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2
3 **SECTION 104 - SCOPE OF WORK**

4 Make the following amendments to said Section:

5 **(I) Amend 104.01 Contract to read as follows:**

6
7 **"104.01 Intent of Contract, Duty of Contractor.** The intent of the contract
8 is to provide for the construction, complete in every detail, of the work described
9 at the accepted bid price and within the time established by the contract. The
10 Contractor has the duty to furnish all labor, materials, equipment, tools,
11 transportation, incidentals and supplies and to determine the means, methods
12 and schedules required to complete the work in accordance with the contract
13 documents."
14

15 **(II) Amend 104.02 Alterations of Plans or Type of Work to read as follows:**

16
17 **"104.02 Changes.** The Engineer may at any time, during the progress of the
18 work, by written order and without notice to the sureties, make changes in the
19 work as may be found to be necessary or desirable. Such changes shall not
20 invalidate the contract nor release the surety and the Contractor will perform the
21 work as changed, as though it had been a part of the original contract.
22

23 **(A) Minor Changes.** The Engineer may direct minor changes in the
24 work with no changes in contract price or time of performance. If the
25 Contractor believes a minor change directive justifies an increase in
26 contract price or time it must follow the oral and written notice
27 requirements set forth in Subsection 104.02(B) – Orders and Directives.
28

29 **(B) Orders and Directives.** Only a duly issued change order or field
30 order may alter the contract terms and work requirements. Any order,
31 direction, instruction, interpretation or determination from the Engineer
32 that is not a field order or change order, may be considered as a
33 compensable change only if the Contractor gives the Engineer an oral
34 notice of its intent to treat such order, direction, instruction, interpretation
35 or determination as a change directive before the Contractor acts in
36 conformity with the order, direction, instruction, interpretation or
37 determination but not later than noon of the following working day. The
38 oral notice shall be followed by a written notice of a potential claim that
39 must be delivered to the Engineer within five days after communication of
40 the order, direction, instruction, interpretation, or determination to the
41 Contractor. The written notice of a potential claim shall state the date,
42 circumstances, and source of the order, direction, instruction,
43 interpretation, or determination that the Contractor regards as a
44 compensable change, and provide a detail justification for additional
45 payment for time. Such written notice may not be waived and shall be a
46 condition precedent to the filing of any claim by the Contractor. Unless

the Contractor acts in accordance with this procedure, any such order or directive shall not be treated as a change for which the Contractor may make a claim for an increase in the contract time, compensation, or contract price related to such work.

No more than ten working days after receipt of the written notice of potential claim from the Contractor, a written response shall be issued for the subject work if the State agrees that it constitutes a change. The Contractor shall deem it a rejection of its potential claim if a written response is not issued in the time established. If the Contractor objects to the Engineer's position, it shall file a written claim with the Engineer within 30 days after delivery to the Engineer of the Contractor's written notice of a potential claim. Failure by the Contractor to submit a written notice of a potential claim in the time specified waives all rights for an increase in contract time or compensation related to such work. The protest shall be determined as provided in Subsection 105.18 – Claim for Adjustments and Disputes. In all cases, the Contractor shall proceed with the work as specified in the order, direction, instruction, interpretation, or determination immediately upon providing the Engineer with the oral notice described above, unless otherwise directed in writing by the Engineer.

(C) Penal Sum of the Surety Performance and Payment Bonds.
The penal sum of the Surety Performance and Payment Bonds will be adjusted by the amount of each and every Contract Change Order."

(III) Move and Amend 104.02(C) Differing Site Conditions. (See 104.12 – Differing Site Conditions)

(IV) Amend 104.03 Extra Work to read as follows:

"104.03 Field Orders. Upon receipt of the field order the Contractor shall proceed with the work as changed by the field order without delay. If the Contractor does not agree with any of the terms or conditions or the adjustment or nonadjustment to the contract time and/or contract price set forth therein, the Contractor shall file a written notice of potential claim with the Engineer not later than three days after receipt of the field order. No more than ten working days after receipt of the written notice of a potential claim from the Contractor, a written response shall be issued for the subject work if the State agrees that it constitutes a change. The Contractor shall deem it a rejection of its potential claim if a written response is not issued in the time established. If the Contractor objects to the Engineer's position, it shall file a written claim with the Engineer within 30 days after delivery to the Engineer of the Contractor's written notice of a potential claim. Failure to file the written notice of a potential claim or to protest any portion(s) of the field order by the time specified shall constitute agreement on the part of the Contractor with all the terms, conditions, amounts

93 and adjustment or non-adjustment to contract price and/or contract time set forth
94 in the field order or the non-protested portion of the field order. Timely written
95 notice shall be a non-waivable condition precedent to the assertion of a claim."
96

97 **(V) Amend 104.04 Maintenance of Traffic** to read as follows:
98

99 **"104.04 Maintenance of Traffic.**
100

101 **(A) General.** The Contractor shall keep the road open to traffic
102 during the progress of the work according to Section 645 - Work Zone
103 Traffic Control.
104

105 The Contractor shall furnish, erect, and maintain lights,
106 barricades, signs and other traffic control devices. Also, the Contractor
107 shall take precautions for the protection of the work and safety of the
108 public according to Section 645 - Traffic Control Devices.
109

110 Obstructions to a roadway attributable to construction,
111 maintenance, or engineering survey on or near public streets and
112 highways are a major hazard to motorists, pedestrians and workers at the
113 work site. The Contractor shall take such safety and precautionary
114 measures as may be required according to Chapter 286, HRS; the
115 Hawaii Administrative Rules, Title 19, Subtitle 5, Chapters 127, 128 and
116 129; and the most current editions or revisions of the MUTCD.
117

118 Where so provided on the plans, the Contractor may bypass traffic
119 over an acceptable detour route. Keep the portion of the project used
120 by public traffic in passable condition. Also, provide and maintain
121 temporary crossings with trails, roads, streets, businesses, parking lots,
122 garages, residences, and farms.
123

124 If elimination of abutting owners' access occurs, do not close the
125 existing access until the replacement access facilities are usable. The
126 Contractor may obtain written permission from the abutting owners setting
127 the conditions for closing the existing access. Submit a copy of this
128 agreement with the abutting owners to the Engineer for acceptance
129 before such work begins.
130

131 Provide a smooth and even surface for public traffic use when
132 working on an existing facility kept open to traffic. Conduct such work
133 on only portion of the roadway. Alternate construction from one side to
134 the other while routing traffic over the opposite side. Place sufficient fill
135 at culvert and bridge locations to permit traffic to cross. Conduct culvert
136 installation on only portions of the roadway to permit safe passage of
137 traffic.
138

During subgrade and paving operations, consider use of shoulders for public traffic. If using part-width paving methods, consider use of side of the roadbed opposite the one under construction for public traffic. Keep a passageway wide enough to make at least two lanes of traffic open when sufficient width is available. The Engineer will consider shaping or maintaining the shoulders as included in the contract price of the various contract items and the Department will not make additional compensation.

Do not store material or equipment where the material or equipment will interfere with public traffic. Remove equipment and other obstructions to permit free and safe passage of public traffic when each day's work ends or if suspension of construction operations occurs.

Traffic incidental to other construction projects that abuts the principal routes of travel are part of the public traffic and shall be as required by contract.

The Contractor shall bear expenses of maintaining traffic over the section of road undergoing improvement or repair. Also, bear expenses of constructing, maintaining, removing, and furnishing approaches, crossings, intersections, and flaggers and their equipment, without direct compensation. Exceptions are as follows:

(1) Special Detours. The Department will cover payment for cost of constructing, maintaining, and removing such detour(s) when the proposal contains an item for "Construction and Maintenance of Detours". Also, the Department will include payment for the construction and removal of temporary bridges and accessory features. The Department will furnish right-of-way for temporary highways or bridges called for under this paragraph.

(2) Maintenance of Traffic During Suspension of Work. Provide safe passage for public traffic through the work site according to Subsection 108.10 - Suspension of Work.

(3) Special Maintenance Specified by the Engineer. The Engineer will pay the Contractor on the basis of unit prices or under Subsection 104.03 - Field Orders if the Engineer specifies the special maintenance. The Engineer will be the sole judge of work to be classified as special maintenance.

(B) Traffic Maintenance Plans. Submit in writing traffic maintenance plans and schedules, including plans and schedules for traffic detours, road or lane closures, lane switches and the placement of temporary traffic control devices, warning signs, barricades and other protective

185 devices, to the Engineer for acceptance at least ten working days before
186 the date such work is scheduled to begin.
187

188 Such plans and schedules shall contain:
189

- 190 (1) A brief description of the work,
- 191
- 192 (2) Dates of work,
- 193
- 194 (3) Times of day affected,
- 195
- 196 (4) Proposed public information sign,
- 197
- 198 (5) Proposed news release, and
- 199
- 200 (6) Detour layout plans.
201

202 If doing work in a city or town, give the Fire Department at least 24
203 hours notice in writing before blocking or closing off access to streets.
204 Keep fire hydrants accessible to the Fire Department. Do not place
205 material or other obstruction closer to a fire hydrant than permitted by
206 ordinances, rules or regulations. If there are no ordinances, rules or
207 regulations, do not place material or other obstruction within 5 feet of a
208 fire hydrant.
209

210 Make arrangements according to the contract for emergency work
211 that may be required when work is not in progress.
212

213 The Engineer will permit lane closures only from 8:30 A.M. to 3:30
214 P.M.
215

216 Exceptions to the above lane closure hours shall require the
217 Engineer's acceptance in writing.
218

219 The Engineer will permit the Contractor to close only one lane of
220 traffic during its working hours. During non-working hours, keep all
221 lanes open to traffic and allow traffic to flow at the normal posted speed
222 limit.
223

224 Failure to open lanes to traffic beyond the above lane closure
225 hours shall result in assessment of liquidated damages as specified in
226 Section 108.09 - Liquidated Damages for Contractor's Delays.
227

228 Notify the State and County transportation agencies including Bus
229 Systems Division, Police Department, Fire Department, Ambulance

Service, and the Department of Health in writing at least five days before the start of construction.

Construct, install, maintain, and remove two advisory signs as specified by the Engineer. Place the signs within the project limits. The signs shall have black letters on orange background. The minimum size of the signs shall be four feet high by eight feet wide.

The sign message shall include the starting date, hours, limits and duration of construction. The height of the letters shall be 8 inches, Series D. If accepted by the Engineer, the Contractor may use a minimum height of 6 inches, Series D. The Engineer will review and accept the advisory sign wording before installing. Install the advisory sign two weeks before the start of construction.

Take measures necessary to insure that safe and easily accessible passage is provided for pedestrians who must travel in or near the construction zone.

The Engineer will consider payment for furnishing, placing, maintaining and removing the advisory signs and insuring safe and accessible passage for pedestrians included in the bid price of the various contract items. The Engineer will pay additional advisory signs as specified by the Engineer under Additional Police Officers and/or Additional Traffic Control Devices.

Submit requests for review and acceptance of detours and lane closures that will impact traffic during peak hours before scheduling the work to begin as follows:

(1) Detours - 8 weeks, and

(2) Lane closures - 6 weeks.

Also, these requests shall include:

(1) An explanation of proposed changes to the existing traffic pattern;

(2) A schedule of when installing informational and traffic control signs;

(3) A schedule of when publishing advertisements;

(4) A plan showing the proposed informational and traffic control signs; and

276 (5) A plan showing the lane changes or detours. Plans for
277 multi-lane highway lane changes and detours shall include details
278 of the beginning of the lane changes or detours.
279

280 The Engineer will not make payment for reviewing request
281 submittals.
282

283 (C) **Advertisement.** If requested by the Engineer, place an
284 advertisement in the newspaper for the following traffic pattern changes in
285 operation during peak hours or night work:
286

- 287 (1) Detours;
- 288
- 289 (2) Lane closure;
- 290
- 291 (3) Permanent road closure; and
- 292
- 293 (4) Permanent new route that changes a previous route.
294

295 The advertisement shall contain the following information:
296

- 297 (1) Map of traffic pattern change limits;
- 298
- 299 (2) Map showing lane(s) closure and detour pattern;
- 300
- 301 (3) Notice of starting and ending dates and duration; and
- 302
- 303 (4) Explanation of the lane(s) closure or detours "Notice To
304 Motorist".
305

306 The quality of the map shall be as follows:
307

- 308 (1) The Department will not allow free hand printing or pencil;
- 309
- 310 (2) Highlight important feature in bold letters by darkening,
311 cross-hatching, crossing-out or coloring;
- 312
- 313 (3) Minimum size shall be five columns wide and four columns
314 deep. Lesser width columns may be considered to balance
315 against the size of the drawing;
- 316
- 317 (4) Text Specifications.
- 318

- 319 (a) Work being featured - 3/16 inch text
320

321 (b) Major roads and features - 1/8 inch text

322 (c) Other roads and features- first letter upper case

323 (d) "Notice to Motorists" in upper case

324 (e) Message - first letter upper case

325 (5) Line Thickness.

326 (a) Important feature being advertised - thicker than rest

327 of map

328 (b) Directional arrow - bolder than the rest of the lines

329 shown on the map, when important, to show the route

330 traffic should use.

331 (6) Show reference direction such as "TO HILO, WAILUKU,

332 HONOLULU, or LIHUE" with arrow.

333 The Contractor shall submit:

334 (1) The "Notice to Motorists" for review and acceptance before

335 placement in the newspaper 6 weeks before the start of work.

336 (2) The actual size of the notice to be published in the

337 newspaper for review and acceptance. The Engineer will not

338 allow reduction of the notices once accepted. The final "Notice

339 to Motorists" submittal shall be a good copy of the camera ready

340 advertisement.

341 Place the advertisement for three consecutive days and within one

342 week before the traffic pattern changes in the:

343 _____ West Hawaii Today

344 _____ Hawaii Tribune-Herald Ltd

345 Y Garden Island

346 _____ Maui News

347 Y Honolulu Star-Bulletin and Honolulu Advertiser

Provide message boards as requested by the Engineer prior to lane or ramp closures.

The Contractor is directed to Section 645 - Work Zone Traffic Control for payment of advertisement.

(VI) Amend 104.05 Construction and Maintenance of Detour by deleting the second paragraph in its entirety.

(VII) Amend 104.06 Rights in and Use of Materials Found on the Work by deleting it in its entirety. (See 106.02 - Material Source)

(VIII) Add the following:

"104.09 Method of Price Adjustment. Any adjustment in the contract price pursuant to a change or claim in this contract shall be made in one or more of the following ways:

(1) By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;

(2) By unit prices or other price adjustments specified in the contract or subsequently agreed upon;

(3) The Engineer may base the adjustment for a lump sum item on a calculated proportionate unit price. The Engineer will calculate the proportionate unit price by dividing the original contract lump sum price by the actual or original estimated quantity established by the Contract Documents;

(4) In such other manner as the parties may mutually agree;

(5) At the sole option of the Department, by the costs attributable to the event or situation covered by the change, plus appropriate profit or fee, all as specified in Subsection 109.04(A) Allowances for Overhead and Profit and the force account provision of 109.04 Payment for Additional Work;

(6) By a determination by the Department of the reasonable and necessary costs attributable to the event or situation covered by the change, plus appropriate profit or fee, all as computed by the generally accepted accounting principles and applicable sections of Chapter 3-123 and 3-126 of the HAR and Subsection 109.04(A) Allowances for Overhead and Profit herein."

(IX) Amend Subsection 105.19 Value Engineering to read as follows:

412 **"104.10 Value Engineering Incentive Proposal.** On any contract in an
413 amount greater than \$100,000, the Contractor shall be entitled to an equitable
414 adjustment to share in cost savings resulting from the value engineering
415 proposal, subject to the following conditions:

416
417 (1) A value engineering proposal must result in savings to the State by
418 providing less costly items than those specified in the contract without
419 impairing any of their essential functions and characteristics such as
420 service life, reliability, substitutability, economy of operations, ease of
421 maintenance, and necessary standardized features;

422
423 (2) A value engineering proposal shall not be deemed accepted until a
424 change order has been issued establishing the proposed as part of the
425 work;

426
427 (3) A value engineering proposal must be submitted in conformity with,
428 and is subject to the terms and conditions of HAR §3-132."

429
430 (XI) Add the following:

431
432 **"104.11 Variations in Estimated Quantities.** Where the quantity of a unit
433 price item in this contract is estimated on the proposal schedule and where the
434 actual quantity of such pay item varies more than 15 percent above or below the
435 estimated quantity stated in this contract, an adjustment in the contract price
436 shall be made upon demand of either party. The adjustment shall be based
437 upon any increase or decrease in costs due solely to the variation above 115
438 percent or below 85 percent of the estimated quantity. The adjustment shall
439 be subject to Subsection 104.09 – Method of Price Adjustment and Subsection
440 109.05 - Allowances for Overhead and Profit.

441
442 **104.12 Differing Site Conditions.** The Contractor shall promptly and
443 before such conditions are disturbed, notify the Engineer of:

444
445 (1) Subsurface or latent physical conditions at the site differing
446 materially from those indicated in this Contract; or

447
448 (2) Unknown physical conditions at the site of an unusual
449 nature, which differ materially from those ordinarily encountered
450 and generally recognized as inherent in work of the character
451 provided for in this Contract.

452
453 (A) **Adjustments of Price or Time for Performance.** After receipt
454 of the notice, the Engineer shall promptly investigate the site and if it is
455 found that the conditions do materially so differ and cause an increase in
456 the Contractor's cost of, or the time required for, performance of any part
457 of the work under this Contract, whether or not changed as a result of the

conditions, an equitable adjustment shall be made and the Contract modified by contract change order. Any adjustment in contract price or time made pursuant to this clause shall be determined in accordance with the price and/or time adjustment subsections of this Contract.

(B) Timeliness of Claim. No claim of the contractor under this subsection shall be allowed unless: The contractor shall give a verbal notice within 12 hours of discovery of the differing site condition and written notification to the Engineer no later than 5 days after the discovery of the differing site condition. The Engineer in writing may extend the time prescribed in this subsection for giving verbal and written notice. The notices to the Engineer are non-waivable conditions precedent to any claim under this Section.

(C) No Claim After Final Payment. No request by the Contractor for an equitable adjustment to the contract shall be allowed if asserted after final payment under this Contract.

(D) Knowledge. Nothing contained in this subsection shall be grounds for an adjustment in compensation if the Contractor had actual knowledge of the existence of such conditions prior to the submission of the bids.

104.13 Contract Change Orders. The Engineer will issue sequentially numbered contract change orders at times it deems appropriate during the contract period. A contract change order may contain the adjustment in contract price and/or time for a number of field orders. In all cases, the Contractor shall proceed with the work as changed by the contract change order. No payment for any changes will be made until the contract change order is issued.

104.14 Duty of Contractor to Provide Change Proposals. A field order may request the Contractor to supply the Engineer with a detail proposal for an adjustment to the contract time or contract price for the work described therein. Any such request for a proposal shall not affect the duty of the Contractor to proceed as ordered with the work described in the field order.

The Engineer at times may issue a Request for Change Proposal to the Contractor requesting price and/or time adjustment proposals for contemplated changes in the work. The Request for Change Proposal is not a directive for the Contractor to perform the work described therein.

The Contractor shall submit a detailed written proposal in a time span allowed by the Engineer or if a time span is not stated by the Engineer it shall be within 15 days after receipt of a request for Request for Change Proposal or field order containing a request for proposal. The format shall set forth all charges

the Contractor proposes for the change and a detailed justification for the proposed adjustment of the contract time, all properly itemized and supported by sufficient substantiating data to permit evaluation. The Engineer will determine whether the proposal is acceptable.

No payment shall be allowed to the Contractor for pricing or negotiating or research or designs for proposed or actual changes. No time extensions will be granted for delay caused by late Contractor pricing of changes or proposed changes or time spent in negotiation.

The Engineer may accept the entire proposal, or any discrete cost item contained within the proposal, or the proposed adjustment to contract time by a notice in writing to the Contractor delivered to the contractor within thirty days after receipt of the proposal. The written acceptance by the Engineer of all or part of the Contractor's proposal shall create a binding agreement between the parties for that aspect of the change.

If the Engineer refuses to accept the Contractor's entire proposal, the Engineer may issue a field order for the work; or if a field order has already been issued, the Engineer may issue a supplemental field order establishing new contract prices, the remaining adjustments to contract price and /or contract time for the ordered changes. If the Contractor disagrees with any term, condition or adjustment contained in such field order or supplemental field order, it shall follow the protest procedures set forth in and be subject to the other terms of Subsection 104.03 - Field Orders.

104.14 Overweight Vehicle Control. All weight tags for aggregates and hot mix asphalt concrete transported to the worksite shall be submitted daily to the Engineer. The maximum legal total gross weight (W) as calculated by the formulas in HRS 291-35 Gross weight, axle, and wheel loads, for the transporting vehicle shall be clearly indicated on the weight tag. The Engineer may inspect any material transporting vehicle for compliance with HRS 291-34 to 291-36 at no additional cost to the State. The Engineer may refuse entry to or demand the removal from the worksite of any vehicle that exceeds the maximum legal total gross weight and shall inform the appropriate enforcement authority of the violation."

END OF SECTION 104