

Bidding Documents for Damage Validation and Repair of Embarcadero Lago Dos Bocas

Supplementary Conditions

Departamento de Transportación y Obras Públicas

1.1 GENERAL INTENTION

A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work as required by Scope of Work.

1.2 STATEMENT OF BID ITEM(S)

A. Refer to the Bid Form included as part of the Bid Documents, Exhibit A.

1.3 CONSTRUCTION SECURITY REQUIREMENTS

A. Security Plan:

1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.

2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.

B. Security Procedures:

1. General Contractor's employees shall not enter the project site without appropriate identification and protective wear.

2. The Departamento de Transportación y Obras Públicas reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Inspector.

C. Document Control:

1. The General Contractor is responsible for safekeeping of all project information. This information shall be shared only with those with a specific need to accomplish the project, as established in the General Conditions.

1.4 OPERATIONS AND STORAGE AREAS

A. The Contractor shall confine all operations (including storage of materials) to areas authorized or approved by the Inspector. The Contractor shall hold and save the Departamento de Transportación y Obras Públicas, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Inspector and shall be built with labor and materials furnished by the Contractor without expense to the Departamento de Transportación y Obras Públicas. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work.

C. The Contractor shall use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Inspector. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, roads, or public infrastructure.

D. Working space and space available for storing materials shall be determined by the Inspector.

E. Utilities Services: Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems (except telephone), they shall be cut and capped at suitable places where directed by Inspector.

Bidding Documents for Damage Validation and Repair of Embarcadero Lago Dos Bocas

F. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped, or plugged at the main, branch or panel they originate from; so that they are completely behind the finished surfaces.

1.5 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, & IMPROVEMENTS

A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Inspector.

B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Inspector may have the necessary work performed and charge the cost to the Contractor.

1.6 RESTORATION

A. Remove, cut, alter, replace, patch, and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter, or remove any structural work, and do not disturb any plumbing, gas, or electric work without approval of the Inspector. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the Inspector before it is disturbed. Materials and workmanship used in restoring work shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.

B. Upon completion of contract, deliver work complete and undamaged. Existing work disturbed or removed because of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.

C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are not scheduled for discontinuance or abandonment.

1.7 TEMPORARY TOILETS

A. Provide, at Contractor's discretion, (for use of all Contractor's workmen) temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by Inspector, provide suitable dry closets where directed. Keep such places clean and free from flies and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

1.8 AVAILABILITY AND USE OF UTILITY SERVICES

A. The Contractor, at Contractor's expense and in a workmanlike manner, in compliance with code and as satisfactory to the Inspector, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Departamento de Transportación y Obras

Bidding Documents for Damage Validation and Repair of Embarcadero Lago Dos Bocas

Públicas, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia and repair restore the infrastructure as required.

1.9 INSTRUCTIONS

A. Contractor shall furnish Maintenance and Operating manuals (hard copies and electronic) and verbal instructions when required by the Scope of Work.

B. Manuals: Maintenance and operating manuals and one compact disc (four hard copies and one electronic copy each) for each separate piece of equipment shall be delivered to the Inspector coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory, and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style, and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.

1.10 CONSTRUCTION SIGN

A. Provide one (1) **Construction Sign**, to be located where directed by the Inspector on the Project Site. The Construction Sign is a Temporary Sign that identifies the type and details of the works to be carried out, their financing and real estate brokers, contractors, engineers, or architects which will intervene in the work as per the requirements of the 'Reglamento Conjunto 2020' dated January 2, 2021.

B. This sign may not contain advertisement, company logos, or commercial propaganda of any kind. Said sign must be installed within thirty (30) days following the filing and will be maintained until the authorized activity ends. The proponent must certify, in the electronic permit system of the Commonwealth of Puerto Rico, that the sign was installed in accordance with the provisions of the 'Reglamento Conjunto 2020' and upload a digital photo of the sign within the next three (3) days after installed.

C. The Sign must comply with the following specifications:

1. Application number
2. Type of Request submitted
3. Owner and Proponent of the Work
4. Postal and electronic address of the OGPe, PR Planning Board (JP) or Autonomous DTOP with authority and standing to receive comments on the application.

D. Size of the Sign shall be no less than four feet tall by eight feet in size (4'-0"H x 8'-0"W) with black letters on a white background and be legible from public roads. It must be placed parallel to the public road or roads that face the lot in a place that is comfortably visible from the public highway. In the case of corner lots, two signs will be placed, each one facing the road. These may not invade or be projected on the land of public roads and will be located totally within the limits of the lot.

E. The sign shall be supported by all wood members of framing lumber. Provide three 100 mm by 100 mm (4 inches by 4 inch) posts (or equivalent round posts) set three feet into ground. Set bottom of sign level at three feet above ground and secure to posts with through bolts. Make posts full height of sign. Brace posts with 50 mm x 100 mm (two by four inch) material as directed.

F. Paint all surfaces of sign and posts two coats of white gloss paint.

Bidding Documents for Damage Validation and Repair of Embarcadero Lago Dos Bocas

G. Signage must comply with Law 355 from 1999 (Ley Uniforme de Rótulos y Anuncios de Puerto Rico de 1999) and the requirements of the 'Reglamento Conjunto 2020' dated January 2, 2021.

1.12 ADDITIONAL SIGNAGE - Departamento de Transportación y Obras Públicas

A. Graphic Design shall be provided by the Departamento de Transportación y Obras Públicas. Design shall be printed in color, high definition, on a 4' x 8' x 3/4" PVC Printed Board or Plywood Backing. Contractor must Consult with the Owner's Representative for more information.

B. Maintain sign and remove it when directed by the Inspector.

C. Follow the same requirements as the Construction Sign on Section 1.10 of the Supplementary Conditions.

1.13 SAFETY SIGN

A. Provide a Safety Sign where directed by the Inspector. Face of sign shall be 19 mm (3/4 inch) thick exterior grade plywood. Provide two 100 mm by 100 mm (four by four inch) posts extending full height of sign and 900 mm (three feet) into ground. Set bottom of sign level at 1200 mm (four feet) above ground.

B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with gloss paint of colors noted.

C. Maintain sign and remove it when directed by the Inspector.

D. Follow the same requirements as the Construction Sign on Section 1.10 of the Supplementary Conditions.

E. Contractor must include and follow any and all applicable Occupational Safety and Health Administration (OSHA), Department of Labor and Puerto Rico Department of Labor requirements.

1.14 ADDITIONAL SIGNAGE - Community Development Block Grant (CDBG)

A. Refer to document CIRCULAR INFORMATIVA 2021-02 for additional signage information.

1.15 POST CONSTRUCTION CLEANING (FINAL CLEANING)

Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations. Refer to the Uniform General Conditions for additional requirements for maintaining site in clean and neat condition at all stages of/and during construction. The Contractor is responsible for providing final cleaning services prior to turning the project over to the Owner.

The following checklist provides the scope required for post construction cleaning services to be applied to the Project, (where applicable):

- Clean the walls.
- Clean the baseboards, trim, and window frames.
- Clean all windows and glass.
- Dust everything, including the ceilings and fans.
- Check and change all the lightbulbs if needed.
- Sweep, mop, and polish any hard flooring.
- Vacuum all carpets.
- Take out all the garbage.

Entries and Exits

- Sweep and clean the porches.

Supplementary Conditions

Bidding Documents for Damage Validation and Repair of Embarcadero Lago Dos Bocas

- Clean and change any exterior lights if needed.
- Sweep all thresholds.
- Wash the driveway or walkway carefully to remove debris and dirt.

Specific Rooms

- Clean countertops and backsplashes in kitchen and bath.
- Clean toilets.
- Clean inside and out of all appliances.
- Clean the cabinets and drawers.
- Clean all mirrors.
- Sweep all remaining debris.
- Clean all closets.

Outside/Exterior

- Remove any remaining construction debris outdoors.
- Empty all trash cans.
- If there is a garage, sweep it.
- Check that all doors are locked before leaving.

1.16 DESIGNATED ON-SITE INSPECTOR SITE OFFICES (Inspector Autorizado)

It is the Contractor's responsibility to enable one (1) inspection office with the following specifications for the duration of the Project and must be removed between the Substantial Completion Date and the Final Completion Date of the Project:

1. Office Trailer: 8'X20'
2. Interior and exterior lighting for the entire area (8'X20').
3. Air conditioning for the entire area (8'X20').
4. Laptop (1 each); same or similar to LENOVO, model 82FG.
5. Printer (1 each); equal to or similar to hp OfficeJet Pro-7740 series.
6. Conference table 30"x72" (1 each).
7. chairs for the conference table (6 each).
8. Office desk (1 each).
9. Chair for computer office desk (1 each).
10. Compact fridge (1 each); equal to or similar to DANBY 17_11/16 (Mfr. Model #DCR032A2WDD)
11. Cold drinking water dispenser (1 each, supply of drinking water must be included during the duration of the project).
12. Coffee Maker Coffee Maker (1 each); equal to or similar to 10 cups, 120V/60 Hz.
13. Microwave (1 each); equal to or similar to 1.1 cubic feet; 120V – countertop (Mfr. Model #40GR47).
14. Provide printer paper for the duration of the project in the following sizes:
 - a. 8.5"x11"
 - b. 8.5"x14"
 - c. 11"x17"

Bidding Documents for Damage Validation and Repair of Embarcadero Lago Dos Bocas

15. Cabinet for document archiving 8.5"x11", 8.5"x14, 11"x17"; equal or similar to HIRSH 15in, 22, 52 in, Vertical File Cabinet (1 each).
16. Holding tank (for 2 persons per day per week and 6 persons one day per week, include cleaning frequency every week).
17. Connection to existing water supply or water and drinking (potable) water tank (400 gallons) with pump.
18. 6'x4' whiteboard with whiteboard marker kit, kit includes eraser markers and cleaner (1 each).
19. Safety Kit - First Aid (1 each).
20. Fire extinguisher (1 each).
21. Bulletin board (1 each).
22. Weekly cleaning (includes, but is not limited to, brooming/vacuuming, mopping, supplies of toilet paper, paper towel, soap, hand sanitizer and others, at least once a week).
23. Connection to existing electrical facilities.
24. Ease of WLAN or WIFI Internet.
25. The maintenance required for the above during the construction time of the project.

< End of Supplementary Conditions >