100 - 1

## DIVISION 1 - GENERAL REQUIREMENTS

### SECTION 01100 - PROJECT REQUIREMENTS

#### PART 1 - GENERAL

##### 1.01 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: Project consists of *[Insert brief project description]*.
1. Project Location: *[Insert Project location (street address, city, and Island).]*

***SPECIFIER'S NOTES: Revise the work descriptions and building and site components as a supplement to the project narrative description to the TG 00110 if supplemental information will provide further scope understanding to the contractor. If project narrative in TG 00110 is adequate delete this subparagraph and adjust numbering accordingly.***

- [B. The Work consists of *[Insert an abbreviated summary of Project]*.
1. The Work includes *[Insert a brief listing of major products and systems included in Project]*.
    - a. Sitework and Demolition:*
    - b. Work off-site or in the Public Right-of-way:*
    - c. Building Structure, Enclosure and Interior Construction:*
    - d. Interior Finishes:*
    - e. Abatement Work:*
    - f. Furniture and Furnishings:]]*
- C. Perform operations and furnish equipment, fixtures, appliances, tools, materials, related items and labor necessary to execute, complete and deliver the Work as required by the Contract Documents.
- D. The Division and Sections into which these specifications are divided shall not be considered an accurate or complete segregation of work by trades. This also applies to work specified within each section.
- E. Contractor shall not alter the Drawings and Specification. If an error or discrepancy is found, notify the Contracting Officer.
- F. Specifying of interface and coordination in the various specification sections is provided for information and convenience only. These requirements in the various sections shall complement the requirements of this Section.

##### 1.02 SPECIFICATION FORMATS AND 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. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated and include incomplete sentences. Omission of words or phrases such as "the Contractor shall", "as shown on the drawings", "a", "an", and "the" are intentional. Omitted words and phrases shall be provided by inference to form complete sentences. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred, as the sense requires. Singular words shall be interpreted

as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates. Where devices, or items, or parts thereof are referred to in the singular, it is intended that such reference shall apply to as many such devices, items or parts as are required to properly complete the Work.

2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
  - a. 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.
3. Abbreviations and Acronyms for Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale Research's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."

***SPECIFIER NOTES: Terms defined below are not defined in the General Conditions.***

**B. Terms**

1. Directed: Terms such as "directed", "requested", "authorized", "selected", "approved", "required", and "permitted" mean directed by Contracting Officer, requested by Contracting Officer, and similar phrases.
2. Indicated: The term "indicated" refers to graphic representations, notes, or schedules on drawings or to other paragraphs or schedules in specifications and similar requirements in the Contract Documents. Terms such as "shown", "noted", "scheduled", and "specified" are used to help the user locate the reference.
3. Furnish: The term "furnish" means to supply and deliver to project site, ready for unloading, unpacking, assembly, and similar operations.
4. Install: The term "install" describes operations at project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
5. Provide: The terms "provide" or "provides" means to furnish and install, complete and ready for the intended use.
6. Installer: An installer is the Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-Subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
7. Submit: Terms such as "submit", "furnish", "provide", and "prepare" and similar phrases in the context of a submittal, means to submit to the Contracting Officer.

C. Industry Standards

1. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
2. Publication Dates: Comply with standards in effect as of date of the Contract Documents, unless otherwise indicated.
3. Conflicting Requirements: If compliance with 2 or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Contracting Officer for a decision before proceeding.

**1.03 CONTRACT**

- A. Refer to SECTION 00800 - SPECIAL CONDITIONS for other contract conditions.

***SPECIFIER'S NOTES: Include the Construction window the jobsite start and jobsite completion dates for the Project only if required, such as summer school work. List the Project Start Date if needed, otherwise omit. Delete paragraph when not required.***

B. Construction Window:

1. Project Start Date: [Jxxxxx 00, 2004]
2. Jobsite Start Date [Jxxxxx 00, 2004].
3. Jobsite Completion Date [Jxxxxx 00, 2004].

***SPECIFIER'S NOTES: Include a project schedule in paragraph below only for complicated or special projects. Indicate any milestone date or other fixed dates. If needed to clarify or expand the Project requirements, provide a schedule at the end of the section. Delete paragraph when not required.***

**[C. Project Schedule:**

Schedule is presented for information and planning purposes. Dates and activities are subject to adjustments. See Part 3 paragraph entitled "PROGRESS SCHEDULE".]

***SPECIFIER'S NOTES: If Project is conducted in a single-phase use first option of paragraph 1.04 A. If Project is conducted under separate phases revise the work sequence to include partial occupancies and final inspection of phased construction as in second option paragraph 1.04 A. Repeat subparagraph, revise as appropriate, for each separate phase. Paragraph 1.04 B. and C. are examples of phasing or sequence conditions.***

**1.04 WORK SEQUENCE**

- A. The Work will be conducted in a single construction phase.

**OR**

- A. The Work shall be conducted in [Insert number] phases.

1. Phase [Insert Number]: [Briefly describe work of this phase] Work of this phase shall be substantially complete and ready for occupancy within [Insert

*number of days*] of <the Notice to Proceed> <commencement of construction>.

2. *[Additional Phases]*

**EXAMPLE**

B. Temporary Service Road:

1. The existing service road from Street A, which serves Building One, Building Two and Building Three will be demolished and be reconstructed as a part of this project. This service road currently provides emergency equipment access for the Fire Department to those facilities and is the service road for deliveries. It is critical that access is maintained at all times.
2. As part of this project, a Temporary Service Road shall be constructed as shown on the Drawings. Complete the Temporary Service Road prior to closure of the Existing Service road, and not later than the time stipulated in this Section.]

C. Chilled Water Service to Building One:

1. Complete and commission chilled water service to Building One not later than July 1, 2005.

D. Sequencing Requirements:

1. Sequence construction to protect sensitive building equipment and finishes in accordance with the manufacturer's instructions. Requirements of this type include, but are not limited to the following:
  - a. Install resilient and wood flooring after all other finishing operations, including overhead trades, are completed.
  - b. To minimize problems related to subfloor moisture, the areas to receive flooring shall be cleaned and fully enclosed and the building air conditioning system shall be in operation for several weeks prior to installing resilient and wood flooring.
2. Established Dimensions: Where field measurements for fabricated components such as handrails and railings cannot be made without delaying the Work, establish dimensions and proceed with fabricating without field measurements. Coordinate construction to ensure that actual dimensions correspond to establish dimensions.

**END EXAMPLE**

***SPECIFIER'S NOTES: Include work restrictions and limitations User places on Contractor's use of premises or site area. For a complex project, also use SECTION 01500 - TEMPORARY FACILITIES AND CONTROLS.***

**1.05 USE OF PREMISES AND WORK RESTRICTIONS**

- A. General: Contractor shall have full use of <premises> <construction zone> for construction operations, including use of project site, during construction period. Contractor's use of premises is limited only by State's right to perform work or to retain other Contractors on portions of the project site.

***SPECIFIER'S NOTES: Maintain major topics that are listed. Examples of restrictions are shown. If no restrictions are imposed, delete the paragraph. List***

**specific restrictions required by facility such as test administering, musical performances, interviews, etc.**

B. Contractor's use of premises is restricted as follows:

1. Construction Times and Schedule:
  - a. Night, weekend and overtime work is allowed unless restricted elsewhere.
  - b. No work will be allowed on project site between 6:00 AM to 6:00 PM from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_.
  - c. No limitations are imposed for work performed from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_.
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
2. Site Access and Parking:
  - a. Parking: Parking for the Contractor's employees (or Subcontractors) will be limited to the available areas within the designated Project Contract Limits or in areas designated by the Contracting Officer. Do not use parking stalls in regularly designated parking zones within the [School] [Facility] grounds. Unauthorized vehicles parked in marked stalls and in any area outside of the designated project construction site will be subject to towing at the Contractor's expense.
  - b. Maintain access to the Loading area through Project Contract Limits.
3. Sanitation:
  - a. Use of [school] [facility] toilet facilities will be as directed by the Contracting Officer. Facilities shall be kept clean. Abuse of this condition may result in the Contractor providing their own toilet facilities at no additional cost to the State.
4. Noise and Dust Control:
  - a. In adjacent locations surrounding the project site, noise, dust and other disrupting activities, resulting from construction operations, are detrimental to the conduct of the [School] [Facility] activities. Therefore, Contractor shall monitor its construction activities. Exercise precaution when using equipment and machinery to keep the noise and dust levels to a minimum.
  - b. To reduce loud disruptive noise levels, ensure mufflers and other devices are provided on equipment, internal combustion engines and compressors.
  - c. Schedule construction activities that create excessive noise and dust problems, such as concrete coring, drilling, hammering, trenching, and demolition, for the weekends, holidays or [non-school] [non-business] hours. Overtime costs for the Contractor's employees and work force are the Contractor's responsibility.

- d. The Contracting Officer will require any construction activity that produces excessiveness of noise and dust to be performed during [non-school] [non-business] hours. The Contracting Officer shall make the final determination. Overtime costs for the Contractor's employees and work force are the Contractor's responsibility.
5. Other Conditions:
- a. Arrange for construction debris and trash to be removed from project site weekly.
  - b. Operate machinery and equipment with discretion and with minimum interference to driveways and walkways. Do not leave machinery and equipment unattended on roads and driveways.
  - c. Store materials in the areas as designated by the Contracting Officer. Locate construction equipment, machinery, equipment and supplies within the Project Contract Limits.
  - d. Keep access roads and [campus] roads, to the project site free of dirt and debris. Provide, erect and maintain lights, barriers, signs, etc. when working on [campus] [facility] roads, driveways and walkways to protect pedestrians and moped/bicycle riders. Obey [campus] [facility] traffic and safety regulations.

**SPECIFIER'S NOTES: Retain, modify or delete this paragraph 1.05 C. depending on project conditions. Use only for Capitol District or as directed by Project Coordinator. The following paragraph applies to projects where the building occupant requests for security guard services from the Department of Public Safety, Sheriff's Division for the state of Hawaii. Verify the State Security Guard's hourly charge rate with the Project Coordinator. The Project Coordinator shall verify the current hourly charge rate and rules for providing services with the Protective Services Division Department of Public Safety, Sheriff's Division, Special Duty Coordinator, who is responsible for establishing uniform rates and rules for all islands. The Project Coordinator shall also determine as accurately as possible the number of security guard personnel that will be required at any time (one, two, etc.) and edit the paragraph as required.**

- C. Security Provisions: When work is performed outside the normal operating hours of the Department (or Users operations), only a single entry to the building will be permitted and a ~~State Security Guard~~ Special Duty Officer (Deputy Sheriff) shall be stationed at this entrance throughout the period that it is open. Contact and arrange with the Department of Public Safety, ~~Protective Services Division~~ Sheriff's Division, Special Duty Coordinator (telephone ~~586-4352~~ 587-2647) and the Sheriff's office on the island or region on Oahu where the project is to be constructed to provide the security personnel. Make arrangements at least 48 hours before security personnel are required. ~~State Security Guard's Special Duty Officer~~ charges are ~~[\$30.00]~~ per hour or fraction thereof (minimum of quarter hour increments), for a minimum of 4 hours. If the situation requires more Sheriffs, each additional Sheriff will be paid at the same hourly rate. A Sergeant at an hourly rate of [\$35.00] will be required for every four Sheriffs and a Lieutenant at an hourly rate of [\$40.00] will be required for every three Sergeants. If the Sheriff's office receives less than 12 hours notice for cancellation of scheduled security services, a minimum of four hours per Sheriff

will be assessed to the requester. Pay for State Security Guard's cost as part of the contract. Payment shall be made directly to the Special Duty Officer within 5 days of receipt after the Officer fills out a W-9 form on the jobsite. Contact the Sheriff's Office under the local jurisdiction of the project building in addition to contacting the Special Duty Coordinator as follows:

(1) Circuit Court: (808) 539-4599

(2) Capitol District: (808) 586-1352

(3) Hawaii District: (808) 933-8833

(4) Kauai District: (808) 482-2470

(5) Maui District: (808) 244-2900

Note that the Sheriff's Offices do not possess keys for access to the building such that arrangements must be made with DAGS Central Services Division, Public Building Management Services Branch (808) 831-6733 and/or the building Owner to provide keys or the means for access to the building after normal working hours.

**SPECIFIER'S NOTE: For all Department of Education and Library projects on DOE campus, include this paragraph 1.05 D.**

- D. Drug Free School System: Comply with the ban on smoking and other use of tobacco products, alcoholic beverages and other illegal substances at all times at Department of Education (DOE) facilities and off-campus sites under DOE's operational control.

**SPECIFIER'S NOTE: For all projects in Correctional Facilities and Centers, include this paragraph 1.05 D.**

- D. Prohibition of Tobacco Products in Correctional Facilities and Centers: Comply with the prohibition on introduction, possession and use of all tobacco products in Correctional Facilities and Centers.

**SPECIFIER'S NOTES: Retain paragraph 1.06 B. if work under this Contract depends on successful completion of work performed under other contracts and vice versa or if work under other contracts is expected to be complete before work under this Contract begins. Repeat paragraphs as necessary to list all separate contracts separately. Obtain information from Project Coordinator.**

#### **1.06 WORK UNDER OTHER CONTRACTS**

- A. Separate Contract: The State may execute a separate contract for certain construction at the project site that was not known at the time Offers were submitted.
- B. Separate Contract: The State ~~has awarded~~ ~~will award~~ a separate contract for performance of certain construction operations at project site. ~~Those operations are scheduled to be substantially complete before work under this Contract begins.~~~~Those operations will be conducted simultaneously with work under this Contract.~~
  - 1. ~~[Insert Name of Contract]: A separate contract has been awarded will be awarded to [Insert name of separate Contractor] to for [Insert a brief~~

*description of work performed under separate contract].* Work on this contract is scheduled for *[summer 2005].*

- C. Cooperate fully with separate Contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.

**SPECIFIER NOTES: Retain either paragraph 1.07 A. depending if work under a future contract depends on successful completion of work performed under this Contract. Obtain information from Project Coordinator.**

**1.07 FUTURE WORK**

- A. It is not anticipated the State will award a future contract that depends on the Work under this contract.

**OR**

- A. Future Contract: The State *<has awarded> <will award>* a separate contract for additional work to be performed at the site after Substantial Completion. Completion of that work will depend on successful completion of preparatory work under this Contract.

**SPECIFIER NOTES: Retain subparagraph 1.06 A. 1. below for each separate contract. Repeat below as necessary to list all separate contracts.**

1. [Insert Name of Contract]: A separate contract *<has been awarded> <will be awarded>* to [Insert name of separate Contractor] *<to> <for>* [Insert a brief description of work performed under separate contract]. Work on this contract is scheduled for *[summer 2005].*

**SPECIFIER NOTES: This item 1.08 defines responsibilities of State and Contractor for State-furnished items. Retain this item if State furnishes products for a project. Revise second sentence of paragraph 1.08 A. as appropriate, or delete entirely if not required. Revise subparagraphs to meet Project requirements.**

**1.08 STATE-FURNISHED PRODUCTS**

- A. State will furnish *[Insert a brief description of State-furnished products].* The Contractor's Work includes providing support systems to receive State's equipment *<and plumbing, mechanical, and electrical connections>*.
1. The Contracting Officer will arrange for shop drawings, product data, and samples for Contractor to pick up.
  2. Contracting Officer will arrange and pay for delivery of State-furnished items according to Contractor's construction schedule.
  3. After delivery, Contracting Officer will inspect delivered items for damage. Contractor shall be present for and assist in Contracting Officer's inspection.
  4. If State-furnished items are damaged, defective, or missing, Contracting Officer will arrange for replacement.
  5. Contracting Officer will arrange for manufacturer's field services and for manufacturer's warranties to be picked up by contractor.
  6. Contracting Officer will furnish contractor the earliest possible delivery date for State-furnished products. Using State-furnished earliest possible delivery

dates, Contractor shall designate delivery dates of State-furnished items in Contractor's construction schedule.

7. Contractor shall review shop drawings, product data, and samples and return them to the Contracting Officer and noting discrepancies or anticipated problems in use of product.
8. Contractor is responsible for receiving, unloading, and handling State-furnished items at project site.
9. Contractor is responsible for protecting State-furnished items from damage during storage and handling, including damage from exposure to the elements.
10. If State-furnished items are damaged as a result of Contractor's operations, Contractor shall repair or replace them.

***SPECIFIER NOTES: Retain this item 1.09 only when Project is subject to unusual general requirements that do not belong elsewhere but that affects entire Project. Insert paragraphs here, as appropriate, detailing miscellaneous provisions. Develop paragraphs to suit Project.***

#### **1.09 MISCELLANEOUS PROVISIONS**

***SPECIFIER'S NOTE: Retain this paragraph only if known archaeological remains exist on site.***

- A. Historical Archaeological Artifacts: All items having any apparent historical or archaeological interest discovered in the course of construction activities shall be carefully preserved. Should historic remains such as artifacts, burials, concentrations of shell or charcoal be encountered during the construction activities, work shall cease immediately in the adjacent vicinity of the find and the applicable site shall be protected from further damage. The Contractor shall immediately contact the Contracting Officer and the State Historic Preservation Division (SHPD) DLNR at (808) 692-8015. SHPD will assess the significance of the find and recommend an appropriate mitigation measure if necessary.

***SPECIFIER'S NOTE: Retain this paragraph only if Shoring and Bracing are requirements of this Project.***

- B. Shoring and Bracing:

***SPECIFIER'S NOTE: Retain this paragraph only if known dewatering is required for this project.***

- C. Dewatering:
  1. Discharge from dewatering operations in building construction shall not be drained directly onto the street, gutter, into streams, or other bodies of water. In areas where a storm drainage has been installed, the discharge shall be conveyed to the nearest storm drain, by the use of pipes or other suitable means acceptable to the County. If necessary, the discharge shall be filtered or otherwise treated to comply with all applicable Federal, State, and Local regulations concerning water pollution prior to its release into waterways or local drainage systems.

2. In areas where there are no storm drainage systems, arrangements satisfactory to the County shall be made to dispose the discharge onto private properties.

**SPECIFIER'S NOTE:** *Retain this paragraph only if Building has historical significance and Special procedures are required.*

D. Historic Building:

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION [Not Used]**

**SPECIFIER'S NOTE:** *If directed by Project Coordinator insert project schedule. Indicate 'Due Date' 'No later than Date' and 'Phase Completion Date' where applicable. Make sure the Jobsite Start Date and Project Completion Date are the same as item 1.03.*

- 3.01 PROJECT SCHEDULE** is presented for information and planning purposes. Dates and activities are subject to adjustments.

NO	EVENT OR DESCRIPTION	REFERENCE OR DATE
1	Pre-Bid Meeting and Site Visit	Notice to Bidders
2	Clarifications or Questions Due	14 days before Offers are opened
3	Bid Opening	Notice to Bidders
4	Project Start Date	<Section 01100>
5	Jobsite Start Date	<Section 01100>
6	Phase 1 Completion Date	Section 01100
7	Project Completion Date	<Section 01100>

**SPECIFIER'S NOTES:** *If State-furnished materials or equipment are included in the Project, coordinate with item 1.08 and insert a schedule below. Modify delivery and storage paragraphs to meet Project requirements.*

**3.02 SCHEDULE OF STATE-FURNISHED PRODUCTS**

*[Insert schedule]*

A. *[Insert Name of Product]*

1. *<State will deliver the product to the Project Site when scheduled for installation>.*
2. *<Product will be delivered to the Project Site on or about \_\_\_\_\_ working days from the Notice to proceed>.*
  - a. Contractor shall schedule subsequent work to permit installation of product.
  - b. Contractor shall protect and store product until scheduled installation.

END OF SECTION