

WORKING AT WILLIAMS

Refer questions and comments regarding the content and use of this document to the Williams College Project Manager. Without limitation, items in red are particularly project-specific.

A. Summary

This document contains requirements for design and construction professionals working with Williams College.

B. Work Rules: Compliance with the following Work Rules is mandatory.

AA/EOE - MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES

It is the policy of Williams College to pursue any and all appropriate action to ensure that Minority and Women-Owned Business Enterprises, (i.e., independent business concerns which are at least 51 percent owned and controlled by minority group members (citizens of the United States or permanent residents who are Black, Hispanic, Asian or Pacific Islander, or American Indian or Alaskan Native), or women, whose ownerships in the concerns are real, substantial and continuing and who have and exercise the authority to independently control the decisions of the concerns), are given the opportunity to participate in the Williams College construction program. Accordingly, Williams College seeks the cooperation of all bidders in carrying out this policy and the bidder to whom the Contract for the Project is awarded shall exercise its best efforts in soliciting and obtaining the participation of Minority and Women-Owned Business Enterprises as subcontractors and suppliers thereon. For contracts of \$1,000,000 or more, the Contractor shall provide a report to the attention of the Director of Planning and Construction, on its efforts and on the percentage of the project budget(s) being carried out by such Enterprises. Periodically Williams College and the Contractor will seek availability data on Minority and Women-Owned Business Enterprises in the local and regional areas, through appropriate agencies such as chambers of commerce or boards of trade, offices of state employment or economic affairs, etc.

MINORITIES AND WOMEN PARTICIPATION

It is the policy of Williams College to affirmatively seek the participation of minorities and women within the various categories of employment at the College. Consequently, Williams College seeks the cooperation of all bidders in carrying out this policy and the contractors to whom projects are awarded shall exercise their best efforts in soliciting and obtaining the participation of minority and women in their work force. For contracts of \$1,000,000 or more, the Contractor shall submit quarterly reports to Williams College showing minority and women work force participation including trainees for each occupation utilized in the work on an occupation-by-occupation basis including trainees. The minority and women work force participation for each occupation is to be expressed as a percentage equal to the person-hours of training and employment of minority and women employees used by the Contractor and any sub-contractor in that occupation divided by the total person-hours of training and employment of all workers (including supervisory personnel) used by the Contractor and any sub-contractor in that occupation. Periodically Williams College and the Contractor will seek availability data on minority and women in the local and regional population and as available, in the workforce.

CLEANING

The contractor shall maintain a clean, orderly site at all times. Keep all roads and walks clear of debris and dirt caused by the Work during the entire term of the Contract. Repair or replace all public and private streets, roads, drives, walks, curbs, plantings, trees, lawns and other improvements damaged during the course of the Project.

CLOTHING

Sleeved shirts and long pants must be worn while working on this project. Shorts and tank tops will not be allowed. Open-toes shoes or sandals are not allowed.

DELIVERIES

Deliveries to the jobsite shall enter and leave the campus through a route to provide the least negative impact on campus and town roads. Loading and unloading shall be done in such a way that campus and town traffic is not impeded. Coordinate delivery of large items with the Construction Manager, Williams College, and local authorities. No deliveries will be accepted by the College's Receiving Department. All deliveries must be made to the jobsite or other drop-off points as arranged with and approved by the Construction Manager and the College.

DUST

Dust must be controlled by utilizing chutes and enclosed dumpsters when removing debris from the building. Water sprinklers and other methods shall be used as required to minimize dust.

ELECTRICAL WORK

All Electrical work at Williams College will be performed in accordance with 29 CFR 1910.333, 29 CFR 1926.416, 29 CFR 1910 Subpart S, 29 CFR 1910.269 (where applicable), 29 CFR 1926 Subpart K, NFPA 70 and NFPA 70E (the latest revision of each in effect) and all applicable regulations, standards, rules and requirements that are in effect from the Federal, State and local authorities related to this work are incorporated into this work by reference. All policies, programs, procedures and documentation required by the above referenced regulations, standards and rules shall be submitted to Williams College for review upon request.

Permit-required energized electrical work will not be allowed. Non-permit required energized electrical work shall not be performed without prior notification and approval from the WCEST (Williams College Electrical Safety Team). Contracted employers shall maintain all required documentation as required by the Williams College ESP and other safety requirements.

EMERGENCY RESPONSE

In the event of a construction accident that may involve injuries and transport to the hospital, the following process is to be followed:

Call 911. Provide name of caller and company, address of accident and any pertinent information such as number hurt, location to best access the site, etc. If there are sufficient people to manage the incident, stay on the line with the 911 dispatcher until a police cruiser responds. The dispatcher is located in the Williamstown Police Department but will also dispatch fire and ambulance vehicles as needed.

1. Call Security – 597-4444.
2. Call Williams College Project Manager
3. Call the Office of Safety and Environmental Compliance at 597-2406.

EXCAVATION/TRENCHING

Excavation and trenching work must be protected to meet or exceed 520 CMR 14.00.

HARDHATS

Hardhats are required at all times when within the boundaries of the construction site. All on-site personnel shall at all times wear an approved hard hat clearly indicating their name and the name of their company or organization.

HAZARDOUS MATERIALS NOTIFICATION

If, at any time, materials that are suspected to be hazardous are encountered, work must cease immediately and the Project Superintendent and the College's Project Manager notified. Such materials include but are not limited to asbestos, PCB's, oils, refrigerants, and bio-hazardous waste.

HOURS OF WORK

Hours of work shall be 8:00am until 6:00pm, Monday through Friday. Weekend and off-hours work will be allowed only by special arrangement with and at the sole discretion of the College.

IDLING EQUIPMENT

It is a violation of MGL Chapter 90, Section 16A for any motor vehicle to idle longer than five minutes unless the vehicle is being serviced, is a delivery vehicle for which engine power is necessary for the delivery, or the vehicle is in operation for which associate power need is required. Therefore, unnecessary idling of equipment is prohibited.

LEAD PAINT NOTIFICATION

Bidders are hereby notified that lead paint is present at the job site. Such lead-containing paint is required to be removed under this Contract. Monitoring, abatement and legal disposal shall be part of the Work. Disturbance of existing lead-based paint by the Contractor by sanding, sawing, grinding or scraping and removal and disposal of materials containing lead based paint must be in full compliance with OSHA Regulation 29 CFR 1926.62; "Lead exposure in Construction; Interim Final Rule".

NOISE

No unnecessary noise or disruption will be tolerated or permitted. College activities continue year round on the campus, and adjacent neighborhoods consist of private residences. Shouting and unnecessary running or idling of equipment will not be allowed.

OWNER'S SCHEDULE

Coordinate construction activities with the Williams College Calendar available on the website. Unscheduled events may occur on campus which will impact the Contractor's use of the project area or the Work of the Contract.

1. **College Commencement Weekend: No work allowed.**
2. **Alumni Reunion Weekend: Quiet work only on Thursday and Friday. No work allowed on Saturday and Sunday.**
3. **Reading and Exam Periods: The College reserves the right to limit work to quiet work only during these periods.**
4. **Other Scheduled and Unscheduled Events: Coordinate with the Owner's Project Manager.**

PARKING

It should not be assumed that parking for this project will be adjacent to or convenient to the project. **Parking of construction personnel vehicles will be at a remote location up to one half-mile mile from the site.** The College will not provide shuttle service. Parking of construction personnel vehicles on any other land or property will be subject to ticketing, fines, booting and/or towing at the vehicle owner's expense.

RADIOS AND MUSIC

No radios or other musical devices will be allowed on site. This includes personal listening devices such as iPods, etc. Such devices are considered a hazard on the construction site.

RUNOFF

Runoff of water from the site must be controlled to prevent contaminated water from entering the stormwater collection system or onto other areas or property.

SAFETY AND ENVIRONMENTAL COMPLIANCE

Comply with Appendix – Safety and Environmental Compliance Contractor Regulatory Guidelines for the following: Hot Work Permits, Refrigerant Containing Equipment, Oil Containing Equipment, Fluorescent Bulbs, Confined Space Entry, Asbestos and Lead Assessment, Spills, Compressed Gas Cylinders, On-Site Accidents.

SCAFFOLDING

All scaffolding, staging, ladders, etc. and their use must fully comply with all OSHA requirements and standards.

SECURITY

The Contractor is solely responsible for security within the construction fence or site, and for all of its equipment, materials, vehicles and Work on or off site.

SERVICE INTERRUPTIONS

Interruption of utility services which will affect other College facilities or functions must be coordinated a minimum of ten days in advance with the College's Project Manager. Frequently this work may have to be performed during off hours (early morning, late night or weekend) timeslots.

SEXUAL HARASSMENT

The Contractor and Subcontractors shall be responsible and accountable for their employees, suppliers, subcontractors, and their employees, with regard to their conduct during the performance of the Work. Specifically, persons involved in the performance of the Work shall not physically or verbally abuse or harass the students, staff, visitors to the College, or other workers. Such conduct shall be grounds for immediate dismissal from the project. Sexual harassment is illegal under both State and federal Law. In some cases it may lead to prosecution under the Criminal Sexual Conduct Law.

SMOKING AND TOBACCO PRODUCTS

No tobacco products of any kind may be used inside or within 25' of any College building.

STREET CLEANING

Construction debris and soil materials tracked by construction traffic onto campus streets and walks shall be removed immediately by the general contractor using means acceptable to the College such as street sweeping trucks.

USE OR ENTRY INTO OTHER COLLEGE BUILDINGS

There shall be no entry into other College buildings without the permission and supervision of the Construction Manager or College personnel.

VEHICULAR TRAFFIC ON CAMPUS

Construction vehicles and equipment shall obey all posted speed limits and other traffic restrictions. Construction vehicles and equipment shall stop for all pedestrians. Pedestrians always have the right of way.

USE OF DRONES- FAA REQUIREMENTS

Civil Operations (Non-Governmental) Any operation that does not meet the statutory criteria for a public aircraft operation is considered a civil aircraft operation and must be conducted in accordance with all FAA regulations applicable to the operation.

Operators must provide the College with a copy of a current FAA certification. There are presently two methods, acknowledged by the College, of gaining FAA authorization to fly civil (non-governmental) UAS:

Section 333 Exemption – a grant of exemption in accordance with Section 333 AND a civil Certificate of Waiver or Authorization (COA); this process may be used to perform commercial operations in low-risk, controlled environments

Special Airworthiness Certificate (SAC) – applicants must be able to describe how their system is designed, constructed, and manufactured, including engineering processes, software development and control, configuration management, and quality assurance procedures used, along with how and where they intend to fly.

SAC in the experimental category – may be used for civil aircraft to perform research and development, crew training, and market surveys; however, carrying persons or property for compensation or hire is prohibited. FAA Order 8130.34 is used by FAA inspectors to issue experimental airworthiness certificates and special flight permits to UAS. For more information, please contact the Airworthiness Certification Service, AIR-113, at 202-267-1575.

USE OF COLLEGE SEAL

The use of the College Seal standing alone is restricted to the Office of the President and the Board of Trustees. It can also be used to brand formal invitations and formal institutional events, such as Commencement. Please adhere to these guidelines for seal usage:

The seal should always be used with reverence to what it represents, and never in an irreverent, playful, or disrespectful way. If the seal is used standing alone, the minimum height is 0.875", and a height of 1" is strongly recommended. The approved color for the seal in general is black.

END OF SECTION