

**SECTION 01 10 00 - Summary**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

**PART 1 – GENERAL****1.1 Summary**

- a. This section includes project description, summary of work, price and payment procedures, administrative requirements, progress documentation, submittal procedures, special procedures, quality requirements, temporary facilities, product requirements, execution and closeout requirements, performance requirements and life cycle activities.

**1.2 Submittals**

- a. Not applicable.

**1.3 Qualifications**

- a. Not applicable.

**PART 2 – PRODUCTS**

- a. Not applicable.

**PART 3 – EXECUTION****3.1 Analysis**

- a. Not applicable.

**3.2 Installation:**

- a. Not applicable.

**SECTION 01 11 00: Summary of Work**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

**PART 1 – GENERAL****1.1 Summary**

- a. This section addresses work covered by contract documents, work by Owner, consultants hired by Owner and purchase contracts.

**1.2 Submittals**

- a. Not applicable.

**1.3 Qualifications**

- a. Not applicable.

**PART 2 – PRODUCTS**

- a. Not applicable.

**PART 3 – EXECUTION****3.1 Installation**

- a. Third party consultants hired by the University include, but are not limited to the following:
  - Cost estimator
  - Site surveyor
  - Certified arborist
  - Special inspections and testing
  - Test and balance (TAB) for hydronic and air systems
  - Commissioning
  - Energy analysis
  - Geotechnical
  - Hazardous materials testing and monitoring
  - Asbestos removal

**3.2 Interface with other products**

- a. Specifically related to asbestos removal.
  - In the event the Contractor encounters material that is believed to be hazardous, asbestos containing, coated with lead-based paint, and/or oily debris the Contractor shall immediately stop work in the affected area and report the condition to the PM. At no time shall such material be handled or disposed of by the Contractor. The Contractor will cooperate and work with the PM, EH&S, any Consultants, and abatement Contractors engaged by the Owner.
- b. Permit fees with the City of Eugene will be paid for by The University of Oregon.

- c. Owner furnished contractor installed equipment include, but are not limited to the following:
- Moveable furnishings – refer to Division 12
  - Distributed antennae systems (DAS)
  - Data – refer to Division 27
  - Locks and hardware – refer to Division 08
  - Toilet accessories – refer to Division 10
  - Building signage
  - Zero waste receptacles
  - Kitchen appliances
  - Medium voltage utility transformers

### 3.3 Testing

- a. Not applicable.

### 3.4 Training

- a. Not applicable.

## SECTION 01 12 00: Multiple Contract Summary

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

### PART 1 – GENERAL

#### 1.1 Summary

- a. This section addresses the summary of contracts and types of contract documents.

#### 1.2 Submittals

- a. Not applicable.

#### 1.3 Qualifications

- a. The University has in place a Retainer Program for consultants and contractors.
- b. Documentation is available via the Purchasing and Contracting (PCS) portal at <https://pcs.uoregon.edu/content/business-opportunities> to participate in the Program.

### PART 2 – PRODUCTS

- a. The University contract samples are available as part of the request for proposal (RFP) and request for qualification (RFQ) advertisements posted on the PCS website listed above.

### PART 3 – EXECUTION

#### 3.1 Installation

- a. Not applicable.

#### 3.2 Interface with other products

- a. Not applicable.

#### 3.3 Testing

- a. Not applicable.

#### 3.4 Training

- a. Not applicable.

**SECTION 01 14 00: Work Restrictions**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

**PART 1 – GENERAL****1.1 Summary**

- a. This section addresses Project work and site restrictions.

**1.2 Submittals**

- a. Not applicable.

**1.3 Qualifications**

- a. Not applicable.

**PART 2 – PRODUCTS**

- a. Not applicable.

**PART 3 – EXECUTION****3.1 Installation**

- a. No disposal or recycling on university property outside construction area unless approved by PM.
- b. No stockpiling of waste on-site beyond the period necessary for sorting and accumulation of practical quantities for transport off-site.
- c. Exterior hours of work are governed by city requirements and typically within the hours of 8am to 5pm unless approval is obtained by PM.
- d. Utility outages and shutdowns
  - Minimum of three week notification to PM. May require a longer duration based on systems effected.
- e. Temporary heating and cooling of buildings during construction through the use of new building systems is not allowed. Contractor to provide temporary systems.
- f. Maintain access ways for service equipment during construction.

**3.2 Interface with other products**

- a. Not applicable.

**3.3 Testing**

- a. Not applicable.

**3.4 Training**

- a. Not applicable.

**SECTION 01 18 00: Project Utility Sources**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

**PART 1 – GENERAL****1.1 Summary**

- a. This section addresses Project work and site restrictions.

**1.2 Submittals**

- a. Not applicable.

**1.3 Qualifications**

- a. Not applicable.

**PART 2 – PRODUCTS**

- a. Not applicable.

**PART 3 – EXECUTION****3.1 Installation**

- a. No disposal or recycling on university property outside construction area unless approved by PM.
- b. No stockpiling of waste on-site beyond the period necessary for sorting and accumulation of practical quantities for transport off-site.
- c. Exterior hours of work are governed by city requirements and typically within the hours of 8am to 5pm unless approval is obtained by PM.
- d. Utility outages and shutdowns
  - Minimum of three week notification to PM. May require a longer duration based on systems effected.
- e. Temporary heating and cooling of buildings during construction through the use of new building systems is not allowed. Contractor to provide temporary systems.
- f. Maintain access ways for service equipment during construction.

**3.2 Interface with other products**

- a. Not applicable.

**3.3 Testing**

- a. Not applicable.

**3.4 Training**

- a. Not applicable.

**SECTION 01 20 00: Price and Payment Procedures**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

**PART 1 – GENERAL****1.1 Summary**

- a. This section addresses Project utility sources.

**1.2 Submittals**

- a. All Contractor payment requests must be accompanied by all wage certificates for the billing period.

**1.3 Qualifications**

- a. Not applicable.

**PART 2 – PRODUCTS**

- a. Not applicable.

**PART 3 – EXECUTION****3.1 Installation**

- a. Not applicable.

**3.2 Interface with other products**

- b. Not applicable.

**3.3 Testing**

- a. Not applicable.

**3.4 Training**

- a. Not applicable.

**SECTION 01 25 00: Substitution Procedures**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

**PART 1 – GENERAL**

**1.1 Summary**

- a. This section addresses the Design Standards Substitution Request Process for design teams to request variance and/or substitution of items, strategies, etc. from the current edition of the Design Standards. Construction substitution requests are addressed in 01 60 00.

**1.2 Submittals**

- a. Submit UO substitution request form.
- b. The proposed substitution must comply with design intent, design performance, maintenance, and serviceability requirements in the Design Standards and is appropriate for applications indicated.
- c. Relevant documentation to support request to be included.
  - Statement(s) indicating why the Design Standards method, product, or material cannot be provided.
  - Coordination information necessary to accommodate proposed substitution.
  - Comparison(s) of the proposed substitution with those of the design to include performance, weight, size, durability, maintainability, serviceability, visual effect, and specific features and requirements.
  - Product and/or material data including drawings and descriptions of products / materials and fabrication and installation procedures.
  - List of similar installations for completed projects with project names and addresses and names and addresses of Architects and Owners.
  - Comparison of design and construction schedules using proposed substitution.
  - Cost implications.

**1.3 Qualifications**

- a. Design Standards substitution requests by the Contractor (CMGC) during design must be submitted to PM/Owner Representative for approval prior to being proposed as a VE opportunity.
- b. Design Team/Consultant will consult Owner Representative for feedback on viability of request prior to formal submittal of request.
- c. If deviations from the Construction Standards are included in project design or construction documents generated by the design team / consultants and the deviation did not obtain prior Owner approval through the Design Standards Substitution Request process, the cost of revision and/or redesign will be the responsibility of the design team / consultants and not the Owner or Project.

**PART 2 – PRODUCTS**

- a. Not applicable.



**PART 3 – EXECUTION**

**3.1 Installation**

- a. Not applicable.

**3.2 Interface with other products**

- a. Not applicable.

**3.3 Testing**

- a. Not applicable.

**3.4 Training**

- a. Not applicable.

**U of O DESIGN STANDARDS SUBSTITUTION REQUEST**

**TO:** \_\_\_\_\_

**PROJECT:** \_\_\_\_\_

**STANDARD ITEM OR SECTION:** \_\_\_\_\_

**STANDARD SECTION NUMBER:** \_\_\_\_\_ **PAGE NUMBER:** \_\_\_\_\_

**PROPOSED STANDARD SUBSTITUTION ITEM OR SECTION:** \_\_\_\_\_

Attached data includes design or product description, specifications, drawings, photographs, performance and test data, product information, etc. adequate for evaluation of requested Standard substitution.

Attached data also includes description of changes to related and/or impacted building system(s) or component(s) that will result from the requested Standard substitution.

**Proposing party certifies that the following items are correct unless noted & described in attachments:**

1. Proposed Standard substitution does not affect U of O maintainability / serviceability.
2. Proposing party pays for changes to the building design and/or redesign caused by the Standard substitution.
3. Proposing party will supply appropriate detailing, specification, etc. for construction of the Standard substitution.
4. Proposed Standard substitution notes and describes all adverse effects on other trades, design schedule, drawing coordination, construction schedule, warranty requirements, project budget, etc.
5. Maintenance and service parts are available locally or readily obtainable for the proposed Standard substitution.

**Proposing party further certifies function, appearance, and quality of proposed Standard substitution are equivalent or superior to the Standard.**

**Submitted by:** \_\_\_\_\_  
Name (printed or typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm Name (printed or typed)

\_\_\_\_\_  
Date (printed or typed) Phone Number (printed or typed)

**For use by Designated U of O Representative / Owner of Standard in question:**

**APPROVED**

**APPROVED AS NOTED**

**NOT APPROVED**

**RECEIVED TOO LATE**

**By, Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**By, Signature:** \_\_\_\_\_

**Remarks:**



**SECTION 01 30 00: Administrative Requirements**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

**PART 1 – GENERAL****1.1 Summary**

- a. This section addresses Bluebeam software usage and BIM procedures.

**1.2 Submittals**

- a. Not applicable.

**1.3 Qualifications**

- a. Not applicable.

**PART 2 – PRODUCTS**

- a. Bluebeam document software – current version at time of award.
- b. BIM Execution Plan (BEP).
- c. Navisworks and ReVit – version at start of design and listed in BEP.

**PART 3 – EXECUTION****3.1 Installation**

- a. Bluebeam software use and collaboration.
  - Owner will create Project in Bluebeam Studio, with UO standard file structure.
  - Contractor will utilize Bluebeam for all document management to include but not limited to drawings, specifications, submittals, RFI's, project schedules and O&M's.
    - i. Contractor will upload construction documents to Project files.
    - ii. Owner to have full administrative access to all Contractor related documents and sessions.
    - iii. UO will provide access and distribute internally.
    - iv. No documents are to be removed from a Bluebeam Project without Owner approval.
  - Contractor is responsible for obtaining archive copies of all construction documents and provide to Owner at close of project.
- b. BIM.
  - Contractor to oversee and coordinate BIM process with design team and Owner.
    - i. Conduct regular meetings, which are available via web based software.
    - ii. Access and maintainability to be demonstrated by creating a visual block-out oriented appropriately.
    - iii. BIM signoff per floor by Owner required prior to creating shop drawings and proceeding with construction.
    - iv. Substantial deviation from design documents to be approved by Owner.
    - v. Provide final BIM model and associated files.
- c. BIM Execution Plan.

- Owner, in conjunction with design team and contractor, will develop a BIM Execution Plan (BEP).
- BEP

**3.2 Interface with other products**

- a. Not applicable.

**3.3 Testing**

- a. Not applicable.

**3.4 Training**

- a. Not applicable.

**SECTION 01 31 00: Project Management and Coordination**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

**PART 1 – GENERAL****1.1 Summary**

- a. This section addresses project coordination and meetings.

**1.2 Submittals**

- a. Construction schedule.
  - Include the following items.
    - i. All Owner activities and milestones.
    - ii. All OFCI / OFOI items, delivery dates, and completion dates.
    - iii. All required shutdowns - must be requested minimum of 2 weeks in advance.
    - iv. All disruptive, noise, odor, etc. work within occupied buildings (or close neighboring buildings) - must be requested a minimum of 48hrs prior to start of such work.
    - v. Commissioning, TAB and controls.

**1.3 Qualifications**

- a. Not applicable.

**PART 2 – PRODUCTS**

- a. Not applicable.

**PART 3 – EXECUTION****3.1 Installation**

- a. Pre-construction meeting.
  - Meetings are the responsibility of the Consultant.
  - Meetings are to be available via web based service for those who are not able to attend in person, and hosted by Consultant.
  - Agenda to be distributed electronically 24 hours prior to meetings, and include the following topics as applicable.
    - i. Designation of key personnel and complete list of sub-contractors with contact information.
    - ii. Construction schedule.
    - iii. Critical work sequencing and long-lead items.
    - iv. Owner occupancy, schedule, and activities requiring accommodation and/or coordination.
    - v. Site safety, security and access during project.
    - vi. Procedures for processing field decisions, Change Orders, RFI's, testing & inspecting, applications for payment, submittals.
    - vii. Distribution of Contract Documents as needed.

- viii. Work restrictions, work hours and notification of evening or weekend events needing notification to campus.
  - ix. Use of site, campus premises and existing buildings.
  - x. Define plan to reduce impact to building users regarding application of finishes, paints, adhesives, etc.
  - xi. Work restrictions.
  - xii. Progress cleaning.
  - xiii. Temporary facilities and parking.
  - xiv. Office, work and storage areas.
  - xv. Equipment deliveries.
  - xvi. Submittal schedules.
  - xvii. Utility connections and temporary requirements.
  - xviii. Shutdown requirements, notices and restrictions.
  - xix. Coordination with EH&S, Risk Services, UOPD and NTS.
    - ◆ List of emergency contacts and contact information
    - ◆ Process for accessing emergency assistance
    - ◆ Process for spills & clean-up
    - ◆ UO expectations regarding maintaining safe conditions for UO employees, students, visitors, construction workers, etc. including odors, egress, avoidance of fire alarms, etc.
    - ◆ If applicable, EH&S expectations regarding compliance with erosion control permits.
- b. Construction progress meetings.
- Meetings to be on site, and available via we based service hosted by Contractor.
  - Agenda to be distributed electronically 24 hours prior to meetings, and include the following topics as applicable.
    - i. Overall construction schedule progress and status.
    - ii. 2 to 3 week detailed schedule of coming weeks' activities and needed shutdowns.
    - iii. Submittal schedule, outstanding RFI's and status.
    - iv. Status of correction of deficient items.
    - v. Field observations.
    - vi. Proposal Request progress, status, and outstanding questions / responses.
    - vii. Change Orders, PCO's, payment requests and budget updates.

### 3.2 Interface with other products

- a. Not applicable.

### 3.3 Testing

- a. Not applicable.

### 3.4 Training

- a. Not applicable.

**SECTION 01 32 00: Construction Progress Documentation**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

**PART 1 – GENERAL****1.1 Summary**

- a. This section addresses project construction progress photography.

**1.2 Submittals**

- a. Not applicable.

**1.3 Qualifications**

- a. Not applicable.

**PART 2 – PRODUCTS**

- a. Not applicable.

**PART 3 – EXECUTION****3.1 Installation**

- a. This requirement may be waived at Owner's discretion.
- b. At project start before demolition, a photo record of the project site, surrounding and adjacent structures and conditions.
- c. Provide digital photographs of all the following.
  - Construction progress.
  - In-slab components, including radiant floor piping.
  - All penetrations in exterior weather barriers.
- d. With closeout documentation submittal a complete digital set of all construction photographs.

**3.2 Interface with other products**

- a. Not applicable.

**3.3 Testing**

- a. Not applicable.

**3.4 Training**

- a. Not applicable.



**SECTION 01 33 00: Submittal Procedures**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

**PART 1 – GENERAL****1.1 Summary**

- a. This section addresses project submittals and RFI's.

**1.2 Submittals**

- a. Construction submittals.
- b. Construction RFI.

**1.3 Qualifications**

- a. Not applicable.

**PART 2 – PRODUCTS**

- a. Not applicable.

**PART 3 – EXECUTION****3.1 Installation**

- a. Submittals.
  - Provide submittal log to Owner for review and identification of which will require concurrent review.
  - Submittals to be a complete package per Division(s) for 21, 22, 23, 26, 27, 28, 33 and per Sections for all other Divisions. Partial submittals will be rejected.
  - Contractor to review submittals against specifications prior to providing to Owner and design team.
  - Contractor to provide submittals via Bluebeam Session for concurrent review by Owner and design team.
  - Bluebeam sessions to be generated from Bluebeam Project, in folder structure per Owner requirements.
  - Owner to have Bluebeam Session administrator rights.
  - Owner to have minimum of two weeks from date received for review, and will stamp submittal when complete.
  - List of submittals should include preliminary and final O&M documents, BIM per floor and shop drawings.
- b. RFI's.
  - Contractor to provide RFI's via Bluebeam Session for concurrent review by Owner and design team.

- Process will follow same approach as Submittals.

### **3.2 Interface with other products**

- a. Not applicable.

### **3.3 Testing**

- a. Not applicable.

### **3.4 Training**

- a. Not applicable.

**SECTION 01 50 00: Temporary Facilities & Controls**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

**PART 1 – GENERAL**

**1.1 Summary**

- a. This section addresses temporary facilities and requirements.

**1.2 Submittals**

- a. Not applicable.

**1.3 Qualifications**

- a. Not applicable.

**PART 2 – PRODUCTS**

- a. Not applicable.

**PART 3 – EXECUTION**

**3.1 Installation**

- a. Unless written approval is obtained, construction must not obstruct private or public streets, driveways, pedestrian walkways, ADA routes, fire lanes, egress of occupied buildings, etc.
- b. Coordinate construction detour routes for bikes, pedestrians, vehicles, etc. with Owners Representative.
- c. All scaffolding use requires qualified and certified erectors following OSHA guidelines
- d. Protection of existing conditions.
  - Restore permanent facilities used during construction to their specified and/or original condition.
  - Contact documents shall include provisions to fully protect existing conditions.
- e. Only two types of signs fixed to construction fencing are allowed.
  - One sign to identify the project, project purpose, project rendering and design team.
  - One sign to list the general and sub-contractors.
  - Signage requiring excavation to be coordinated with Owner Representative and FS Grounds Supervisor.
- f. Temporary and Construction Utilities.
  - ALL shut-off locations are to be documented for emergency purposes prior to pre-construction meeting.
  - Documentation of locations is to be distributed to Owner Representative.
- g. Security and access to construction sites.
  - Owner Representative and UOPD to be consulted to determine strategies to be implemented.
  - UO Fire Marshal and EH&S consultation regarding egress routes from the project site and adjacent buildings to be provided and maintained at all times.
  - ADA routes must be provided and maintained at all times from the site & adjacent buildings.
  - Parking on the construction site within fencing is to be coordinated with Owner Representative.
- h. Protection of Existing Asbestos Containing Materials.

- Due to the age of many facilities, asbestos containing materials are known to be present.
- UO will provide information on known asbestos containing materials and locations to design consultant for inclusion into construction contract documents.
- i. Tree and Plant Protection & Preservation.
  - For 'Tree Removal' see Section 31 10 00.
  - No storage, stockpiling, parking, etc. is permitted within the zones of protection.
- j. Tree protection fencing.
  - Tree protection fencing to be installed prior to materials laydown, grading, demolition, and any contractor parking on site.
  - Minimum protection will be a rigid 6-foot chain link or rigid 6ft plywood fence ONLY.
  - No snow fencing for tree protection.
  - Fencing sections are to be anchored into the ground.
  - Fencing to be set at predetermined locations shown on plans.
  - Fencing is to remain through the duration of construction.
  - Fencing may not be moved or removed without Owner Representative approval, in consultation with Arborist and Landscape Architect.

### **3.2 Interface with other products**

- a. Not applicable.

### **3.3 Testing**

- a. Not applicable.

### **3.4 Training**

- a. Not applicable.

**SECTION 01 60 00: Product Requirements**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change

**PART 1 – GENERAL****1.1 Summary**

- a. This section addresses product requirements and the Design Standards substitution request process for Contractors.

**1.2 Submittals**

- a. Submit product substitution request form.
- b. The proposed substitution must comply with design intent, design performance, maintenance, and serviceability requirements in the Design Standards and is appropriate for applications indicated.
- c. Contractor may use their form, which must contain the following support information.
  - Statement indicating why the specified product, or material cannot be provided.
  - Specification section, page, paragraph, description of the product to be substituted and proposed substitution.
  - Comparison and all relevant documentation that the proposed substitution is equivalent with those of the design to include performance, weight, size, durability, useful life, maintainability, parts and warranty.
  - List of similar installations with project names and addresses and names and addresses of Owners.
  - Cost and schedule implications.

**1.3 Qualifications**

- a. Products substituted without an approved request will be rejected, regardless if purchased or installed.
- b. All costs associated with replacement of products not approved through a substitution request are the responsibility of the Contractor or Sub-Contractor. No costs to the Owner or use of contingency will be approved.
- c. Substitution requests must be provided prior to product submittals and not as attachments to a submittal package.
- d. Final product substitution approval by Owner.

**PART 2 – PRODUCTS**

- a. Not applicable.

**PART 3 – EXECUTION****3.1 Installation**

- a. Not applicable.

**3.2 Interface with other products**

- a. Not applicable.

**3.3 Testing**

- a. Not applicable.

**3.4 Training**

- a. Not applicable.

**SECTION 01 70 00: Execution and Closeout Requirements**

Document revision history: 08/2019 – Original Publication

Date	Section	Description of Change
10/7/19	Part 2 – Products	Revised to include documentation requirements.

**PART 1 – GENERAL****1.1 Summary**

- a. This section addresses Project work and site restrictions.

**1.2 Submittals**

- a. Not applicable.

**1.3 Qualifications**

- a. Not applicable.

**PART 2 – PRODUCTS**

- a. 1 complete reproducible electronic file set of all AutoCAD drawing files, Revit models, etc.; including egress maps.
- b. 1 complete reproducible electronic file set of each drawing sheet in PDF file format.
- c. 1 complete index of AutoCAD files and drawing layers.

**PART 3 – EXECUTION****3.1 Installation**

- a. No disposal or recycling on university property outside construction area unless approved by PM.
- b. No stockpiling of waste on-site beyond the period necessary for sorting and accumulation of practical quantities for transport off-site.
- c. Exterior hours of work are governed by city requirements and typically within the hours of 8am to 5pm unless approval is obtained by PM.
- d. Utility outages and shutdowns
  - Minimum of three week notification to PM. May require a longer duration based on systems effected.
- e. Temporary heating and cooling of buildings during construction through the use of new building systems is not allowed. Contractor to provide temporary systems.
- f. Maintain access ways for service equipment during construction.

**3.2 Interface with other products**

- a. Not applicable.

**3.3 Testing**

- a. Not applicable.

**3.4 Training**

- a. Not applicable.