

DIVISION 100

GENERAL PROVISIONS

SECTION 101

DEFINITIONS AND TERMS

101.01 Terms and Abbreviations. Wherever in these specifications or in other contract documents the following terms or their abbreviations are used, the intent and meaning shall be interpreted as set forth in this section.

Wherever the following abbreviations are used in these specifications or on the plans, they are to be construed the same as the respective expressions represented:

AAN	American Association of Nurserymen
AAR	Association of American Railroads
AASHTO	American Association of State Highway and Transportation Officials
ACI	American Concrete Institute
AED	Associated Equipment Distributors
AGC	Associated General Contractors of America
AIA	American Institute of Architects
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
ALS	<i>American Lumber Standards</i>
ANLA	American Nursery & Landscape Association
ANSI	American National Standards Institute, Inc.
ARA	American Railway Association
AREA	American Railway Engineering Association
ASCE	American Society of Civil Engineers
ASLA	American Society of Landscape Architects
ASNS	<i>American Standard for Nursery Stock</i>
ASTM	American Society for Testing Materials
AWWA	American Water Works Association

AWPA	American Wood Preserver Association
AWS	American Welding Society
CRSI	Concrete Reinforcing Steel Institute
FHWA	Federal Highway Administration
FSS	Federal Specifications and Standards General Services Administration
NCHRP	Nation Cooperative Highway Research Program
SAE	Society of Automotive Engineers
SCMUTCD	<i>South Carolina Manual on Uniform Traffic Control Devices for Streets and Highways</i>
SPIB	Southern Pine Inspection Bureau
SSPC	Steel Structures Painting Council

101.02 Acceleration and Deceleration Lanes. The portion of the roadway adjoining the main traveled way consisting of tapers, widened areas or auxiliary lanes which function as speed change lanes, turning lanes and segments of traffic interchange connections.

101.03 Advertisement. The official notice publicly published by the Department inviting bids and carrying a description of the work, the proposal guaranty requirement, information concerning the date, place and hour of opening bids and other pertinent information.

101.04 Award. The official letter from the Director notifying the successful bidder that the proposed work has been awarded to it, and authorizing work to begin upon the execution, and approval of a satisfactory contract therefor, and bond to secure the performance thereof, and to such other conditions as may be specified or otherwise required by law.

101.05 Base Course. The layer or layers of specified or selected material of designated thickness or rate of application placed on a subbase or subgrade to comprise a component of the pavement structure to support the pavement or subsequent layer of the construction.

101.06 Bidder. Any individual, firm, corporation, or combination of same submitting a bid for the work contemplated, acting directly or through a duly authorized representative.

101.07 Bridge. A structure, including supports, erected over a depression or an obstruction, such as water, highway or railway, and having a track or passageway for carrying traffic or other moving loads and having a length measured along the center of roadway of more than 20 feet.

The length of a bridge structure is the overall length measured along the longitudinal centerline between undercopings of abutments or spring lines of arches, or extreme ends of openings for multiple boxes; it may also include multiple pipes, where the clear distance between openings is less than half of the smaller contiguous opening. The width is the clear width measured at right angles to the longitudinal centerline between the bottom of curbs.

101.08 Calendar Day. Every day shown on the calendar, Sundays and holidays included.

101.09 Change Order. A written order to the Contractor, signed by the Engineer, directing changes in the work within the provisions of the contract.

101.10 Channel. Natural or artificial water course.

101.11 Commission. The Commission of the South Carolina Department of Transportation.

101.12 Construction Estimate. The official written itemization of the value of materials in-place and work performed. Construction Estimate may also be referred to as Progress Estimate.

101.13 Contract. The executed agreement between the Department and the successful bidder, setting forth the obligations of the parties thereunder, including but not limited to,

the performance of the work, the furnishing of labor and materials, and the basis of payment.

The Contract includes the proposal, contract form, payment bond, performance and indemnity bond, these specifications, supplemental specifications, special provisions, general and detailed plans, and notice to proceed. Also any change orders, supplemental agreements, and force account work orders that are required to complete the construction of the work in an acceptable manner, including authorized extensions thereof, all of which constitute one instrument.

101.14 Contract Bond. The approved form of security, executed by the Contractor and its Surety or Sureties, guaranteeing complete execution of the contract and all supplemental agreements pertaining thereto, and the payment of all legal debts pertaining to the performance of the work.

101.15 Contract Item (Pay Item). An item of work specifically described and for which a price, either unit or lump sum, is provided. It includes the performance of all work and the furnishing of all labor, equipment, and materials described in the text of a specification item included in the contract or described in any subdivision of the text of the supplemental specifications or special provisions of the contract.

In the proposal, contract items are given a unique 7 digit Item Number. Generally, the first 3 digits correspond to a section of the standard specifications. The remaining 4 digits are for individual identification of each contract item.

101.16 Contract Modification Request (CMR). Departmental document that is used to change contract quantities for items with unit prices, provide for incentives, penalties, and adjustments for unit price items as provided in the original contract, delete contract items, and revise contract time.

101.17 (the) Contractor. The individual, firm, corporation, or combination thereof undertaking the execution of the work

under the terms of the contract and acting directly or through his, her, their, or its agents, employees or Subcontractors.

101.18 Contract Time. The number of calendar days or completion date specified in the proposal, indicating the time allowed for the completion of the work contemplated, including authorized time extensions.

In case a calendar date of completion is specified in the proposal, the work shall be completed by that date.

101.19 County. The County or Counties of South Carolina in which the work herein is to be done.

101.20 Crossover. A travelway connecting the two lanes of a divided highway to provide for the movement of traffic across or between the lanes.

101.21 Culvert. Any structure not classified as a bridge, that provides an opening under any roadway, including pipe culverts and any structure so named on the plans.

101.22 (the) Department. The South Carolina Department of Transportation.

101.23 (the) Director. The Executive Director of the South Carolina Department of Transportation

101.24 (the) Engineer. State Highway Engineer of the South Carolina Department of Transportation, acting directly or through a duly authorized representative, such representative acting within the scope of particular assigned duties or authority.

101.25 Equipment. All machinery, together with the necessary supplies for upkeep and maintenance, and all tools and apparatus necessary for the proper construction and acceptable completion of the work.

101.26 Extra Work. The performance of work or furnishing of material that is found necessary for proper completion of the improvement and that in principle is an obligation of the Contractor, but that is not covered by any item in the proposal and for which no means of payment, direct or indirect, has been provided in the contract. Such extra work shall be performed at duly negotiated prices by supplemental agreement or by force account.

101.27 Force Account Work Order. A written order of the State Highway Engineer directing the Contractor to perform extra work or furnish extra materials

101.28 Highway. A general term denoting a public way for purposes of vehicular travel, including the entire area within the right of way. This term will, in general be synonymous with "road" and "street".

101.29 Inspector. The authorized representative of the Engineer assigned to make detailed inspections of materials or contract performance.

101.30 Instructions to Bidders. The Notice to Contractors containing all necessary information as to provisions, requirements, date, place, and time of submitting proposals.

101.31 Laboratory. The official materials and testing laboratory of the Department at Columbia or any other materials and testing laboratory that may be designated by the Department.

101.32 Lump Sum. Costs to complete all work under a contract item (pay item). It includes all labor, equipment and material costs plus all overhead, profit, and any other direct or indirect cost or expense necessary to perform the work.

101.33 Major Item of Work. A contract item for which the original contract amount exceeds 10 percent of the total original contract amount.

101.34 Materials. Any substances specified for use in the construction of the project and its appurtenances.

101.35 Median. The portion of a divided highway separating the traveled ways for traffic in opposite directions.

101.36 Optimum Moisture Content for Compaction. The moisture content of a soil calculated based on dry weight of soil at which the soil can be compacted to the approximate maximum density under a specified standard method of compaction.

101.37 Parking Lane. An auxiliary lane adjoining the traveled way for vehicular parking.

101.38 Pavement. The uppermost layer of material placed on the traveled way, shoulders, or both usually placed as the wearing or riding surface. This term is used interchangeably with surface or surfacing.

101.39 Pavement Structure. The combination of subbase, base, pavement, surfacing, or other specified layer placed on the subgrade to support the traffic load and distribute it to the roadbed.

101.40 Payment Bond. The approved form of security furnished by the Contractor to guarantee the payment to all persons supplying labor and materials in the prosecution of the work in accordance with the terms of the contract.

101.41 Performance and Indemnity Bond. The approved form of security furnished by the Contractor to guarantee the completion of the work in accordance with the terms of the contract.

101.42 (the) Plans. The official approved engineering drawings including profiles, cross-sections, and supplemental drawings, or exact reproductions thereof that show the loca-

tion, character, dimensions, and details of the work to be done; and that are to be considered as a part of the contract supplementary to these specifications; and that are identified in the proposal form.

101.43 Preconstruction Conference. A conference following award and before the start of construction to be attended by a duly authorized representative of the Engineer and by the responsible officials of the Contractor and other affected parties.

101.44 Prequalification. The procedure established and administered by the Department by virtue of which prospective bidders are required to establish their responsibility and competence in advance of submitting proposals.

101.45 Project or File. The specific section or sections of highway together with all appurtenances and construction to be performed thereon under the contract.

101.46 Proposal. The written offer of the bidder, submitted on the prescribed proposal form, properly signed and guaranteed, to perform the work at the prices quoted by the bidder.

101.47 Proposal Form. The approved form on which the Department requires formal bids to be prepared and submitted for the work.

101.48 Proposal Guaranty. The security furnished by the bidder with the proposal for a project, as guaranty that it will enter into a contract for the work if its proposal is accepted.

101.49 Ramp. A connecting roadway between two intersecting highways, usually at a highway grade separation. Entrances to properties may also be referred to as ramps.

101.50 Right of Way. The land secured and reserved by the Department for the construction and maintenance of the highway.

101.51 Road. A general term denoting a public way for purposes of vehicular travel, including the entire area within the right of way. In general, this term will be synonymous with "highway" and "street."

101.52 Roadbed. The graded portion of a highway between the outside shoulder lines, prepared as a foundation for the pavement structure, median, and shoulders. Extensive areas between the roadway of divided highways will not be considered roadbed.

101.53 Roadside. The portion of the highway outside the roadway.

101.54 Roadside Development. Those items necessary to the complete highway that provide for the preservation of landscape materials and features; the rehabilitation and protection against erosion of all areas disturbed by construction through seeding, sodding, mulching, and the placing of other ground covers; such suitable planting and other improvements as may increase the effectiveness and enhance the appearance of the highway.

101.55 Roadway. The entire area between the outside limits of construction, including appertaining structures, all slopes, ramps, intersections, drives and side ditches, channels, waterways, etc. necessary for proper drainage.

101.56 SC-T-(#). The designation of a South Carolina Department of Transportation Research and Materials Laboratory Test Method.

101.57 Shop Plans. Drawings that contain manufacturing details of an item that will become a permanent part of the project and its appurtenances, such as bending diagrams for reinforcing steel, structural steel fabrication drawings, prestressing steel strand layout drawings, or any other sup-

plementary plans or similar data that the Contractor is required to submit to the Engineer for approval before fabrication.

101.58 Shoulders. The portion of the roadway contiguous with the traveled way for accommodation of stopped vehicles, for emergency use, and for lateral support of base and surface courses.

101.59 Sidewalk. That portion of the roadway primarily constructed for the use of pedestrians.

101.60 Skew or Skew Angle. The acute angle formed by the intersection of a line normal to the centerline of the roadway with a line parallel to the centerline of bents, piers, or abutments of a bridge, or in the case of a culvert, with the centerline of the culvert barrel(s).

101.61 (the) Special Provisions. Provisions inserted in the proposal form and contract revising or supplementing these specifications to cover conditions peculiar to the individual project.

101.62 (the) Specifications. The general term comprising all the directions, provisions, and requirements contained herein, entitled *South Carolina Department of Transportation Standard Specifications for Highway Construction*, together with any supplemental specifications or special provisions that may be added, and all documents of any description, including notes on plans, pertaining to the method and manner of performing the work or to the quantities and qualities of materials to be furnished under the contract.

101.63 Specified Completion Date. The date on which the contract work is specified to be completed.

101.64 (the) State. The State of South Carolina.

101.65 (the) State Highway Engineer. The State Highway Engineer of the South Carolina Department of Transportation.

101.66 Street. A general term denoting a public way for purposes of vehicular travel, including the entire area within the right of way. This term will, in general, be synonymous with "highway" and "road."

101.67 Structures Bridges, culverts, catch basins, drop inlets, manholes, retaining walls, cribbing, end walls, buildings, sewers, service pipes, underdrains, foundation drains and other miscellaneous items that may be encountered in the work, and that are not otherwise classified herein.

101.68 Subbase. The layer or layers of specified or selected material of designated thickness or rate of application placed on a subgrade to comprise a component of the pavement structure to support the base course, pavement, or subsequent layer of the construction.

101.69 Subcontractor. Any individual, firm or corporation to whom the Contractor sublets any part of the Contract.

101.70 Subgrade. The top surface of a roadbed upon which the pavement structure and shoulders are constructed.

101.71 Substructure. All of that part of the structure below the bridge seats or below the spring lines of concrete arches. Backwalls and wingwalls of abutments shall be considered as parts of the substructure.

101.72 Superintendent. The Contractor's authorized representative in responsible charge of the work.

101.73 Superstructure. All of that part of the structure above the bridge seats or above the spring lines of concrete arches.

101.74 Supplemental Agreement (SA). A written agreement made and entered into by and between the Contractor

and the Department, covering alterations and unforeseen work incidental to the proper completion of the project, when such work is to be paid for at an agreed unit or lump sum price.

Such supplemental agreement becomes a part of the contract when approved and properly executed.

101.75 Supplemental Specifications. Specifications adopted after the publication of the standard specifications and that constitute a part thereof and of the contract. Supplemental specifications shall prevail over standard specifications when in conflict therewith.

101.76 Surety. The corporation, partnership or individual bound with and for the Contractor for the full and complete performance of the contract, and for the payment of all debts pertaining to the work.

101.77 Temporary Structure. A structure required for the use of traffic while construction is in progress, and not to be retained as part of the improvement.

101.78 Titles (or Headings). The titles or headings of the sections and subsections of these standard specifications are in bold type herein and are intended for convenience of reference and shall not be considered as having any bearing on their interpretation.

101.79 Traffic Lane. That portion of a traveled way for the movement of a single line of vehicles.

101.80 Traveled Way or Travelway. The portion of the roadway for the movement of vehicles, exclusive of the shoulders.

101.81 Understood "By the Engineer." In order to avoid cumbersome and confusing repetition of expressions in these specifications, it is provided that whenever anything is, or is to

be, done, if, as, or, when, or where "contemplated, required, determined, directed, specified, authorized, ordered, given, designated, indicated, necessary, considered necessary, deemed necessary, permitted, reserved, suspended, established, approval, approved, disapproved, acceptable, unacceptable, suitable, accepted, satisfactory, unsatisfactory, sufficient, insufficient, rejected, or condemned," it shall be understood as if the expression were followed by the words "by the Engineer" or "to the Engineer."

101.82 Unit Price. Costs for each unit of a contract item (pay item). It includes all labor, equipment and material costs plus all overhead, profit, and any other direct or indirect costs or expenses necessary to perform the work.

101.83 (the) Work. Work shall mean the furnishing of all labor, materials, equipment, transportation and other incidentals necessary to the successful completion of the project or the portion of the project involved and the carrying out of all the duties and obligations imposed by the Contract. The scope of the work is defined by the contract as defined in Subsection **101.13**.

101.84 Working Drawings. Erection plans, falsework plans, cofferdam plans, temporary structure plans, or any other supplementary plans or similar data that the Contractor is required to submit to the Engineer for approval before assembly of the subject of the drawings on the project site.

SECTION 102

BIDDING REQUIREMENTS AND CONDITIONS

102.01 Prequalification. Unless otherwise specified, all bidders on projects let to contract by the Department must be