SECTION 00 43 00 - CONTRACTOR WORK PLAN

PART 1 - General

1.1 SCOPE OF WORK

A. The contractor shall provide a Work Plan (WP) prior to the issuance of the Notice to Proceed. The WP shall identify project personnel and organization, equipment, material, instructions, records, forms, construction procedures, and schedule to be used and followed in performing the work in compliance with the Project Manual of this project.

1.2 RELATED DOCUMENTS

A. 01 33 00 Submittals

1.3 CONTENTS OF THE WORK PLAN

A. The WP shall outline the overall construction sequencing and procedures to be followed during the site work activities. The plan shall contain a thorough and concise summary of how the work will be accomplished and shall include at a minimum:

1. Contractor's technical approach including work sequence, major milestones, health and safety, and general work procedures.
2. Construction Project Organization Chart showing lines of authority and responsibility. Number of personnel to be utilized on the job should be indicated in appropriate organizational elements. If significant changes in the organization are expected to occur during the life of the project or phases of construction, these should be discussed. Necessary substitutions, due to change of employment status and other unforeseen circumstances, must be submitted in writing for approval by the contracting officer prior to conducting work.
3. Names, qualifications, and work experience of all contractor supervisors, health and safety personnel, and employees with quality control responsibilities. If the personnel identified in the WP are not available at the start of the project, the Contractor shall submit, prior to mobilization, the names and qualifications of substitute personnel, with equal or more extensive experience, to the Contracting Officer Field Representative for approval.
4. Equipment to be utilized for the site activities.
5. Discussion of regulatory requirements applicable to the project and how compliance will be assured. Personnel training requirements should be listed and compliance demonstrated.
6. Proof of Contractors' permits required to successfully complete this Contract.
7. Procedures for scheduling and managing submittals.
8. Provide names of personnel trained in spill control and list dedicated equipment to be provided on-site.
9. A description of provisions for controlling erosion, diverting surface run-off from excavations, and dewatering including pumping, if necessary.
10. Reporting procedures, including proposed reporting format.
11. Identification of proposed waste disposal facilities.

1.4 NOTIFICATION OF CHANGE

A. After submittal of the WP, the contractor shall notify the contracting officer in writing, on a prescribed form, of any proposed change. At a minimum, the Contractor shall state the date and time of the submission of the form, the detailed description of the proposed change, the technical merit of the proposed change, the methods to implement the proposed change, the impact of the proposed change on other units or operations, the cost and schedule to implement the proposed change, and the person(s) of the Contractor and/or its subcontractor(s) who have proposed the change and will be responsible to implement the change. Formwork: The total system of support of freshly placed concrete, including the mold or sheathing that contacts the concrete, as well as supporting members, hardware, and necessary bracing.

1.5 SUBMITTALS

A. The Contractor shall submit the following to the Contracting Officer for approval in accordance with Section 01 33 00, "Submittals"

1. Work Plan
2. Copies of Daily Log pages.

1.6 PROJECT ORGANIZATION

A. Site Manager

1. The Contractor shall designate a Site Manager, who shall be responsible for overall management of the WP and have the authority to act on behalf of the Contractor.
2. The Site Manager for this Contract shall be an individual experienced in hazardous materials remediation whose responsibility is to insure compliance with the Contract plans and specifications.
3. The Site Manager shall be on-site whenever work is in progress.

B. Personnel

1. A staff shall be maintained under the direction of the Site Manager to perform all project activities.
2. The personnel shall be fully qualified, by experience and technical training, to perform their assigned responsibilities and shall be hired directly by and work for the Contractor and its subcontractors.

1.7 CONTROL

A. The WP is the means by which the Contractor and the Contracting Officer are assured that the construction complies with the requirements of the Contract Drawings and Technical Specifications. The plan shall be adequate to cover all construction operations.

1.8 DOCUMENTATION

A. The Contractor shall maintain a daily log of work activities, including the work of suppliers and subcontractors. This log shall be in an acceptable form and indicate a description of trades working on the project, the number of personnel working, the weather conditions and delays encountered, and acknowledgement of deficiencies noted along with the corrective actions taken on current and previous deficiencies. In addition, the log shall include factual evidence that required activities have been performed, including, but not limited to, the following:

1. Type, number, and progress of activities.
2. All documentation and submittals that are required for the current activities.
3. Nature of defects, causes for rejection, etc.
4. Proposed remedial action.
5. Corrective actions taken.
6. Any proposed change(s) that are outstanding.
7. Schedule of current activities and upcoming activities within the next week.

B. The Log shall cover both conforming and defective or deficient features and shall include a statement that supplies and materials incorporated in the work comply with the Contract. Legible copies of the log shall be furnished daily to the Contracting Officer's Representative. The Contractor shall keep records of the pre-final and final inspections, including a "punch list" of items which do not conform to the approved plans and specifications. For each item on this list, the Contractor shall document corrective actions taken.

1.9 NOTIFICATION OF NON-COMPLIANCE

A. The Contracting Officer will provide written notification to the Contractor of any non-compliance with the foregoing requirements. After receipt of such notice, the contractor shall immediately take corrective action. If the contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop orders shall be made the subject of claim for extension of time or for excess costs or damages by the Contractor.

PART 2 - PRODUCTS – NOT APPLICABLE

PART 3 - EXECUTION

3.1 GENERAL

A. The Contractor shall perform all work related activities in compliance with the WP.

END OF SECTION