



DESIGN & CONSTRUCTION GUIDELINES

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SECTION 02 00 00 GENERAL PROVISIONS**1.1 SITE DEFINITION**

- A. It is extremely important that the site limits be clearly understood and well delineated on the site plans. It is the intent that these limits be fenced during construction and that all construction activities be conducted therein. In defining the site limits, the Architect/Engineer (A/E) is to consult with the USF Project Manager (USF-PM) and USF Facilities Management (USF-FM) office/staff to ensure that not only programmatic needs will be met but that the entire site development will be in context with the University's Campus Master Plan framework for land use, open space, circulation, parking, the ongoing removal of barriers in compliance with Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments of 2008, and building placement. Staging areas are to be defined and contained within the site limits if at all possible. The site's current integration with the existing campus is also to be evaluated so adjustments to pedestrian and vehicular circulation patterns can be well planned to mitigate any negative impacts after the site is fenced.

1.2 SITE SURVEYS

- A. A site-specific topographic and utility survey of the property shall be conducted. Limits shall be the full extent of the site and beyond the site limits as necessary to ensure that the site design will fully and completely integrate with the existing surroundings. The A/E is to define the specific requirements needed for this effort, direct, and provide the site survey as an additional service to his contract services. The survey shall be prepared in accordance with 'The Florida Standards of Practice for Surveying and Mapping' and shall be signed and sealed by a Professional Land Surveyor (PLS) licensed in the State of Florida. The survey shall be based on the North American Vertical Datum (NAVD) of 1988, establish a minimum of two controlling benchmarks for the project, and be made a part of the Construction Documents. All surveys shall be conducted on a 25 foot grid or smaller and contain contour lines to adequately depict the nuances of the site topography. The survey should also field verify of the location and depth of the existing utility systems using nondestructive subsurface investigative techniques as necessary.

1.3 ACCESS

- A. Points of ingress/egress shall be determined for the project site. Consideration should be given to minimizing the number of access points, preferably one controlled and lockable entry. Selection shall not be based solely on ease for delivery of materials and equipment, but should seek to minimize conflict with University patrons and services.

1.4 UTILITY NEEDS

- A. The USF Facilities Management (USF-FM) will provide existing available utilities information. The A/E shall determine if additional data is required, which may be processed by the A/E through additional services. A/E should contemplate and determine utility services needed to the site. Further reference is made to [Division 1 - Section 01 51 00, Temporary Utilities](#). Specific attention is to be directed to ensure ample notification is given, and safe, reliable, and sanitary connections are made to existing systems. The A/E shall determine and recommend for approval the points of connection to existing site utilities. See further in [Division 33 Utilities](#).

1.5 FLOOD PROTECTION AND STORMWATER MANAGEMENT

- A. A/E, through aid of the site survey, shall evaluate potential for localized flooding. Building elevations shall be established to ensure that the structure is protected from the 100-year base flood. Site design shall also ensure that site alterations do not artificially create a base flood threat to the building or other surrounding buildings.
- B. Stormwater runoff is to be controlled and managed in accordance with applicable regulations (including, but not limited to [62-330](#), [62-620](#), [62-621](#), [62-624 F.A.C.](#)) and Southwest Florida Water Management District (SWFWMD) requirements. The University's Campus Master Plan has designated the Greenway as the location of its master stormwater management facilities for compliance with SWFWMD rules. Site design is to ensure that any increases in stormwater

runoff are collected, conveyed, and managed in accordance with the University's Master Drainage Plan and MS4 permit requirements, where applicable.

1.6 SITE PERMIT REQUIREMENTS

- A. The A/E is to be authorized through additional services to assist the Owner in acquiring all required permits. The A/E is to take the lead role in determining and advising the Owner of the permits, which are applicable to the project's activities. The A/E shall include the University Civil Engineer on *ALL* correspondence with the permitting agencies. The A/E is to consult with the various permit agencies through pre-application meetings to document both applicability and specific permitting criteria. The permits, which are normally required but not necessarily limited to, the following:
1. Hillsborough County Department of Health (HCDOE) for a Specific Permit to Construct PWS Components.
 2. Hillsborough County Environmental Protection Commission (HCEPC) Construction/Modification to a Wastewater Collection/Transmission System.
 3. SWFWMD Environmental Resource Permit (ERP). Note – if the proposed construction is outside the limits of the USF Master Drainage Plan a Joint ERP Application must be filed.
 4. State/County/City R/W Use Permits.
 5. Local utility supplier service commitments.
 6. Petroleum Storage Systems Above Ground Storage Tank (AST) greater than 550 gallons, Underground Storage Tank (UST) are not approved for use on campus. See Division 26, Section 26 32 13, Engine Generator for Regulatory Compliance of Fuel Storage Systems as applicable to ASTs for generator tank systems.

1.7 PERMIT APPLICATION

- A. The A/E is to prepare the applications for Owner's signature, the supporting documents, make payment of fees where USF purchase order is not accepted (i.e., HCEPC), submit the application(s) on behalf of the Owner and respond to any agency inquiries. The A/E is to not allow any construction, requiring a permit, to commence in advance of the permit issuance. The A/E is to prepare and submit Certificates of Completion and assure that clearance letters are received prior to the placement of new systems into service, and prior to Certificate of Substantial Completion.

1.8 NPDES

- A. National Pollutant Discharge Elimination System (NPDES) storm water management for construction activities
1. The A/E shall provide in the drawings and specifications the requirements for the Contractor to develop and manage the construction storm runoff per the State rules and laws at the time of permitting as well as any special requirements within USF's Storm Water Management Program.
 2. Contractor shall submit all Storm Water Pollution Prevention Plans (SWPPP) and Notices of Intent (NOI) as required by State rules and laws. Copies of all applications and required monitoring & maintenance reports shall be given to USF-PM, USF Civil Engineer, and USF-FM Environmental Health & Safety (USF-EHS) on a weekly basis. The SWPPP must be reviewed and approved by USF prior to application and submission to the regulatory agency using the USF documents review procedure.

END OF SECTION 02 00 00

SECTION 02 06 00 SUBSURFACE INVESTIGATION

- 1.1** The University will normally furnish subsurface investigations as an Additional Service Authorization through the A/E. The A/E shall determine, direct and provide site subsurface investigations judged necessary for the design work as directed in the Professional Services Guide. This will include investigative work, selection of a testing laboratory, test borings, soil analysis including load bearing capabilities and required densities, ground penetrating radar, and other investigations/engineering analysis as may specifically be warranted.
- 1.2** Please note that due to the underlying karst topography of the University area there is potential for sinkhole occurrences that could pose a threat to the proposed and surrounding existing improvements. Where subsurface investigations determine that anomalous conditions exist, it is normal and customary that some form or combinations of structural and subsurface mitigation be ensued to reduce the risks. It is the University's experience that construction activities intended to improve the soil bearing capacity and shoring of excavations such as, but not limited to, vibratory compaction, vibro-flotation/displacement, subsurface grouting and sheet pile installation also elevate the potential for overburden collapse (sinkhole occurrence). It shall be noted in the contract documents that the effects of these activities can transcend considerable distances and that the contractor is being placed on notice to take measures to prevent, monitor the effects of and be responsible for any damage to University facilities and loss of services caused by construction induced subsidence within and 100 feet beyond the limits of the project.
- 1.3** In preparation of plans for boring locations, the A/E shall reference University records and the site survey for the locations of underground utilities. The boring locations shall be chosen to avoid conflict with these facilities.
- 1.4** Plan view of boring locations and sections through borings showing all soil conditions shall be shown on the drawings. Statements are to be made that the soil reports included in the specification and boring information shown on the drawings are provided for the contractor's use and that the University shall not be held responsible for the accuracy of the information or consistency throughout the project site. The offering of such information does not preclude the opportunity of the Contractor to seek other investigations and analysis of their own.

END OF SECTION 02 06 00