

SECTION 01 11 00
SUMMARY OF WORK

Notes: Section 01 11 00 is intended to include basic identification of the Work and type of contract plus a number of optional Articles to accommodate various administrative requirements when needed to tailor the documents to specific project needs: Work by Others, Future Work, Work Sequence, Contractor Use of Premises, Owner-Occupancy, Partial Owner-Occupancy, Pre-Ordered Products, and Owner-Furnished Items are but an example. Tailor to specific project requirements.

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Title of Work, and type of Contract.
- B. [Work by Others, and Future Work.]
- C. [Work Sequence.]
- D. [Use of Premises.]
- E. [Owner Occupancy.]
- F. [Pre-Ordered Products.]
- G. [Owner-Furnished Items.]

1.02 RELATED REQUIREMENTS

- A. Advertisement for Competitive Bids
- B. Instructions to Bidders – Competitive Bids
- B. Instructions to Bidders – CM Contracts
- C. Bid Form
- D. General Terms and Conditions
- E. Special Provisions [if required]
- F. Technical Specifications

1.03 WORK COVERED BY CONTRACT DOCUMENTS

Fill in type of Work, name of Project location, and name of Owner. This is not a detailed scope of Work.

- A. Work of this Contract comprises [general construction] [renovation] [_____] of [_____,] located at [_____,] for [_____,] the Owner.

1.04 CONTRACT METHOD

- A. Construct the Work under [a single lump sum] [GMP] contract.

1.05 WORK BY OTHERS

- A. Work of the Project which will be executed by others is designated Not-in-Contract (N.I.C.) on the Plans.
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Use only for Projects with provision for future work such as additions, installation of equipment or other. Describe critical requirements of this Contract to provide for future work such as structural provision, utilities, and rough-in areas of site to be kept clear, site preparation, or pertinent items.

1.06 [FUTURE WORK]

- A. Project is designed for future [_____]. Provide [_____] for future [installation.] [_____].
- B. Insure that Work avoids encroachment into area required for future work.

1.07 WORK SEQUENCE

Use for Project when a specific sequence or Work is required, for Owner occupancy, for partial occupancy, or other. Edit as appropriate. Coordinate with "Builder's Use of Premises" and "Owner Occupancy", with "Progress Schedule", and with Drawings. Also, coordinate with requirements of proposal agreement for contract duration, completion date and liquidated damages provisions.

- A. Construct Work in stages to accommodate Owner use of premises during construction. Coordinate Progress Schedule [and coordinate with Owner Occupancy during construction.]
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- B. Required stages:
1. Stage 1: _____ (if applicable) _____.
 2. Stage 2: _____ (if applicable) _____.
- [add as required]
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Use for Work to which public has access. Edit as appropriate. Coordinate with "Builder's Use of Premises", with "Progress Schedule", and with Drawings.

- C. Construct Work in phases to provide for continuous public usage. Do not close off public access to or usage of facilities until one stage of Work will provide alternate access.
- D. Required phases:
1. Phase 1: _____ (if applicable) _____.
 2. Phase 2: _____ (if applicable) _____.
- [add as many phases as required]

1.08 BUILDER'S USE OF PREMISES

- A. The Owner shall have the right of unlimited access to the premises.
- B. Builder shall limit use of premises [for Work, or storage, and for access,] to allow:
1. Owner occupancy
 2. [Work by other contractors.]
 3. Public usage.
 4. [other]
- C. Coordinate use of premises under direction of FIU Project Manager.
- D. [Assume full responsibility for protection and safekeeping of Owner's existing property and new work including surrounding areas under this Contract.]
- E. [Obtain and pay for use of additional storage or work areas needed for operations under this Contract.]

1.09 OWNER OCCUPANCY

Use when Owner will occupy premises during entire progress of Work. Edit to specify Owner requirements: Access, parking, utilities, and other specific requirements. Coordinate with "Work Sequence: and Builder's Use of Premises". Coordinate with sections on temporary facilities and utilities "Access Roads and Parking Areas", "Traffic Regulations", and other applicable sections.

- A. Owner will occupy premises during entire construction period for conduct of its normal operations. Cooperate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.
 - 1. [Other requirements as necessary.]
 - 2. [_____.]

1.10 [PARTIAL OWNER OCCUPANCY]

- A. Schedule and substantially complete designated portions of Work for Owner occupancy prior to Substantial Completion of entire Work:

List designated areas, and any mandatory dates. Coordinate with designations on Drawings.

- 1.
- 2.
- B. Owner will occupy designated areas for the purpose of [storage of furnishings and equipment] [installation of equipment] [_____].
- C. Execute Certificate of Substantial Completion for each designated portion of Work prior to Owner occupancy. Builder shall allow:
 - 1. Access for Owner personnel.
 - 2. Use of parking service facilities.
 - 3. Operation of HVAC and electrical systems.
 - 4. [_____].

1.11 OWNER-FURNISHED DOCUMENTS

- A. Owner Responsibilities:
 - 1. Furnish Builder with one digital copy of the Plans (plot files) and one copy of the Project Manual in electronic format. Additional copies will be the responsibility of the Builder.

Use only when Owner will furnish and pay for certain products for handling and installation by Builder. The Specifications section should specify the product, the state of assembly on delivery, and installation, as fully as for any product, and should cross reference back to this Section 01 11 00 - Summary of Work. Edit responsibilities to suit project requirements.

1.12 OWNER-FURNISHED PRODUCTS

- A. Owner Responsibilities:
 - 1. Arrange for delivery of shop drawings, product data, samples, manufacturer's instructions, and certificates to Builder.
 - 2. Deliver supplier's bill of materials to Builder.

3. Arrange and pay for delivery to site in accordance with Progress Schedule.
 4. Inspect deliveries jointly with Builder.
 5. Submit claims for transportation damage.
 6. Arrange for replacement of damaged, defective or missing items.
 7. Arrange manufacturer's field services; arrange for and deliver manufacturer's warranties and bonds to Builder.
- B. Contractor Responsibilities:
1. Designate submittals and delivery date for each product in Progress Schedule.
 2. Review shop drawings, project data, samples, and other submittals. Submit to Consultant with notification of any observed discrepancies or problems anticipated due to non-conformance with Contract Documents.
 3. Pick-up Owner furnished products at _____ [(address)_____].
 4. Receive and unload products at site.
 5. Inspect deliveries jointly with Owner, record shortages and damaged or defective items.
 6. Handle products at site, including uncrating and storage.
 7. Protect products from damage and from exposure to elements.
 8. Assemble, install, connect, adjust, and finish project.
 9. Provide installation inspections required by public authorities.
 10. Repair or replace items damaged by Builder.
- C. Schedule of Owner-furnished items:
1. Section _____ - _____.
 2. Section _____ - _____.

List below all permits to be obtained by the Builder in order to construct the projects. List under each agency the required permits and type of permit.

1.13 REQUIRED PERMITS

Listed below are the permits/approvals required under this Contract:

- A. Florida International University Building Code Administration Permit
- B. [Miami-Dade County WASA (New Construction or additions)]
- C. State Fire Marshal
- D. Miami Dade County DERM
- E. Miami Dade County Health Department
- F. South Florida Water Management District
- G. Florida Department of Environmental Regulation
- H. U.S. Army Corps of Engineers (Biscayne Bay Campus only)
- I. City of North Miami (Biscayne Bay Campus only – Water & Sewer)

- K. Office of Homeland Security (if applicable)
- J. F.I.U. Environmental Health & Safety

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

PART 4 PAYMENT

Unless otherwise specified, the cost of work specified in the various sections of Division 1, will not be paid for separately but the cost therefore shall be considered incidental to and included in the bid prices of the various Contract items.

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END OF SECTION