
APPENDIX L: DIVISION 1 – SPECIAL PROVISIONS

L.1 GENERAL - The University and the VIMS have special provisions for construction operations that apply at either campus. These provisions will be included in Division 1 of all contracts prepared for work at the respective campuses. Any alteration, deviation, or additions must be approved by the Director, FPDC at the W&M campus or by DFM at VIMS on a project-by-project or case-by-case basis.

L.2 COLLEGE OF WILLIAM & MARY SPECIAL PROVISIONS

L.2.1 Hours of Work

- Monday – Friday 7 a.m. – 5 p.m.
- Weekends/Holidays 8 a.m. – 5 p.m.
- Prior to the start of work and after the completion of work no loud noise whether created by vehicles, equipment, tools or shouting is allowed to include noises created by material deliveries, vehicle operations, back-up alarms, fork lifts, mixers, or hand tools is permitted. This is a particularly sensitive issue when projects are in the proximity of dormitories and libraries which operate year round and not just during the academic calendar.

L.2.2 No Work Days

- Work will not be allowed on the dates listed below. Sites will be thoroughly policed in preparation for these dates/events.
 - Freshman arrival on campus - Mid-August (1 day).
 - Family weekend - September (Sat/Sun).
 - Homecoming - October (Sat/Sun).
 - Charter Day - February (Sat/Sun).
 - Commencement - May (Sat/Sun).
- Other no work days may be specified based on university events

L.2.3 Quiet Times

- Quiet time where construction noises are minimized to the maximum extent possible will be observed before and after the hours of work cited above and at specific reading periods prior to examinations and during examination periods. These days typically fall in December for fall semesters and in April and May for spring semesters. University academic calendars can be found on the University website at <https://www.wm.edu/offices/registrar/calendarsandexams/ugcalendars/index.php#pdf>.

L.2.4 Campus Points of Contact (POCs)

Agency	Phone Number (Area Code 757)	Functional Responsibilities
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ADA (Assistant Dean, Dean of Students)	221-2510	Coordinate notification of ADA route changes created by construction impacts
Campus Police	221-4596 911 (campus system rings to Campus Police / cell phone rings to City/County)	Public Safety Traffic control
FM O&M Work Control Env Health & Safety Plan, Design & Const Code Review	221-2270/2275 221-2146 221-2245 221-1336	Trade shop coordination Accident/Incident Reports, Safety/Hazmat Project management Code review
IT	221-4357	Phone/data cabling
Parking Services	221- 4764	Parking permits
Williamsburg Fire Dept	220-6222	Design/const coordination

L.2.5 Fencing

- 8' high chain link w/green tennis court screening required.
- 8' wood stockade fencing required in Historic Campus (area bounded by Richmond Road, Jamestown Road, and the fence to the west of the Wren Building).

L.2.6 Fire Protection System Impairment

- An impairment request will be prepared and submitted to the University PM 15 days prior to impairment of an operational fire protection system (fire alarm and fire suppression systems) in accordance with FM Directive 740. The directive is available on the FM website.
- The University PM will coordinate review and approval of the request by the AVP FM.
- The University PM will return the approved/disapproved request to the requesting Contractor.
- Actual impairment will not begin without an approved request.

L.2.7 Hazmat Disposal Policy

- The Contractor will utilize the University's pre-designated EPA Identification number issued by the Virginia DEQ. The University is the generator of all hazardous waste generated and is subject to regulations set forth by the State DEQ and Federal EPA. If the generation of hazardous waste exceeds the University's current generator classification, the Contractor must pay any additional fees incurred.
- The Contractor will manage, handle, ship, and dispose of hazardous waste in accordance with all applicable regulations. The Contractor is encouraged to utilize one of the Contractors currently under the State's hazardous waste management disposal contract.

Selection of hazardous waste transporters, disposal facilities, and recycling services from vendors not under State contract will require approval from the University's Director, EHS prior to final selection.

- All labeling and documentation for hazardous waste disposal shall identify the University as the hazardous waste generator, as well as utilizing the address of the specific facility location. Only authorized University personnel shall sign manifest documents.
- All Hazardous Waste Manifests and Certificates of Destruction signed by the final disposal facility will be provided to the University's EHS Office within 60 days of the shipment.

L.2.8 Parking Policy

- All vehicles require parking passes for on construction site and off construction site parking.
- No parking is allowed off paved driveways/roads/designated parking. Vehicles will not be parked on grassed/planted areas.
- The number of passes available for on campus parking is determined by Parking Services based on Contractor requirements versus total requirements by active contracts on campus. The Contractor may obtain parking passes by visiting the Parking Services Office.

L.2.9 Project Sign

- A project sign will be posted at a location to be determined by the Contractor and approved by the PM using the template at Figure Y-1.
- Cost of the sign will be included in pricing for General Conditions.

L.2.10 Quality Control

- The Contractor will develop a Project Quality Control Plan based on a three phase inspection process. The Project Quality Control Plan will be submitted and approved before a Notice to Proceed will be granted.

L.2.11 Safety

- A risk analysis will be prepared for each phase of work, and a Project Safety Plan keyed to the exposures determined in the risk analysis. As a minimum, the following major hazards will be addressed, as required, for each phase of work:
 - Fall protection
 - Scaffolding
 - Shock protection
 - Welding safety- The following University Hot Work Policy will be reflected.
 - New construction does not need a separate hot work permit from the University. Hot work activities are covered by the building permit issued for the contract.
 - The University requires Contractors performing work in occupied facilities to issue a permit for hot work activities in accordance with their in-house safety program requirements.

- The Contractor will establish acceptable time limits for duration of hot work permits IAW guidelines in ANSI Z49.1 and NFPA 51B.
- Fire watches shall remain in place for at least one (1) hour after the completion of all activities associated with the hot work.
- Hot work permits must be submitted to University PM and Fire Safety Officer (or designee) for review to ensure all hot work safety concerns are addressed per requirements in OSHA regulations and standards (29CFR 1926, Subpart J; ANSI 49.1)
- The University PM will provide routine oversight of hot work and may stop work if a serious safety concern is observed until the concern is resolved.
- Vehicle safety
 - The Project Safety Plan will be submitted and approved before a Notice to Proceed will be granted

L.2.12 Security Requirements

- The Contractor is responsible to provide employee identification to assure that only authorized personnel and vehicles/equipment are accessing the project site.
- An “interlocking padlock” system will be used at the site gate to allow Campus Police to have immediate response capability in event an emergency occurs within the site. The PM will provide the campus lock. Keys will be secured with the Campus Police dispatcher for emergency use.
- A phone roster of permanent project personnel to receive e-mail/cell phone voice mail messages in the event of a campus emergency will be provided to the University PM prior to the start of construction. The permanent personnel will be responsible to provide alert notification to all personnel on site per Contractor determined procedures. Data columns for the roster are as follows:
 - First name
 - Last name
 - Home phone
 - Work phone
 - Mobile phone
 - E-Mail address
 - SMS phone (text messages)

L.2.13 Site Maintenance Standards

- Sites will be continuously maintained for police and repair of site facilities to include trailers, storage containers, fencing, storage of materials, and emptying of trash containers.
- Deficiencies noted by and through the University PM/CM will be corrected within 24 hours.

L.2.14 Storm Water / E&S Compliance

- A copy of storm water and erosion and sediment control drawings approved and stamped by the DEQ will be maintained on site at all times.
- Storm water and erosion and control measures will be continuously maintained in accordance with the contract documents and State of Virginia Storm Water and Erosion and Sediment Regulations.
- Deficiencies noted by DEQ inspections and or the University PM/CM will be corrected within 24 hours. Repeated deficiencies leading to two consecutive DEQ deficiency findings during periodic inspections will be sufficient basis to withhold 1% retainage from the next monthly invoice until corrections are made.

L.2.15 Utility Outage/Building System Outage Coordination

- A Utility Outage/System Testing Notification Worksheet (available on the FM website and from FM Work Control) will be prepared, coordinated, and filed at FM Work Control to schedule an outage
- Temporary interruption of underground utilities and/or of building services must be coordinated 10 days in advance.
- Requests submitted less than 10 days in advance will be processed contingent on the ability of Work Control to notify end users/affected activities.
- The Director, FM Maintenance & Operations approves outages for the University.

L.2.16 Worker Behavior/Decorum – Contractor personnel will refrain from contact with students, faculty, and staff other than for that interaction necessary for the execution of their contract responsibilities. Expressly prohibited is contact in the form of harassment, whistles, cat-calls, comments, gestures or any form of uninvited communication. Any violation of this policy will result in immediate and permanent removal of violators from the campus project site. To be clear, uninvited communication is a one strike policy.

L.3 VIRGINIA INSTITUTE OF MARINE SCIENCE SPECIAL PROVISIONS

L.3.1 Hours of Work

- Monday – Friday 7 a.m. – 5 p.m.
- Weekends/Holidays 8 a.m. – 5 p.m.
- No loud noise of any kind by the Contractor is permitted outside of the hours of work listed above.
- Exceptions to working outside the stated hours of work must be requested through the VIMS PM to the VIMS DFM.

L.3.2 Campus Points of Contact (POCs)

Agency	Phone Number (Area Code 804)	Functional Responsibilities
Facilities Management	684-7090/684-7096 (7am-5pm)	Trade shop/Utility coordination, Project management, Parking, Coordinate notification of ADA

		Route changes created by construction impacts
VIMS Security	694-7300 (Cell) Nights and Weekends Campus blue light phone system upper button rings directly to 911 lower non-emergency/info button rings directly to VIMS security.	Public safety, security, and traffic control after normal hours.
Safety & Environmental Programs	684-7322	Work & Fire Safety/Hazmat during hours of normal operation
IT	684-7080	Phone/data cabling during hours of normal operation
Gloucester Fire Dept *All Emergencies 911*	693-3890 Sheriff's Office 642-2360 Abingdon Fire Department	

L.3.3 Hazmat Disposal Policy

- The contractor will be responsible for having a valid EPA Identification number issued by the Virginia State Department of Environmental Quality site specific for The Virginia Institute of Marine Science. The contractor will be the generator of all hazardous waste generated and be subject to regulations set forth by the State Department of Environmental Quality and Federal EPA. If the generation of hazardous waste is greater than 2,200 lbs in a month, the generator is considered a Large Quantity Generator. A Large Quantity Generator must pay a \$1,000.00 fee to the Virginia State Department of Environmental Quality. Generation of less than 2,200 lbs in a month is classified as a Small Quantity Generator and is not subject to a fee.
- A generator is defined as “any person, by site, whose action or process produces hazardous waste identified or listed in [40 CFR part 261] or whose act first causes a hazardous waste to become subject to regulation.” The contractor is considered a generator because he is the person whose act causes hazardous waste to become subject to regulation.
- The contractor will manage, handle, ship, and dispose of hazardous waste in accordance with all applicable regulations. The contractor is encouraged to utilize one of the contractors listed in the Virginia Hazardous Waste Disposal and Recycling Services Contract PF-507-70VAPP for hazardous waste transport, disposal and recycling services. Selection of hazardous waste transporters, disposal facilities, and recycling services from vendors not listed in Virginia Hazardous Waste Disposal and Recycling Services Contract PF-507-70VAPP, will require approval from the VIMS Directors of FM and Safety and Environmental Programs prior to final selection.
- Copies of all Hazardous Waste Manifests and Certificates of Destruction signed by the final disposal facility will be provided to the VIMS Department of FM and VIMS Office of Safety and Environmental Programs within 60 days of the shipment.

L.3.4 Fire Protection System Impairment

- An impairment request will be prepared utilizing the Fire Protection Impairment Form and submitted to the VIMS PM 15 days prior to impairment of an operational fire protection system (fire alarm and fire suppression systems).
- The VIMS PM will coordinate review and approval of the request.
- The VIMS PM will return the approved/disapproved request to the requesting contractor.
- Actual impairment will not begin without an approved request.

L.3.5 Parking Policy

- All vehicles require parking passes for on construction site and off construction site parking.
- No parking is allowed off paved driveways/roads/designated parking. Vehicles will not be parked on grassed/planted areas.
- Parking passes are provided on a complimentary basis to contractors. The number of passes available for on campus parking is determined by the Department of FM based on contractor requirements versus total requirements by active contracts on campus. The contractor may obtain parking passes through the VIMS PM.

L.3.6 Project Sign

- When required, a project sign will be posted at a location to be determined by the contractor and approved by the VIMS PM.
- Project sign shall be formatted using the template at Figure L-1.
 - Substitute VIMS logo for W&M Crest
 - Substitute VIMS Facilities Management for "W&M FPDC"
 - Substitute "VIMS Blue" for green boarder
- The cost of the sign will be included in the price of the Contractor's General Conditions.

L.3.7 Quality Control

- The Contractor will develop a Project Quality Control Plan based on a three phase inspection process. The Project Quality Control Plan will be submitted and approved before a Notice to Proceed will be granted.

L.3.8 Safety

- A risk analysis will be prepared for each phase of work, and a Project Safety Plan keyed to the exposures determined in the risk analysis. As a minimum, the following major hazards will be addressed, as required, for each phase of work:
 - Fall protection
 - Scaffolding
 - Shock protection
 - Welding safety
 - Work in confined spaces

- Vehicle safety
- Welding Safety – The following Hot Work Policy will be reflected.
 - New construction does not need a separate hot work permit from VIMS. Hot work activities are covered by the building permit issued for the contract.
 - VIMS requires contractors performing work in occupied facilities to issue a permit for hot work activities in accordance with their in-house safety program requirements.
 - The contractor will establish acceptable time limits for duration of hot work permits IAW guidelines in ANSI Z49.1 and NFPA 51B.
 - Fire watches shall remain in place for at least one (1) hour after the completion of all activities associated with the hot work.
 - Hot work permits must be submitted to the VIMS PM 24 hours prior to work being performed for review to ensure all hot work safety concerns are addressed per requirements in OSHA regulations and standards (29CFR 1926, Subpart J; ANSI 49.1)
 - The VIMS PM will provide routine oversight of hot work and may stop work if a serious safety concern is observed until the concern is resolved.
- The Project Safety Plan will be submitted and approved before a Notice to Proceed will be issued.

L.3.9 Security Requirements

- The Contractor is responsible to provide employee identification to assure that only authorized personnel and vehicles/equipment are accessing the project site.
- An “interlocking padlock” system will be used at the site gate to allow VIMS personnel immediate response capability in event an emergency occurs within the site. The VIMS PM will provide the campus lock. Keys will be secured with VIMS Security and VIMS Office of Safety and Environmental Programs for emergency use.
- A phone roster of permanent project personnel to receive e-mail/cell phone voice mail messages in the event of a campus emergency will be provided to the VIMS PM prior to the start of construction. The permanent personnel will be responsible to provide alert notification to all personnel on site per contractor determined procedures. Data columns for the roster are as follows:
 - First name
 - Last name
 - Home phone
 - Work phone
 - Mobile phone
 - E-Mail address

L.3.10 Site Maintenance Standards

- Sites will be continuously maintained for police and repair of site facilities to include trailers, storage containers, fencing, storage of materials, and emptying of trash containers.
- Deficiencies noted by and through the VIMS PM will be corrected within 24 hours.

L.3.11 Storm Water / E&S Compliance

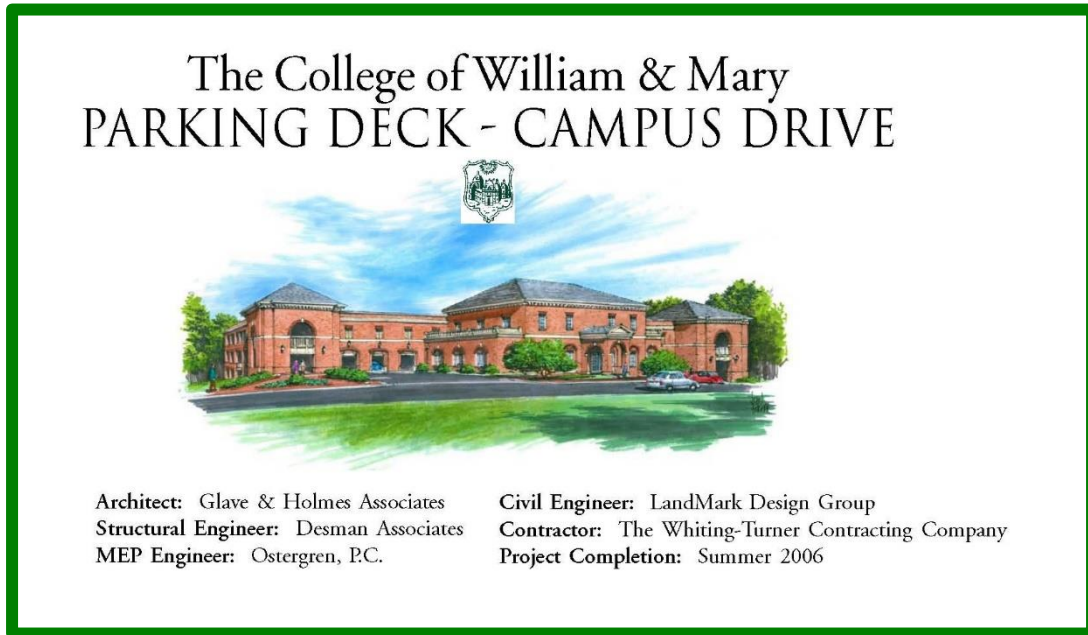
- A copy of storm water and erosion and sediment control drawings will be maintained on site at all times.
- Storm water and erosion and control measures will continuously maintained in accordance with the contract documents and State of Virginia Storm Water and Erosion and Sediment Regulations.
- Deficiencies noted by DCR inspections and or the PM/CM will be corrected within 24 hours. Repeated deficiencies leading to two consecutive deficiency findings during periodic inspections will be sufficient basis to withhold 1% retainage from the next monthly invoice until corrections are made.

L.3.12 Utility Outage/Building System Outage Coordination

- The Contractor shall submit a written Utility Outage/System Testing Notice and give the notice to the PM for FM to schedule an outage.
- Temporary interruption of underground utilities and/or of building services must be coordinated 10 days in advance.
- Requests submitted less than 10 days in advance will be processed contingent on the ability of VIMS Department of FM to notify end users/affected activities.
- The Contractor shall not proceed with a utility outage or system testing before receiving authority from VIMS Department of FM.

L.3.13 Worker Behavior/Decorum – Contractor personnel will refrain from contact with students, faculty and staff other than for that interaction necessary for the execution of their contract responsibilities. Expressly prohibited is contact in the form of harassment, whistles, cat-calls, comments, gestures or any form of uninvited communication. Any violation of this policy will result in immediate and permanent removal of violators from the campus project site. To be clear, uninvited communication is a one strike policy.

Figure L-1 - Project Sign Example



Sign Notes:

- Color rendering/computer elevation required
- Green border/white background required
- University crests at each upper corner required
- List members of project team (no corporate logos)

Show project completion as a season not a specific month.