

**OUTLINE SPECIFICATIONS DRAFT  
WEST TISBURY COMMUNITY HOUSING PROJECT  
401 State Road**

**DIVISION 1: GENERAL REQUIREMENTS**

**1.1 GENERAL CONDITIONS**

The specifications are in addition to the concept plan and septic design and provide additional information concerning the buildings and related site for the 7 or 8 apartments at 401 State Rd. in West Tisbury, MA (assessor Parcel Map 11-18. One or two units of 1 bedroom (refer to as Unit A) is intended to be universally handicapped assessable. Clearances, fixtures, hardware and other aspects should be checked by General Contractor and implemented for accessibility.

The Town of West Tisbury Affordable Housing Committee shall be the designated Town representative for this project. They shall refer to herein as Lessor.

The RFP Bid winner \_\_\_\_\_ shall be referred herein as Lessee.

The General Contractor is \_\_\_\_\_ (referred to herein as Contractor). All work shall conform to Massachusetts State Building Code the Town of West Tisbury Zoning Bylaws and the Order of Conditions set forth by the West Tisbury Zoning Board of Appeals and/or West Tisbury Planning Board as well as Martha's Vineyard Commission if so required. The Outline Specifications, along with the plans referred to above, become part of the Construction Contract.

Contractor is to provide all necessary on-site supervision of all trades to execute the described scope of work.

Contractor is responsible for temporary and permanent utilities cost during construction.

Contractor is responsible for shoring required by excavation.

Contractor is responsible for providing materials and labor to ensure a completed project based on drawings and specifications. Contractor is to include all general construction costs such as rubbish disposal, telephone, fax and delivery costs.

Temporary protection; protection in-place construction and stored material from the weather, including wind, hail rain and snow.

Where there is contradiction between the drawings and the specifications the stricter tighter quality method or material shall apply.

**1.2 Special Conditions**

The Lessee/Contractor shall carry General Liability (\$1,000,000.00) and complete Worker's Compensation Insurance for all people employed on the jobsite.

All subcontractors employed on this project must carry a minimum of \$500,000.00 General Liability Insurance and, if they have employees, complete Worker's Compensation coverage.

The Lessee/Contractor shall carry all property related insurance for work-in-progress and construction materials on site, and the Lessee shall be a named insured on the Builder's Risk Policy.

Lessee/Contractor will attempt to use energy and resource efficient systems and materials, and will attempt to specify low-toxicity materials throughout.

The Lessee/Contractor will guarantee all work for a minimum of one year from the date of substantial completion and acceptance by the Lessor. The following components will have longer warranty periods: Windows and glazing will be fully guaranteed for two (2) years. All window parts will be guaranteed for ten (10) years and glass will be guaranteed against seal failure for twenty (20) years. The Lessee/Contractor will attempt, as much as possible, to employ environmentally responsible

construction methods and to minimize resource depletion and waste brought to local landfills. Careful purchasing of materials, recycling of construction debris where possible, and use of materials which use recycled or reconstituted material will be encouraged throughout the project.

### **1.3 Permits and Fees**

The Lessee/Contractor will be responsible for acquiring all necessary permits, complying with the terms of such permits, and successfully completing all necessary inspections.

### **1.4 Clean Up, Disposal**

The Lessee/Contractor will have the premises professionally cleaned at completion to prepare the building units for occupancy, including complete house cleaning and window washing.

The site shall be fully cleaned of all construction debris.

### **1.5 Project Closeout and Post Occupancy**

All subcontractors will be responsible for taking care of their own waste and debris. Dumpsters should be provided, but subcontractors will be responsible for separating trash and waste as directed by the jobsite foreman, respecting all site constraints, and leaving both the site and building clean and free of debris.

Closeout submittals will include the following

Operation and maintenance data and manuals including the following:

Ventilation system

Heating system

Potable water system

Electric power, telephone and cable service

Lighting and Light bulbs

Appliances

Paint and finishes

Tiles and other flooring

Solar panels or other "green" energy systems if applicable

Warranties

Massachusetts New Homes with Energy Star certification

Keys and keying schedule (when appropriate)

Spare parts, maintenance materials, and extra materials as necessary

Evidence of compliance with requirements of governmental agencies having jurisdiction, including:

Occupancy Permit

Record documents

Construction photographs of all roughed walls and ceilings prior to drywall, keyed to plans, in the form of "roughing books"

Lessee/Contractor or appropriate subcontractor of installation will instruct the Management Team in the proper operation and maintenance of systems, equipment and similar items which are provided as part of the Work.

Systems Start Up: The Lessee/Contractor shall orchestrate complete start-up of systems and instruct Management personnel in proper operation and routine maintenance of all systems and equipment, or have appropriate subcontractors do so.

Punch List: The Contractor shall provide one punch list at substantial completion of any incomplete construction items prior to final cleaning and occupancy.

### **1.6 Submittals**

Contractor is responsible for submitting manufacturer's data on the following:

- Manufactured windows and doors
- Insulation
- Light Fixtures
- Plumbing fixtures
- HVAC and HRV systems
- Solar systems or other "green" systems if applicable

### **1.7 Substitutions**

Once Contractor's final outline specifications have been approved by the Lessee no substitutions shall be made for specified products without approval from the Lessee/Lessor.

When a substitution is proposed, the Contractor is to provide sufficient information to enable the Lessee to make comparison between the specified product and the proposed product.

Lessee is entitled to make substitutions. Additions or credits in project costs and time shall be determined by the following process:

Contractor indicates proposed substitutions

Contractor will provide a written proposal of changes which includes:

1. Lessee's costs, without a markup, of material before change and after change.
2. Cost of labor before change and after change.
3. Incidental credits or expenses related to change.
4. Tabulation of overhead and profit percentage.

Overhead and profit percentages will remain the same for changes. A credit will receive the same percentage as an addition receives.

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### **1.8 Warranty on Billable Work**

Contractor will guarantee all work for a minimum of one year from the date of substantial completion and acceptance by the Lessee. Warranty Repair approximately 30 days prior to expiration of the comprehensive warranty, Contractor will schedule an appointment with the Lessee and return to the project if there are any items to be corrected by the Contractor under the terms of the comprehensive one-year warranty. Contractor shall make repairs listed within 30 days of the Lessee's (issuance of the Warranty Repair List', unless otherwise agreed by the lease. During the one-year period between substantial completion and warranty expiration, Contractor will make warranty repairs and adjustments on an as needed basis.

Windows, doors and related hardware will be guaranteed as per manufacturers' warranties.

### **1.9 Energy Efficiency**

Contractor will be responsible for the following

Meet Massachusetts Building Code and Town of West Tisbury Building Stretch Code

## **DIVISION 2: SITEWORK**

### **2.1 Surveying and Layout**

Survey will be provided by Vineyard Land Surveying and Engineering.

Septic design and well design and install shall be Lessor's responsibility. Design shall be included with RFP response.

Lessee/Contractor to call Dig-safe to verify the precise location of all utilities on site prior to initiating demolition activities. Lessee/Contractor shall protect utilities throughout construction.

### **2.2 Site Protection**

Protection of existing landscape features as **50 feet from property borders (with the exception of drive ways into property well and septic)** will be maintained by the Lessee/Contractor and generally protecting specific plants and other natural features as required for the preservation during construction, and clearly delineated on-site, as indicated by the Lessor.

Lessee/Contractor shall prevent the loss of soil during construction by storm water runoff and/or wind erosion, including protection of topsoil stockpiled for reuse.

Lessee/Contractor shall prevent sedimentation of wetlands, streams and lakes.

Lessee/Contractor shall prevent pollution of the air with dust and particulate matter.

Protect existing landscape and natural features as required for their preservation during construction.

All natural areas should be treated as finished landscapes unless otherwise indicated to minimize disturbed area and all existing vegetation not to be removed to be protected against unnecessary cutting, breaking or skinning of roots or bark.

Silt fencing will be installed as necessary to prevent erosion.

Protect trees from vehicle traffic and parking of vehicles by keeping vehicles outside of drip line of trees.

### **2.3 Site Clearing and Preparation**

Efforts shall be coordinated between Landscaper and excavation contractor.

Clearing shall be done with minimal site impact

This includes removal of trees, shrubs, groundcovers according to site plan and field markings.

### **2.4 Excavation and Backfill**

This shall include excavation as required for new construction, sub-grade fill, footings, foundations, wells, septic and underground utilities trenches from street to buildings.

Contractor to promptly notify of any unexpected sub-surface conditions.

Excavation to be done according to site plan and elevation benchmarks, which shall be to 2 inches below top-of-footings.

Foundations (no basements only slab or crawl space) will be backfilled with clean well-draining sand.

Footings shall be clean fill from below footings.

Excess fill not suitable for road and parking areas is to be removed from site to minimize onsite storage.

### **2.5 Trenching**

Trenching to include the supply and burial of the following utilities in this order:

- Water service at 4 ft. minimum below finish grade from foundation to new well(s) with appropriate tie-in

- Septic service pipes pitched to drain per approved plan

- Electric power from existing transformer at 3 ft. minimum below finish grade.

Lessee/Contractor to coordinate subcontractor installation of site utilities, and locations for trenches.

Site utilities will be installed according to a coordinated overall plan.

### **2.6 Road and Parking**

Road and Parking should follow the Design plan submitted by developer. Driveway and parking should be situated where it will have the least impact on neighbors. Lessee will be responsible for design to be included with RFP response. These plans should follow current Town rules and laws. Final approval from the West Tisbury Planning Board Road Inspector and the West Tisbury Fire Chief of the plan's road and apron details will be required. All roadways and drivable paths to have a minimum 6-inch base of compacted suitable fill.

All roadways and drivable paths to have a minimum 2-inch sand hardener surface.

**Parking spaces shall be provided according to Town standards.**

## 2.7 Site Grading

Lessee/Contractor to provide elevations and transitions. Sub-grading to be completed according to site plan, using soils recovered from on-site excavation and set 6 inches below final/finished grade.

Grade to be raised as appropriate to allow for drainage away from building.

Finish grade shall be completed after building exterior is completed. Care must be taken so that compaction of finished grading layer does not occur by vehicle or personnel. Utilize stockpiled topsoil, ensuring that only clean, loose topsoil with maximum grain size of 1 inch utilized. Amend the stockpile with organic composted material (brown or black color with no unpleasant odor). Import equivalent topsoil as needed. Grade topsoil for final finish grade.

Include final grading and utility trenches, septic tanks, and septic field.

## 2.8 Land Clearing

Land clearing to be designed and coordinated by Lessee/Contractor.

Hardwood to be cut to firewood, pine to be removed from site and all limbs and branches to be chipped. This may be used on property by landscaper.

## 2.9 Screening (provide Allowance)

Design plan shall include screening of neighboring properties. **As screening may be required it should be included in the design.**

## 2.10 Site Drainage

All drainage directed away from building.

## 2.11 Walks and Paths

All walkways shall be handicap accessible (meet ADA standards).

Path and ramps to the building shall have pitch of 1:20 maximum for easy wheel chair accessibility.

## 2.12 Loam

On site loam shall be tilled, stripped and stockpiled for use on site if of sufficient quantity.

On-site loam (if utilized) will be augmented with off-site material, minerals, peat moss, or organic nutrients as necessary.

Sufficient loam will be provided for all disturbed areas to be re-planted.

All areas to be reseeded with lawn or meadow mix to be prepared with 6 inches of loam.

## 2.13 Lawns

Approved RFP Landscape plans shall be followed blending edges with native plant material.

Lawn shall be loam, fertilizer, lime, and seed (grasses, wild flowers, etc.).

All lawn shall be drought-tolerant.

## 2.14 Planting Beds

Beds to be prepared as to material, depth, and size according to landscape plans, using loam, fertilizer, mulch and peat moss. **Gardening space for tenants should be part of design.**

Bed depth, additional nutrients, etc. to be determined and specified.

## 2.15 Plantings

Plantings installed per landscaping plan included with RFP response.

Organic planting practices shall be used.

Materials and fertilizers (organic) should include perennials, shrubs and small trees with all plants considered native and at least 90% drought tolerant. Plantings shall be in keeping with existing landscape.

### **2.16 Miscellaneous Site Work**

Lessee/Contractor and Landscape Contractor shall coordinate, thus insuring an integrated approach to construction of the site, as well as understanding of the details, to include:

Pruning, cuttings, clean up, edges, etc.

Meetings, notes, weekly reporting, etc.

### **2.17 Storage/Shed(s)**

Storage areas should be provided for each apartment. It may be located as part of the structure(s) or separate. These shall follow RFP plans submitted.

They shall fit within the development plans.

## **DIVISION 3: CONCRETE**

### **3.1 Foundation**

Complete poured concrete slab or crawl space shall be installed.

Bituminous damp proofing shall be applied to all foundation walls below finish grade.

### **3.2 Floor Slab and Prep**

Concrete contractor will install rigid insulation, vapor barrier and steel mesh, and will be responsible for all slab setup and prep including necessary sand grading and backfill below slab.

Sidewall insulation to be installed by contractor prior to prepping and pouring floor slab.

## **DIVISION 4; CARPENTRY**

### **4.1 Type of Construction**

Building may be modular, stick built or kit.

### **4.2 Conventional Framing (if applicable)**

Framing shall include all floor, wall and roof framing, strapping ceilings, and all necessary blocking. All shared unit walls, ceilings and floors shall have sound proofing.

All framing lumber in contact with ground or concrete to be pressure treated ACQ southern yellow pine.

Waste factor for all framing material will not exceed 10%.

### **4.3 Exterior Trim and Woodwork**

All exterior casings, corner boards, rakes, soffits, light blocks, and details shall be included.

### **4.4 Porch Frames and Finish**

Includes porches and ramps as shown on plans.

### **4.5 Interior Trim and Finish Work**

This shall include all casings, base molding, trim details and closet finish.

All interior woodwork shall be painted or approved equivalent.

### **4.6 Cabinetry and Countertops**

**The design plan shall include the cabinetry, etc.**

This includes all pre-fabricated kitchen cabinets, built-ins and bathroom vanities.

**4.7 Interior and Exterior Stairs and Railings (if applicable)**

This includes Main stairs:

Stairways to be housed stringer constructions.

Handrails hung on wall mounted handrail brackets.

**DIVISION 5 THERMAL AND MOISTURE CONTROL**

**5.1 Roofing**

Asphalt shingles (30 year) shall be used.

All flashing installed in strict accordance with manufacturer approved detailing, specifications and recommended procedures.

**5.2 Siding**

Wood shingles shall be used or appropriate equivalent.

**5.3 Gutters**

Gutters and downspouts shall be installed.

ADS to daylight or to drywells as required.

**5.4 Insulation**

Insulation shall be sufficient to meet Town of West Tisbury Building Stretch Codes

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**5.5 Vapor Sealing and Air Sealing**

Typical building practices shall be followed taking into consideration West Tisbury "stretch code".

**DIVISION 6: DOORS, WINDOWS, SKYLIGHTS**

**6.1 Doors-Exterior**

Exterior doors shall inswing with at least 1 3/4" thickness and strong lock sets.

**6.2 Doors-Interior**

Interior doors shall be solid core with lock sets.

**6.3 Storm and Screen Doors**

Screen doors shall outswing.

**6.4 Windows**

All windows to meet minimum 4 factor per building code.

**DIVISION 7: FINISHES**

**7.1 Walls and Ceilings**

Drywall shall be taped, coated sanded and primed one (1) coat.

All waste sheetrock to be separated from other waste, stored dry and recycled.

**7.2 Floors**

All ground floors shall be handicap accessible (wood, tile, linoleum).

Upper floors shall be carpet, wood or other.

### **7.3 Painting-Exterior**

Exterior doors shall have two (2) coats of latex over factory primer, color shall match windows.

### **7.4 Painting-Interior**

Walls and ceiling shall be prepped, prime vapored and sealed, with two (2) finish coats.

Trim, windows and shelving shall be semi-gloss.

Cabinets shall be touched up only as necessary.

Wood floors shall be three (3) coats of low VOC polyurethane with satin top coat. (If applicable)

## **DIVISION 8 SPECIALTIES**

### **8.1 Bath Accessories**

Bath accessories shall include:

- Towel bars and toilet paper holders

- Medicine cabinet

- Shower rod

## **DIVISION 9 EQUIPMENT**

### **9.1 Appliances (if applicable for rental units)**

This includes the following appliances:

- Refrigerator/freezer-Energy Star

- Range/oven-Energy Star

- Kitchen exhaust hood

- Washer hookup

- Dryer hookup with exhaust vent to the outdoors.

## **DIVISION 10 SPECIAL CONSTRUCTION**

### **10.1 Storage/Shed (s)**

The design presented with RFP shall be followed.

If applicable the design shall include a space for the rental management's use

The space to incorporate trash and recycling bin(s) for residents. **May be incorporated into structure(s)**

## **DIVISION 11 MECHANICAL**

### **11.1 Water Supply System**

Well design plans **and install shall be done by the Lessors** included with RFP response shall be followed.

A well will need to be designed and installed.

### **11.2 Electric**

Electric shall be brought from the nearest transformer on pole.

Lessee/Contractor must contact proper utility personnel to proceed.

Electric lines shall run under ground.

### **11.3 Sewage Disposal System**

New septic and field location will be designed by the Lessor and shall be utilized in RFP plans.

The septic design shall be for **(11)** bedroom capacity.

New septic system shall follow design plans presented with RFP.?

#### **11.4 Plumbing**

Before plumbing work is done pipe and fixture locations shall be approved by the job foreman.

All waste schedule to be tied to shared septic.

There shall be Radon Mitigation prep work performed for future mitigation system if needed. This may entail installing piping from slab/crawl space to attic for the future.

Exterior frost proof faucets shall be installed for each unit in appropriate locations. **Yes or No?**

#### **11.5 Heat and Domestic Hot Water**

Heating and hot water shall be installed according to plans.

Domestic hot water heater to be 50-gallon electric hot water heater.

Water heater to be provided by plumbing contractor and installed with all piping laid out to minimize hot water runs to bathrooms and kitchen.

#### **11.6 Ventilation**

Ductwork, equipment and controls to circulate air to and from heat source for each unit shall be provided.

System exhausts to run from each bathroom, and be balanced so that exhaust flow is proportional to volumes of each exhausted space.

Vent and smooth ductwork for dryer to a point over future dryer location to the outside shall be provided.

### **DIVISION 12 ELECTRICAL**

#### **12.1 Service**

Electric from the nearest transformer on street to development shall be underground.

Complete 100-amp residential service for each unit will include telephone, cable tv, and electric service community system.

#### **12.2 Wiring**

All electrical wiring shall be included.

Devices and cover plates shall be provided.

New main service wire and disconnect shall be installed.

One hundred (100) amp panels in each unit shall be installed. Plus 220 outlet for dryer.

All wiring shall include receptacles, switches/dimmers, installation of fixtures, smoke detectors as required, waterproof receptacles, lamps and bulbs, etc. as required on outside.

Ground fault circuits as necessary.

Wiring for bathroom fans shall be provided.

All wiring and thermostats for heating system and domestic hot water heater.

Wiring for all appliances, including all mechanical systems.

All holes where wiring passes between living space and outdoors shall be sealed.

All dimmers to be slide dimmer with separate on/off switch.

All tasks necessary for completing job, including clean-up and removal of all debris, packaging, etc. shall be performed.

All exterior lighting shall follow the West Tisbury low lighting guidelines.

#### **12.3 Lighting Fixtures**

This shall include four (minimum) Energy Star fixtures in each unit per lighting schedule.

#### **12.4 Communications/Entertainment**

The following shall be provided:

Wiring for telephone

Cable wiring to outlets in each unit