

**Instructions to  
Designers & Awarding Authorities  
For  
Bid Document Preparation**

**FRONT ENDS FOR MODERNIZATION AND  
DEVELOPMENT OF STATE-AIDED PUBLIC HOUSING**

**SITE WORK - \$25,000 OR MORE  
C.30 §39M PROJECTS**

NOVEMBER 1, 2015



**Massachusetts** Department of  
*Housing and Community Development*



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# DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• PROCUREMENT AND CONTRACT FORMS

## c.30B §5 Site Related Projects over \$10,000-\$25,000

**If you have any questions regarding the appropriate bidding statutes consult with the DHCD Construction Contract Coordinator.**

- ✦ The following instructions will take you through each of the necessary documents so that you can complete the Project Manual. Please read these instructions carefully, modifying each section as instructed to meet the requirements for your particular project. We suggest you read through these instructions completely before starting, as that may help answer questions in subsequent sections.
- ✦ The form and content of much of the attached material is mandated by the Commonwealth's public bid laws, so your careful attention to these requirements can help prevent costly delays or claims during the bidding or construction periods.
- ✦ If a section or form does not require modifications, reproduce the sections or forms directly from the front ends on the webpage. This will expedite DHCD review. Modifying the documents (for example adding special headers or footers) will slow the DHCD review process as each page must then be individually reviewed. You can obtain copies of all documents on the DHCD website [www.mass.gov/dhcd](http://www.mass.gov/dhcd).
- ✦ Ask the DHCD Project Manager if you have questions about the forms or any other matters during the bidding phase of the project. The front ends are updated regularly, be sure you are using the **most current documents**.
- ✦ DCAMM certification is NOT required for Site Related projects
- ✦ Filed Subs are NOT required for Site Related projects.



We have included icons to identify items that are required by Massachusetts General Law and items that are required by promulgated regulations.

- ✦ Bid Document distribution may be done by the LHA or by a firm that specializes in Bid Document distribution. Consult with your project manager if you desire additional information about this process.
- ✦ ***All of the possible Forms and Contracts are provided on the DHCD Web Page <http://www.mass.gov/hed/housing/ph-mod/forms/>. Most of the forms are available in PDF format these should be printed and included in the Project Manual as you find them. There are at least three forms that require modification for every project these are available in MSWord format. Modify the form to suit the specifics of the project and include the forms in the project manual.***

# BID PACKETS

Prepare Bid Packets to provide to prospective bidders when they pick up Contract Documents.

Include the following in these packets:

### BID FORMS

1. Three (3) copies of 00.41.39 Form for General Bid.

### 00.43.39 BIDDERS CHECKLIST

1. Include the Bidders Checklist in the Bid Form Packets.
2. This Checklist is to assist bidders with bid preparation and help them avoid technical bid mistakes.
3. The Checklist is not part of the Bid Form and, therefore, is NOT REQUIRED TO BE SUBMITTED WITH THE BID but should a bidder include it with a bid it does not void the bid.

***Should bidders request only Bid Packets, please provide them free of charge.***

# PROJECT MANUAL

The Project Manual consists of the following:

#### 1. Procurement and Contract Forms

Advertisement,  
Instructions to Bidders  
Bid Forms,  
Contract Forms,

2. General Conditions of the Contract, and any Supplementary Conditions,

3. Division 1 General Requirements, and

4. Division 2 – Technical Specifications.

*All of the possible Forms and Contracts are provided on the DHCD Web Page <http://www.mass.gov/hed/housing/ph-mod/forms/>. Most of the forms are available in PDF format these should be printed and included in the Project Manual as you find them. There are at least three forms that require modification for every project these are available in MSWord format. Modify the form to suit the specifics of the project and include the forms in the project manual.*

These instructions explain what to do with each form.

## DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• PROCUREMENT AND CONTRACT FORMS

### c.30 §39M Site Related Projects over \$25,000

#### 00.01.01

#### PROJECT MANUAL COVER/TITLE SHEET Word

- Modify as required for this specific project.
  - Include a very Brief Description of the Work for example **Septic System Upgrade**
  - Include the Name of the Development and Number for example Prescott 667-1
  - Include the Address of the Work Site
  - Electronic versions can be found on the DHCD web site at [www.mass.gov/dhcd](http://www.mass.gov/dhcd).

#### 00.01.39

#### TABLE OF CONTENTS Word

- Modify as required for this specific project. Electronic versions of a sample Table of Contents can be found on the DHCD web site [www.mass.gov/dhcd](http://www.mass.gov/dhcd).
- Insert Technical Specification information into the Table of Contents.
- Include a List of All Drawings at the end of the list of Technical Specification sections

## PROCUREMENT & CONTRACT FORMS

### PROCUREMENT FORMS

#### 00.11.39

#### ADVERTISEMENT Word

##### Advertisement Preparation

1. Modify the Advertisement to fit the specific project (**Highlighted Items require modification or additional information**).

Do not shorten this advertisement.

The sample represents the minimum information required to meet the provisions of M.G.L. c.30 §39M.

**Do Not** make other changes or deletions to this document unless the DHCD Project Manager so instructs you. There is statutorily required information in this form, omitting information can result in a legally mandated re-bid.

The Advertisement must include:

- Description of Project;
- Estimated Cost of Construction– Include the cost of any Alternates;
- Prevailing Wage Language;
- Where & When Plans & Specs are Available;



# DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• PROCUREMENT AND CONTRACT FORMS

## c.30 §39M Site Related Projects over \$25,000



- Where & When to Submit Bids;
  - Other Pertinent Information, such as:
    - MBE/WBE Information
    - Availability of Site for Inspection
    - Pre-Bid Conference
2. Review the Bidding Schedule with the LHA and DHCD Project Manager before preparing the Advertisement.
  3. Bid openings are best scheduled for 2 o'clock to allow the morning for bid preparation.
  4. The Advertisement is the document where bidders look for MBE-WBE requirements that make the MBE-WBE Requirements enforceable.
    - If MBE-WBE Participation requirements are not spelled out in the Advertisement, the requirement cannot be imposed after the fact.

### **Advertisement Publishing**

1. This Advertisement shall be published in a newspaper of general circulation in the locality of the proposed project once, two weeks before the first bid opening. Coordinate with the DHCD Project Manager and LHA to determine who will place the ad and in which publication(s).
2. A notice of Bidding Opportunity must appear in the Central Register, once, two weeks before the first bid opening.
3. The Advertisement must also be posted in a conspicuous place in or near the Housing Authority office one week before the bid opening.
4. Send the Ad and, when appropriate, copies of the plans and specifications to any of the listed periodicals. These periodicals are all free to awarding authorities.

### **BIDDING PERIODICALS**

<b>McGraw-Hill Construction Dodge Data &amp; Analytics</b> Phone: (877) 989-5753 <a href="http://construction.com/dodge/submit-project.asp">http://construction.com/dodge/submit-project.asp</a>	<i>Publishes Bidding Opportunities Nation Wide No Charge to Owners Submittals are done online</i>
<b>Construction Market Data (CMD) (formerly Reed Construction Data)</b> Phone: (800) 424-3996 <a href="http://reedpsp.com/">http://reedpsp.com/</a>	<i>Publishes Bidding Opportunities Nation Wide No Charge to Owners Submittals through the Submission Portal</i>
<b>Project Dog</b> Phone: (978) 499-9014 <a href="http://www.projectdog.com">www.projectdog.com</a>	<i>Provides information about bidding opportunities to contractors No Charge to Owners</i>

## DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• PROCUREMENT AND CONTRACT FORMS

### c.30 §39M Site Related Projects over \$25,000

#### 00.21.39

#### INSTRUCTIONS TO BIDDERS PDF

- Reproduce as provided - Do not attempt to revise
- The document is provided in PDF format.

#### 00.41.39

#### FORM FOR GENERAL BID PDF



- This is a statutory form. **The substance of this form cannot be altered.**
- Do Not fill in the names, amounts. Bidders are completely responsible for filling out this form. Technical errors could render their bids invalid.**
- Include one copy of General Bid Form in the Project Manual and include 3 copies in Bid Packets, described on page 3.
- This document is provided in PDF format

### 00.43.39

#### BIDDER'S CHECKLIST PDF

- This checklist is provided to help bidders with bid preparation.
- Include a copy of this checklist in the Bid packets which are given out with the bid documents.
- This form does not have to be submitted with the bid, but if it is, it does not void the bid.
- This document is provided in PDF format.

### 00.45.13

#### BIDDER'S REFERENCE FORM

## CONTRACT FORMS

### 00.52.39

#### FORM OF OWNER/CONTRACTOR AGREEMENT PDF

### 00.53.00

#### FORM OF CERTIFICATE OF CORPORATE VOTE OF AUTHORIZATION PDF

### 00.61.13

#### FORM OF PERFORMANCE BOND PDF

### 00.61.16

#### FORM OF PAYMENT BOND PDF

## CONDITIONS OF THE CONTRACT

### 00.72.39



### GENERAL CONDITIONS OF CONTRACT – SITE WORK

DHCD has prepared General Conditions that incorporate all of the provisions required by the Massachusetts bid laws as well as other provisions that are typically included in other publications such as those prepared by the AIA.

This is the ONLY acceptable document for use on DHCD funded public housing construction contracts.

**DO NOT ALTER THE GENERAL CONDITIONS IN ANY WAY.**

The AIA General Conditions are not acceptable for DHCD funded projects.

### 00.73.XX

### OTHER SUPPLEMENTS TO THE GENERAL CONDITIONS

Modifications to the General Conditions require DHCD Project Manager's approval.

Create Supplementary Conditions to make modifications or add supplements.

- A change in paper color (versus the General Conditions) will make them more noticeable.
- Items that may warrant Supplemental Conditions would be:
  - 00.73.10 Mixed Finance Special Requirements
  - 00.73.23 Relocation Requirements

## DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• EEO AND AFFIRMATIVE MARKETING PROGRAM REQUIREMENTS

c.30 §39M Site Related Projects over \$25,000

# EEO AND SUPPLIER DIVERSITY PROGRAM

00.73.36



## EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS PDF

- These requirements apply to all construction projects.
- These documents are provided in PDF format for the purposes of preparing the Front End. Contractors have access to the forms on the DHCD Website [www.mass.gov/dhcd](http://www.mass.gov/dhcd)

00.73.36.01

### FORM OF CONTRACTORS EQUAL EMPLOYMENT CERTIFICATION PDF

00.73.36.04

### CONTRACTOR'S WEEKLY MANPOWER REPORT FORM PDF

00.73.39



## SUPPLIER DIVERSITY PROGRAM REQUIREMENTS ONLY APPLICABLE ON PROJECTS \$100,000 OR MORE PDF

- Determine if MBE/WBE requirements will be needed for this project. The MBE/WBE requirements for all contracts are specified in the Advertisement. The Advertisement is the only place the exact requirement is defined.
- If there will be NO MBE/WBE requirements for this project the Front End needs to be modified as follows:**
  1. *Do not include the requirement in the Advertisement;*
  2. *Do Not include Section 00.73.39 in the Contract Documents;*
  3. *Modify the Table of Contents appropriately; and*
  4. *Do not include the next three SDO forms.*
- These documents are provided in PDF format for the purposes of preparing the Front End. Contractors have access to the forms on the DHCD Website [www.mass.gov/dhcd](http://www.mass.gov/dhcd)
- Reproduce and include these forms in the Project Manual if SDP is part of this contract.
- The apparent low general bidder is required to submit the next two forms within 5 working days of the General Bid opening. The Affidavit of Payment is submitted before the Final Payment for Construction.

00.73.39.01

### SDO CERTIFIED MBE/WBE PARTICIPATION SCHEDULE PDF

00.73.39.02

### SDO CERTIFIED MBE/WBE LETTER OF INTENT PDF

00.73.39.05

### CONTRACTORS AFFIDAVIT OF PAYMENTS TO MBE/WBE PDF

## DESIGNERS GUIDE ♦ DHCD FRONT ENDS

### • PREVAILING WAGES AND LABOR REGULATIONS

## c.30 §39M Site Related Projects over \$25,000

# PREVAILING WAGES

00.73.43



## PREVAILING WAGES AND LABOR REGULATIONS **PDF**

This Section includes Prevailing Wage Requirements, Apprenticeship Program Requirements and Worker Training Requirements.

1. Reproduce this section as provided, without modification.
2. Request [Prevailing Wage Rates](#) on line before bidding.
3. The rates must be issued not more than 90 days prior to the first bid opening.
4. Wage Rates must be included in the Project Manual (in this section) and be made part of the Contract per M.G.L. c.149 §§26-27H
5. A copy of the Contractors Certificate of Compliance and Weekly report form should also be included in this section. Both of these forms are available online from the DOS website.
6. **If a project has a time of completion of more than 365 calendar days or if a project runs over a 365 days the awarding authority is required to obtain updated wage rates to provide to the general contractor.**

## DIVISION ONE

DHCD has a Division One of the Specifications for all projects.

This portion of the Front End of the Specifications **will require considerable review and modification**. Some sections contain provisions that differ if the job is modernization or new development.

The general rules for preparing the Division One are:

- Include every section unless the instructions specifically indicate that it need not be included or if you are instructed by the DHCD reviewer to delete the section.
- Most of the items requiring investigation or modification are shaded or have a description in *Blue Text* which is to be deleted after modification on the electronic copy.

### 01.11.00

#### SUMMARY OF WORK Word

- Include each paragraph unless specifically not applicable.
- Expand this section to explain any circumstances unique to the Project, especially Work under separate Contracts. Be sure the LHA knows its obligations for Work under Separate Contracts.
- Review Time of Completion with DHCD reviewer who will coordinate with the DHCD Project Manager.
- DO NOT LEAVE TIME OF COMPLETION BLANK!!!**



#### **USE CALENDAR DAYS**

### 01.22.00

#### UNIT PRICES ON A LUMP SUM BID Word

Unit Prices can be used in one of **two** ways, discuss with the DHCD Design Reviewer before including Unit Prices in any Contract Documents.

1. **UNIT PRICES PREDETERMINED BY THE DESIGNER:** This method is most commonly used for new development projects and some modernization contracts. Follow these basic guidelines:
  - Use Unit Price items that are necessary for the project and consistent with the:
    1. Work Required
    2. Specifications
    3. Location of Project
    4. Time of year that work will be complete
  - Unit Prices should be established for the job by the Designer's cost estimator. DHCD will not provide the Unit Prices.

# DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• DIVISION ONE

## c.30§39M Site Related Projects over \$25,000

- Earthwork Unit Prices should be computed/measured on a “compacted in place at maximum dry density” basis.
- Review the Unit Prices with the DHCD reviewer.
- Include the Schedule of Unit Prices in the Project Manual as part of Section 01.22.00.
- If the actual soil conditions are questionable, prepare specifications that instruct the Bidders to include a specific quantity of the appropriate work item in their base bid. This will minimize the effect of change orders later.

### 2. UNIT PRICES PROVIDED BY THE CONTRACTOR AS PART OF A UNIT PRICE BID

This process is typically used on site work contracts when the work items are well quantified. (For example - paving work.) Follow these guidelines if you have a Contract that may be bid using this process:

- Obtain a sample Unit Price Bid Front End from a DHCD Staff Architect or Engineer.
- Prepare a Unit Price Bid Form for your project using the template format.
- Provide the quantities on the Bid Form before printing.
- The Unit Prices given will be the basis for computing the Base Bid and any change order work.

### 3. Delete this section entirely if no Unit Prices are used.

## 01.23.00

### ALTERNATES NOTE

1. Alternates may be requested in appropriate situations, the DHCD reviewer will decide when it is appropriate.
2. DHCD may request Alternates to provide a means to determine the cost of work funded by other sources.
3. The scope of each Alternate must be carefully described on the plans and specifications to assure competitive bidding.
4. Reference each technical specification section affected.

**Check carefully to be sure that all affected specification sections that refer back to this Alternates section have been properly cross referenced.**



5. Alternates must be accepted in the order listed. Select order carefully, and check wording of each Alternate to avoid having to accept undesirable Alternates to get to necessary Alternates.
6. Delete this section entirely if no Alternates are used.
7. If necessary modify General Bid Form when Alternates are used. If there are 5 alternates there needs to be 5 lines, one for each alternate.

Bidders are not required to provide information if space is not provided for that information.

8. Avoid mixing unit price bid work with lump sum alternates, it causes confusion during bidding and construction.

# DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• DIVISION ONE

## c.30§39M Site Related Projects over \$25,000

9. The cost estimate in the Advertisement must include the cost for All Alternates. Be aware that the total cost of the project, including the Alternates will dictate the proper front end to be used for the project.

### 01.25.00

#### OR EQUALS PDF

Reproduce this section as provided. Do not modify. Designers are responsible for their consultant's specification sections and their actions during Construction Administration with regard to this matter.

### 01.26.00

#### CONTRACT MODIFICATION PROCEDURES PDF

Reproduce this section as provided. Do not modify.  
AIA documents for Change Orders are not acceptable on DHCD projects.  
The Sample forms are provided for information purposes and are available on the DHCD web site when needed.

#### 01.26.00.01

##### SAMPLE CHANGE ORDER FORM PDF

#### 01.26.00.02

##### SAMPLE CONSTRUCTION CHANGE DIRECTIVE FORM PDF

### 01.29.00

#### PAYMENT PROCEDURES PDF

Reproduce this section as provided. Do not modify.  
Contractor payments are a heavily regulated matter and this process has been developed to help fairly and effectively process payments within the requirements of Mass Law.  
The sample payment forms included in this section are the preferred documents for processing payments. Original copies can be downloaded from the DHCD web site.

#### 01.29.00.01

##### SAMPLE APPLICATION FOR PAYMENT COVER SHEET PDF

#### 01.29.00.02

##### SAMPLE APPLICATION FOR PAYMENT CONTINUATION SHEET PDF

# DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• DIVISION ONE

**c.30§39M Site Related Projects over \$25,000**

## 01.31.00

### PROJECT MANAGEMENT & COORDINATION **Word**

1. Clarify the need and budget for a Resident Coordinator with the LHA, for Modernization Contracts.
2. Determine if the scope of the work will affect or be disruptive to the residents over the holidays or if there are other Relocation issues that may need to be addressed.

For example, projects that require work around Thanksgiving and Christmas tend to cause controversy.

3. Also provide for situations where contractors may have to make special arrangements to complete work within a unit in one day or get plumbing facilities available during modernization.
4. This would be the appropriate section to deal with things such as removing and reinstalling window shades or special resident owned items.

Typically, this is the section to indicate where relocation or moving Residents Belongings or other Owner's property is part of the contract. If the matter is important or very complicated consider providing a section 01.35.XX for Special Project Procedures or Alteration Project Procedures. Discuss this with the DHCD Design Reviewer before adding such a section.

## 01.33.00

### SUBMITTALS - SHOP DRAWINGS, PRODUCT DATA, & SAMPLES **Word**

1. With the exception of providing the number of copies for submittals this section should be reproduced as provided.
2. Coordinate this section with the technical specifications, pay particular attention to consultants sections which may have language in that may contradict requirements of this section.

## 01.35.XX

### SPECIAL PROJECT PROCEDURES **Word**

Use this section only after consulting with the DHCD Design Reviewer about how it should be structured or if the information can be more appropriately included in section 01.31.00 Project Management and Coordination.

## 01.45.00

### QUALITY CONTROL **Word**

1. Modify this section to provide for the ability to implement testing services under the Designer's direction. The amount and costs for testing during need to be appropriately balanced to provide for a successful project while effectively using available financial resources.
2. Coordinate this section with the technical specifications, pay particular attention to consultants sections which may contain language that may contradict requirements of this section.

# DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• DIVISION ONE

**c.30§39M Site Related Projects over \$25,000**

## 01.50.00

### TEMPORARY FACILITIES AND CONTROLS Word

1. **Review this section with DHCD Project Manager and DHCD Project Reviewer to determine what items will be included/deleted. Modify the section as needed.**
2. Be sure of coordination with local utility companies so that bidders will be able to obtain appropriate information for temporary electricity and other utilities.
3. Decide which items you want the contractor to provide, consider:
  - Office and Trailers
  - Telephones
  - Sanitary Facilities for Workers
  - Structures/Storage
  - Temporary Heat
  - Temporary Water and Electricity
  - Weather Protection and

## 01.73.29

### CUTTING AND PATCHING Word

1. Reproduce as provided, unless modification is needed to accommodate special conditions on the project.  
The intent is to have the General Contractor in **Complete** control of Cutting and Patching.
2. Coordinate this section with technical specifications, pay particular attention to consultants who may have language in technical section(s) that may contradict the requirements of this section

## 01.74.13

### PROGRESS CLEANING - FINAL CLEANING Word

Typically not used on site contract unless special conditions exist.

## 01.74.19

### CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL Word

Incorporate requirements developed with a Waste Management Consultant when required in the RFS.

Do not include this section when a Waste Management program is not required. Discuss with the DHCD Design Reviewer.

## 01.74.19.01

### PRE-CONSTRUCTION WASTE MANAGEMENT REPORT FORM - MANDATORY Word

The Designer needs to complete the Mandatory recycling List on this form and include it in the Contract Documents.

# DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• DIVISION ONE

## c.30§39M Site Related Projects over \$25,000

### 01.77.00

#### CLOSE OUT PROCEDURES Word

Include this section in the Project Manual as provided. This section provides for all of the completion Items required by MGL c.149 which are also described in the Construction Handbook. Also include any special requirements that may apply to this contract or special requests from the LHA.

Include requirements for Owner's Manuals and Training of Owner's Personnel.

#### 01.77.00.01

#### SAMPLE CERTIFICATE FOR SUBSTANTIAL COMPLETION PDF

#### 01.77.00.02

#### SAMPLE CERTIFICATE FOR PARTIAL RELEASE OF RETAINAGE PDF

#### 01.77.00.03

#### SAMPLE CERTIFICATE FOR FINAL COMPLETION PDF

### 01.78.29

#### FINAL SURVEYS Word

If surveys are not required delete or modify this section.

1. Foundation Survey:

Use this section if this is a new project with new foundations, some towns will only issue a foundation permit and will require this survey before they issue the final building permit.

2. Septic System Survey:

If the project has a septic system determine if the Local Board of Health requires a registered survey before the new system can be backfilled. If it does, incorporate that requirement into the Contract Documents.

***Determine this requirement before bidding.***

## 01.78.39

### PROJECT RECORD DRAWINGS Word

Modify this section to provide the LHA with adequate records for future maintenance and modernization projects.

Generally the contract should require the Contractor to provide the Designer with marked up drawings indicating the As Built conditions. The Designer will transfer the As Built information to a final set of drawings which will ultimately be provided to the LHA in an electronic format and in hardcopy.

The Designer will be reimbursed, as provided in the Contract for Designer Services, for the out of pocket costs for providing these documents to the LHA. The drafting for Record Drawings is part of Basic Services provided by the Designer.

## 01xxx

### OTHER

1. If other Division 1 sections, unique to this project, are necessary, review with the DHCD Project Manager.
2. Use similar format, when applicable, for example:
  - Measurement and Payment of Unit Price work;
  - Comprehensive Permit Conditions;
  - Conservation Commission Order of Conditions; and
  - Similar documents.

## **DIVISION TWO**

### **02.06.00**

#### **EXISTING CONDITIONS**

**IT IS THE DESIGNER'S JOB TO DESIGN THE PROJECT.**

**DO NOT ASSUME THAT BECAUSE SOIL EXPLORATION OR EXISTING BUILDING EXPLORATION DATA IS MADE AVAILABLE AS PART OF THE PLANS THAT BIDDERS WILL INCLUDE WORK IN THEIR BID THAT EXCEEDS YOUR DESIGN REQUIREMENTS.**

**BIDDERS WILL BID PRECISELY UPON THE DESIGN.**

This provides the concept of EQUAL FOOTING.

**DO NOT** rely on catch-all phrases –such as “As Required”-- to inform Contractors that they are responsible for unknown existing conditions.

Indicate the reliability of the information presented in this section. MGL c30 § 39N affords Contractors considerable protection against less than clear and thorough Contract Documents.

### **02.06.13**

#### **EXISTING SUBSURFACE CONDITIONS** Word

1. Be sure to indicate ground water level in this section.
2. If borings/test pits are taken during dry periods, this should be noted and a higher groundwater level should be stated in this section.
3. This section can be modified if all boring/test pit information or existing building information is on the drawings.