

RWF CIP Program Preparation of Division 0 of the Specifications

These guidelines shall be used to prepare Division 0 of the Specifications for all projects procured as part of the CIP program. Division 0 Specifications represent the procurement and contracting requirements of the project. The guidelines shall be followed by the CIP Project Manager. Any questions or needed interpretation shall initially be referred to the appropriate CIP Package Manager and subsequently to the CIP Engineering Manager and/or the City of San Jose Procurement Manager as appropriate.

General

All Division 0 Sections are provided with a Construction Specifications Institute (CSI) number and title and comply with the CSI *MasterFormat 2004* system. The numbers and titles used for Division 0 have been assigned and are listed below. If there is a need for any modification or addition to these numbers and titles, that need shall be referred to the CIP Engineering Manager for a decision.

When an instruction is given in these guidelines to perform some action, the CIP Project Manager shall complete that action personally or see that the action is satisfactorily completed by an appropriate member of the project team.

Location of RWF CIP Division 0 Specifications

The Division 0 Specifications are located on the City of San Jose Department of Public Works Intranet site under the **Forms** tab. At the appropriate time during the preparation of the project bid documents, the CIP Project Manager is to download the needed specifications, complete the standard information entries, and post the documents to the project folder on the CIP Portal. The CIP Project Manager shall ensure that the latest version of these documents is used to prepare the final bid set of documents. See Division 0 – Content file to reference latest bid documents.

Division 0 Section Numbers, Titles and Data Entry

Each of the standard Division 0 Sections are listed below. In some cases, the project team is to select the appropriate Section that applies to each project. Instructions are provided to assist in this selection. Directions are provided for the standard information entries that are to be made by the project team. Those entries that are shaded gray need to be completed by the project team. If there is any doubt about which Section to use, or if the project team wishes to modify these standard specifications, consult the CIP Engineering Manager or the City Procurement Manager. Modifications to these documents can be a lengthy process involving senior management and legal review, so plan accordingly.

00 00 01 – Cover Sheet

This sheet will be signed as indicated and will contain the seal of the PE in responsible charge for the design. There will be no CSI Section number printed on this cover sheet. This version of the sheet is to be used for CIP projects which are designed by ESD personnel or by ESD consultants.

An additional signature block is to be provided for the Director of Public Works' approval for projects which are designed by Department of Public Works staff.

00 01 07 – Professional Seals

This Section shall contain the appropriately signed seal(s) of the registered engineer(s) in responsible charge of the project design and shall indicate the Specification Divisions for which that person is responsible. If only one (1) registered engineer in responsible charge, omit this section and have the registered engineer in responsible charge sign and seal cover sheet.

00 01 11 - Table of Contents (Non Municipal)

Use this form for RWF projects that have no Federal or State Revolving Funds. This Section shall list each Division number and title as a heading and thereunder contain the number and title of each Section within that Division. Be careful to list only the Sections in Division 0 which have been selected for your project. All Divisions and Sections in the project shall be listed in this table of contents.

00 01 12 - Table of Contents (Federal/SRF)

Use this form for RWF projects that have Federal or State Revolving Funds. This Section shall list each Division number and title as a heading and thereunder contain the number and title of each Section within that Division. Be careful to list only the Sections in Division 0 which have been selected for your project. All Divisions and Sections in the project shall be listed in this table of contents.

00 01 13 - Form/Submittal Checklist for Bidders

This form is optional to be included in the bidding documents and does not need to be submitted with a bid or proposal. It is a guide for each bidder to use. If it is used it should be placed immediately in front of the Notice to Contractors.

00 10 11 – Notice to Contractors (Non Municipal)

Use this form for RWF projects that have no Federal or State Revolving Funds. This is the standard Public Works Department notice which invites proposals from construction contractors. The name of the CIP project is to be inserted along with any project specific instructions. The dates for the filing of bids and prebid meetings are also to be added. Remove all prequalified language from this section if the Contractors were not prequalified. California Contractor License Classifications are explained below.
A=General Engineering Contractor (requires specialized engineering knowledge and skill, includes sewage disposal plants)
B=General Building Contractor (structures, including framing and carpentry)
C=Specialty Contractor (Electrical, Fire Protection etc.)

Go to the following link for more

information: http://www.cslb.ca.gov/About_Us/Library/Licensing_Classifications/

00 10 12 – Notice to Contractors (Federal/SRF)

Use this form for RWF projects that have Federal or State Revolving Funds. This is the standard Public Works Department notice which invites proposals from construction contractors. The name of the CIP project is to be inserted along with any project specific instructions. The dates for the filing of bids and prebid meetings are also to be added. Remove all prequalified language from this section if the Contractors were not prequalified. Use information above to select correct California Contractor License.

00 42 11 – Proposal to City of San Jose

This Section is to be completed and signed by each bidder. The project name and the date and time for the submission of bids are stated on page 1. The project name is to be

repeated on page 3, Noncollusion Affidavit. The Schedule of Quantities on page 5 is to be prepared to indicate how the bidder shall present costs. Add or delete rows as needed. If there are revocable items in the Schedule of Quantities, the words "Revocable Item" shall be inserted in bold and parentheses at the end of the bid item description.

00 42 12 – Bid Bond

The Bid Bond form shall have the name of the project added on page 1.

00 43 25 – Statement of Bidders

This form is to be completed by each bidder. There are two options for this form. Choose one option only. This form is not needed if Contractors are prequalified.

00 43 30 – Subcontractor's Experience

This form is to be used if there are minimum requirements for Subcontractors to meet at the time of bids. List Subcontractor's minimum requirements in this section.

00 43 35 – List of Equipment Manufacturers

This form is to be completed by each bidder. The CIP Project Manager must complete this form with the specification section number and title/equipment description for each equipment that will be listed.

00 43 36 – List of Subcontractors

This form is to be completed by each bidder.

00 52 03 – City of San Jose Contract (City Council Approval)

This contract is used for contracts which are to be approved by the City Council. Normally all CIP projects will be using this form of contract. If any other contract is used then CIP Project Manager needs to contact the Procurement Manager and CIP Engineering Manager to select appropriate contract. This contract shall have the project name inserted in the appropriate places on page 1. If the contract has no SRF funds, then remove Article IX from this section. If you use this contract, do not include any other type of contract in the bid documents.

00 52 04 – City of San Jose Contract (Department Director Approval)

This contract is used for contracts which are to be approved by the Director of Public Works. The CIP Project Manager must first verify with the Procurement Manager and CIP Engineering Manager to use this contract. This contract shall have the project name inserted in the appropriate places on page 1. If the contract has no SRF funds, then remove Article IX from this section. If you use this contract, do not include any other type of contract in the bid documents.

00 61 12 – Contractor's Bond for Faithful Performance (Single)

This form is used for contracts which have a single surety. This form shall normally be placed in the bid documents. This form shall have the project name inserted in the appropriate places on page 1.

00 61 13 – Contractor's Bond for Faithful Performance (Multiple)

This form is used for contracts which have multiple sureties. This form shall be placed in the contract set of documents for signature if the bid shows multiple sureties. This form shall have the project name inserted in the appropriate places on page 1.

00 61 16 – Contractor’s Payment Bond

This form shall have the project name inserted in the appropriate place on page 1.

00 73 03 – Special Provisions (Non Municipal)

Use this form for Non-Federal/SRF funded projects for the RWF. This form shall have the project name inserted in the appropriate place on page 1. All Amendments to the July 1992 Standard Specifications shall be included. After the End of the Amendments, the time of completion and the liquidated damages specific to this project shall be inserted. The CIP Project Manager must determine and be able to defend liquidated damages rate chosen for the project.

00 73 04 – Special Provisions (Federal/SRF)

Use this form for Federal/SRF funded projects for the RWF. This form shall have the project name inserted in the appropriate place on page 1. All Amendments to the July 1992 Standard Specifications shall be included. After the End of the Amendments, the time of completion and the liquidated damages specific to this project shall be inserted. The CIP Project Manager must determine and be able to defend liquidated damages rate chosen for the project.

00 73 20 – Dispute Resolution

This form is used to determine the dispute resolution process and procedures for all RWF projects.

00 90 01 - Attachment 1 Nondiscrimination/Non-preferential Treatment Applicable to Contracts for Public Works Construction Projects

00 90 02 - Attachment 2

This Section is to be used for all projects which have SRF funds. Coordinate with Office of Equality Assurance (OEA) for Davis Bacon Standards and Wage Decision forms. If the project has no SRF funding, a single title sheet for 00 90 02 is to be used with the Statement “Not Used”.

00 90 03 - Attachment 3 Contract Provisions Implementing Chapter 4.08 of the San Jose Municipal Code

00 90 04 - Attachment 4 Insurance Requirements.

Standard Insurance Requirements – Need coordination with Risk Management to obtain appropriate insurance form.

00 90 05 - Attachment 5 Contract Provisions for Prevailing Wages. Coordinate with Office of Equality Assurance (OEA) for latest forms.

Format of Division 0 Specification Sections

The format for preparing and publishing all Specifications is shown below. Project numbers (CPMS ID) and project names will be generated when the project file is opened in CPMS.

Section titles format

This will be two lines in Franklin Gothic Book, Bold. Font size: 11, all capitals centered on the page as shown below.

SECTION 00 00 00
SECTION NAME

Header format

This will be two lines in Franklin Gothic Book. Font size: 8, all capitals as shown below;

CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT

SPECIFICATION SECTION NAME

Footer format

This will be two lines in Franklin Gothic Book. Font size: 8, all capitals as shown below;

PROJECT NO. - PROJECT NAME

00 00 00-1

DOCUMENT DESCRIPTION
REVISED MM/DD/YYYY

End of Section Notice

This will be one line in Franklin Gothic Book, Bold. Font size: 11, all capitals centered on the page as shown below. This notice will be placed one blank row after the last text to indicate the end of the Section.

END OF SECTION