

Project #M1524-00

Bulletin A

Revised 2020-8-31

STATE OF NEW JERSEY DEPARTMENT OF TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
PO BOX 034, TRENTON, NJ 08625-0034

PROJECT#: M1524-00

A/E: The DaVinci Group, LLC

DATE: September 25, 2020

BULLETIN A

Bidder must acknowledge receipt of this Bulletin on bid form in the space provided therefor.

This Bulletin is issued for the purpose of amending certain requirements of the original Contract Documents, as noted hereinafter, and is hereby made part of and incorporated in full force as part of the Contract Documents. Unless specifically noted or specified hereinafter, all work shall comply with the applicable provisions of the Contract Documents.

A) DIANE B. ALLEN EQUAL PAY ACT

Pursuant to N.J.S.A. 34:11-56.14(b), any employer, regardless of the location of the employer, who enters into a contract with a public body to perform any public work for the public body shall provide to the Commissioner of the New Jersey Department of Labor and Workforce Development, through certified payroll records required pursuant to P.L.1963, c.150 (C.34:11-56.25 et seq.), information regarding the gender, race, job title, occupational category, and rate of total compensation of every employee of the employer employed in the State in connection with the contract. The employer shall provide the commissioner, throughout the duration of the contract or contracts, with an update to the information whenever payroll records are required to be submitted pursuant to P.L.1963, c.150 (C.34:11-56.25 et seq.).

Information regarding the Diane B. Allen Equal Pay Act and its requirements may be obtained from the New Jersey Department of Labor and Workforce Development (LWD) web site at:
<https://nj.gov/labor/equalpay/equalpay.html>

LWD forms may be obtained from the online web site at: https://nj.gov/labor/forms_pdfs/equalpayact/MW-562withoutfein.pdf

B) IMPORTANT CONTRACTOR INFORMATION - (SAM REGISTRATION):

- a. Contractors are advised that due to recently approved Legislation (P.L. 2019, Chapter 406), any firm seeking to be awarded a contract must register with the Federal System for Award Management (SAM) prior to contract award. In order to comply with this requirement, firms must register in SAM at <http://www.sam.gov>. It is recommended that Contractors register with the SAM as soon as possible to avoid delays in the award of a contract.

C) NOTICE OF POST-BID MEETING:

- a. After the bids are received and opened, the Apparent Low Bidder is required to attend a Post-Bid meeting at the State's offices at the date, time and location listed herein.
- b. The Apparent Low Bidder must bring the following to the Post-Bid meeting concerning the work they are performing by their own forces:

- i. The itemized estimate used in preparation of the bid submission;
 - ii. The estimator, or other authorized person who can discuss the itemized estimate;
 - iii. An employee of the company who is authorized to sign the Post-Bid Review meeting minutes.
- c. Each of the Apparent Low Bidder's "Named Sub-Contractors" must attend the meeting and bring the following concerning the work they are performing by their forces:
 - i. The itemized estimate used in preparation of the bid submission;
 - ii. The estimator, or other authorized person who can discuss the itemized estimate;
- d. A Post-Bid meeting will be held (tentative and to be confirmed after bids are reviewed):

DATE: November 10, 2020

TIME: 10:00 AM

LOCATION: Teleconference (Apparent Low Bidder will be provided with call-in information)

D) AMENDMENTS TO THE GENERAL CONDITIONS OF THE CONTRACT

Amend the General Conditions of the Contract as follows:

ARTICLE 4 – THE CONTRACTOR

4.18 PROJECT SIGN

Delete 4.18 in its entirety

Add the following paragraphs and sub-paragraphs:

4.18.1 SIGNS AT THE PROJECT SITE

4.18.1.1 The Contractor is not required to provide a project sign.

4.18.1.2 Signs provided by others will not be permitted at the site.

4.20 DPMC FIELD OFFICE

Delete 4.20 in its entirety:

Delete 4.20.2 in its entirety:

Add the following sub-paragraph:

4.20.3 *A separate on-site field office for the use of DPMC personnel is not required for this project.*

4.20.4 *If required, a separate on-site field office for the use by the Contractor is specified elsewhere in the construction documents.*

4.21 PHOTOGRAPHS

Delete 4.2 I.I in its entirety:

Delete 4.21.2 in its entirety:

Add the following sub-paragraph:

4.21.3 *Project Photographs are not required for this project.*

ARTICLE 6 - CONSTRUCTION PROGRESS SCHEDULE

Revise Article 6 as follows:

6.1 GENERAL

Delete 6.1 in its entirety

Add the following sub-paragraph:

The Contractor shall be required to provide Graphic Format progress schedules, as defined in section 6.4 below.

6.2 CONSTRUCTION PROGRESS SCHEDULE (CRITICAL PATH METHOD - CPM
CONSULTANT RETAINED BY THE STATE).

Delete 6.2 in its entirety:

6.3 CONSTRUCTION PROGRESS SCHEDULING PROVIDED BY THE CONTRACTOR.

Delete 6.3 in its entirety:

Replace with the following:

6.4 CONSTRUCTION PROGRESS SCHEDULING:

6.4.1 *Schedule Format: The contractor shall be responsible for preparing, updating and distributing a Gantt chart progress schedule constructed using either Microsoft Project or a Microsoft Project compatible software ["Schedule"] for the project work in accordance with this Sub- paragraph.*

6.4.1.1 *The Schedule must be furnished as a Microsoft Project file and in paper format if required.*

6.4.2 *Requirements for what is included in the Schedule: The Schedule shall fully describe the project work in sufficient detail to satisfy the architect/ engineer and the Director.*

6.4.2.1 *The Schedule must be accurate in its depiction of all project activities.*

6.4.2.2 *The Schedule shall, at a minimum, indicate in suitable detail, all significant features of the work or work activities to be performed, including the placing of orders and anticipated delivery dates for critical items, dates for submissions and approvals of submittals and shop drawings, all change order work, all necessary inspections, the beginning and time duration for all tasks, predecessors and successors for each task, contract milestones, , the NTP, the dates of substantial and final completion of the work and significant Agency or State milestones, when applicable.*

6.4.2.3 *The Schedule must show the project's critical path.*

6.4.2.4 *The contractor may be required to add other information to the Schedule including, but not limited to, costs and resources.*

- 6.4.2.5 *The Schedule must show the durations in calendar day and acknowledge weekends and State holidays as non-working days, unless otherwise required by the contract.*
- 6.4.2.6 *The Schedule must show the date of Substantial Completion occurring on or before the contract duration end date unless otherwise approved by the architect / engineer and the Director.*
- 6.4.3 *The Schedule as the project record: The contractor agrees that the Schedule shall constitute the official historical record of project's progress.*
- 6.4.4 *Approved Schedule: All references herein to the Schedule shall mean a Schedule that is approved by the Project Team including, but not limited to the architect/engineer and the Director.*
 - 6.4.4.2 *The architect/engineer or Director can request the addition of information to the schedule when it is, in their opinion, necessary to better describe the contractor's work effort prior to granting their approval.*
- 6.4.5 *Complying with the Schedule: The contractor shall furnish sufficient labor, materials and equipment to ensure the prosecution of the work in accordance with the Schedule.*
- 6.4.6 *Recovery Schedule: The contractor is required to provide a recovery schedule if the completion time for any task deemed necessary for Substantial Completion is not scheduled to be complete prior to the contract duration allotted in the contract.*
 - 6.4.6.1 *To create the recovery schedule the contractor shall, among other things, revise the sequence of tasks and /or the time for performance of tasks through concurrent operations, additional manpower or, when allowable, overtime or additional shifts etc. until it is assured that Substantial Completion will occur on or before the contract completion date.*
 - 6.4.6.2 *The State will not allow any additional charges for work performed or made necessary in order for the contractor to comply with the dates shown in the recovery schedule i.e. no additional charges will be allowed the contractor for overtime, additional manpower, equipment, additional shifts, etc., except as provided for elsewhere in the contract.*
 - 6.4.6.3 *The contractor is required to perform in accordance with the tasks and durations as shown in the recovery schedule including meeting the dates shown for Substantial and Final Completion.*
 - 6.4.6.4 *The recovery schedule must comply with all requirements of this section and all references to and requirements for the Schedule shall also apply to the recovery schedule.*
- 6.4.7 *Submission and review requirements for the project schedule:*
 - 6.4.7.1 *The contractor must submit and obtain approval of the initial schedule within 30 days after the Notice to Proceed, but in no case later than the first application for payment.*
 - 6.4.7.2 *Subsequently the contractor must update and submit the project schedule immediately upon the occurrence of a change in an activity or event that may, in the architect's/engineers/s opinion, significantly change the current approved schedule, but at a minimum the schedule must be updated every two weeks and submitted at the bi-weekly progress meeting.*
 - 6.4.7.3 *The updated schedule must include any activities that were added for any reason including, but not limited to change order work approved to date.*

- 6.4.7.4 *The updated progress schedule shall include the progress achieved for each activity that was scheduled including the actual dates the work was started and completed.*
- 6.4.7.5 *The project schedule shall be reviewed in detail at every bi-weekly progress meeting.*
- 6.4.7.6 *The absence of bi-weekly meetings does not relieve the contractor of his obligation to provide a schedule every two weeks.*
- 6.4.7.7 *The architect/engineer or Director reserves the right to cancel or reschedule the bi-weekly meeting or otherwise take preemptive action if the contractor does not have an approved progress schedule ready for submission as described herein.*
- 6.4.8 *Schedules and payments or extensions of time:*
 - 6.4.8.J *The contractor will make no claim for, and have no right to, additional payment or extension of time for completion of the work in accordance with the schedule, or any other concession because of any misinterpretation or misunderstanding on the contractor's part of the project schedule, or because of any failure on the contractor's part to become fully acquainted with all conditions relating to the project schedule and the manner in which it will be used on the project, or because of any other contractor's failure to properly participate in the development of a schedule or to perform the contract in accordance with the schedule.*
 - 6.4.8.2 *A copy of the current, updated and approved schedule is a required attachment to each application for payment.*
 - 6.4.8.3 *Failure to include a copy of the current, updated and approved schedule with the payment request shall be cause for rejection of the progress payment request.*
- 6.4.9 *Two week look ahead/look behind work plan: In addition to the project schedule requirements, the contractor is required to submit a two week look ahead/look behind work plan at every bi-weekly project meeting.*
 - 6.4.9.1 *The work plan shall focus on the activities that have been completed in the last two weeks and those planned for the next two weeks.*
 - 6.4.9.2 *The work plan shall be in greater depth than the overall project schedule.*
 - 6.4.9.3 *The work plan shall identify the contractor's activities that impact the operations and occupants of the State building or facility of the subject project.*
 - 6.4.9.4 *The work plan shall be a subset of the current schedule and all activities shall coordinate between them.*
 - 6.4.9.5 *The absence of a bi-weekly meeting shall not relieve the contractor of his responsibility to provide this work plan.*
 - 6.4.9.6 *This work plan is in addition to and not in lieu of the schedule requirements described in Sub-paragraph 6.4 et al.*
- 6.4.10 *The Contractor agrees that no time extension will be granted for time lost due to normal seasonal weather conditions. In order to qualify for consideration for a time extension due to adverse weather conditions, it must be shown by clear and convincing evidence that the weather conditions during a given quarterly period (summer, fall, winter, spring) were more severe than the previous five-year (5) average for the Project geographical area, and that these weather conditions critically impacted the final Project completion date by delaying the performance of*

work. If abnormal weather losses can be shown to have impacted the Project completion date, a non-compensable time extension will be considered for that portion of the proven weather-related delays, which exceeded normal weather losses that should have been anticipated for the quarterly period in question.

6.4.11 The "Construction Duration" identified on the Bid Proposal Form shall be from the Notice To Proceed to Substantial Completion.

E) REVISIONS AND/OR CLARIFICATIONS TO THE DRAWINGS, SPECIFICATIONS AND/OR PROJECT REQUIREMENTS;

1. All Technical Sections that reference manufacturers and products are hereby revised to include "Or Approved Equal." Technical Sections of the Specifications have not been reissued as part of this Bulletin A.
2. "Approved Equal" requests must be presented in writing during the Question and Answer period of the Bid Phase, after which they will not be considered. A response will be provided by the Consultant via Bulletin.
3. As it relates to testing and inspections, all testing and inspections indicated in the specifications shall be performed by a DPMC prequalified firm and arranged and paid for by the Contractor and in no situation by the Owner.
4. INSTALLER, MANUFACTURER & FABRICATOR QUALITY ASSURANCE & QUALIFICATIONS: Eliminate any and all references to "Installer" and/or "Fabricator" quality assurance requirements that pertain to minimum requirement statements such as years of experience, number of similar projects (ex. "5 similar projects"), etc. within the Quality Assurance & Qualifications sections of the specifications. Technical Sections of the Specifications have not been reissued as part of this Bulletin A.
5. Delete any and all references to "Supplemental General Conditions".
6. All businesses engaged in construction projects in the State must adopt policies that include, at minimum, the requirements set forth in Executive Order 142 (2020) which supersedes the policies and procedures included in Executive Order 122 (2020). Please see the attached DPMC Notice dated June 1, 2020 to All Contractors and Project Personnel on DPMC Construction Projects.
7. Ancora Psychiatric Hospital Regulations Governing Contractors Employees has been included as an attachment to this Bulletin.
8. 01 3000 Section 3.09(C) - Delete and replace specification with: "When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 00 - INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS, Art. 8:
9. 01 6000 Section 3.03(A) - Delete the following wording from specification: "See Section 01 7419."
10. 02 8223 Section 3.09(C) - Delete and replace specification with: "Affidavit of Insurance" shall be provided as per the requirements of Section 00 - INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS, Art. 13.4"
11. 03 1000 Section 1.02(C) - Delete entire line from specification.
12. 03 1000 Section 2.03(E) - Delete entire line from specification.
13. 03-2000 Section 3.02(A) - Delete and replace specification with: "An independent testing agency, as specified in Section 00 - INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS, Art. 4.10, will inspect installed reinforcement for compliance with contract documents before concrete placement."
14. 03 3000 Section 1.02(C) - Delete entire line from specification.
15. 08 7100 Section 3.03(A) - Delete entire line from specification.
16. 30 3000 Section 3.07(A - Delete and replace specification) with: "An independent testing agency will perform field quality control tests, as specified in Section 00 - INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS, Art. 4.10."
17. 31 2200 Section 1.04(A) - Delete and replace specification with: "Perform Work in accordance with State of New Jersey, Highway Department (NJDOT) standards."
18. 31 2316.13 Section 2.02(A) - Delete and replace specification with: "See Section 00 - INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS, Art. 4.10, for general requirements for testing and analysis of soil material."

19. 31 2316 Section 3.08(A) - Delete and replace specification with: "See Section 00 - INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS, Art. 4.10, for general requirements for field inspection and testing."
20. 31 2316 Section 1.02(A): Delete entire line from specification.
21. 31 2316 Section 1.02(B): Delete entire line from specification.
22. 31 2316 Section 1.02(C): Delete entire line from specification.
23. 31 2316 Section 1.02(D): Delete entire line from specification.
24. 31 2316 Section 1.02(E): Delete entire line from specification.
25. 31 2316 Section 1.02(F): Delete entire line from specification.
26. 31 2319 Section 1.02(B) (3): Delete entire line from specification.
27. 31 2323 Section 3.06(B) - Delete and replace specification with: "See Section 00 - INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS, Art. 4.10, for general requirements for field inspection and testing."
28. 31 5000 Section 1.07(B): Delete entire line from specification.
29. 32 1216 Section 1.04(A) - Delete and replace specification with: "Perform Work in accordance with State of New Jersey Highways standard (NJDOT)."
30. 32 1216 Section 1.04(B) - Delete and replace specification with: "Mixing Plant: Conform to State of New Jersey Highways standard (NJDOT)."
31. 32 1216 Section 2.01(B) - Delete and replace specification 32 1216 Section 2.01(B) with: "Aggregate for Binder Course: In accordance with State of New Jersey Highways standards (NJDOT)."
32. 32 1216 - Delete and replace specification 32 1216 Section 2.01(C) with: "Aggregate for Wearing Course: In accordance with State of New Jersey Highways standards (NJDOT)."
33. 32 1216 Section 2.01(E) - Delete and replace Specification 32 1216 Section 2.01(E) with: "Primer: In accordance with State of [New Jersey] Highways standards (NJDOT)."
34. 32 1216 Section 3.04(A) - Delete and replace specification with: "Install Work in accordance with State of New Jersey Highways standards (NJDOT)."
35. The following Specification Sections have been added and are attached to this bulletin:
 - 01 5713 *Temporary Erosion and Sediment Control*
 - 32 1123 *Aggregate Base Courses*
 - 32 9219 *Seeding*

ATTACHMENTS:

1. DPMC Notice dated June 1, 2020 to All Contractors and Project Personnel on DPMC Construction Projects.
2. Ancora Psychiatric Hospital Regulations Governing Contractors Employees
3. Specification 01 5713 Temporary Erosion and Sediment Control
4. Specification 32 1123 Aggregate Base Courses
5. Specification 32 9219 Seeding

END OF BULLETIN A



State of New Jersey

PHILIP D. MURPHY
Governor

DEPARTMENT OF TREASURY
DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION
P O Box 034
TRENTON NJ 08625-0034

ELIZABETH MAHER MUOIO
State Treasurer

SHEILA Y. OLIVER
Lt. Governor

CHRISTOPHER CHIANESE
Director

June 1, 2020

To All Contractors and Project Personnel on DPMC Construction Projects:

All businesses engaged in construction projects in the State, whether or not the projects were designated as essential under Executive Order No. 122 (2020), must adopt policies that include, at minimum, the following requirements **as per Executive Order No 142 (2020) which supersedes the policies and procedures included in EO 122:**

These policies and procedures are as follows:

- a. Prohibit non-essential visitors from entering the worksite;
- b. Engage in appropriate social distancing measures when picking up or delivering equipment or materials;
- c. Limit worksite meetings, inductions, and workgroups to groups of fewer than 10 individuals;
- d. Require individuals to maintain six feet or more distance between them wherever possible;
- e. Stagger work start and stop times where practicable to limit the number of individuals entering and leaving the worksite concurrently;
- f. Identify congested and "high-risk areas," including but not limited to lunchrooms, breakrooms, portable rest rooms, and elevators, and limit the number of individuals at those sites concurrently where practicable;
- g. Stagger lunch breaks and work times where practicable to enable operations to safely continue while utilizing the least number of individuals possible at the site;
- h. Require workers and visitors to wear cloth face coverings, in accordance with CDC recommendations, while on the premises, except where doing so would inhibit the individual's health or the individual is under two years of age, and require workers to wear gloves while on the premises. Businesses must provide, at their expense, such face coverings and gloves for their employees. If a visitor refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the individual by the business at the point of entry, then the business must decline entry to the individual. Nothing in the stated policy should prevent workers or visitors from wearing a surgical-grade mask or other more protective face covering if the individual is already in possession of such equipment, or if the businesses is otherwise required to provide such worker with more protective equipment due to the nature of the work

involved. Where an individual declines to wear a face covering on the premises due to a medical condition that inhibits such usage, neither the business nor its staff shall require the individual to produce medical documentation verifying the stated condition;

- i. Require infection control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal;
- j. Limit sharing of tools, equipment, and machinery;
- k. Where running water is not available, provide portable washing stations with soap and/or alcohol-based hand sanitizers that have greater than 60% ethanol or 70% isopropanol;
- l. Require frequent sanitization of high-touch areas like restrooms, breakrooms, equipment, and machinery;
- m. When the worksite is an occupied residence, require workers to sanitize work areas and keep a distance of at least six feet from the occupants; and
- n. Place conspicuous signage at entrances and throughout the worksite detailing the above mandates.

Additionally, Contractors and Project Personnel on DPMC construction projects must continue to:

- a. Immediately separate and send home workers who appear to have symptoms consistent with COVID-19 illness upon arrival at work or who become sick during the day;
- b. Promptly notify workers of any known exposure to COVID-19 at the worksite, consistent with the confidentiality requirements of the Americans with Disabilities Act and any other applicable laws;
- c. Clean and disinfect the worksite in accordance with CDC guidelines when a worker at the site has been diagnosed with COVID-19 illness; and
- d. Continue to follow guidelines and directives issued by the New Jersey Department of Health, the CDC and the Occupational Health and Safety Administration, as applicable, for maintaining a clean, safe and healthy work environment.

Consequently, the protections and policies outlined in Executive Order 142 and 122 for essential construction projects take effect immediately for all DPMC projects.

These protections and policies shall remain in effect until revoked or modified by the Governor, who shall consult with the Commissioner of DOH as appropriate; or as amended or clarified by the State Director of Emergency Management.

Respectfully,



Richard Flodmand
Deputy Director, Contract Administration
Division of Property Management
and Construction

**ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES**

All workmen employed by contractors to work within the confines of Ancora Psychiatric Hospital property must conform to regulations governing the functioning of the hospital and the safety and welfare of the patients and staff. Any questions concerning these regulations should be brought to the attention of the Engineer in Charge of Maintenance.

All contractors must stay to the right at the Main Entrance and check in at the Visitor Center. Each contracted employee will receive a temporary visitors badge before proceeding to the Maintenance Office. The temporary badge must be worn at all times and turned in to the Security Guard as you exit the Main Gate at the end of the day.

All persons on grounds are required to have an identification badge worn in plain view. Contractor's employees must obtain a badge each day from the Maintenance Office. This badge is to be returned to the Maintenance Office by 4:30 p.m. daily.

Particular attention is called to the following:

PARKING:

Parking is permitted only in assigned areas. Contractors should check with the Engineer in Charge of Maintenance for assignment to a parking area.

LOCKING OF VEHICLES:

Locking of your car or truck is important not only for the protection of your vehicle but also as a safety measure for the patients. Keys, if found in your vehicle, will be confiscated and turned into the hospital Police Department. Your re-entry to the hospital will be at the hospital's discretion.

KEYS:

Issuance of hospital keys to contractor's employees carries with it the responsibility for exercising the utmost care in preventing elopement of our patients. The employee signing out the key(s) will be responsible for returning the key(s) to the Maintenance Office at the end of every day. A charge of \$10.00 per key will be assessed for any key(s) lost or not returned.

DOORS:

ALL LOCKED DOORS WHICH ARE OPENED TO PERMIT PASSAGE MUST BE RELOCKED IMMEDIATELY. Particular attention should be given to doors to the outside, stair towers and to roofs. Additionally, at no time or for any reason will door stops of any kind be used to hold open any door throughout the hospital complex.

ASBESTOS AWARENESS:

Contractors employed by APH shall be informed by the Engineer in Charge of Maintenance of the location of suspect and known asbestos in the work area to which they are assigned. Contractors shall, under no circumstances, damage or disturb these areas unless they are a licensed Abatement Contractor and have been specifically employed to perform asbestos removal. Contractors shall not proceed with any change in work order without prior approval from the Engineer in Charge.

SPRINKLER PIPES:

Nothing can be attached to or make contact with sprinkler pipes.

**ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES**

LADDERS, SCAFFOLDING & EXCAVATIONS:

All ladders and scaffolding at ground level must be attended while work is in progress. Never leave a ladder in position without someone in attendance. All ladders and scaffolding must be removed at the end of the day. If scaffolding cannot be removed it must be fenced in such way that patients and staff cannot gain access. If scaffolding is to be fenced, the Engineer in Charge of Maintenance must approve the perimeter fence. Any excavation must be surrounded by a secure fence at the completion of the day's work. While the excavating is in progress a fence may also be required if risk is presented to the patients. The Engineer in Charge must be notified of all excavations and he will determine the need for fencing.

TOOLS & MATERIALS:

Keep all tools and materials stored in places protected from access by patients. Never leave tools and equipment unattended, to assure that this doesn't happen, all hand tools will be transported in a tool bag or tool box that will remain closed and locked until the nursing staff in the area has been notified and the clients have been removed from the area. An inventory of all tools and equipment used on the job will be taken at the completion of any job and before the area is released to staff and clients. **Tamperproof screws are to be used in all areas of the hospital.** Pick up truck operators must not leave tools and/or materials exposed in the back of the truck.

PICTURES:

NO PHOTOS may be taken without permission of the Chief Executive Officer or designee

HOSPITAL REGULATIONS:

Any person coming on grounds is prohibited from bring with them any alcoholic beverages, firearms, ammunition, hunting knives or any other article having the nature of a weapon. When necessary to utilize tools, which can become a weapon, it is incumbent upon the users to keep them out of reach of the patients. Never leave a tool of this type unattended.

SMOKING:

The buildings and grounds of this facility are smoke free. There is to be **NO SMOKING BY ANYONE** in any area of the facility.

PATIENT INTERACTION:

Contractor employees should not interact with the patients. Do not provide the patients with money, cigarettes, matches, lighters, tools or any other dangerous item. If a patient asks for anything, a simple, polite explanation that you do not have whatever is being requested will usually be sufficient. If there is a particularly troublesome patient, please report the incident to the Engineer in Charge of Maintenance.

INSPECTION:

Any construction by outside agencies dealing with communication, electrical, or fire alarm work or any penetrations through any wall must be inspected and approved by the APH SAFETY DEPARTMENT or their designee, at the completion of work or prior to any work above a concealed space being covered. **Note:** The use of any component of the fire suppression system as a support mechanism in any way is strictly prohibited.

ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES

FIRE REGULATIONS:

The hospital Fire Chief will provide instructions as applicable to the contractor.

*** AT NO TIME IS WELDING, BURNING OR OTHER WORK INVOLVING OPEN FLAME TO BE UNDERTAKEN WITHOUT A HOT WORK PERMIT**

HOT WORK PERMITS

- A. The Contractor is required to obtain and conform to the requirements of two (2) separate hot work permits. The Contractor must contact the New Jersey Division of Fire Safety (DFS) to obtain a hot work permit for the duration of this Project, as required by N.J.A.C. 5:70-2.7. Application must be completed via DCA RIMS website (http://www.nj.gov/dca/divisions/codes/RIMS_online.html) which requires account setup by the applicant. The Contractor must pay DFS directly for this permit. The estimated cost is approximately forty-two (\$42.00) dollars for each permit. If the project requires hot work at separate buildings, a separate permit will be required for the work to be performed at each building. The Contractor shall submit a copy of the DFS Hot Work Permit for each building to the APH prior to commencing the work.
- B. The Contractor is also required to obtain a daily hot work permit from the Facility's Fire Department who will instruct the Contractor in the necessary procedures, as required by the currently adopted version of the International Fire Code, New Jersey Edition, Chapter 29 and by the State's Insurance Carrier. There is no fee for this Permit.

The contractor and each of his employees are required to sign a copy of this set of rules. It is the contractor's responsibility to have any sub contractor and his employees sign this form. The signed copies of the form are to be turned in to the Maintenance Department. This form may be duplicated as necessary. Contractors will be required to remove any employee who does not conform to these rules.

I certify that I have read the above rules and agree to abide with everything contained in them.

Print Name

Signature

Print Name of Company

Date

Maint.-JS/ae-Rev. 11/05 6/06, 1/09, 5/11, 7/15, 3/16. MH Edit 5/17

SECTION 01 5713
TEMPORARY EROSION AND SEDIMENT CONTROL

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Prevention of erosion due to construction activities.
- B. Prevention of sedimentation of waterways, open drainage ways, and storm and sanitary sewers due to construction activities.
- C. Restoration of areas eroded due to insufficient preventive measures.
- D. Compensation of Owner for fines levied by authorities having jurisdiction due to non-compliance by Contractor.

1.02 RELATED REQUIREMENTS

- A. Section 32 9219 - Seeding: Permanent turf for erosion control.

1.03 REFERENCE STANDARDS

- A. ASTM D4355/D4355M - Standard Test Method for Deterioration of Geotextiles by Exposure to Light, Moisture and Heat in a Xenon Arc Type Apparatus; 2014 (Reapproved 2018).
- B. ASTM D4491/D4491M - Standard Test Methods for Water Permeability of Geotextiles by Permittivity; 2017.
- C. ASTM D4533/D4533M - Standard Test Method for Trapezoid Tearing Strength of Geotextiles; 2015.
- D. ASTM D4632/D4632M - Standard Test Method for Grab Breaking Load and Elongation of Geotextiles; 2015a.
- E. ASTM D4751 - Standard Test Method for Determining Apparent Opening Size of a Geotextile; 2016.
- F. ASTM D4873/D4873M - Standard Guide for Identification, Storage, and Handling of Geosynthetic Rolls and Samples; 2017.
- G. FHWA FLP-94-005 - Best Management Practices for Erosion and Sediment Control; 1995.

1.04 PERFORMANCE REQUIREMENTS

- A. Best Management Practices Standard: FHWA FLP-94-005.
- B. Develop and follow an Erosion and Sedimentation Prevention Plan and submit periodic inspection reports.
- C. Do not begin clearing, grading, or other work involving disturbance of ground surface cover until applicable permits have been obtained; furnish all documentation required to obtain applicable permits.
- D. Timing: Put preventive measures in place as soon as possible after disturbance of surface cover and before precipitation occurs.
- E. Storm Water Runoff: Control increased storm water runoff due to disturbance of surface cover due to construction activities for this project.
 - 1. Prevent runoff into storm and sanitary sewer systems, including open drainage channels, in excess of actual capacity or amount allowed by authorities having jurisdiction, whichever is less.
 - 2. Anticipate runoff volume due to the most extreme short term and 24-hour rainfall events that might occur in 25 years.
- F. Erosion On Site: Minimize wind, water, and vehicular erosion of soil on project site due to construction activities for this project.
 - 1. Control movement of sediment and soil from temporary stockpiles of soil.
 - 2. Prevent development of ruts due to equipment and vehicular traffic.

3. If erosion occurs due to non-compliance with these requirements, restore eroded areas at no cost to Owner.
- G. Erosion Off Site: Prevent erosion of soil and deposition of sediment on other properties caused by water leaving the project site due to construction activities for this project.
 1. Prevent windblown soil from leaving the project site.
 2. Prevent tracking of mud onto public roads outside site.
 3. Prevent mud and sediment from flowing onto sidewalks and pavements.
 4. If erosion occurs due to non-compliance with these requirements, restore eroded areas at no cost to Owner.
- H. Sedimentation of Waterways On Site: Prevent sedimentation of waterways on the project site, including rivers, streams, lakes, ponds, open drainage ways, storm sewers, and sanitary sewers.
 1. If sedimentation occurs, install or correct preventive measures immediately at no cost to Owner; remove deposited sediments; comply with requirements of authorities having jurisdiction.
 2. If sediment basins are used as temporary preventive measures, pump dry and remove deposited sediment after each storm.
- I. Sedimentation of Waterways Off Site: Prevent sedimentation of waterways off the project site, including rivers, streams, lakes, ponds, open drainage ways, storm sewers, and sanitary sewers.
 1. If sedimentation occurs, install or correct preventive measures immediately at no cost to Owner; remove deposited sediments; comply with requirements of authorities having jurisdiction.
- J. Open Water: Prevent standing water that could become stagnant.
- K. Maintenance: Maintain temporary preventive measures until permanent measures have been established.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Mulch: Use one of the following:
 1. Straw or hay.
 2. Wood waste, chips, or bark.
 3. Cutback asphalt.
- B. Grass Seed For Temporary Cover: Select a species appropriate to climate, planting season, and intended purpose. If same area will later be planted with permanent vegetation, do not use species known to be excessively competitive or prone to volunteer in subsequent seasons.
- C. Bales: Air dry, rectangular straw bales.
 1. Cross Section: 14 by 18 inches (350 by 450 mm), minimum.
 2. Bindings: Wire or string, around long dimension.
- D. Bale Stakes: One of the following, minimum 3 feet (1 m) long:
 1. Steel U- or T-section, with minimum mass of 1.33 pound per linear foot (1.98 kg per linear m).
 2. Wood, 2 by 2 inches (50 by 50 mm) in cross section.
- E. Silt Fence Fabric: Polypropylene geotextile resistant to common soil chemicals, mildew, and insects; non-biodegradable; in longest lengths possible; fabric including seams with the following minimum average roll lengths:
 1. Average Opening Size: 30 U.S. Std. Sieve (0.600 mm), maximum, when tested in accordance with ASTM D4751.
 2. Permittivity: 0.05 sec^{-1} , minimum, when tested in accordance with ASTM D4491/D4491M.

3. Ultraviolet Resistance: Retaining at least 70 percent of tensile strength, when tested in accordance with ASTM D4355/D4355M after 500 hours exposure.
 4. Tensile Strength: 100 pounds-force (450 N), minimum, in cross-machine direction; 124 pounds-force (550 N), minimum, in machine direction; when tested in accordance with ASTM D4632/D4632M.
 5. Elongation: 15 to 30 percent, when tested in accordance with ASTM D4632/D4632M.
 6. Tear Strength: 55 pounds-force (245 N), minimum, when tested in accordance with ASTM D4533/D4533M.
 7. Color: Manufacturer's standard, with embedment and fastener lines preprinted.
- F. Silt Fence Posts: One of the following, minimum 5 feet (1500 mm) long:
1. Hardwood, 2 by 2 inches (50 by 50 mm) in cross section.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Examine site and identify existing features that contribute to erosion resistance; maintain such existing features to greatest extent possible.

3.02 PREPARATION

- A. Schedule work so that soil surfaces are left exposed for the minimum amount of time.

3.03 SCOPE OF PREVENTIVE MEASURES

- A. In all cases, if permanent erosion resistant measures have been installed temporary preventive measures are not required.
- B. Linear Sediment Barriers: Made of silt fences.
1. Provide linear sediment barriers:
 - a. Along downhill perimeter edge of disturbed areas, including soil stockpiles.
- C. Storm Drain Curb Inlet Sediment Trap: Protect each curb inlet using one of the following measures:
1. Filter fabric wrapped around hollow concrete blocks blocking entire inlet face area; use one piece of fabric wrapped at least 1-1/2 times around concrete blocks and secured to prevent dislodging; orient cores of blocks so runoff passes into inlet.
 2. Straw bale row blocking entire inlet face area; anchor into pavement.
- D. Soil Stockpiles: Protect using one of the following measures:
1. Cover with polyethylene film, secured by placing soil on outer edges.
 2. Cover with mulch at least 4 inches (100 mm) thickness of pine needles, sawdust, bark, wood chips, or shredded leaves, or 6 inches (150 mm) of straw or hay.
- E. Mulching: Use only for areas that may be subjected to erosion for less than 6 months.
1. Wood Waste: Use only on slopes 3:1 or flatter; no anchoring required.
 2. Asphalt: Use only where no traffic, either vehicular or pedestrian, is anticipated.
- F. Temporary Seeding: Use where temporary vegetated cover is required.

3.04 INSTALLATION

- A. Silt Fences:
1. Store and handle fabric in accordance with ASTM D4873/D4873M.
 2. Where slope gradient is less than 3:1 or barriers will be in place less than 6 months, use nominal 16 inch (405 mm) high barriers with minimum 36 inch (905 mm) long posts spaced at 6 feet (1830 mm) maximum, with fabric embedded at least 4 inches (100 mm) in ground.
 3. Where slope gradient is steeper than 3:1 or barriers will be in place over 6 months, use nominal 28 inch (710 mm) high barriers, minimum 48 inch (1220 mm) long posts spaced at 6 feet (1830 mm) maximum, with fabric embedded at least 6 inches (150 mm) in ground.

4. Where slope gradient is steeper than 3:1 and vertical height of slope between barriers is more than 20 feet (6 m), use nominal 32 inch (810 mm) high barriers with woven wire reinforcement and steel posts spaced at 4 feet (1220 mm) maximum, with fabric embedded at least 6 inches (150 mm) in ground.
 5. Install with top of fabric at nominal height and embedment as specified.
 6. Do not splice fabric width; minimize splices in fabric length; splice at post only, overlapping at least 18 inches (460 mm), with extra post.
 7. Fasten fabric to wood posts using one of the following:
 - a. Four nails per post with 3/4 inch (19 mm) diameter flat or button head, 1 inch (25 mm) long, and 14 gauge, 0.083 inch (2.11 mm) shank diameter.
 - b. Five staples per post with at least 17 gauge, 0.0453 inch (1.150 mm) wire, 3/4 inch (19 mm) crown width and 1/2 inch (12 mm) long legs.
 8. Wherever runoff will flow around end of barrier or over the top, provide temporary splash pad or other outlet protection; at such outlets in the run of the barrier, make barrier not more than 12 inches (300 mm) high with post spacing not more than 4 feet (1220 mm).
- B. Straw Bale Rows:
1. Install bales in continuous rows with ends butting tightly, with one bale at each end of row turned uphill.
 2. Install bales so that bindings are not in contact with the ground.
 3. Embed bales at least 4 inches (100 mm) in the ground.
 4. Anchor bales with at least two stakes per bale, driven at least 18 inches (450 mm) into the ground; drive first stake in each bale toward the previously placed bale to force bales together.
 5. Fill gaps between ends of bales with loose straw wedged tightly.
 6. Place soil excavated for trench against bales on the upslope side of the row, compacted.
- C. Temporary Seeding:
1. When hydraulic seeder is used, seedbed preparation is not required.
 2. When surface soil has been sealed by rainfall or consists of smooth undisturbed cut slopes, and conventional or manual seeding is to be used, prepare seedbed by scarifying sufficiently to allow seed to lodge and germinate.
 3. If temporary mulching was used on planting area but not removed, apply nitrogen fertilizer at 1 pound per 1000 sq ft (0.5 kg per 100 sq m).
 4. On soils of very low fertility, apply 10-10-10 fertilizer at rate of 12 to 16 pounds per 1000 sq ft (6 to 8 kg per 100 sq m).
 5. Incorporate fertilizer into soil before seeding.
 6. Apply seed uniformly; if using drill or cultipacker seeders place seed 1/2 to 1 inch (12 to 25 mm) deep.
 7. Irrigate as required to thoroughly wet soil to depth that will ensure germination, without causing runoff or erosion.
 8. Repeat irrigation as required until grass is established.

3.05 MAINTENANCE

- A. Inspect preventive measures weekly, within 24 hours after the end of any storm that produces 0.5 inches (13 mm) or more rainfall at the project site, and daily during prolonged rainfall.
- B. Repair deficiencies immediately.
- C. Silt Fences:
 1. Promptly replace fabric that deteriorates unless need for fence has passed.
 2. Remove silt deposits that exceed one-third of the height of the fence.
 3. Repair fences that are undercut by runoff or otherwise damaged, whether by runoff or other causes.
- D. Straw Bale Rows:
 1. Promptly replace bales that fall apart or otherwise deteriorate unless need has passed.

2. Remove silt deposits that exceed one-half of the height of the bales.
 3. Repair bale rows that are undercut by runoff or otherwise damaged, whether by runoff or other causes.
- E. Clean out temporary sediment control structures weekly and relocate soil on site.
 - F. Place sediment in appropriate locations on site; do not remove from site.

3.06 CLEAN UP

- A. Remove temporary measures after permanent measures have been installed, unless permitted to remain by Engineer.
- B. Clean out temporary sediment control structures that are to remain as permanent measures.
- C. Where removal of temporary measures would leave exposed soil, shape surface to an acceptable grade and finish to match adjacent ground surfaces.

END OF SECTION 01 5713

SECTION 32 1123
AGGREGATE BASE COURSES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Aggregate base course.

1.02 RELATED REQUIREMENTS

- A. Section 31 2323 - Fill: Topsoil fill at areas adjacent to aggregate base course.
- B. Section 31 2323 - Fill: Compacted fill under base course.

1.03 REFERENCE STANDARDS

- A. ASTM D1556/D1556M - Standard Test Method for Density and Unit Weight of Soil in Place by Sand-Cone Method; 2015, with Editorial Revision (2016).
- B. ASTM D2167 - Standard Test Method for Density and Unit Weight of Soil in Place by the Rubber Balloon Method; 2015.
- C. ASTM D2940 - Standard Specification for Graded Aggregate Material For Bases or Subbases for Highways or Airports.

1.04 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Aggregate Composition Test Reports: Results of laboratory tests on proposed and actual materials used.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. When necessary, store materials on site in advance of need.
- B. When aggregate materials need to be stored on site, locate where directed by Owner.
- C. Aggregate Storage, General:
 - 1. Separate differing materials with dividers or stockpile separately to prevent intermixing.
 - 2. Prevent contamination.
 - 3. Protect stockpiles from erosion and deterioration of materials.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Coarse Aggregate: Coarse aggregate, complying with State of New Jersey Highway Department standard.

2.02 SOURCE QUALITY CONTROL

- A. See Section 01 4000 - Quality Requirements, for general requirements for testing and analysis of aggregate materials.
- B. If tests indicate materials do not meet specified requirements, change material and retest.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that survey bench marks and intended elevations for the work are as indicated.
- B. Verify substrate has been inspected, gradients and elevations are correct, and is dry.
- C. Proof roll substrate in minimum two perpendicular passes to identify soft spots.
- D. Remove soft substrate and replace with compacted fill.

3.02 PREPARATION

- A. Correct irregularities in substrate gradient and elevation by scarifying, reshaping, and re-compacting.

- B. Do not place aggregate on soft, muddy, or frozen surfaces.

3.03 INSTALLATION

- A. Under Bituminous Concrete Paving:
 - 1. Place coarse aggregate to a total compacted thickness of 6 inches (150 mm).
 - 2. Compact to 95 percent of maximum dry density.
- B. Place aggregate in maximum 4 inch (100 mm) layers and roller compact to specified density.
- C. Level and contour surfaces to elevations and gradients indicated.
- D. Add small quantities of fine aggregate to coarse aggregate as appropriate to assist compaction.
- E. Add water to assist compaction. If excess water is apparent, remove aggregate and aerate to reduce moisture content.
- F. Use mechanical tamping equipment in areas inaccessible to compaction equipment.

3.04 TOLERANCES

- A. Flatness: Maximum variation of 1/4 inch (6.4 mm) measured with 10 foot (3 m) straight edge.
- B. Scheduled Compacted Thickness: Within 1/4 inch (6.4 mm).
- C. Variation From Design Elevation: Within 1/2 inch (12.8 mm).

3.05 FIELD QUALITY CONTROL

- A. See Section 01 4000 - Quality Requirements, for general requirements for field inspection and testing.
- B. Compaction density testing will be performed on compacted aggregate base course in accordance with ASTM D1556/D1556M.
- C. If tests indicate work does not meet specified requirements, remove work, replace and retest.
- D. Frequency of Tests: One test for every 1000 square yards (840 square m) of each layer of compacted aggregate..

3.06 COMPACTION

- A. Compact materials to 98 percent of maximum density as determined from test strip, in accordance with ASTM D2940.

3.07 CLEANING

- A. Remove unused stockpiled materials, leave area in a clean and neat condition. Grade stockpile area to prevent standing surface water.

END OF SECTION 32 1123

SECTION 32 9219

SEEDING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Preparation of subsoil.
- B. Placing topsoil.
- C. Seeding, mulching and fertilizer.

1.02 RELATED REQUIREMENTS

- A. Section 31 2200 - Grading: Preparation of subsoil and placement of topsoil in preparation for the work of this section.

PART 2 PRODUCTS

2.01 SEED MIXTURE

- A. Seed Mixture:
 - 1. Merion Blue Grass: 50 percent.
 - 2. Kentucky Blue Grass: 50 percent.

2.02 SOIL MATERIALS

- A. Topsoil: Fertile, agricultural soil, typical for locality, capable of sustaining vigorous plant growth, taken from drained site; free of subsoil, clay or impurities, plants, weeds and roots; pH value of minimum 5.4 and maximum 7.0.

2.03 ACCESSORIES

- A. Mulching Material: Oat or wheat straw, free from weeds, foreign matter detrimental to plant life, and dry. Hay or chopped cornstalks are not acceptable.
- B. Water: Clean, fresh and free of substances or matter that could inhibit vigorous growth of grass.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that prepared soil base is ready to receive the work of this Section.

3.02 PREPARATION

- A. Prepare subgrade in accordance with Section 31 2200.
- B. Place topsoil in accordance with Section 31 2200.

3.03 FERTILIZING

- A. Apply fertilizer in accordance with manufacturer's instructions.
- B. Apply after smooth raking of topsoil and prior to roller compaction.
- C. Mix thoroughly into upper 2 inches (50 mm) of topsoil.
- D. Lightly water to aid the dissipation of fertilizer.

3.04 SEEDING

- A. Do not seed areas in excess of that which can be mulched on same day.
- B. Do not sow immediately following rain, when ground is too dry, or during windy periods.
- C. Immediately following seeding and compacting, apply mulch to a thickness of 1/8 inches (3 mm). Maintain clear of shrubs and trees.
- D. Apply water with a fine spray immediately after each area has been mulched. Saturate to 4 inches (100 mm) of soil.

- E. Following germination, immediately re-seed areas without germinated seeds that are larger than 4 by 4 inches (100 by 100 mm).

3.05 MAINTENANCE

- A. Maintain seeded areas immediately after placement until grass is well established and exhibits a vigorous growing condition.
- B. Immediately reseed areas that show bare spots.

END OF SECTION 32 9219