

# STATE UNIVERSITY CONSTRUCTION FUND PROGRAM DIRECTIVES

DIRECTIVE 1D-4

Issue date: June 2007

## CONSTRUCTION SITE REQUIREMENTS

1. General
  - a. Purpose: This Directive outlines Fund definitions and requirements for the construction site in order to reduce disruption of campus activities and provide greater safety during the entire construction period.
  - b. Subject: The subsections of this guide cover the following subjects:
    - (1) Project Limit Lines
    - (2) Pedestrian Access
    - (3) Vehicle Access, Parking, and Staging Areas
    - (4) Security Fencing
    - (5) Temporary Construction
    - (6) Project Sign **(Not required unless requested in writing by the Fund)**.
  - c. Cost: Project budget includes the cost of a project sign, security lighting, security signs, fencing, and temporary pavement. The Consultant shall include a separate line item lump sum in the Schematic Report Estimate under General Requirements for the Fund's review and approval to cover these items. Detailed estimates may be provided at Design Manual and Construction Document Phases.
  - d. Phase Submissions: The location of contract limits, vehicle access parking areas, staging area, fencing, temporary construction, and project sign should be determined by the Consultant, and be included in every project phase submission for review and approval. As the design progresses, more detail with respect to this work and project phasing is expected.
2. Project Limit Lines: This section defines project limit lines to provide for uniform interpretation of contract and grading limits for a project.
  - a. Definitions
    - (1) Grading Limit:
      - (a) Construction Grading Limit Line: A line that shows the limit which the Contractor may disturb existing grade for the purpose

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of constructing a project and to allow for staging and stockpiling of material. The grading limit is usually used where no sitework is included with a building and, therefore, an area must be defined for construction operations or where it is necessary to change existing grade to assure positive drainage away from the building. Grading limits should also be used to protect existing trees and landscaping within the contract limits.

(b) Where finished grading is in another contract, the sitework within the Construction Grading Limit should be graded to required subgrades for the subsequent site contract.

(2) Contract Limit:

(a) A line that shows the limit of work included in the construction contract, beyond which the contractor has no legal or contractual jurisdiction. This line may or may not be the same as the Construction Grading Limit; however, the Construction Grading Limit should never be outside the Contract Limit Line. The Contract Limit Line should show any extensions outside of the immediate work area required to make utility connections.

(b) The Contract Limit Line applied only to the type of work in the contract and may overlap the limits of other work when more than one contract is let in the same area, such as in the case of separate planting or utility contracts.

(3) Temporary construction required by the work should also be enclosed by Contract Limit Lines and Grading Limits where appropriate.

(4) Overlapping Limit Lines: Responsibilities and requirements involved in limit lines should be determined in advance and explicitly stated or shown on the contract drawings.

(5) Maintenance: All lawns shall be mowed by the Contractor to maintain growth between 1-1/2" and 4" at all times within the Contract Limit Lines, including trimming around fences, stored material, etc. Snow shall be removed within the Contract Limit Lines as needed by the Contractor or when it poses a hazard, in the opinion of the Consultant.

(6) Security Blue Phones that may be impacted by this project shall be temporarily relocated coordinated with the College.

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- (7) Fire protection hydrants shall not be obstructed by construction, unless approved by the Campus.
- (8) Pedestrian Access/Egress:
  - (a) The design of a project must identify alternate pedestrian routes if sitework or work within an occupied building interrupts pedestrian access or egress.
  - (b) Pedestrian access and egress shall be discussed with the Campus and the Fund in the Concept Phase and addressed in the Schematic Phase submission.
  - (c) If the sitework interrupts pedestrian flow, temporary facilities shall be provided. These shall be constructed at the onset of the work, maintained (i.e., snow removal, etc.) during the course of the work and removed at conclusion of the project and the site restored. If necessary, the temporary facilities shall be enclosed by fencing and have lighting provided. See Security Fencing and Lighting below. Temporary facilities shall include, but not be limited to, walks, roads, stairs, ramps, bridges, and lighting.
  - (d) If the work interrupts pedestrian access or egress within a partially or totally occupied building, temporary measures shall be indicated to maintain pedestrian flow. At no time shall required exit egress from a building be blocked, unless the building is unoccupied and alternate routes are provided for the Contractor's work force. Temporary measures shall be reviewed with the Campus and the Fund and indicated in the bidding documents. If necessary, temporary exists shall be provided and enclosed including, but not limited to, corridors, doors, general lighting, emergency, directional and exit lighting.
  - (e) If the required exit egress is reduced and no temporary alternate egress is provided, then the Consultant shall calculate the reduction in the posted occupancy of the spaces served by those exists and require posting of these temporary occupancies during the work. The Campus must agree to these reductions in occupancy; in not, provide temporary alternate egress.

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- (f) Ideally, Contractor access to work areas within existing buildings should be completely separate from the Campus access for its occupancy. Consider requiring temporary construction access methods such as scaffold stairs, etc. If the Campus and Contractor share an access path, the required level of daily cleaning of that path should be discussed with the Campus and specified for the Contract.

### 3. Vehicle Access, Parking, and Staging Areas

#### a. Policy and Procedures

- (1) Location: The location of vehicle access, parking, and staging areas should be such that they create a minimum of disturbance or inconvenience to existing Campus functions, the adjacent municipality, or neighboring construction projects.
- (2) Campus Coordination: Interference with Campus circulation and infringement on Campus parking should be kept to a minimum and coordinated with the Campus and Fund by the Consultant.
- (3) Phase Submissions: Vehicle access, parking areas, and staging areas should be located on phase submission drawings with appropriate back-up to show the basis for selected routes, areas, and number of parking spaces. Whenever possible, contractor parking shall be within Contract Limit Line (workmen with heavy toolboxes need reasonably close parking).

- b. Performance Criteria/Parking: Parking areas must be of sufficient size to accommodate vehicles used by construction personnel. Where remote parking is required, an evaluation of requirements and possible additional costs should be made by the Consultant in the Cost Estimate. If they are located on grass or earth, staging and storage areas shall be covered with a 6" subbase of select granular fill or crushed stone on geotextile, which will be removed and restored to lawn area at the end of the project.

### 4. Security Fencing and Lighting

- a. Purpose: The purpose of security fencing and lighting is to supplement the basic barricade and protection requirements of the construction contract, to provide safety for students and public, and to help provide security for the contractor's material and equipment.

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### b. Procedure

- (1) Location for Fencing: During the planning phases, it is essential that the Consultant consult with the Campus and review the scope and requirements for fencing the construction project and then review the proposed fencing with the Project Coordinator. Construction documents should provide adequate technical drawings, details, and specifications for fencing material and installation. Typically, the entire Contract Limit Line will be fenced.
- (2) Installation: The purchasing, installation, and removal of fencing should be included as part of the basic construction contract.
- (3) Disposal: The Contractor is to dismantle and dispose of the fence and appurtenances at the end of the project as part of the construction contract, unless otherwise requested and agreed upon by the Campus and the Fund prior to bidding the project.

### c. Material and Specifications

- (1) Fence Type: Fencing to be provided shall be functional, easily maintained, and normally will be of chain-link type with a black vinyl coating. However, in some instances, it may be desirable to require plywood fencing so as provide space for artwork, slogans, etc., in order to prevent building walls from being used for the same purpose. This should be coordinated with the Campus. The chain-link fence shall have 2" O.D. steel posts a maximum of 10' O.C. with a top rail. If plywood fencing is used, design post to withstand local wind loads.
- (2) Height: Normal fence height shall be 6'-0". However, where circumstances dictate, height may be increased as approved by the Fund. In areas where security is not the prime requisite, fences may be less than 6'-0".
- (3) Access: The Contractor may provide access points located and sized to accommodate the work, but such access points shall have chain link gates with locks and front onto permanent or temporary roads. The Contractor shall supply two keys, labeled for each gate, to Campus Public Safety. Review the "Manual for Establishment of Reserved Gates" as published by the General Building Contractors of New York State and incorporate suggestions as appropriate.

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### 5. Temporary Construction

- a. Show the extent of temporary construction and improvements necessary to maintain Campus operations near and around the construction site. Differentiate these from permanent rerouting of utilities, paths, roads, etc. required by the project.
- b. Provide temporary roadways, parking, walkways, bridging etc. as required, to maintain vehicular access routes around and/or through the construction site. Provide phasing details of installation of temporary routes prior to removal of existing routes, and relocation of temporary routes as required to maintain access to critical routes at all times during the project.
  - (1) Temporary vehicular routes shall be located as needed to maintain access to loading docks, building entrances, drop off points, etc. for emergency and authorized vehicles. Parking areas and access roads displaced by construction activities shall be replaced by equivalent temporary parking and access roads located elsewhere on Campus. Displaced handicapped accessible parking shall be replaced by equivalent parking elsewhere on Campus.
  - (2) Temporary pedestrian access routes shall be located as required to provide convenient access to and from buildings, parking, transit and other destinations. Maintain handicapped accessible routes between accessible parking spaces and accessible entrances.
  - (3) Temporary vehicular roads and parking should be paved with a minimum of 1-1/2" asphalt on a 6" subbase of select granular fill on geotextile, including provisions for storm drainage, lighting; and lane markings, devices and signage consistent with the "Uniform Manual of Traffic Control Devices." Temporary pedestrian access routes shall be hard surfaced, such as asphalt or wood decking, including provisions for storm drainage, slip resistance, lighting, railings, crosswalks, and other safety features.
- c. Provide temporary directional signage required to route Campus traffic through and around the site.
- d. Maintenance of temporary construction shall be by the Contractor, including repairs to deteriorated temporary construction. Contractor shall perform snow removal and lawn maintenance in areas where temporary construction creates abnormal maintenance conditions beyond those typically encountered by the Campus. Review such situations with the Campus prior to bidding.

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- e. Security and Safety Lighting: Temporary walks or areas of student and public circulation adjacent to the construction site are to be provided with adequate safety lighting. Areas within the construction site that present an invitation to hazard should be lighted sufficiently to identify the hazard to potential trespassers.
6. Project Sign ***(Not required unless requested in writing by the Fund)***
- a. General
    - (1) Purpose: A project sign shall be provided on all major projects. Generally it will not be required on projects below a value of \$2,000,000.
    - (2) The primary function of the project sign (in Appendix) is to identify new construction to staff, students, visitors, workmen, and where possible to off-campus vehicular traffic. This identification not only names the project but lists all credits to planning and construction concerns.
    - (3) Standard Layout: The project sign is to conform to the Fund's standard criteria, layout, and specifications as shown herein.
    - (4) Location: The project sign should be located as determined by the Consultant with concurrence of the Campus and the Fund so as to be easily seen from nearby public areas and, where possible, should be directed toward off-campus vehicular traffic. Care should be taken to avoid obstruction to view particularly with respect to changing conditions of site, foliage, etc.
    - (5) Federal Grants: When a project is supported by a Federal Grant, a line is to be added to the bottom of the sign in letters no larger than the names of the subcontractors, phrased as follows, "\$0,000,000 provided from the United States Department of Education (or other agency)."
  - b. Procedures
    - 1. Consultant's Responsibility: **When directed by the Fund in writing**, the Consultant shall determine the list of major credits and shall include in the contract drawings the proposed layout dimensions, and details for the project sign as shown herein. Direct the Contractor to

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manufacture and erect the sign in accordance with approved shop drawings. Providing the cleaning and grubbing of the site does not interfere with sign location, it should be erected as soon as work is begun. At the completion of the project, the Consultant, with concurrence of the Fund, shall notify the Contractor to remove the sign from the site.

- c. Design and Performance Criteria: Review and edit as appropriate the Fund Standard Division 1 General Requirements sign specifications.

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