

**EXHIBIT D**  
**SUPPLEMENTARY SPECIFICATIONS**

1. Permits

The County shall obtain the Building Permit. County obtained permit and responsibility shall be transferred to the Contractor within fourteen (14) days of Notice to Proceed. All other permits, including trade permits, shall be obtained and paid for by Contractor.

The Contractor shall coordinate all permit required inspections and provide the County with copies of all trade permits and final inspection approvals. The permits shall be properly displayed on-site to comply with regulations.

The Contractor shall complete the work, address the punch list, obtain final inspection approvals on or before Substantial Completion.

2. Site Protection

Any damage to existing site features which are not part of the work to be completed under this Contract (i.e. walls, flooring, elevator, etc.) shall be repaired or replaced to its original condition by the Contractor, at his expense and to the satisfaction of the County. A detail pre-construction inspection with the County and Contractor must occur to document existing conditions prior to mobilization.

3. Project Records

The Contractor shall establish and maintain an electronic system for reporting status and distribution of Contractor-developed documents. The reporting system shall list submittals, requests for information (RFI's), proposed change orders (PCO's), construction schedules and approved change orders. The reporting system shall be revised to show current status and provided at each construction progress meeting, listing applicable details for each schedule change, submittal, RFI and PCO. The Contractor shall provide continuous access to the reporting system through an internet connection available to the County, Architect and other parties designated by the Project Officer.

4. Material Storage

The Contractor shall be responsible for securing stored material. Materials can be stored in the 4<sup>th</sup> -7<sup>th</sup> floor mechanical rooms where the Scope of Work is occurring. Any other location for staging or storing material within the site must be approved by the County. No material shall be staged on the sidewalks or block building access.

5. Deliveries

All equipment and material deliveries shall enter the building through the loading dock. The County must approve the date and time of loading dock usage to coordinate with other building deliveries.

6. Submittals

The Contractor shall submit for County review and approval, all schedule sensitive shop drawings / submittals, to include mechanical submittal package, within fourteen (14) days of Notice to Proceed. All other shop drawings / submittals shall be submitted to the County within 30 days of Notice to Proceed.

All shop drawing submissions and reviews/approvals shall be included in the Contractor Construction Schedule CPM submission in accordance with General Conditions, Division 1 requirements.

7. Trash Removal

The Contractor shall remove from site all refuse, rubbish, scrap materials, equipment, and debris for proper disposal. The Contractor shall use the loading dock area for removal of debris/trash.

8. Parking

On-site parking is not available. The Contractor may use nearby street parking and or public parking and shall follow the applicable parking regulations. The Contractor is responsible for any parking cost incurred by the Contractor.

9. Building Automation System

The Contractor must use Siemens for any Building Automation Component in this project. Refer to the drawings for Building Automation requirements. Contact information is below.

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10. Architectural Work

The architectural work specified in the Contract Documents is to facilitate the removal and installation of mechanical equipment by expanding the existing openings. The Contractor may choose to reduce the architectural work if the existing openings are sufficient to remove and install the mechanical equipment.

11. Scheduling and Coordination of Mechanical/Utility Disruptions

The Contractor shall provide the County a 72-hour notice prior to any mechanical or utility disruptions to the building. Any outage shall not have a duration longer than 72-hours per floor. Floors 5 and 6 are occupied and therefore outages on those floors shall be conducted during **weekends** and **off-hours** to limit tenant disruption.

12. Asbestos and Hazardous Containing Materials

The County will be responsible for removing all asbestos and hazardous containing materials prior to disturbing existing conditions. The Contractor must notify the Project Officer in the event the Contractor finds or suspect of any asbestos or hazardous containing materials remaining in the area of Work.

13. Construction Schedule

The Contractor shall submit for approval a Construction Schedule with 3 days of Notice to Proceed. The Construction Schedule shall show in detail how the Contractor

plans to execute and coordinate. The Contract Schedule will show the order in which the Contractor will perform the Work, projected dates for the start and completion of separable portions of the Work, and any other information concerning the Contractor's Work scheduling as the County may request.

The Construction Schedule will be in the form of a bar chart. Each pay item designated in the Contractor's Schedule of Values will be denominated as a separate activity represented by a horizontal bar or bars on the chart. The time scale will indicate all required Milestone from Notice to Proceed to Final Completion. The horizontal bar(s) will indicate the start and finish dates as well as the total time period of performance for each pay item activity. The Contractor will arrange the chart to show the pay item activities, which are necessary to fulfill each and every Milestone and Completion Date requirement.

The contractor shall also provide 2-week look ahead describing the progress of the current and following week's schedule. The report shall be provided during scheduled progress meeting. No payment request will be honored without updated progress schedule.

The Contractor will be solely responsible for expediting the delivery of all material to be furnished by the Contractor to maintain the Construction Schedule in effect.

#### 14. Regulations

All work shall conform to applicable County, State and Federal Safety regulations.

#### 15. Construction Program Management System

The contractor shall utilize a web-based Construction Management Program System such as Primavera, Constructware, Prolog, Procore, Oracle, etc. with prior Project Officer approval. The web-based Construction Management Program will be used to distribute all project documents i.e. submittals, RFI, shop drawings, weekly reports, weekly photos, application for payments, meeting agendas, meeting minutes, potential change orders, schedules and updated schedules etc. No project documents shall be transmitted via email.

#### 16. Progress Meetings

Progress meetings shall be held bi-weekly and shall be attended by the Contractor Project Manger and Superintendent and their sub-contractors when required. The Contractor shall provide schedule updates as well as discuss issues that will impact work and complete schedule. The Contractor shall be responsible for maintaining and distribution of the meeting minutes.

#### 17. Subcontractor Acceptance

As required by General Conditions, Paragraph 15, the Contractor shall provide the names of proposed subcontractors for review by the Project Officer. The Project Officer may object for cause if a proposed subcontractor is deemed unfit or incompetent.

#### 18. Traffic Control

The Contractor shall provide a traffic control plan and devices including qualified flagman during hauling and delivery periods. If needed, apply for traffic control permit.

19. Safety

The Contractor shall ensure that all personnel working and visiting any construction site and areas are issued and wear the appropriate safety equipment (hard hat, safety vest and harness when applicable).

20. Cranes

The Contractor shall secure all permitting and control of crane arrival, set up, operation, and departure from site. Crane size, number, and positions shall be determined as required to permit erection without damage to structures, roadways, and surroundings. The Contractor shall not swing the crane(s) over any occupied adjacent buildings nor playground areas/roads/streets that are not closed. Crane operation shall not impact nor make streets impassable.

21. Work Hours and Noise Control

The Contractor shall perform the construction activity in accordance with the current edition of the Virginia Department of Transportation Road and Bridge Specifications (Section 107.16(b) (3)) to reduce the impact of construction noise on the surrounding community. All construction operations shall comply with the Arlington County Noise Control Ordinance.

22. Protection Of Site

The Contractor shall be responsible for providing facilities and services as necessary to effectively protect the Project from losses, and persons from injury during construction. This includes fire protection.

23. Correlation And Intent of The Construction Documents

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

Since the Contract Documents are complementary, before starting each portion of the Work, the Contractor shall carefully study and compare the various Drawings and other Contract Documents relative to that portion of the Work, as well as the information furnished by the County, shall take field measurements of any existing conditions related to that portion of the Work and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, any errors, inconsistencies or omissions discovered by the Contractor shall be reported promptly to the Architect and County as a request for information in such form as the Architect and County may require. For the purposes of bid in the event of a conflict the greater quantity, better quality, or most stringent of the requirements shall be provided without change in the Contract Sum.