

**SECTION 23 00 01
HVAC GENERAL REQUIREMENTS**

PART 1 GENERAL

1.01 GENERAL NOTE

- A. The Contractor is referred to the "Special Notice to Contractors Summary Form" the "Form of Proposal"; the "Form of Bid Bond"; "Division 01 – General Requirements" of the "Contract Specifications"; the "Contract Drawings" and all Amendments and Addenda thereto; all of which govern the Work of this Section.

1.02 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.

1.03 SUMMARY

- A. The Contractor is referred to the INSTRUCTIONS TO BIDDERS, FORM OF PROPOSAL, GENERAL CONDITIONS, CONTRACT DRAWINGS, and AMENDMENTS and ADDENDA to any of the foregoing, all of which are hereby made part of this Contract.
- B. Bidders are urged to visit the site of the proposed work to become fully acquainted with existing conditions before bidding. The contract drawings and specifications are intended to provide sufficient details as to the scope and quality of work required to permit bidding. The plans and specifications are not intended to be all inclusive of the extent of work required. The contractor is left to make that determination.
- C. The Specifications for this contract have been prepared by The Office of Design.
- D. The work to be done under this Contract consists of installing new HVAC at (___Address___)
- E. Prior to contract award submit questions regarding the contract documents to the Procurement Administrator for the Division of Capital Projects, Procurement Section in accordance with the provisions of the Modification Procedures specified in 1.3 Contract Modification Procedures.

1.04 CONTRACT MODIFICATION PROCEDURES

- A. Additional payments or changes in the contract work by the Contractor shall be accomplished by properly executed change order process only. This process shall be in accordance with NYCHA Asset & Capital Management Policies and Procedures Manual.
- B. Authorization for additional or deleted work shall be by written direction by the administering program unit only.
- C. Request for Information (RFI) - Prior to Bid
 1. Thoroughly review contract documents prior to submitting bid.
 2. No adjustment of the contract price will be made due to a Contractor's failure to become familiar with all contract documents, or to request information in writing prior to the bid date.
 3. RFI procedure:
 - a. Inform the Procurement Administrator for the Division of Capital Projects, Procurement Section in writing, of any conflicts or inadequacies within the contract documents.
- D. Request for Information (RFI) - After Bid
 1. Carefully review the contract documents before submitting a request for information, to avoid unnecessary delays due to unseen or unread information.
 2. The review shall include the drawings, specifications, and all addenda, bulletins, and previously issued replies to requests for information or clarification.

3. RFI procedure:
 - a. Send request in writing to the NYCHA field representative (typically the field inspector).
 - b. Simultaneously, copy the NYCHA Project Administrator.
 - c. 3) The NYCHA's administering program unit field representative will attempt to answer the RFI and resolve the issue.
 - d. If the NYCHA Asset & Capital Mangement – Architecture & Engineering Service's involvement is necessary, the field representative will then send a written RFI to the Project Administrator for this project. NYCHA will respond to all RFI's forwarded in this manner by issuing written direction which addresses the question. Do not contact NYCHA engineers directly.
 - e. Incorporate information received in reply to the Request for Information, in both the revised, approved coordination drawings and the record drawings.
 - f. Submit all Requests for Information in a timely manner to avoid work delays.
 - g. mmediately forward any replies received from NYCHA, to all relevant subcontractors.
 - h. Coordinate the work required for directives issued in response to Requests for Information with the contract work.

PART 2-PRODUCTS (NOT USED)

PART 3 EXECUTION

3.01 CONSTRUCTION PROCEDURES

- A. Project Management and Coordination
 1. The Administering Asset & Capital Mangement, Project/Program Team (XX-Number)
 - a. The New York City Housing Authority Asset & Capital Mangement, Project/Program Team (XX-Number) will administer this contract. After bid and award, make any inquiries in reference to this Contract through this Program Unit. During construction, the work of this Contract will be under the direction and supervision of this Program Unit.
 - b. Correspondence and Communication with the Program Unit will be through the Project Administrator assigned to this contract.
 - 1) Mail - New York City Housing Authority, Borough of Manhattan Program Unit, 10th floor, 90 Church Street, New York, NY 10007.
 - c. Field inspectors will be assigned for the duration of construction.
 - d. Start of work - The NYCHA Asset & Capital Mangement, Project/Program Team (XX-Number) will issue the Notice to Proceed, after the pre-start meeting. The anticipated contract completion time is stated within the Special Notice to Contractors.
 2.
 - a. Obtain approval for the Construction Contract Progress Schedule from the field inspector, and Development Manager or Superintendent.
 - b. Allow ingress and egress to the apartment building entrance and exits, for Authority tenants, staff, and visitors, during performance of work.
 - c. Work without disruption of utility services (electric, gas, and steam services as well as water and sewer connections) to any portion of the existing building, unless authorized by NYCHA's administering department.
 - d. When an existing utility serving the building is required and authorized to be shut off:
 - 1) Notify NYCHA Administering Department a minimum ten business days in advance.
 - 2) Notify and make arrangements with the Utility Company.
 - 3) Provide, distribute, and post notices of any service interruptions or other inconveniences to the tenants as required by the Contract Inspector, the Project Manager and the Superintendent.
 3. Project Meetings
 - a. Contractors must attend the following meetings:
 - 1) Pre-Construction Meeting NYCHA Borough of Manhattan

- (a) Asset & Capital Management, Project/Program Team (XX-Number)
- (b) NYCHA Borough of Bronx Program Unit, and Office of Equal Opportunity, representatives will attend and clarify responsibilities, schedules, administrative procedures, and any special concerns. The construction contract progress schedule will be reviewed.
- 2) Pre-Start Meeting Management Office
 - (a) Authority Field Inspectors, Development Management, and Asset & Capital Management, Project/Program Team (XX-Number) representatives will attend. Contract requirements will be reviewed and verified. This meeting will be scheduled to occur between the contract Award and the Notice to Proceed.
- 3) Job Meetings H.A. Field Office at job site.
 - (a) Weekly or biweekly (every other week) meetings held with Authority Field Inspectors, and Asset & Capital Management, Project/Program Team (XX-Number) representatives. Attendance is mandatory. Time: Determined by the Authority in consultation with the Contractor.
 - (b) (b) The NYCHA field inspector will distribute copies of meeting minutes.
- 4) Limitations for use of Site
 - (a) General: Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.
 - (b) Occupancy of Premises: Each NYCHA apartment building will be occupied during performance of work.
 - (c) Parking Facilities: Except for one contractor vehicle, there will be no parking available at the project site during normal working hours. Make independent arrangements for parking off NYCHA sites.
 - (d) Materials on the Site: Materials and equipment that are removed and not reused under this contract become the property of the Contractor, unless otherwise noted.

B. Safety and Health

- 1. Conform to all applicable, occupational, safety and health standards, rules, regulations, and orders established by New York State. Observe the provisions of the Workman's Compensation and Safety Laws of the State of New York, requisite Divisions of the Labor Code, and use acceptable and best safety practices for employees and the public. For contracts of at least \$250,000, all laborers, workers, and mechanics working on site shall be certified as having successfully completed the OSHA 10 hour construction safety and health course.

C. Construction Progress Schedule

- 1. Provide Critical Path Method (CPM) of scheduling and reporting progress of work. Develop the sequence of work plan into a network analysis using the Precedence Diagram method of CPM scheduling.
- 2. Refer to General Conditions for definitions and specific dates of contract time.
- 3. Submit schedule a minimum of one week prior to the pre-construction meeting and within thirty (30) days of receipt of the letter of award.
- 4. At a minimum the schedule shall outline the following:
 - a. Sequence of work progression and duration of each item.
 - b. Activity description.
 - c. Construction inspection milestones and critical dates (noted by month and week) involved for the completion of work.
 - d. Tests and component start-ups.
 - e. Substantial completion and punch list inspection points.
 - f. Training dates (for NYCHA staff).
 - g. Operation and Maintenance Manual submission.
 - h. Guarantee period start dates.
 - i. Early start, early finish, late start, late finish, actual start, and actual finish (by date).

- j. Total float (positive and negative).
 - k. Activity percent complete.
 - l. Schedule format: eBuilder Schedule Format
- D. Construction Waste Management
- 1. Construction Waste Management Goals
 - a. The New York City Housing Authority requires that construction and demolition (C&D) waste from its construction projects be minimized. Therefore waste on the jobsite should be prevented and as many materials as possible from this project be salvaged, reused, or recycled, to minimize the impact of construction waste in landfills, and minimize energy expenditure and cost in fabricating new materials.
 - b. Therefore the Authority has established that the Contractor for this project:
 - 1) Employ processes that generate as little waste as possible, due to error, poor planning, breakage, mishandling, contamination, or other factors.
 - 2) Reuse, salvage, or recycle as many of the waste materials as economically feasible. Minimize waste disposal in landfills.
 - 3) Take a proactive, responsible role in the management of construction waste, and require all subcontractors, vendors, and suppliers participate in the effort.
 - 4) Comply with New York City recycling law.
- E. Construction Waste Management Requirements
- 1. Preliminary Planning: Prior to any waste removal, develop a Construction Waste Management Summary sheet for submission to the Authority.
 - 2. Construction Waste Management Summary: Submit a Construction Waste Management Summary sheet which describes the strategies which will be used to manage construction job-site waste generated during the duration of this contract.
 - a. The following list contains examples of materials which could be noted on the summary as waste materials from the project that will be separated for reuse, salvage, or recycling to serve as alternatives to land filling:
 - 1) Corrugated cardboard, paper*
 - 2) Clean dimensional wood, pallet wood
 - 3) Bricks
 - 4) Concrete
 - 5) Glass
 - 6) Doors/frames
 - 7) Pallets
 - 8) Plastic containers*
 - 9) Metals from banding, other scrap metal
 - 10) Beverage containers*
 - b. *Dispose in accordance with NYC recycling law. See other Divisions and Sections for mention of any items to be turned over to the Development Management for reuse.

END OF SECTION 23 00 01 23 00 01