



part IV. (a) – general requirements subgroup

These guidelines shall both inform and supplement the Construction Documents. The Construction Documents shall address all applicable provisions included herein, by way of specification, general notes, detail, and instructions to the Contractor.

These guidelines are organized using the Master Specification Divisions but are not intended to replace the specification documents produced by the Architect/Engineer of Record. The language provided in the defined specification sections should be seen as supplemental to the language normally supplied by the Architect. In some cases, a full 3-PART “Guide Specification” may be provided, in those cases, the Design Professional shall modify and/or expand the language as appropriate to the project.

UA FRONT-END DOCUMENTS

- [UA Front End Docs - Bid Projects \(Zip Folder\)](#)
- [UA Front End Docs - CMGC Cost Plus with GMP \(Zip Folder\)](#)
- Guidelines for Establishing the GMP (coming soon)

01 10 00 SUMMARY

01 14 00 WORK RESTRICTIONS

- See UA FRONT-END DOCUMENTS (downloadable zip folders for Bid projects and CMGC projects) for the owner-provided section.

01 20 00 PRICE AND PAYMENT PROCEDURES

01 23 00 ALTERNATES

Add Alternates are not permitted on projects procured by Low Bid.

01 26 00 CONTRACT MODIFICATION PROCEDURES

- See [Policy 706.0 Construction Change Directives](#)
- See [Policy 707.0 Construction Change Order Proposals](#)

Architect/Engineer shall not pursue a proposal request or change order request without coordination with the Owner’s Representative (FAMA Construction Coordinator).

Once the Owner and Contractor have agreed on the scope, price, and schedule, a formal, written change order is prepared and signed by all parties.

One (1) copy of the following **must be** returned to the University **before** a contract can be processed through the University of Arkansas' accounting system.

- (1) [Change Order Form](#); Signed (inked signature) by GC and Design Consultant



- (2) Backup documentation for Change Order (C.O.) pricing which must be broken down for each C.O. request included and each C.O.R fully loaded.
- (3) Amended [Performance Payment Bond](#) with Washington County Clerk's Office Stamp.
- (4) [Grant Disclosure Form](#) for all new subcontractors with more than \$25,000.00 after the Change Order.

Do not perform Changes to the Work listed in change order requests without authorization from the Director of Engineering and Construction. The University will not compensate or be responsible for modifications to the Contract Documents performed without a valid Change Order.

01 29 00 PAYMENT PROCEDURES

- See AIA A201 General Conditions in the UA FRONT-END DOCUMENTS zip folder.
- See [Contractor Playbook](#)

Consistent with [A.C.A. § 19-4-1411](#) the Architect is allowed five (5) working days to review and certify the payment application; FAMA is allowed (5) working days to accept or contest the application; the Department of Finance and Administration five (5) working days to review and process payments. Transmittal times are not included in processing.

Failure of any of the above to complete processing within the time allowed can result in an assessed penalty against the responsible agency.

01 30 00 ADMINISTRATIVE REQUIREMENTS

01 31 19.13 PRE-CONSTRUCTION MEETING

- (1) Pre-construction meetings shall be Co-hosted by the Owner's Representative and the Contractor, See SECTION 01 14 00 WORK RESTRICTIONS
- (2) The contractor shall be prepared to review the following items during the pre-construction meeting:
 - (a) University Policies (Tobacco Free Campus, Expectations of Behavior by Subcontractors, Parking Requirements, etc.)
 - (b) Mobilization plan
 - (c) Staging and Tree Protection Plans
 - (d) Stormwater Pollution Prevention Plan
 - (e) Work Plan(s)
 - Identify street closures or parking spaces needed to accomplish the work and duration within the project schedule.
 - Identify utility outages within schedule, duration, and what will be affected by the outage.



01 40 00 QUALITY REQUIREMENTS

01 41 00 REGULATORY REQUIREMENTS

- See UA FRONT-END DOCUMENTS (downloadable zip folders for Bid projects and CMGC projects) for owner-provided section.
- See [UA Emission Producing Equipment Form](#)

As stipulated in the General Conditions, the contractor shall purchase and secure all applicable permits and licenses and give all notices necessary and incidental to the prosecution of the Work. However, consistent with [A.C.A. § 22-9-213](#), public works construction projects conducted by the Owner, a state agency, are exempt from permit fees or inspection requirements of county or municipal ordinances.

01 43 39 MOCKUPS

(A) General

- (1) Construct sample wall panels of all rain screen systems (masonry, metal panel, terracotta, etc.) for approval by the Architect of Record and Facilities Management Planning and Design Group. Review schedule of mockups with Planning and Design prior to issuing Construction Documents.
- (2) Masonry samples: – Construct a minimum of three 4' x 6' sample panels for brick/masonry selection. Sample panels shall be full thickness, including all accessories and miscellaneous metals. Do not allow masonry cement in mortar.
- (3) Sample shall include a typical window/storefront with Head, Jamb, and Sill details completed.
- (4) Sample shall include an outside corner.
- (5) Sample shall include critical connection points/changes in material elevation.
- (6) Locate panels on-site in locations indicated or, if not indicated, as directed by the Architect.

01 45 00 TESTING AND INSPECTIONS

(A) Owner-provided testing and inspections.

Contact FAMA for third-party testing agency information.

(B) Construction Milestones

The contractor shall notify the Construction Coordinator at each of the following milestones for coordination of review by the Owner and/or Architect team.

- (1) Grading Preliminary; after all erosion control measures are in place, before grading activity.
- (2) Before concrete pours when under-slab utilities are installed, footing prepped, etc.
- (3) Foundation and Foundation Waterproofing – before backfill.
- (4) Rough-ins complete of electrical, mechanical, plumbing, gas piping, and pressure testing – before closing up the interior.
- (5) Above Ceiling for observation of firestopping and systems; before closing up construction.
- (6) Ready for Hood Testing
- (7) Final Inspections of electrical, mechanical, plumbing, and gas piping, fire alarm, fire pump, generator, and fail-safe exits.



- (8) Finish Grade; before installation of plantings.
- (9) Substantially Complete - Final inspection of the project may be delayed if, according to the consultant, the work is found to be incomplete or substantially unsatisfactory.
- (10) Life Safety / Final Inspection.

01 33 00 PRODUCT SUBMITTALS AND SHOP DRAWINGS

(A) Facilities Management Review.

Facilities Management reserves the right to review submittals and shop drawings for compliance with UA Standards as noted herein. When FAMA staff takes exception with the submittal or shop drawing, the Architect/Engineer shall work to obtain revised submittals to UA satisfaction.

(B) Architect/Engineer Approvals.

- (1) Engineer approval of emission-producing equipment submittals shall trigger emissions reporting for the Air Quality Permit. See Section 01 41 00 REGULATORY REQUIREMENT in UA FRONT-END DOCUMENTS zip folder.
 - Submit [UA Emission Producing Equipment Form](#) to FAMA
- (2) Engineer-approved equipment submittals shall be keyed for coordination following section 01 75 00 OPERATIONS AND MAINTENANCE DATA INTEGRATION in UA FRONT-END DOCUMENTS zip folder.

(C) Closeout Documents

- [See criteria for Project Close-out Submittals](#) (revised 2023)

01 50 00 TEMPORARY FACILITIES AND CONTROLS

01 51 00 TEMPORARY UTILITIES

- See 01 41 00 Regulatory Requirements
 - See **Error! Reference source not found.**
- (1) Coordinate through Facilities Management the necessity of temporary utilities.
 - (2) Temporary utility meters shall be furnished and installed by the Contractor – See Division 33
 - (3) Temporary Electricity
 - (a) University.
 - (b) AEP
 - (4) Temporary Water
 - (a) City of Fayetteville.
 - (5) Natural Gas.
 - (b) Black Hills Energy
 - (c) University Supply – High Pressure
 - (6) Temporary Heating, Cooling, and Ventilation



- (a) When required, the contractor shall plan to provide temporary heat and air to install finishes and millwork IAW manufacturer's recommendations to ensure the project schedule is not put at risk.
- (b) Authorization Required. Use of the building utility systems for temporary heating or cooling is not permitted until the University assumes operation of the systems, and provides an operator, or such time as the Owner gives written permission to the Contractor to use building utility systems subject to the following conditions:
- (c) Supervision. The contractor will be responsible for proper supervision of steam and chilled water systems in the building and will report problems immediately to Facilities Management.
- (d) Electrical Protection. Provide proper electrical protection as required by the drawings and the National Electrical Code for motors on air handling units and pumps. All interlock wiring between air handling units, return air fans and accessory equipment must be complete. Temporary wiring and connections will not be acceptable.
- (e) Temperature Controls. Automatic temperature control systems must be complete to the extent that heating and/or cooling valves on air handling unit systems must be controlled. Heating or cooling coils are not allowed to operate uncontrolled, causing possible damage to the air handling system.
- (f) System Piping. Any system piping that is not complete to terminal equipment must be capped or valved with a locking device to prevent possible personal injury from live steam. The Contractor will be required to meter the steam with the permanent meter in a manner that is suitable to the Owner for the Contractor's payment to the Owner for the usage of steam. No condensate will be returned until the return line is clean and free of oil.
- (g) Metering of chilled water, if used, shall be a calibrated BTU totalizing meter that is acceptable to the Owner. The Contractor will provide evidence of calibration of the devices and will indicate his acceptance of rates of payment for steam and/or chill water usage as outlined by the Owner.
- (h) Cleaning. Before the Owner accepts the heating or cooling system upon building completion, the Contractor will be required to clean all traps and strainers in the heating or cooling system and service all motors and bearings before the final inspection of the project.
- (i) Contractors' Liability. The Contractor will accept responsibility for any equipment damaged during his use for construction heating or cooling. The contractor will replace damaged equipment before final acceptance of the building. The contractor will accept complete liability for any personal injury due to the building heating or cooling system used for construction. The contractor will not hold the Architect/Engineer/Owner liable for any damage or personal injury resulting from building systems' use during construction.
- (j) Warranty of utility system. In the event the Owner gives written permission to the Contractor to use the building utility system for temporary heating or cooling for the Contractor's use and benefit, the one-year warranty does not start until substantial completion is established, such time is mutually agreed upon and recorded.



01 55 00 VEHICULAR ACCESS AND PARKING

- See SECTION 01 14 00 WORK RESTRICTIONS in UA FRONT-END DOCUMENTS zip folder.

01 55 29 STAGING AREAS

- See SECTION 01 14 00 WORK RESTRICTIONS in UA FRONT-END DOCUMENTS zip folder.

01 55 29 TEMPORARY TREE AND PLANT PROTECTION

(A) Identification

On sites with existing tree canopy, the design professional shall conduct a tree preservation analysis to determine the approximate age, health, size, and species distribution of the trees, noting each on a tree protection plan or in combination with a site mobilization plan. The plan should include the delineation of the following features as they exist on the site:

- (1) Any significant trees existing on the site, the location of trunks, the spread of the canopy, species, diameter at breast height (DBH), and the overall health of each significant tree.
- (2) Groupings of trees, delineating the edges of the overall canopy, noting the predominate species, average height, diameter at breast height (DBH), and general health of the trees.
- (3) Location of known invasive plant material to be removed and the removal method.
- (4) Identify any factors that may impact long-term health or preservation of the canopy.

(B) Protection during Construction

Trees illustrated as preserved on landscape or civil plans shall be protected from construction activity to prevent impingement by or the storage of construction vehicles, materials, debris, spoils, or equipment in areas with preserved trees. No filling, excavating, or other land disturbance shall take place in areas with preserved trees. Before commencing any construction activity, the Contractor shall construct tree protection barriers on the site along the tree dripline or 10 feet from the trunk, whichever is greater. Tree protection measures shall also protect any off-site trees, whose roots extend onto the proposed construction site.

01 57 00 TEMPORARY CONTROLS

Design Professional shall include cross-references to the owner-provided in SECTION 01 14 00 WORK RESTRICTIONS and in SECTION 01 41 00 REGULATORY REQUIREMENTS

(A) Temporary Erosion and Sediment Control

- (1) Comply with requirements of the current edition of the EPA Construction General Permit for Storm Water Discharges from Construction Activities – Region 6. The University of Arkansas is the authority having jurisdiction (MS4).
- (2) The [University is its own MS4](#) and issues NPDES Small Site permits for projects between 1 and 5 acres under the University of Arkansas MS4 Permit from ADEQ.



(B) Temporary Storm Water Pollution Control

- (1) A Storm Water Pollution Prevention Plan (SWPPP) shall be developed by the civil engineer for the project site and shall be the responsibility of the contractor to implement and maintain.
- (2) Adherence to current stormwater best management practices (BMP) is required. Best management practices shall be followed on sites of any size where soil is disturbed. Concrete washouts, temporary detainment, settlement basins, and other BMPs shall be employed as needed. This concept should be indicated in the construction documents.

See NWA 2014 Bmp manual. [2014 BMP Manual \(SWPP\)](#)

01 58 00 PROJECT IDENTIFICATION

- See [UA Policy 723.0 Exterior Signs and Publicity on Campus](#), Articles IV and V
- (1) Proposed Job Signs shall be presented design to the Facilities Management Planning Group for approval.
 - (2) Coordinate the location of placement of the sign with the Facilities Management Construction Coordinator.
 - (3) On large sites, it may be necessary to designate the construction entrance for materials deliveries, etc. In this case, a small discrete sign may be allowed to designate this entrance.
 - (4) Other types of signage (fence wrap, etc.) are typically not allowed in the core of campus. Please contact the Planning and Design Department for proposed alternatives to the standard job sign.

01 60 00 PRODUCT REQUIREMENTS

A/E provisions as needed for Project Scope

01 70 00 EXECUTION AND CLOSEOUT REQUIREMENTS

01 71 13 MOBILIZATION

- See SECTION 01 14 00 WORK RESTRICTIONS in UA FRONT-END DOCUMENTS zip folder.

01 74 19 CONSTRUCTION WASTE MANAGEMENT

(A) General Requirements

- (1) UA Minimum standards for Construction Waste Management are outlined within this section. LEED (Leadership in Energy and Environmental Design) projects will include higher standards. All workers are to be advised of this section's contents, and nothing short of their full cooperation is reasonable.
- (2) The University of Arkansas promotes sustainable practices concerning the recycling of construction waste.
- (3) Contractor shall provide all demolition, removal, and legal disposal of materials. Contractor shall ensure that facilities used for recycling, reuse, and disposal shall be permitted for the intended use to the extent required by local, state, and federal regulations.
- (4) Contractor shall assign a specific area to facilitate the separation of materials for reuse, salvage, recycling, and return. Such areas are to be kept neat and clean and shall be marked to avoid contamination or mixing of materials.



- (5) During the process of work, keep the project clear of all rubbish and construction waste. Pick up all refuse, recyclable or otherwise, immediately and place in the appropriate covered containers.
- (6) Burning of construction debris is not permitted.

(B) Incidental Rubbish

- (1) Provide suitable containers with covers for all refuse from meals eaten on the job site and other non-recyclable garbage. Remove this refuse from the job site at least once every seventy-two hours. Place one container beside each drinking water station to receive discarded cups.
- (2) Provide suitable covered recycling containers to collect all recyclable waste (drink cans, bottles, paper, etc.) with the intent to maximize the recycling effort. Label appropriately.

(C) Salvage and Unused Material

- (1) Salvaged and excess materials shall be returned to the Owner; Coordinate storage location with Facilities Management.
- (2) See Tree Salvage – Division 31

(D) Waste Diversion

Waste disposal in landfills shall be minimized to the greatest extent possible. Of the inevitable waste that is generated, as much of the waste material as economically feasible shall be salvaged, recycled, or reused. At a minimum, the following waste categories shall be diverted from landfills, however, LEED projects may require a higher standard and documentation of diversion methods and quantities.

- (1) Soil.
- (2) Trees and brush.
- (3) Cardboard, paper, and packaging.
- (4) Clean dimensional wood and palette wood.
- (5) Metal products (steel, wire, beverage containers, copper, etc.).
- (6) Paint.
- (7) Fluorescent lamps.
- (8) Refrigerants.

01 77 00 CLOSEOUT PROCEDURES

- See [criteria for Project Close-out Submittals](#) (revised 2023)

01 78 23 OPERATIONS AND MAINTENANCE DATA

- See UA FRONT-END DOCUMENTS for Owner-Provided section in the downloadable zip folders for Bid projects and CMGC projects. Provide cross-references as appropriate throughout the manual.
- See [OM Data Integration Spreadsheet](#)

01 78 36 WARRANTIES

Except for Roofing, specifications should make provisions for the standard manufacturer warranty. Below is a summary of the requirements identified in the body of this guide.



(A) *Explicit Warranties must be included in the Contract Documents.*

- (1) Callback Warranties: one year from the date of substantial completion.
- (2) Material and Equipment Warranties: (against manufacturing defects)
 - (a) Roofing Membrane – 20-year min.
 - (b) Shingle Roofing – 40-year min.
 - (c) Other – Mfg. Standard - Longest available term without incurring premiums.
 - (d) Products shall be specified with all components to be installed according to the manufacturer’s instructions. – Avoid nullifying the warranty with substitutions and deviations.

00 79 00 DEMONSTRATION AND TRAINING

- See 01 91 00 COMMISSIONING

01 80 00 PERFORMANCE REQUIREMENTS

- See [Board Policy 750.1](#) and
 - See [A.C.A. § 22-3-2004](#).
 - See [Act 1494 Checklist](#)
- (1) Certain projects must be designed, constructed, and certified in accordance with the Performance Rating Method of Appendix G of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Standard 90.1-2013, as it existed on January 1, 2018, and include a life-cycle analysis.
 - (2) These standards apply to new construction with occupied or conditioned space over 20,000 square feet or multiple buildings with combined occupied or conditioned space over 50,000 square feet, and to renovation of a building with occupied or conditioned space over 20,000 square feet or multiple buildings with combined occupied or conditioned space over 50,000 square feet where the cost of renovation exceeds 50% of the value of the building or buildings being renovated. These standards apply to both owned and leased buildings.
 - (3) Measurements of energy performance are to be performed for the first 12 months of building operation for comparison to targeted energy consumption goals, and a report presented to the Board of Trustees, typically at the March meeting.

01 90 00 LIFE CYCLE ACTIVITIES

01 91 00 COMMISSIONING

- See [criteria for Commissioning](#) (2013)
- See [IDIQ Automatic Temperature Controls Diagrams](#) (2019)