

Division 1

General Requirements

SECTION 01010
SUMMARY OF WORK

1.01 WORK COVERED BY CONTRACT DOCUMENTS

- A. Work under this Contract includes the furnishing of all labor, materials, components, equipment and tools necessary to complete all work for the construction of
- B. Abbreviated Written Summary: The work of the Contract can be summarized by reference to the Contract Documents. Work of this Contract includes the coordination of the entire work indicated by the Contract Documents. Work of the Contract is also unavoidably affected or influenced by governing regulations, natural phenomenon including weather conditions, and other forces outside the Contract Documents. Briefly, without limitation the work can be summarized as follows:
1. **Remove existing interior restroom and office on first floor**
 2. **Install two new accessible restrooms**
 3. **Install new accessible doors**
 4. **Install new entrance accessible ramp**
 5. **Install new mechanical systems for fire station**

1.02 CONTRACTORS USE OF PREMISE

- A. The Contractor shall be permitted the use of the project site and curb side staging areas, as approved by local authorities, during the entire construction period until the Substantial Completion of the work. During the period of such use the Contractor shall maintain this area in a clean, safe and secure manner and in conformance with the applicable requirements of these Specifications. The Contractor's liability insurance shall include this area as the Project Site.
- B. The use of and the infringement of the construction work upon city streets and the interference with vehicular traffic which such work creates shall be arranged and regulated as required and as approved by the local authorities.
- C. The committing of nuisances on the site, in the building or on adjacent property by any person in the employ of the Contractor, his subcontractors or his suppliers shall be vigorously prohibited and adequate steps shall be taken by the Contractor to prevent it.

1.03 EXISTING CONDITIONS

- A. The Contractor acknowledges that he has inspected the existing site and has familiarized himself with any and all difficulties that may exist.

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- B. No claim for additional compensation or extension of time will be allowed by the Owner because of lack of Contractor's full knowledge of existing conditions or difficulties attending the execution of this Contract.
- C. Contractor shall verify all existing dimensions, elevations and conditions shown on drawings. Notify the Owner in writing of any discrepancies found before proceeding with the work.

1.04 PROTECTION OF PROPERTY

- A. Existing Surfaces and Facilities:
 - 1. Take positive action to protect all existing surfaces and facilities from any damage resulting from construction operations unless modifications to the surfaces or facilities are required as part of the contract.
 - 2. Protect all paving, landscaping, and utility facilities from damage caused by mobile and stationery equipment, including vehicles delivering materials to the site.
 - 3. Protect all finished surfaces through which materials are handled against any possible damage resulting from the conduct of the work by all trades.
- B. Utilities: Protect existing utilities, including catch basins, and cause no interruptions of service.
- C. Detection of Damage: A damage survey will be made prior to the start of work. The survey will be jointly conducted by the Contractor and the Owner.
- D. Repair of Damages: As soon as possible after discovery of any damage by construction to surfaces or facilities which are to remain in place, repair such damage. All repairs shall result in conditions equal in strength to the previous conditions. All repaired surfaces shall be identical in color and texture to the adjacent existing materials, except that where materials can not be matched, refinish the surrounding area to give a uniform appearance acceptable to the Owner.

1.05 CLEANING AND RUBBISH REMOVAL

- A. Carry out periodic cleaning and rubbish removal to leave premises free from debris, paper, rubbish and discarded material in excess of a truck load at end of each week. Permit no burying of rubbish, paper and discarded building material.

1.06 FIRE PROTECTION

- A. Take adequate precautions against fire throughout all operations. Flammable material shall be kept at an absolute minimum and shall be properly handled and

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stored. Except as otherwise provided herein, do not permit fires to be built or open salamanders to be used in any part of the work.

- B. Construction practices, including cutting and welding and protection during construction, shall be in accordance with the published standards of the Factory Insurance Association and the National Fire Protection Association. Provide approved non-freeze portable fire extinguishers distributed about the project.
- C. Store gasoline and other flammable liquids in Underwriter's Laboratories listed safety containers in conformance with the National Board of Fire Underwriter's recommendations. Storage, however, shall not be within the building.

1.07 QUANTITIES

- A. Where technical specifications refer to any material, item, assembly, system, component or the like in singular, such reference shall be taken in the plural where required in more than one location and the correct numbers of items shall be provided by the Contractor at each location at no additional cost to the Owner.

1.08 SECURITY

- A. The General Contractor shall be solely responsible for the security of all materials used in the work and for all work in progress including all tools and plant.

END OF SECTION

Section 01020
SPECIAL CONDITIONS

1. **GENERAL**

- A. Drawings and general provisions of the Contract, including General Conditions and Division I Specification Sections, apply to work specified in this Section.

2. **SPECIAL CONDITIONS**

A. Examination of the Site:

All contractors submitting proposals for this work shall first examine the site and all conditions therein. All proposals shall take into consideration all such conditions as may affect the work under this contract.

B. Grades, Lines, Levels and Surveys:

1. All grades, lines, levels and bench marks shall be established and maintained by the General Contractor who shall be responsible for same.
2. Verify all grades, lines, levels and dimensions, as shown on the drawings, and report any errors or inconsistencies discovered in the above to the Engineer before commencing work.

C. Progress Charts:

1. As soon as practicable (not more than 7 days) after the award of the contract, the Contractor shall furnish progress charts to the following:
 - a. Owner
 - b. Project Manager
 - c. Job Superintendent
2. May be bar type or CPM charts
3. Revise charts as work progress deviates from chart schedule or when requested by the Engineer.

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D. Field Measurements:

The General Contractor shall take measurements in the field to verify or supplement dimensions indicated on drawings and shall be responsible for accurate fit of specified work.

E. Protection:

1. The Contractor shall install and maintain protection to slab attachments such as sprinkler lines, ventilation ductwork and fans etc. prior to concrete removal.
2. Any electrical conduit and wiring work in the work areas is to be performed by Owner.
3. The Contractor will be held responsible for all his work and materials provided for by the plans and specifications until the work is completed and accepted.

F. Ventilation:

1. The General Contractor shall provide effective ventilation of the structure throughout the construction period.
2. The ventilation shall be under control to avoid excessive rates of dust.

G. Lawful Fees:

All contractors shall obtain and pay for all permits, licenses, certificates, inspections or other legal fees both permanent or temporary which are required for the execution of his contract.

H. Weather Protection:

1. All contractors shall at all times provide protection against weather so as to maintain their work, materials, apparatus, and fixtures free from injury or damage. At the end of the day's work, all new work likely to be damaged shall be covered.
2. During cold weather the Contractor shall protect all work from damage.
3. Any work damaged by failure to provide above protection shall be removed and replaced with new work at the Contractor's expense.

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4. In cold weather, contractor shall provide cold weather protection and heating for proper installation of waterproofing elements as required by the material manufacturers.
- I. Project Sign:
1. No signs or advertisements will be allowed to be displayed without the approval of the Owner.
 2. The general contractor may erect one painted sign as approved by the engineer, giving the names and addresses of: (1) the Project, (2) the Owner (3) Operator (4) the Engineer and (5) the Prime Contractors.
 3. The Owner shall approve the size, color, lettering and location of the sign.
 4. The above sign shall be the only sign or advertisement displayed on the building or site.
- J. Work in Existing Garage:
1. The Contractor shall be responsible for all work relating to all trades and remove, cutoff and cap, rewire or repipe existing electrical, plumbing, heating and ventilating lines and materials as required.
 2. The Contractor shall furnish and install all temporary dustproof partitions or barriers, cover all supply and exhaust grilles, and hang dust cloths and drapes as required to protect the garage portions designated for parking, and any and all affected areas of the existing building from construction dirt and debris. The contractor is responsible for preventing the spread of construction dirt and debris into all areas outside the designated construction areas.
 3. Wherever demolition and cutting work has occurred, or where existing surfaces and materials of items or equipment have been damaged or disturbed as a result of this contract, the said surfaces and areas shall be carefully closed up, patched and finished, and materials of items or equipment shall be repaired, restored or replaced as required to completely restore all such surfaces, areas, materials, etc. All surfaces patched and restored shall match the existing surrounding surfaces and they shall be completely and properly finished.

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K. Restoration:

Where existing properties, streets, paving, curbs, etc. are removed or damaged as a result of work operations, the responsible contractor shall restore the foregoing items to match the original conditions or as required by local authorities.

L. Entry:

The General Contractor shall pay the cost of repair or replacement from theft or damage to existing equipment, material or work due to negligence by the General Contractor in securing the project site and adjacent areas affected by the contractor's operations.

M. Guarantees:

Work guaranteed for a period greater than that described in the General Conditions shall have a written guarantee. The guarantee will be as described in the related specification section governing that work or elsewhere in the specification. The guarantee shall be submitted prior to final payment for the project. Unless otherwise noted all repair work shall be guaranteed free from defects in material and workmanship for a period of five years from the date of final completion.

N. Clean Up:

1. During construction the Contractor shall do the following:

- a. Oversee cleaning and ensure that the building and grounds are maintained free from accumulations of waste materials and rubbish.
- b. At as many intervals as required during the progress of the work, clean up work area and dispose of waste materials, rubbish and debris.
- c. Provide one container for use by each subcontractor for collection of waste materials, rubbish and debris.
- d. Do not allow waste materials, rubbish and debris to accumulate and become an unsightly or hazardous condition.
- e. Legally dispose of all waste materials in public or private dumping areas.

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- f. Schedule cleaning operations so that dust and other contaminants resulting from the cleaning process will not fall on wet, newly installed surfaces and materials.
2. During final cleaning, the Contractor shall do the following:
 - a. Use experienced workmen, or professional cleaners for final cleaning.
 - b. At completion of construction and just prior to acceptance or occupancy, conduct a final inspection of exposed interior and exterior surfaces.
 - c. Remove grease, dust, stains, labels, fingerprints, and other foreign materials from interior and exterior surfaces.
 - d. Repair, patch, and touchup marred surfaces to match adjacent finishes.
 - e. Wash both surfaces of all existing glass.
 - f. Clean any ductwork, light fixtures or piping exposed to construction dust.
- O. Jobsite Safety:

Caution shall be exercised by the Contractor at all times for the protection of persons and property and all safety regulations and other provisions of applicable Federal, State and local laws, Building and Construction codes, including the requirements of the Occupational Safety and Health Administration shall be observed.

The Plans do not include standards or guidelines for construction safety. The Contractor shall be responsible for the adequacy and safety of all construction methods and the safe prosecution of the Work, including but not limited to forms, false work, scaffolding, protective barricades, protective rails and warning lights. It is expressly stipulated that any examination and/or approval by the Engineer of the contractor's plans for such items as well as for any other items needed for the prosecution of the work will cover only general conformance with the design concept of the project and general compliance with the information given in the Contract Documents. Contractor shall assume full and complete responsibility for safe prosecution of the Work at all times and for obtaining satisfactory results.

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During the course of the performance of the Work under the Contract, if any operation, practice, or condition is deemed by the Engineer to be unsafe, the Contractor, when notified verbally, later confirmed in writing by the Engineer, shall take such corrective action immediately as appropriate.

Nothing in the foregoing paragraphs shall be construed as relieving the Contractor from full responsibility of safe prosecution of the Work at all times. In the event the Owner, the Engineer or his representatives are held by court of administrative body to be liable for personal injuries or damages to property arising from deficiencies in the jobsite safety, the Contractor shall promptly indemnify and hold them harmless.

P. Parking:

1. Construction equipment and vehicles are limited to the construction area or off site. Any other required special areas shall be coordinated with the Management.

Q. Construction Personnel:

1. Sanitary facilities, water fountains and other facilities required for the contractor's employees shall be provided by the contractor and shall be located at a location acceptable to the owner.

END OF SECTION

SECTION 01026

UNIT PRICES

PART 1 - GENERAL

1.01 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 SUMMARY:

- A. This Section specifies administrative and procedural requirements for unit prices.
 - 1. A unit price is an amount proposed by Bidders and stated on the Bid Form as a price per unit of measurement for materials and/or services that will be added to or deducted from the Contract Sum by Change Order in the event the estimated quantities of Work required by the Contract Documents are increased or decreased.
 - 2. Unit prices include all necessary labor, materials, equipment and incidentals, overhead, profit and applicable taxes.
 - 3. Refer to individual Specification Sections for construction activities requiring the establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.
- B. Schedule: A "Unit Price Schedule" is included at the end of this Section. Specification Sections referenced in the Schedule contain requirements for materials and methods described under each unit price.
 - 1. The Owner reserves the right to reject the Contractor's measurement of work-in-place that involves use of established unit prices, and to have this Work measured by an independent surveyor acceptable to the Contractor at the Owner's expense.

PART 2 - PRODUCTS (Not Applicable).

PART 3 - EXECUTION

3.01 UNIT PRICE SCHEDULE:

- A. Unit prices for all items are as shown in the Bid Forms shall be considered an integral part of this Section.

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3.02 PAYMENT FOR EXTRA WORK:

- A. Extra work which results from any of the changes as specified and for which no unit price is provided in the Contract, shall not be started until receipt of a written authorization or work order from the Owner, which authorization shall state the items of work to be performed and the method of payment for each item. The Contractor shall not be entitled to payment for work performed without such authorization.
- B. If it is practicable to pay for Extra Work on the unit price, or lump sum basis, a fair and equitable sum shall be fixed by agreement of the parties and shown in an Extra Work Order Agreement. Work to be performed directly by the Contractor should be submitted showing a detailed breakdown of labor and material costs to which a 15 percent markup should be added for overhead and profit.
- C. Work to be performed by the subcontractor should be submitted showing a detailed breakdown of labor and materials by the subcontractor to which a five percent markup should be added by the Contractor for overhead and profit.
- D. When the Owner deems it impracticable to handle any Extra Work on the unit price or lump sum basis, or if agreement of the parties cannot be reached, the work may be ordered done and paid for on a Force Account basis, as follows:
 - 1. Labor: The Contractor will be paid the actual amount of wages for all labor and foremen who are actually engaged in such work, to which cost shall be added 10 percent of the sum of such wages. A foreman shall not be used when there are less than three laborers employed, except with the written consent of the Engineer.
 - 2. Welfare and Pension Fund: The Contractor will receive the actual additional amount of contributions paid for regular and uniform health and welfare benefits, pension fund benefits or other benefits, to which 10 percent shall be added, when such amounts are required by collective bargaining agreement or other employment contract generally applicable to the class of labor employed on the Work.
 - 3. Insurance and Tax: The Contractor will receive the actual cost or increase in cost of Contractor's Public Liability and Property Damage insurance, Workmen's Compensation tax, and Social Security tax required for Force Account work. The Contractor shall furnish satisfactory evidence of the cost or rates paid for such insurance and tax.
 - 4. Materials: The Contractor will receive the actual cost for all materials, including freight charges as shown by the original paid invoices, which become an integral part of the finished work, to which shall be added 10 percent of the sum thereof.

The Contractor will be reimbursed for any materials used in the construction of such work as sheeting, falsework, form lumber, etc., which

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are not an integral part of the finished work. The amount of reimbursement shall be agreed upon in writing before such work is begun, and no percent shall be added. The salvage value of such materials shall be taken into consideration in the reimbursement agreed upon.

5. Equipment: For any machinery or special equipment (other than small tools), the use of which has been authorized by the Engineer, the Contractor will be paid as following:

a. For his own equipment, he will be paid by the monthly rate in accordance with the latest edition of Means Construction Cost Data.

b. For rental equipment, he will be paid for the actual invoice amount as shown by the original paid invoices.

The equipment shall be of a type and size reasonably required to complete the Extra Work. Compensation will not be allowed for transportation to or from The Work or for the time required for setting up and removing the equipment from The Work or for equipment of a type, size or condition unsuitable for The Work.

3.03 CANCELED ITEMS:

A. It shall be in the sole judgment and sole discretion of the Engineer or its representatives to cancel or alter any or all portions of the Contract due to circumstances either unknown at the time of bidding or arising after the Contract was entered into. Should such actions result in elimination or non-completion of any portion of the Contract, payment shall be made as follows:

1. For the canceled work completed by the Contractor, payment shall be made to the Contractor for the actual number of units or items completed at the Contract unit or lump sum prices. For canceled work partially completed by the Contractor, payment shall be made to the Contractor for the partially completed units or items as specified in Payment for Extra Work.

2. For materials obtained by the Contractor for the unfinished (uncompleted) portions of the canceled work, that have been inspected, tested and accepted by the Engineer, and that have not been incorporated in the canceled work, payment shall be made to the Contractor for the actual costs for all such materials, including freight charges, as shown by the original paid invoices, to which shall be added 10 percent of the sums thereof. The materials, when so paid for by the Owner, shall become the property of the Owner.

3.04 PARTIAL PAYMENTS:

A. The Engineer shall review the Contractor's pay request for materials in-place and completed, the amount of work performed, and the value thereof, at the Contract Unit Prices. From the amount so determined there shall be deducted ten percent to be retained until after the completion of the entire work to the satisfaction of the

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Engineer, and the balance certified to the Owner for payment. Notwithstanding the above, after 50 percent or more of the work is completed, the Engineer may certify the remaining partial payments or some of them without any further retention, provided that satisfactory progress is being made in accordance with the Contract requirements and continues to be made, and provided that the amount retained shall not be less than five percent of the total adjusted Contract Price.

- B. If stored matter is lost or damaged prior to incorporation in The Work, the materials shall be replaced or satisfactory repaired at the Contractor's expense. Where payment is made for materials in storage and not yet incorporated into The Work, the Contractor shall provide to the Owner, satisfactory evidence of insurance against loss by damage or disappearance. The Contractor shall pay and be responsible for cost of storage, if any, of said materials.

3.05 ADJUSTMENT OF UNIT PRICES BASED ON ACTUAL QUANTITIES PERFORMED:

- A. For unit price bid items, the quantities as listed in the schedule of bid items are estimates only. The Contractor will be required to complete the work specified in accordance with the Contract and at the quoted unit prices, whether quantities greater or less than the estimated amounts are involved. Should the actual quantity of a unit price pay item vary from the original estimate, the following adjustments to the unit prices shall be made:
1. When the actual quantity of a unit price pay item is less than 75 percent of the original bid estimate, the Contract will be paid an amount equal to the actual quantity times the original unit price plus 10 percent of the difference between this amount and the original estimated quantity times the original unit price for that particular item.
 2. When the actual quantity of a unit price pay item is greater than 120 percent of the original bid estimate (based upon prior approval to exceed this quantity by the Owner and Engineer) the Contractor will be paid for the actual work performed in excess of the 120 percent of the original bid estimate at an adjusted unit price of 0.90 times the original unit price. The first 120 percent of the bid estimate quantity will be paid at the original unit price.
- B. The foregoing provisions shall be instituted only after it can be accurately determined that the actual contract sum for the project (exclusive of all change orders unrelated to the original scope of work) will be greater than or less than the original contract sum by more than 5 percent. Until such time that this determination can be made, the Contractor will be paid at his base unit price for actual quantities of work performed. No associated adjustments will be made to lump sum items within the original contract sum due to changes in the actual quantities of unit price items and the Contractor shall not be entitled to an adjusted compensation for unit price items that are deleted in their entirety from the actual scope of work performed.

END OF SECTION

Section 01027
APPLICATIONS FOR PAYMENT

PART 1 GENERAL

1.01 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division_1 Specification Sections, apply to this Section.

1.02 SUMMARY:

- A. This Section specifies administrative and procedural requirements governing the Contractor's Applications for Payment.
- B. This Section specifies administrative and procedural requirements governing each prime Contractor's Applications for Payment.
 - 1. Coordinate the Schedule of Values and Applications for Payment with the Contractor's Construction Schedule, List of Subcontracts, and Submittal Schedule.
- C. The Contractor's Construction Schedule and Submittal Schedule are included in Section "Submittals."

1.03 SCHEDULE OF VALUES:

- A. Coordinate preparation of the Schedule of Values with preparation of the Contractor's Construction Schedule.
- B. Each prime Contractor shall coordinate preparation of its Schedule of Values for its part of the Work with preparation of the Contractors' Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
 - a. Contractor's construction schedule.
 - b. Application for Payment form.
 - c. List of subcontractors.
 - d. Schedule of allowances.
 - e. Schedule of alternates.

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- f. List of products.
 - g. List of principal suppliers and fabricators.
 - h. Schedule of submittals.
 2. Submit the Schedule of Values to the Engineer at the earliest feasible date, but in no case later than 7 days before the date scheduled for submittal of the initial Application for Payment.
 3. Sub Schedules: Where the Work is separated into phases that require separately phased payments, provide sub schedules showing values correlated with each phase of payment.
- C. Format and Content: Use the Project Manual Table of Contents as a guide to establish the format for the Schedule of Values.
 1. Identification: Include the following Project identification on the Schedule of Values:
 - a. Project name and location.
 - b. Name of the Engineer.
 - c. Project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
 2. Arrange the Schedule of Values in a tabular form with separate columns to indicate the following for each item listed:
 - a. Generic name.
 - b. Related Specification Section.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that have affected value.
 - g. Dollar value.
 - h. Percentage of Contract Sum to the nearest one-hundredth percent, adjusted to total 100 percent.
 3. Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Break principal subcontract amounts down into several line items.

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4. Round amounts off to the nearest whole dollar; the total shall equal the Contract Sum.
5. For each part of the Work where an Application for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed, provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
6. Unit Cost Allowances: Show line item value of unit cost allowances as a product of unit cost times measured quantity as estimated from the best indication in the Contract Documents.
7. Margins of Cost: Show line items for indirect costs, and margins on actual costs, only to the extent that such items will be listed individually in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be complete including its total cost and proportionate share of general overhead and profit margin.
 - a. At the Contractor's option, temporary facilities and other major cost items that are not direct cost of actual work in place may be shown as separate line items in the Schedule of Values or distributed as general overhead expense.
8. Schedule Updating: Update and resubmit the Schedule of Values when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.04 APPLICATIONS FOR PAYMENT:

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Architect and paid for by the Owner.
 1. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.
- B. Payment Application Times: Each progress payment date is as indicated in the Agreement. The period of construction Work covered by each Application or Payment is the period indicated in the Agreement.

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- C. **Payment Application Times:** The date for each progress payment is the 15th day of each month. The period of construction Work covered by each Application for Payment is the period ending 15 days prior to the date for each progress payment and starting the day following the end of the preceding period.
- D. **Payment Application Forms:** Use AIA Document G 702 and Continuation Sheets G 703 as the form for Application for Payment.
- E. **Payment Application Forms:** Use forms provided by the Owner for Applications for Payment; sample copies are included at the end of this Section.
- F. **Application Preparation:** Complete every entry on the form, including notarization and execution by person authorized to sign legal documents on behalf of the Owner. Incomplete applications will be returned without action.
 - 1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions have been made.
 - 2. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.
- G. **Transmittal:** Submit 3 executed copies of each Application for Payment to the Architect by means ensuring receipt within 24 hours; one copy shall be complete, including waivers of lien and similar attachments, when required.
 - 1. Transmit each copy with a transmittal form listing attachments, and recording appropriate information related to the application in a manner acceptable to the Architect.
- H. **Waivers of Mechanics Lien:** With each Application for Payment, submit waivers of mechanics lien from every entity who may lawfully be entitled to file a mechanics lien arising out of the Contract, and related to the Work covered by the payment.
- I. **Waivers of Mechanics Lien:** With each Application for Payment, submit waivers of mechanics liens from subcontractors or sub subcontractors and suppliers for the construction period covered by the previous application.

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1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
 2. When an application shows completion of an item, submit final or full waivers.
 3. The Owner reserves the right to designate which entities involved in the Work must submit waivers.
 4. Waiver Delays: Submit each Application for Payment with the Contractor's waiver of mechanics lien for the period of construction covered by the application.
 - a. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of Work covered by the application who could lawfully be entitled to a lien.
 5. Waiver Forms: Submit waivers of lien on forms, and executed in a manner, acceptable to Owner.
- J. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include the following:
1. List of subcontractors.
 2. List of principal suppliers and fabricators.
 3. Schedule of Values.
 4. Contractor's Construction Schedule (preliminary if not final).
 5. Schedule of principal products.
 6. Schedule of unit prices.
 7. Submittal Schedule (preliminary if not final).
 8. List of Contractor's staff assignments.
 9. List of Contractor's principal consultants.
 10. Copies of building permits
 11. Copies of authorizations and licenses from governing authorities for performance of the Work.
 12. Initial progress report.
 13. Report of preconstruction meeting.
 14. Certificates of insurance and insurance policies.

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15. Performance and payment bonds (if required).
 16. Data needed to acquire Owner's insurance.
 17. Initial settlement survey and damage report, if required.
- K. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment; this application shall reflect any Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- L. Administrative actions and submittals that shall proceed or coincide with this application include:
1. Occupancy permits and similar approvals.
 2. Warranties (guarantees) and maintenance agreements.
 3. Test/adjust/balance records.
 4. Maintenance instructions.
 5. Meter readings.
 6. Startup performance reports.
 7. Changeover information related to Owner's occupancy, use, operation and maintenance.
 8. Final cleaning.
 9. Application for reduction of retainage, and consent of surety.
 10. Advice on shifting insurance coverages.
 11. Final progress photographs.
 12. List of incomplete Work, recognized as exceptions to Architect's Certificate of Substantial Completion.
- M. Final Payment Application: Administrative actions and submittals which must precede or coincide with submittal of the final payment Application for Payment include the following:
1. Completion of Project closeout requirements.
 2. Completion of items specified for completion after Substantial Completion.
 3. Assurance that unsettled claims will be settled.
 4. Assurance that Work not complete and accepted will be completed without undue delay.
 5. Transmittal of required Project construction records to Owner.
 6. Proof that all taxes, fees and similar obligations have been paid.
 7. Removal of temporary facilities and services.
 8. Removal of surplus materials, rubbish and similar elements.

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PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

END OF SECTION

SECTION 01040

PROJECT COORDINATION

PART 1 - GENERAL

1.01 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 SUMMARY:

- A. This Section specifies administrative and supervisory requirements necessary for Project coordination including, but not necessarily limited to:
 - 1. Coordination.
 - 2. Administrative and supervisory personnel.
 - 3. General installation provisions.
 - 4. Cleaning and protection.
- B. Requirements for the Contractor's Construction Schedule are included in Section "Submittals".

1.03 COORDINATION:

- A. Coordination: Coordinate construction activities included under various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections of the Specifications that are dependent upon each other for proper installation, connection, and operation.
 - 1. Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, schedule construction activities in the sequence required to obtain the best results.
 - 2. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Where necessary, prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.
 - 1. Prepare similar memoranda for the Owner and separate Contractors where coordination of their Work is required.

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- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of schedules.
 2. Installation and removal of temporary facilities.
 3. Delivery and processing of submittals.
 4. Progress meetings.
 5. Project Close-out activities.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
1. Salvage materials and equipment involved in performance of, but not actually incorporated in, the Work. Refer to other sections for disposition of salvaged materials that are designated as Owner's property.

1.04 SUBMITTALS

- A. Coordination Drawings: Prepare and submit coordination Drawings where close and careful coordination is required for installation of products and materials fabricated off-site by separate entities, and where limited space availability necessitates maximum utilization of space for efficient installation of different components.
1. Show the interrelationship of components shown on separate Shop Drawings.
 2. Indicate required installation sequences.
 3. Comply with requirements contained in Section "Submittals."
- B. Staff Names: Within 15 days of Notice to Proceed, submit a list of the Contractor's principal staff assignments, including the Superintendent and other personnel in attendance at the site; identify individuals, their duties and responsibilities; list their addresses and telephone numbers.
1. Post copies of the list in the Project meeting room, the temporary field office, and each temporary telephone.

PART 2 - PRODUCTS (Not Applicable).

PART 3 - EXECUTION

3.01 GENERAL INSTALLATION PROVISIONS

- A. Inspection of Conditions: Require the Installer of each major component to

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inspect both the substrate and conditions under which Work is to be performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.

- B. Manufacturer's Instructions: Comply with manufacturer's installation instructions and recommendations, to the extent that those instructions and recommendations are more explicit or stringent than requirements contained in Contract Documents.
- C. Inspect materials or equipment immediately upon delivery and again prior to installation. Reject damaged and defective items.
- D. Provide attachment and connection devices and methods necessary for securing work. Secure Work true to line and level. Allow for expansion and building movement.
- E. Visual Effects: Provide uniform joint widths in exposed Work. Arrange joints in exposed Work to obtain the best visual effect. Refer questionable choices to the Architect for final decision.
- F. Recheck measurements and dimensions, before starting each installation.
- G. Install each component during weather conditions and Project status that will ensure the best possible results. Isolate each part of the completed construction from incompatible material as necessary to prevent deterioration.
- H. Coordinate temporary enclosures with required inspections and tests, to minimize the necessity of uncovering completed construction for that purpose.
- I. Mounting Heights: Where mounting heights are not indicated, install individual components at standard mounting heights recognized within the industry for the particular application indicated. Refer questionable mounting height decisions to the Consultant for final decision.

3.02 CLEANING AND PROTECTION

- A. During handling and installation, clean and protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- B. Clean and maintain completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- C. Limiting Exposures: Supervise construction activities to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to, the following:

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1. Excessive static or dynamic loading.
2. Excessively high or low temperatures.
3. Air contamination or pollution.
4. Water or ice.
5. Solvents.
6. Chemicals.
7. Puncture.
8. Abrasion.
9. Heavy traffic.
10. Soiling, staining and corrosion.
11. Bacteria.
12. Combustion.
13. Electrical current.
14. Unusual wear or other misuse.
15. Contact between incompatible materials.
16. Destructive testing.
17. Misalignment.
18. Excessive weathering.
19. Unprotected storage.
20. Improper shipping or handling.
21. Theft.
22. Vandalism.

END OF SECTION

SECTION 01045

CUTTING AND PATCHING

PART 1 - GENERAL

1.01 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 SUMMARY:

- A. This Section specifies administrative and procedural requirements for cutting and patching.
- B. Refer to other Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
 - 1. Requirements of this Section apply to existing plumbing and electrical installations.
- C. Demolition of selected portions of the building for alterations is included in Section "Selective Demolition."

1.03 SUBMITTALS:

- A. Cutting and Patching Proposal: Where approval of procedures for cutting and patching is required before proceeding, submit a proposal describing procedures well in advance of the time cutting and patching will be performed and request approval to proceed. Include the following information, as applicable, in the proposal:
 - 1. Describe the extent of cutting and patching required and how it is to be performed; indicate why it cannot be avoided.
 - 2. Describe anticipated results in terms of changes to existing construction; include changes to structural elements and operating components as well as changes in the building's appearance and other significant visual elements.
 - 3. List products to be used and firms or entities that will perform Work.
 - 4. Indicate dates when cutting and patching is to be performed.
 - 5. List utilities that will be disturbed or affected, including those that will be relocated and those that will be temporarily out-of-service. Indicate how long service will be disrupted.

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6. Where cutting and patching involves addition of reinforcement to structural elements, submit details and engineering calculations to show how reinforcement is integrated with the original structure.
7. Approval by the Consultant to proceed with cutting and patching does not waive the Consultant's right to later require complete removal and replacement of a part of the Work found to be unsatisfactory.

1.04 QUALITY ASSURANCE:

- A. Requirements for Structural Work: Do not cut and patch structural elements in a manner that would reduce their load-carrying capacity or load-deflection ratio.
 1. Obtain approval of the cutting and patching proposal before cutting and patching the following structural elements:
 - a. Foundation construction.
 - b. Bearing and retaining walls.
 - c. Structural concrete.
 - d. Structural steel.
 - e. Lintels.
 - f. Timber and primary wood framing.
 - g. Structural decking.
 - h. Stair systems.
 - i. Miscellaneous structural metals.
 - j. Exterior curtain wall construction.
 - k. Equipment supports.
 - l. Piping, ductwork, vessels and equipment.
- B. Operational and Safety Limitations: Do not cut and patch operating elements or safety related components in a manner that would result in reducing their capacity to perform as intended, or result in increased maintenance, or decreased operational life or safety.
 1. Obtain approval of the cutting and patching proposal before cutting and patching the following operating elements or safety related systems:
 - a. Shoring, bracing, and sheeting.
 - b. Primary operational systems and equipment.
 - c. Air or smoke barriers.
 - d. Water, moisture, or vapor barriers.
 - e. Membranes and flashings.
 - f. Fire protection systems.
 - g. Noise and vibration control elements and systems.
 - h. Control systems.
 - i. Communication systems.
 - j. Conveying systems.
 - k. Electrical wiring systems.

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- C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces, in a manner that would, in the Consultant's opinion, reduce the building's aesthetic qualities, or result in visual evidence of cutting and patching. Remove and replace Work cut and patched in a visually unsatisfactory manner.
1. If possible retain the original installer or fabricator to cut and patch the following categories of exposed Work, or if it is not possible to engage the original installer or fabricator, engage another recognized experienced and specialized firm:
 - a. Processed concrete finishes.
 - b. Stonework and stone masonry.
 - c. Ornamental metal.
 - d. Matched-veneer woodwork.
 - e. Preformed metal panels.
 - f. Window wall system.
 - g. Stucco and ornamental plaster.
 - h. Acoustical ceilings.
 - i. Terrazzo.
 - j. Finished wood flooring.
 - k. Fluid-applied flooring.
 - l. Carpeting.
 - m. Aggregate wall coating.
 - n. Wall covering.
 - o. Swimming pool finishes.
 - p. HVAC enclosures, cabinets or covers.

PART 2 - PRODUCTS

2.01 MATERIALS:

- A. Use materials that are identical to existing materials. If identical materials are not available or cannot be used where exposed surfaces are involved, use materials that match existing adjacent surfaces to the fullest extent possible with regard to visual effect. Use materials whose installed performance will equal or surpass that of existing materials.

PART 3 - EXECUTION

3.01 INSPECTION:

- A. Before cutting existing surfaces, examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed. Take corrective action before proceeding, if unsafe or unsatisfactory conditions are encountered.
 - 1. Before proceeding, meet at the site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

3.02 PREPARATION:

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of the Project that might be exposed during cutting and patching operations.
- C. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Take all precautions necessary to avoid cutting existing pipe, conduit or ductwork serving the building, but scheduled to be removed or relocated until provisions have been made to bypass them.

3.03 PERFORMANCE

- A. General: Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay.
 - 1. Cut existing construction to provide for installation of other components or performance of other construction activities and the subsequent fitting and patching required to restore surfaces to their original condition.
- B. Cutting: Cut existing construction using methods least likely to damage elements to be retained or adjoining construction. Where possible review proposed procedures with the original installer; comply with the original installer's recommendations.
 - 1. In general, where cutting is required use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut holes and slots neatly to size required with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.

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2. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.
 3. Cut through concrete and masonry using a cutting machine such as a carborundum saw or diamond core drill.
 4. Comply with requirements of applicable Sections of Division-2 where cutting and patching requires excavating and backfilling.
 5. By-pass utility services such as pipe or conduit, before cutting, where services are shown or required to be removed, relocated or abandoned. Cut-off pipe or conduit in walls or partitions to be removed. Cap, valve or plug and seal the remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after by-passing and cutting.
- C. Patching: Patch with durable seams that are as invisible as possible. Comply with specified tolerances.
1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation.
 2. Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 3. Where removal of walls or partitions extends one finished area into another, patch and repair floor and wall surfaces in the new space to provide an even surface of uniform color and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary to achieve uniform color and appearance.
 - a. Where patching occurs in a smooth painted surface, extend final paint coat over entire unbroken containing the patch, after the patched area has received primer and second coat.
 4. Patch, repair or rehang existing ceilings as necessary to provide an even plane surface of uniform appearance.

3.04 CLEANING

- A. Thoroughly clean areas and spaces where cutting and patching is performed or used as access. Remove completely paint, mortar, oils, putty and items of similar nature. Thoroughly clean piping, conduit and similar features before painting or other finishing is applied. Restore damaged pipe covering to its original condition.

END OF SECTION

SECTION 01095

REFERENCE STANDARDS AND DEFINITIONS

PART 1 - GENERAL

1.01 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 DEFINITIONS:

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. Indicated: The term "indicated" refers to graphic representations, notes or schedules on the Drawings, or other Paragraphs or Schedules in the Specifications, and similar requirements in the Contract Documents. Where terms such as "shown," "noted," "scheduled," and "specified" are used, it is to help the reader locate the reference; no limitation on location is intended.
- C. Directed: Terms such as "directed," "requested," "authorized," "selected," "approved," "required," and "permitted" mean "directed by the Consultant," "requested by the Consultant," and similar phrases.
- D. Approve: The term "approved," where used in conjunction with the Consultant's action on the Contractor's submittals, applications, and requests, is limited to the Consultant's duties and responsibilities as stated in the Conditions of the Contract.
- E. Regulation: The term "Regulations" includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. Furnish: The term "furnish" is used to mean "supply and deliver to the Project site, ready for unloading, unpacking, assembly, installation, and similar operations."
- G. Install: The term "install" is used to describe operations at project site including the actual "unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations."
- H. Provide: The term "provide" means "to furnish and install, complete and ready for the intended use."
- I. Installer: An "Installer" is the Contractor or an entity engaged by the Contractor, either as an employee, subcontractor, or contractor of lower tier for performance of a particular construction activity, including installation, erection, application, and similar operations. Installers are required to be experienced in the operations they are engaged to perform.

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1. The term "experienced," when used with the term "Installer," means having a minimum of five previous projects similar in size and scope to this Project, being familiar with the special requirements indicated, and having complied with requirements of the authority having jurisdiction.
2. Trades: Use of titles such as "carpentry" is not intended to imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to trades persons of the corresponding generic name.
3. Assignment of Specialists: Certain Sections of the Specifications require that specific construction activities shall be performed by specialists who are recognized experts in the operations to be performed. The specialists must be engaged for those activities, and assignments are requirements over which the Contractor has no choice or option. Nevertheless, the ultimate responsibility for fulfilling Contract requirements remains with the Contractor.
 - a. This requirement shall not be interpreted to conflict with enforcement of building codes and similar regulations governing the Work. It is also not intended to interfere with local trade union jurisdictional settlements and similar conventions.
- J. Project Site is the space available to the Contractor for performance of construction activities, either exclusively or in conjunction with others performing other work as part of the Project. The extent of the Project Site is shown on the Drawings and may or may not be identical with the description of the land on which the Project is to be built.
- K. Testing Laboratories: A "testing laboratory" is an independent entity engaged to perform specific inspections or tests, either at the Project Site or elsewhere, and to report on and, if required, to interpret results of those inspections or tests.

1.03 SPECIFICATION FORMAT AND CONTENT EXPLANATION:

- A. Specification Format: These Specifications are organized into Divisions and Sections based on the Construction Specifications Institute's 16-Division format and MASTER FORMAT numbering system.
- B. Specification Content: This Specification uses certain conventions in the use of language and the intended meaning of certain terms, words, and phrases when used in particular situations or circumstances. These conventions are explained as follows:
 1. Abbreviated Language: Language used in Specifications and other Contract Documents is the abbreviated type. Words and meanings shall be interpreted as appropriate. Words that are implied, but not stated shall be interpolated as the sense required. Singular words will be interpreted as plural and plural words interpreted as singular where applicable and the context of the Contract Documents so indicates.

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2. Imperative and streamlined language is used generally in the Specifications. Requirements expressed in the imperative mood are to be performed by the Contractor. At certain locations in the text, for clarity, subjective language is used to describe responsibilities that must be fulfilled indirectly by the Contractor, or by others when so noted.
 - a. The words "shall be" shall be included by inference wherever a colon (:) is used within a sentence or phrase.

1.04 INDUSTRY STANDARDS

- A. Applicability of Standards: Except where the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with the standard in effect as of the date of the Contract Documents.
- C. Conflicting Requirements: Where compliance with two or more standards is specified, and the standards may establish different or conflicting requirements for minimum quantities or quality levels, refer requirements that are different, but apparently equal, and uncertainties to the Consultant for a decision before proceeding.
 1. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. In complying with these requirements, indicated numeric values are minimum or maximum, as appropriate for the context of the requirements. Refer uncertainties to the Consultant for a decision before proceeding.
- D. Copies of Standards: Each entity engaged in construction on the Project is required to be familiar with industry standards applicable to that entity's construction activity. Copies of applicable standards are not bound with the Contract Documents.
 1. Where copies of standards are needed for performance of a required construction activity, the Contractor shall obtain copies directly from the publication source.
- E. Abbreviations and Names: Trade association names and titles of general standards are frequently abbreviated. Where such acronyms or abbreviations are used in the Specifications or other Contract Documents, they mean the recognized name of the trade association, standards generating organization, authority having jurisdiction, or other entity applicable to the context of the text provision. Refer to the "Encyclopedia of Associations," published by Gale Research Co., available in most libraries.

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- F. Abbreviations and Names: Trade association names and titles of general standards are frequently abbreviated. The following acronyms or abbreviations, as referenced in Contract Documents, are defined to mean the associated names. Names and addresses are subject to change and are believed to be, but are not assured to be, accurate and up to date as of date of Contract Documents.

AA Aluminum Association
900 19th St., NW, Suite 300
Washington, DC 20006 (202) 862-5100

AASHTO American Association of State Highway
and Transportation Officials
444 North Capitol St., Suite 225
Washington, DC 20001 (202) 624-5800

ACI American Concrete Institute
P.O. Box 19150
Detroit, MI 48219 (313) 532-2600

ACIL American Council of Independent Laboratories
1725 K St., NW
Washington, DC 20006 (202) 887-5872

AI Asphalt Institute
P.O. Box 14052
Lexington, KY 40512-4052 (606) 288-4960

AIA American Institute of Architects
1735 New York Ave., NW
Washington, DC 20006 (202) 626-7300

APA American Plywood Assoc.
P.O. Box 11700
Tacoma, WA 98411 (206) 565-6600

ARMA Asphalt Roofing Manufacturers Assoc.
6288 Montrose Rd.
Rockville, MD 20852 (301) 231-9050

ASC Adhesive and Sealant Council
1627 K Street, NW, Suite 1000
Washington, DC 20006 (202) 452-1500

ASPE American Society of Plumbing Engineers
3617 Thousand Oaks Blvd., Suite 210
Westlake, CA 91362 (805) 495-7120

ASTM American Society for Testing and Materials
1916 Race St.
Philadelphia, PA 19103 (215) 299-5400

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AWS American Welding Society
550 LeJeune Road, NW
P.O. Box 351040
Miami, FL 33135 (305) 443-9353

BANC Brick Association of North Carolina
P.O. Box 13290
Greensboro, NC 27415-3290 (919) 273-5566

BHMA Builders' Hardware Manufacturers Assoc.
355 Lexington Ave., 17th Floor
New York, NY 10017 (212) 661-4261

BIA Brick Institute of America
11490 Commerce Park Drive, Suite 300
Reston, VA 22091 (703) 620-0010

CRSI Concrete Reinforcing Steel Institute
933 Plum Grove Rd.
Schaumburg, IL 60173 (312) 517-1200

EJMA Expansion Joint Manufacturers Assoc.
25 N. Broadway
Tarrytown, NY 10591 (914) 332-0040

HPMA Hardwood Plywood Manufacturers Assoc.
1825 Michael Farraday Drive
P.O. Box 2789
Reston, VA 22090 (703) 435-2900

IEEE Institute of Electrical and
Electronic Engineers
345 E. 47th St.
New York, NY 10017 (212) 705-7900

NAPA National Asphalt Pavement Assoc.
Calvert Building, Suite 620
6811 Kenilworth Ave.
Riverdale, MD 20737 (301) 779-4880

NCMA National Concrete Masonry Assoc.
P.O. Box 781
Herndon, VA 22070 (703) 435-4900

NEC National Electric Code (from NFPA)

NECA National Electrical Contractors Assoc.
7315 Wisconsin Ave.
Bethesda, MD 20814 (301) 657-3110

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NFPA National Fire Protection Assoc.
One Batterymarch Park
P.O. Box 9101
Quincy, MA 02269-9101 (617) 770-3000

NPCA National Paint and Coatings Assoc.
1500 Rhode Island Ave., NW
Washington, DC 20005 (202) 462-6272

NRCA National Roofing Contractors Assoc.
One O'Hare Centre
6250 River Road, Suite 8030
Rosemont, IL 60018 (708) 318-6722

PCA Portland Cement Assoc.
5420 Old Orchard Road
Skokie, IL 60077 (312) 966-6200

PCI Prestressed Concrete Institute
175 W. Jackson Blvd.
Chicago, IL 60604 (312) 786-0300

PDI Plumbing and Drainage Institute
c/o Sol Baker
1106 W. 77th St., South Dr.
Indianapolis, IN 46260 (317) 251-6970

RMA Rubber Manufacturers Assoc.
1400 K St., NW
Washington DC 20005 (202) 682-4800

SSPC Steel Structures Painting Council
4400 Fifth Ave.
Pittsburgh, PA 15213 (412) 268-3327

WRI Wire Reinforcement Institute
1760 Reston Parkway, Suite 403
Reston, VA 22090 (703) 790-9790

- G. Federal Government Agencies: Names and titles of federal government standard or Specification producing agencies are often abbreviated. The following acronyms or abbreviations referenced in the Contract Documents indicate names of standard or Specification producing agencies of the federal government. Names and addresses are subject to change but are believed to be, but are not assured to be, accurate and up to date as of the date of the Contract Documents.

CE Corps of Engineers
(U.S. Department of the Army)
Chief of Engineers - Referral
Washington, DC 20314

(202) 272-0660

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CFR Code of Federal Regulations Available from the Government Printing Office N. Capitol St. between G and H St. NW Washington, DC 20402 (Material is usually first published in the "Federal Register")	(202) 783-3238
CPSC Consumer Product Safety Commission 5401 Westbard Ave. Bethesda, MD 20816	(800) 638-2772
CS Commercial Standard (U.S. Department of Commerce) Government Printing Office Washington, DC 20402	(202) 377-2000
DOC Department of Commerce 14th St. and Constitution Ave., NW Washington, DC 20230	(202) 377-2000
DOT Department of Transportation 400 Seventh St., SW Washington, DC 20590	(202) 366-4000
EPA Environmental Protection Agency 401 M St., SW Washington, DC 20460	(202) 382-2090
FAA Federal Aviation Administration (U.S. Department of Transportation) 800 Independence Ave., SW Washington, DC 20590	(202) 366-4000
NIST National Institute of Standards and Technology (U.S. Department of Commerce) Gaithersburg, MD 20899	(301) 975-2000
OSHA Occupational Safety and Health Administration (U.S. Department of Labor) Government Printing Office Washington, DC 20402	(202) 523-6091
PS Product Standard of NBS (U.S. Department of Commerce) Government Printing Office Washington, DC 20402	(202) 783-3238

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1.05 GOVERNING REGULATIONS/AUTHORITIES:

- A. The Consultant has contacted authorities having jurisdiction where necessary to obtain information necessary for preparation of Contract Documents. Contact authorities having jurisdiction directly for information and decisions having a bearing on the Work.
- B. Copies of Regulations: Obtain copies of the applicable regulations and retain at the Project Site, available for reference by parties who have a reasonable need for such reference.

1.06 SUBMITTALS:

- A. Permits, Licenses, and Certificates: For the Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence, and records established in conjunction with compliance with standards and regulations bearing upon performance of the Work.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

END OF SECTION

SECTION 01200
PROJECT MEETINGS

PART A. - GENERAL

1.01 **RELATED DOCUMENTS:**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 **SUMMARY:**

- A. This Section specifies administrative and procedural requirements for project meetings including but not limited to:
 - (1) Pre-Installation Conferences.
 - (2) Coordination Meetings.
 - (3) Progress Meetings.

1.03 **PRE-CONSTRUCTION CONFERENCE:**

- A. Schedule a pre-construction conference and organizational meeting at the Project site or other convenient location no later than 5 days after execution of the Agreement and prior to commencement of construction activities. Conduct the meeting to review responsibilities and personnel assignments.
- B. Attendees: The Owner, Engineer and their consultants, the Contractor and its superintendent, major subcontractors, manufacturers, suppliers and other concerned parties shall each be represented at the conference by persons familiar with and authorized to conclude matters relating to the Work.
- C. Agenda: Discuss items of significance that could affect progress including such topics as:
 - 1. Tentative construction schedule.
 - 2. Critical Work sequencing.
 - 3. Designation of responsible personnel.
 - 4. Procedures for processing field decisions and Change Orders.
 - (4) Procedures for processing Applications for Payment.
 - (5) Distribution of Contract Documents.
 - (6) Submittal of Shop Drawings, Product Data and Samples.
 - (7) Preparation of record documents.
 - (8) Use of the premises.
 - (9) Office, Work and storage areas.
 - (10) Equipment deliveries and priorities.
 - (11) Safety procedures.
 - (12) First aid.
 - (13) Security.

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- (14) Housekeeping.
- (15) Working hours.

1.04 **PRE-INSTALLATION CONFERENCES:**

- A. Conduct a pre-installation conference at the site before each construction activity that requires coordination with other construction. The Installer and representatives of manufacturers and fabricators involved in or affected by the installation, and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise the Engineer of scheduled meeting dates.
 - 1. Review the progress of other construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements for:
 - (a) Contract Documents.
 - (b) Options.
 - (c) Related Change Orders.
 - (d) Purchases
 - (e) Deliveries.
 - (f) Shop Drawings, Product Data and quality control Samples.
 - (g) Possible conflicts.
 - (h) Compatibility problems.
 - (i) Time schedules.
 - (j) Weather limitations.
 - (k) Manufacturer's recommendations.
 - (l) Compatibility of materials.
 - (m) Acceptability of substrates.
 - (n) Temporary facilities.
 - (o) Space and access limitations.
 - (p) Governing regulations.
 - (q) Safety.
 - (r) Inspection and testing requirements.
 - (s) Required performance results.
 - (t) Recording requirements.
 - (u) Protection.
 - 2. Record significant discussions and agreements and disagreements of each conference, along with the approved schedule. Distribute the record of the meeting to everyone concerned, promptly, including the Owner and Engineer.
 - 3. Do not proceed if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

1.05 **COORDINATION MEETINGS:**

- A. Conduct Project coordination meetings at regularly scheduled times convenient

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for all parties involved. Project coordination meetings are in addition to specific meetings held for other purposes, such as regular progress meetings and special pre-installation meetings.

- B. Request representation at each meeting by every party currently involved in coordination or planning for the construction activities involved.
- C. Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

1.06 **PROGRESS MEETINGS:**

- A. Conduct progress meetings at the Project site at regularly scheduled intervals. Notify the Owner and Engineer of scheduled meeting dates. Coordinate dates of meetings with preparation of the payment request.
- B. Attendees: In addition to representatives of the Owner and Engineer, each subcontractor, supplier or other entity concerned with current progress or involved in planning, coordination or performance of future activities shall be represented at these meetings by persons familiar with the Project and authorized to conclude matters relating to progress.
- C. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the current status of the Project.
 - 1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 2. Review the present and future needs of each entity present, including such items as:
 - a. Interface requirements.
 - b. Time.
 - c. Sequences.
 - d. Deliveries.
 - e. Off-site fabrication problems.
 - f. Access.
 - g. Site utilization.
 - h. Temporary facilities and services.
 - i. Hours of Work.
 - j. Hazards and risks.
 - k. Housekeeping.
 - l. Quality and Work standards.
 - m. Change Orders.
 - n. Documentation of information for payment requests.

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- D. Reporting: No later than 3 days after each progress meeting date, distribute copies of minutes of the meeting to each party present and to other parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
- E. Schedule Updating: Revise the construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.

PART B. - PRODUCTS (Not Applicable)

PART C. - EXECUTION (Not Applicable)

END OF SECTION 01200

SECTION 01300

SUBMITTALS

PART 1 - GENERAL

1.01 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section specifies administrative and procedural requirements for submittals required for performance of the Work, including;
 - 1. Contractor's construction schedule.
 - 2. Submittal schedule.
 - 3. Daily construction reports.
 - 4. Shop Drawings.
 - 5. Product Data.
 - 6. Samples.
- B. Administrative Submittals: Refer to other Division-1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to:
 - 1. Permits.
 - 2. Applications for payment.
 - 3. Performance and payment bonds.
 - 4. Insurance certificates.
 - 5. List of Subcontractors.
- C. The Schedule of Values submittal is included in Section "Applications for Payment."
- D. Inspection and test reports are included in Section "Quality Control Services."

1.03 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.

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- a. The Consultant reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
3. Processing: Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for resubmittals.
- a. Allow two weeks for initial review. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. The Consultant will promptly advise the Contractor when a submittal being processed must be delayed for coordination.
 - b. If an intermediate submittal is necessary, process the same as the initial submittal.
 - c. Allow two weeks for reprocessing each submittal.
 - d. No extension of Contract Time will be authorized because of failure to transmit submittals to the Consultant sufficiently in advance of the Work to permit processing.
- B. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
1. Provide a space approximately 4" x 5" on the label or beside the title block on Shop Drawings to record the Contractor's review and approval markings and the action taken.
 2. Include the following information on the label for processing and recording action taken.
 - a. Project name.
 - b. Date.
 - c. Name and address of Consultant.
 - d. Name and address of Contractor.
 - e. Name and address of subcontractor.
 - f. Name and address of supplier.
 - g. Name of manufacturer.
 - h. Number and title of appropriate Specification Section.
 - i. Drawing number and detail references, as appropriate.
- C. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to Consultant using a transmittal form. Submittals received from sources other than the Contractor will be returned without action.
1. On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including minor variations and limitations. Include Contractor's

certification that information complies with Contract Document requirements.

2. Transmittal Form: Use AIA Document G 810.

1.04 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Phasing: Provide notations on the schedule to show how the sequence of the Work is affected by requirements for phased completion to permit Work by separate Contractors and partial occupancy by the Owner prior to Substantial Completion.
- B. Work Stages: Indicate important stages of construction for each major portion of the Work, including testing and installation.
- C. Distribution: Following response to the initial submittal, print and distribute copies to the Consultant, Owner, subcontractors, and other parties required to comply with scheduled dates. Post copies in the Project meeting room and temporary field office.
 1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.

1.05 SUBMITTAL SCHEDULE

- A. After development and acceptance of the Contractor's construction schedule, prepare a complete schedule of submittals. Submit the schedule within 10 days of the date required for establishment of the Contractor's construction schedule.
 1. Coordinate submittal schedule with the list of subcontracts, schedule of values and the list of products as well as the Contractor's construction schedule.
 2. Prepare the schedule in chronological order; include submittals required during the first 90 days of construction. Provide the following information:
 - a. Scheduled date for the first submittal.
 - b. Related Section number.
 - c. Submittal category.
 - d. Name of subcontractor.
 - e. Description of the part of the Work covered.
 - f. Scheduled date for resubmittal.
 - g. Scheduled date the Consultant's final release or approval.
- B. Distribution: Following response to initial submittal, print and distribute copies to the Consultant's, Owner, subcontractors, and other parties required to comply with submittal dates indicated. Post copies in the Project meeting room and field office.
 1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their

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assigned portion of the Work and are no longer involved in construction activities.

- C. Schedule Updating: Revise the schedule after each meeting or activity, where revisions have been recognized or made. Issue the updated schedule concurrently with report of each meeting.

1.06 DAILY CONSTRUCTION REPORTS

- A. Prepare a daily construction report, recording the following information concerning events at the site; and submit duplicate copies to the Consultant at weekly intervals:
1. List of subcontractors at the site.
 2. Approximate count of personnel at the site.
 3. High and low temperatures, general weather conditions.
 4. Accidents and unusual events.
 5. Meetings and significant decisions.
 6. Stoppages, delays, shortages, losses.
 7. Meter readings and similar recordings.
 8. Emergency procedures.
 9. Orders and requests of governing authorities.
 10. Change Orders received, implemented.
 11. Services connected, disconnected.
 12. Equipment or system tests and start-ups.
 13. Partial Completions, occupancies.
 14. Substantial Completions authorized.

1.07 SHOP DRAWINGS

- A. Submit newly prepared information, drawn to accurate scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not considered Shop Drawings.
- B. Shop Drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates and similar drawings. Include the following information:
1. Dimensions.
 2. Identification of products and materials included.
 3. Compliance with specified standards.
 4. Notation of coordination requirements.
 5. Notation of dimensions established by field measurement.
 6. Sheet Size: Except for templates, patterns and similar full- size Drawings, submit Shop Drawings on sheets at least 8-1/2" x 11" but no larger than 36" x 48".
 7. Initial Submittal: Submit one correctable translucent reproducible print and one blue- or black-line print for the Consultant's review; the reproducible print will be returned.

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8. Initial Submittal: Submit 2 blue- or black-line prints for the Consultant's review; one will be returned.
 9. Final Submittal: Submit 3 blue- or black-line prints; submit 5 prints where required for maintenance manuals. 2 prints will be retained; the remainder will be returned.
 10. Final Submittal: Submit 3 blue- or black-line prints and 2 additional prints where required for maintenance manuals, plus the number of prints needed by the Consultant for distribution. 2 prints will be retained; the remainder returned.
 - a. One of the prints returned shall be marked-up and maintained as a "Record Document."
 11. Do not use Shop Drawings without an appropriate final stamp indicating action taken in connection with construction.
- C. Coordination drawings are a special type of Shop Drawing that show the relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in the space provided or function as intended.
1. Preparation of coordination Drawings is specified in section "Project Coordination" and may include components previously shown in detail on Shop Drawings or Product Data.
 2. Submit coordination Drawings for integration of different construction elements. Show sequences and relationships of separate components to avoid conflicts in use of space.

1.08 PRODUCT DATA

- A. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams and performance curves. Where Product Data must be specially prepared because standard printed data is not suitable for use, submit as "Shop Drawings."
1. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products, some of which are not required, mark copies to indicate the applicable information. Include the following information:
 - a. Manufacturer's printed recommendations.
 - b. Compliance with recognized trade association standards.
 - c. Compliance with recognized testing agency standards.
 - d. Application of testing agency labels and seals.
 - e. Notation of dimensions verified by field measurement.
 - f. Notation of coordination requirements.
 2. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.

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3. Preliminary Submittal: Submit a preliminary single-copy of Product Data where selection of options is required.
4. Submittals: Submit 2 copies of each required submittal; submit 4 copies where required for maintenance manuals. The Consultant will retain one, and will return the other marked with action taken and corrections or modifications required.
 - a. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
5. Distribution: Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.
 - a. Do not proceed with installation until an applicable copy of Product Data applicable is in the installer's possession.
 - b. Do not permit use of unmarked copies of Product Data in connection with construction.

1.09 SAMPLES

- A. Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture and pattern.
 1. Mount, display, or package Samples in the manner specified to facilitate review of qualities indicated. Prepare Samples to match the Consultant's Sample. Include the following:
 - a. Generic description of the Sample.
 - b. Sample source.
 - c. Product name or name of manufacturer.
 - d. Compliance with recognized standards.
 - e. Availability and delivery time.
 2. Submit Samples for review of kind, color, pattern, and texture, for a final check of these characteristics with other elements, and for a comparison of these characteristics between the final submittal and the actual component as delivered and installed.
 - a. Where variation in color, pattern, texture or other characteristics are inherent in the material or product represented, submit multiple units (not less than 3), that show approximate limits of the variations.
 - b. Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation and similar construction characteristics.

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- c. Refer to other Sections for Samples to be returned to the Contractor for incorporation in the Work. Such Samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of Sample submittals.
 3. Preliminary submittals: Where Samples are for selection of color, pattern, texture or similar characteristics from a range of standard choices, submit a full set of choices for the material or product.
 - a. Preliminary submittals will be reviewed and returned with the Consultant's mark indicating selection and other action.
 4. Submittals: Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation and similar characteristics, submit 3 sets; one will be returned marked with the action taken.
 5. Maintain sets of Samples, as returned, at the Project site, for quality comparisons throughout the course of construction.
 - a. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
 - b. Sample sets may be used to obtain final acceptance of the construction associated with each set.
- B. Distribution of Samples: Prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.
 1. Field Samples specified in individual Sections are special types of Samples. Field Samples are full-size examples erected on site to illustrate finishes, coatings, or finish materials and to establish the standard by which the Work will be judged.
 - a. Comply with submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.

1.10 ENGINEERS ACTION

- A. Except for submittals for record, information or similar purposes, where action and return is required or requested, the Consultant will review each submittal, mark to indicate action taken, and return promptly.
 1. Compliance with specified characteristics is the Contractor's responsibility.
- B. Action Stamp: The Consultant will stamp each submittal with a uniform, self-explanatory action stamp. The stamp will be appropriately marked, as follows, to indicate the action taken:

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1. Final Unrestricted Release: Where submittals are marked "Accepted," that part of the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend upon that compliance.
2. Final-But-Restricted Release: When submittals are marked "Accepted as Noted," that part of the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents; final acceptance will depend on that compliance.
3. Returned for Resubmittal: When submittal is marked "Not Accepted, Revise and Resubmit," do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the notations; resubmit without delay. Repeat if necessary to obtain a different action mark.
 - a. Do not permit submittals marked "Not Accepted, Revise and Resubmit" to be used at the Project site, or elsewhere where Work is in progress.
4. Other Action: Where a submittal is primarily for information or record purposes, special processing or other activity, the submittal will be returned, marked "Action Not Required."

PART 2 - PRODUCTS (Not Applicable).

PART 3 - EXECUTION (Not Applicable).

END OF SECTION

Section 01310
PROSECUTION AND PROGRESS

PART 1 - GENERAL

1.01 RELATED DOCUMENTS:

- A. Drawings and general provisions of contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 DATE FOR COMPLETION:

- A. The Contractor shall complete The Work on or before the date or within the time specified in the Contract, unless that date or time is duly extended according to the Contract.
- B. If the Contract is revised in any material respect, or, in the event, in the sole judgment of the Engineer or his representative, changes become necessary, in the best interests of the project, due to circumstances not known at the time the Contract was entered into or arising thereafter, and the Engineer determines that such revision or revisions will cause a delay in the completion of The Work, the Engineer will extend the completion date by the number of days he determines to be equitable.
- C. When a delay occurs due to unforeseen causes beyond the control and without the fault or negligence of the Contractor, the time of completion shall be extended for whatever period is determined by the Engineer to have resulted from such causes. No extension of time on account of a delay due to unforeseen causes will be granted if written application therefore is not filed with the Engineer within ten days of the date of termination of the delay or prior to the completion date of the Contract, whichever shall be sooner. Such request for extension of time, if timely filed, will be considered and ruled on by the Engineer promptly after the satisfactory completion of the Contract.

1.03 PROGRESS SCHEDULE

- A. The Contractor shall submit to the Engineer for approval by the Owner, within seven (7) calendar days following the award of contract, a progress schedule, showing the order in which the Contractor proposes to carry on

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the Work, the dates on which he will start controlling items, and the contemplated dates for completing. The Contractor's submission may be a critical path flow chart, bar graph, or other appropriate device of the Contractor's choice, and shall clearly indicate the various types of work to be in progress and show progress of the completed work at any point through the term of the Contract. The Progress Schedule shall show that each of the Stages of the Contract will be substantially completed within the times provided in the Contract Documents.

- B. If the Contractor's progress is materially affected by changes in the Plans or in the amount of The Work, or, in the event, in the sole judgment of the Engineer or its representative such changes become necessary in the best interests of the project due to circumstances not known at the time the contract has failed to comply with its approved Progress Schedule, he shall submit a revised Progress Schedule if requested by the Engineer, which schedule shall show how he proposes to prosecute the balance of The Work and the calendar days after the date of the request by the Engineer. The Contractor shall make every effort to comply with the Progress Schedule submitted by him consistent with all Contract requirements, including the order of performance of specified portions of The Work. No payment will be made to the Contractor while he is delinquent in the submission of any Progress Schedule.

1.04 TEMPORARY SUSPENSION OF WORK

- A. The Owner shall have the authority to suspend, delay or interrupt all or any part of the work as he may deem necessary, due to conditions which in his opinion warrant such action; or for such time as is necessary by reason of failure on the part of the Contractor to carry out orders given, or to perform in accordance with any or all provisions of the Contract. The Engineer will notify the Contractor in writing of all such suspensions, delays or interruptions.
- B. The Owner reserves the right to recover any incurred damages by deducting the amount thereof out of any monies due or that may become due the Contractor, notwithstanding any liens, notices or liens or actions of subcontractors, and if said monies be insufficient to cover said damages, then the Contractor or the Surety shall promptly pay the amounts due.

1.05 DEFAULT ON CONTRACT:

- A. If the Contractor fails to begin the Work under the Contract within fourteen

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(14) days after the date of the Notice to Proceed, or fails to perform The Work with sufficient workmen, equipment or materials to insure completion of The Work within the specified time or times, or shall perform The Work unsuitably, as determined by the Engineer, or shall neglect or refuse to remove materials or perform anew such work as shall be rejected as defective and unsuitable, or shall discontinue the prosecution of The Work, or if the Contractor shall become insolvent to be declared bankrupt, or shall commit any act of bankruptcy or insolvency, or shall make an assignment for the benefit of creditors, or for any other cause whatsoever shall not carry on The Work in a manner approved by the Engineer, the Engineer shall give notice in writing to the Contractor and his surety of such actions or delinquency, said notice to advise of the corrective measures or action required. If the Contractor, within a period of seven (7) days after said notice, shall not proceed in accordance therewith, the Owner shall, upon written certificate from the Engineer of the fact of such delinquency or improper actions and the Contractor's failure to comply with said notice, have full power and authority to forfeit the rights of the Contractor and at its option to call upon the surety to complete The Work in accordance with the terms of the Contract, or it may take over The Work, including any or all materials and equipment within the work area as may be suitable and acceptable, and may complete The Work by entering into a new Agreement, with or without competitive bidding, for the completion of said Contract according to the terms and provisions thereof, or use such other methods as, in its opinion, shall be required for the completion of said Contract according to the terms and provisions thereof in an acceptable manner. All costs and charges incurred by the Owner, together with the cost of completing The Work under Contract, may be deducted from any monies due or which may become due on such Contract.

1.06 SUBLETTING OR ASSIGNMENT OF CONTRACT

- A. Approval in writing of a subcontractor shall be construed as approval for the Contractor's subletting of that portion of The Work to be done by the subcontractor. Subcontractors must be approved by the Engineer before commencing any work. Subcontractors shall be recognized only in the capacity of employees or workmen of the Contractor and shall be subject to the same requirements as to character and competence as the Contractor. Requests for approval of subcontractors shall show the nature and percentages of The Work to be done by each subcontractor, such percentages to be computed cost of The Work to be subcontracted, based on proposed quantities of Contract work items and unit prices, in relation

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to the total Contract. The Contractor shall not, under any circumstances, be relieved of his full and complete liability and obligations for the entire work under the contract and the Engineer shall not be required to deal directly with subcontractors.

1.07 LIMITATIONS OF OPERATIONS

- A. The contractor shall contact and coordinate with Building Management, for jobsite visits prior to submission of the Bid Proposals, for specific requirements of commercial space tenants and garage operations and scheduling purposes.
- B. The Contractor shall at all times conduct his work so as to minimize the interference with or inconvenience to the normal operations of the commercial space tenants and garage portions not being repaired. At any time when, in the judgment of the Engineer, the Contractor has obstructed or closed an area of the garage or is carrying on operations causing greater interference or inconvenience than necessary for the proper prosecution of The Work, the Engineer may require the Contractor to finish the section of The Work which is in progress before work is started on any additional section or require the Contractor to take such further actions so as to minimize inconvenience to vehicular or pedestrian traffic.
- C. The Contractor shall arrange his work and his material so as not to interfere with the operations of other contractors engaged upon adjacent work, and to join his work to that of other in a proper manner, and in accordance with Plans and Specifications, and to coordinate the sequence of his work in relation to that of other contractors, and as may be directed by the Engineer from time to time as The Work progresses.
- D. Each Contractor shall be responsible for any damage done by him or his agents to The Work performed by another Contractor.

1.08 WORKMEN, METHODS AND EQUIPMENT

- A. The Contractor shall at all times employ sufficient labor and equipment for prosecuting the several classes of work to full completion in the manner and time required by these Specifications and the Contract.
- B. All workmen shall have sufficient skill and experience to properly perform the work assigned to them. Workmen engaged in special work or skilled

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work shall have sufficient specialized experience in such work and in the operation of the required equipment to perform all work on time in a proper and safe manner.

- C. Any person employed by the Contractor or by any subcontractor who, in the opinion of the Engineer, does not perform his work in a proper and skillful manner or is intemperate or disorderly shall, at the written request of the Engineer, be removed forthwith by the Contractor or subcontractor employing such person, and shall not be employed again in any portion of The Work without the approval of the Engineer.

- D. Should the Contractor fail to remove such person or persons as required above, or fail to furnish suitable skilled and sufficient personnel for the proper prosecution of The Work, the Engineer may suspend The Work by written notice until the Contractor employs proper and sufficient personnel for The Work. All equipment which is proposed to be used on The Work shall be of sufficient size and in such mechanical condition as to meet requirement of the Contract and to produce work that meets to exceed the quality of work required by the Contract. Equipment used on any portion of the project shall be such that no damage to adjacent work areas or property will result from its use.

- E. The Contractor shall prosecute the Work for the number of days per week and the number of hours per day as necessary to complete the Work by the date or dates provided in the Contract. If in the opinion of the Engineer the actual progress on The Work falls behind the estimate progress as outlined in the approved Progress Schedule submitted by the Contractor, or if it becomes apparent that the construction progress is such that The Work will not be completed within the specified time or times, the Contractor shall implement, at the direction and with the approval of the Engineer, any or all of the following at no additional cost to the Owner.
 - 1. Provide additional equipment of The Work.
 - 2. Add necessary additional manpower.
 - 3. Increase working hours including Saturdays, Sundays, and holidays subject to any restrictions which may be set forth in the Special Provisions. When the methods and equipment to be used by the Contractor in performing The Work are not prescribed in the Contract, the Contractor is free to use any reasonable methods of equipment to perform The Work, as long as he demonstrates to the

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satisfaction of the Engineer that such methods or equipment will accomplish The Work in conformity with the requirements of the Contract.

- F. When the Contract specifies that the construction be performed by the use of certain methods and equipment, such methods and equipment shall be used unless others are authorized by the Engineer. If the Contractor desires to use a method or type of equipment other than specified in the Contract, he may request authorization from the Engineer to do so. The request shall be in writing and shall include a full description of the methods and equipment proposed to be used and explanation of the reasons for desiring to make the change.
- G. If approval is given, it will be under the condition that the Contractor will be fully responsible for producing construction work in conformity with Contract requirements. If, after use of the substituted methods or equipment, the Engineer determines that the work produced does not meet Contract requirements, the Contractor shall discontinue the use of the substitute method or equipment and shall complete the remaining construction with the specified methods and equipment. The Contractor shall remove any deficient work and replace it with work of specified quality, or take such other corrective action as the Engineer may direct. No change will be made in basis of payment for the construction items involved nor in Contract time as a result of authorizing any change in methods or equipment under these provisions.

1.09 TERMINATION OF CONTRACT PRIOR TO COMPLETION

- A. The performance of The Work under the Contract may be terminated in whole or, in part from time to time, whenever the Engineer shall determine that such termination is in the best interest of the Owner due to circumstances, or the effect of which was not known to the Owner or Engineer at the time of execution of the Contract. In the event of termination pursuant to this Section, the Contractor shall be entitled to no damages or compensation except as hereinafter provided.
- B. Termination of performance of The Work under the Contract, in whole or in part, shall be subject to the conditions herein, and it is the intent of these provisions that a settlement equitable to both the Contractor and the Owner be made in connection with a termination according to this Subsection.

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- C. For all Work completed by the Contractor prior to the effective date or dates of termination, payment will be made to the Contractor for the actual number of units or items completed at the Contract unit or lump sum prices. For all work partially completed by the Contractor prior to the effective date or dates of termination, payment shall be made to the Contractor for the partially completed units or items as specified in Subsection. It is agreed and understood, however, that the Contractor shall, in no event, be entitled to compensation for the loss of anticipated profits, whether for completed, uncompleted work, nor shall any claims therefore by the Contractor be considered.
- D. For all materials obtained by the Contractor for The Work prior to notice of termination, that have been inspected, tested and accepted by the Engineer, and that have not been incorporated in The Work and cannot be returned to the supplier, payment will be made to the Contractor for the actual costs for all such material including freight charges, as shown by original validated bills. The materials, when so paid for by the Owner, shall become the property of the Owner.
- E. The Owner, will pay the Contractor for any actual direct expenses sustained by the Contractor by reason of such termination for which the Contractor is not adequately reimbursed by the payments made for completed and partially completed work, and for materials obtained but not incorporated in The Work, as hereinbefore specified. Termination of the performance of The Work under the Contract by the Owner, as hereinbefore specified, shall not relieve the Contractor or his surety of the responsibility for The Work performed as required by the Contract.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION

SECTION 01320
MEASUREMENT AND PAYMENT

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. All contract documents relate to work of this section.

1.02 GENERAL REQUIREMENTS

- A. Actual quantities of work completed under the Contract must be reviewed by the Engineer prior to payment. Measurement will be in accordance with United States standards and in compliance with recognized engineering practices. All packaged materials shall be marked plainly, showing the amount and nature of contents and shall be delivered intact.

1.03 SCOPE OF PAYMENT

- A. The Contractor agrees to and shall receive and accept the compensation as herein provided, as payment in full for The Work, including but not limited to, furnishing all materials, transportation, labor, tools, and equipment; for performing all work contemplated and embraced under the Contract; for all loss or damage arising out of the nature of The Work or from the action of the elements; for any unforeseen difficulties, obstructions or interferences which may arise or be encountered during the prosecution of The Work until its final acceptance by the Owner as determined by the specifications.
- B. In cases where the "Payment" clause in the Specifications related to any unit price cover and be considered compensation for certain work or material essential to the item, the same work or material shall not also be measured or paid for under any other pay item which may appear elsewhere in the Specifications.
- C. The partial payment of any portion of The Work certified by the Engineer shall in no way constitute an acknowledgment of the acceptance of The Work, nor in any way prejudice or affect the obligation of the Contractor to repair, correct, renew, or replace at his expense any defects or imperfections in the construction or in the strength or quality of the materials used in or about the construction of The Work under Contract and its appurtenances, nor any damage due to attributable to such defects, which defects, imperfections or damage should have been covered before or after payment for and acceptance of The Work.

1.04 PAYMENT FOR EXTRA WORK

- A. Extra work which results from any of the changes as specified and for which no unit price is provided in the Contract, shall not be started until receipt of a written authorization or work order from the Owner, which authorization shall state the items of work to be performed and the method of payment for each item. The Contractor shall not be entitled to payment for work performed without such order.

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- B. If it is practicable to pay for Extra Work on the unit price, or lump sum basis, a fair and equitable sum shall be fixed by agreement of the parties and shown in an Extra Work Order Agreement. When the Owner deems it impracticable to handle any Extra Work on the unit price or lump sum basis, or if agreement of the parties cannot be reached, the work may be ordered done and paid for on a Force Account basis, as follows:
1. Labor: The Contractor will be paid the actual amount of wages for all labor and foremen who are actually engaged in such work, to which cost shall be added 15 percent of the sum of such wages. A foreman shall not be used when there are less than two laborers employed, except with the written consent of the Engineer.
 2. Welfare and Pension Fund: The Contractor will receive the actual additional amount of contributions paid for regular and uniform health and welfare benefits, pension fund benefits or other benefits, to which 15 percent shall be added, when such amounts are required by collective bargaining agreement or other employment contract generally applicable to the class of labor employed on the Work.
 3. Insurance and Tax: The Contractor will receive the actual cost or increase in cost of Contractor's Public Liability and Property Damage insurance, Workmen's Compensation tax, and Social Security tax required for Force Account work. The Contractor shall furnish satisfactory evidence of the cost or rates paid for such insurance and tax.
 4. Materials: The Contractor will receive the actual cost for all materials, including freight charges as shown by the original paid invoices, which become an integral part of the finished work, to which shall be added 10 percent of the sum thereof.

The Contractor will be reimbursed for any materials used in the construction of such work as sheeting, falsework, form lumber, etc., which are not an integral part of the finished work. The amount of reimbursement shall be agreed upon in writing before such work is begun, and no percent shall be added. The salvage value of such materials shall be taken into consideration in the reimbursement agreed upon.
 5. Equipment. For any machinery or special equipment (other than small tools), the use of which has been authorized by the Engineer, the Contractor will be paid as following:
 - a. For his own equipment, he will be paid by the monthly rate in accordance with the latest edition of Means Construction Cost Data.
 - b. For rental equipment, he will be paid for the actual invoice amount as shown by the original paid invoices.
- C. The equipment shall be of a type and size reasonably required to complete the Extra Work. Compensation will not be allowed for transportation to or from The Work or for the time required for setting up and removing the equipment from The Work or for equipment of a type, size or condition unsuitable for The Work.

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1.05 CANCELED ITEMS

- A. It shall be in the sole judgment and sole discretion of the Owner or its representatives to cancel or alter any or all portions of the Contract due to circumstances either unknown at the time of bidding or arising after the Contract was entered into. Should such actions result in elimination or non-completion of any portion of the Contract, payment shall be made as follows:
- B. For the canceled work completed by the Contractor, payment shall be made to the Contractor for the actual number of units or items completed at the Contract unit or lump sum prices. For canceled work partially completed by the Contractor, payment shall be made to the Contractor for the partially completed units or items as specified in Payment for Extra Work.
- C. For materials obtained by the Contractor for the unfinished (uncompleted) portions of the canceled work, that have been inspected, tested and accepted by the Engineer, and that have not been incorporated in the canceled work, payment shall be made to the Contractor for the actual costs for all such materials, including freight charges, as shown by the original paid invoices, to which shall be added 10 percent of the sums thereof. The materials, when so paid for by the Owner, shall become the property of the Owner.

1.06 PARTIAL PAYMENTS

- A. The Engineer shall review the Contractor's pay request for materials in place and completed, the amount of work performed, and the value thereof, at the Contract Unit Prices. From the amount so determined there shall be deducted ten percent to be retained until after the completion of the entire work to the satisfaction of the Engineer, and the balance certified to the Owner for payment.
- B. Notwithstanding the above, after 50 percent or more of the work is completed, the Engineer may certify the remaining partial payments or some of them without any further retention, provided that satisfactory progress is being made in accordance with the Contract requirements and continues to be made, and provided that the amount retained shall not be less than five percent of the total adjusted Contract Price.
- C. If stored matter is lost or damaged prior to incorporation in The Work, the materials shall be replaced or satisfactorily repaired at the Contractor's expense. Where payment is made for materials in storage and not yet incorporated into The Work, the Contractor shall provide to the Owner, satisfactory evidence of insurance against loss by damage or disappearance. The Contractor shall pay and be responsible for costs of storage, if any, of said materials.

1.07 ADJUSTMENT OF UNIT PRICES BASED ON ACTUAL QUANTITIES PERFORMED

- A. For unit price bid items, the quantities as listed in the schedule of bid items are estimates only. The Contractor will be required to complete the work specified in accordance with the contract and at the quoted prices., whether quantities greater or less than the estimated amounts are involved. Should the actual quantity of the unit price item vary from the original estimate by more than 25% percent, the following adjustments to the unit prices shall be made:

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- B. When the actual quantity of a unit price pay item is less than 75 percent of the original bid estimate, the Contractor will be paid an amount equal to the actual quantity times the original unit price plus 10 percent of the difference between this amount and the original estimated quantity times the original unit price for that particular item.
- C. When the actual quantity of a unit price pay item is greater than 120 percent of the original bid estimate (based upon prior approval to exceed this quantity by the Owner and the Engineer) the Contractor will be paid for the actual work performed in excess of the 120 percent of the original bid estimate at an adjusted unit price of 0.90 times the original unit price. The first 120 percent of the bid estimate quantity will be paid at the original unit price.

1.08 ACCEPTANCE AND FINAL PAYMENT

- A. Whenever the repairs and preventive maintenance measures provided for by the Contract shall have been completely performed by the Contractor according to the Contract and all parts of The Work have been approved and accepted by the Engineer, the final pay request will be prepared by the Contractor and submitted to the Engineer for approval. Along with the final pay request the Contractor must also submit the following:
 - 1. All guarantees from General Contractor, Sub-contractors and Manufacturers.
 - 2. Final Waiver of Lien from Contractors and Sub-contractors.
 - 3. Complete mark up set of drawings showing amount and location of all work performed.
- B. The Engineer will review all submittals, perform necessary measurements and computations and give final recommendation to Owner.
- C. The amount of this final estimate, less any sums deductible or retained under the provisions of the Contract, will be paid to the Contractor as soon as practicable after the final acceptance, provided the Contractor has furnished to the Engineer satisfactory evidence that all sums of money due for any labor, materials, apparatus, fixtures or machinery furnished for the purpose of such improvements have been paid, or that the person or persons to whom the same may be due have consented to such final payment.
- D. The Engineer shall determine the amount or quantity of all kinds of work herein contracted to be done and decide every question which can or may arise regarding to the execution and performance of this Contract on the part of said Contractor.
- E. The acceptance by the Contractor of the final payment shall constitute a release and waiver of any and all rights and privileges under the terms of the Contract; further, the acceptance by the Contractor of final payment shall relieve the Owner from any and all claims or liabilities for anything done or furnished relative to The Work.

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PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION

Section 01400
QUALITY CONTROL SERVICES

PART 1 GENERAL

1.01 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division_1 Specification Sections, apply to this Section.

1.02 SUMMARY:

- A. This Section specifies administrative and procedural requirements for quality control services.
- B. Quality control services include inspections and tests and related actions including reports, performed by independent agencies, governing authorities, and the Contractor. They do not include Contract enforcement activities performed by the Engineer.
- C. Inspection and testing services are required to verify compliance with requirements specified or indicated. These services do not relieve the Contractor of responsibility for compliance with Contract Document requirements.
- D. Requirements of this Section relate to customized fabrication and installation procedures, not production of standard products.
 - 1. Specific quality control requirements for individual construction activities are specified in the Sections that specify those activities. Those requirements, including inspections and tests, cover production of standard products as well as customized fabrication and installation procedures.
 - 2. Inspections, test and related actions specified are not intended to limit the Contractor's quality control procedures that facilitate compliance with Contract Document requirements.
 - 3. Requirements for the Contractor to provide quality control services required by the Engineer, Owner, or authorities having jurisdiction are not limited by provisions of this Section.

1.03 RESPONSIBILITIES:

- A. Contractor Responsibilities: The Contractor shall provide inspections, tests and similar quality control services, specified in individual Specification Sections and required by governing authorities, except where they are specifically indicated to be the Owner's responsibility, or are provided by another identified entity; these services include those specified to be performed by an independent agency and not by the Contractor. Costs for these services shall be included in the Contract Sum.
1. The Contractor shall employ and pay an independent agency, to perform specified quality control services.
 2. The Owner will engage and pay for the services of an independent agency to perform inspections and tests specified as the Owner's responsibilities.
 - a. Where the Owner has engaged a testing agency or other entity for testing and inspection of a part of the Work, and if the Contractor is also required to engage an entity for the same or related element, the Contractor shall not employ the entity engaged by the Owner, unless otherwise agreed in writing with the Owner.
 3. Retesting: The Contractor is responsible for retesting where results of required inspections, tests or similar services prove unsatisfactory and do not indicate compliance with Contract Document requirements, regardless of whether the original test was the Contractor's responsibility.
 - a. Cost of retesting construction revised or replaced by the Contractor is the Contractor's responsibility, where required tests were performed on original construction.
 4. Associated Services: The Contractor shall cooperate with agencies performing required inspections, tests and similar services and provide reasonable auxiliary services as requested. Notify the agency sufficiently in advance of operations to permit assignment of personnel. Auxiliary services required include but are not limited

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to:

- a. Providing access to the Work and furnishing labor and facilities necessary to facilitate inspections and tests.
 - b. Taking adequate quantities of representative samples of materials that require testing or assisting the agency in taking samples.
 - c. Providing facilities for storage and curing of test samples, and delivery of samples to testing laboratories.
 - d. Providing the agency with a preliminary design mix proposed for use for materials mixes that require control by the testing agency.
 - e. Security and protection of samples and test equipment at the Project site.
- B. Owner Responsibilities: The Owner will provide inspections, tests and similar quality control services specified to be performed by independent agencies and not by the Contractor, except where they are specifically indicated as the Contractor's responsibility or are provided by another identified entity.
1. The Owner will employ and pay for the services of an independent agency, testing laboratory or other qualified firm to perform services which are the Owner's responsibility from the allowance set aside for testing in the contract sum.
- C. Duties of the Testing Agency: The independent testing agency engaged to perform inspections, sampling and testing of materials and construction specified in individual Specification Sections shall cooperate with the Engineer and Contractor in performance of its duties, and shall provide qualified personnel to perform required inspections and tests.
1. The agency shall notify the Engineer and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. The agency is not authorized to release, revoke, alter or enlarge requirements of the Contract Documents, or approve or accept any portion of the Work.

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3. The agency shall not perform any duties of the Contractor.
- D. Coordination: The Contractor and each agency engaged to perform inspections, tests and similar services shall coordinate the sequence of activities to accommodate required services with a minimum of delay. In addition the Contractor and each agency shall coordinate activities to avoid the necessity of removing and replacing construction to accommodate inspections and tests.
1. The Contractor is responsible for scheduling times for inspections, tests, taking samples and similar activities.

1.04 SUBMITTALS:

- A. The independent testing agency shall submit a certified written report of each inspection, test or similar service, to the Engineer, in duplicate, unless the Contractor is responsible for the service. If the Contractor is responsible for the service, submit a certified written report of each inspection, test or similar service through the Contractor, in duplicate.
1. Submit additional copies of each written report directly to the governing authority, when the authority so directs.
 2. Report Data: Written reports of each inspection test or similar service shall include, but not be limited to:
 - a. Date of issue.
 - b. Project title and number.
 - c. Name, address and telephone number of testing agencies.
 - d. Dates and locations of samples and tests or inspections.
 - e. Names of individuals making the inspection or test.
 - f. Designation of the Work and test method.
 - g. Identification of product and Specification Section.
 - h. Complete inspection or test data.
 - i. Test results and interpretations of test results.
 - j. Ambient conditions at the time of sample taking and testing.
 - k. Comments or professional opinion as to whether inspected or tested work complies with Contract Document requirements.
 - l. Name and signature of laboratory inspector.
 - m. Recommendations on retesting.

1.05 QUALITY ASSURANCE

- A. Qualification for Service Agencies: Engage inspection and testing service agencies, including independent testing laboratories, which are prequalified as complying with "Recommended Requirements for Independent Laboratory Qualification" by the American Council of Independent Laboratories, and which specialize in the types of inspections and tests to be performed.
 - 1. Each independent inspection and testing agency engaged on the Project shall be authorized by authorities having jurisdiction to operate in the State in which the Project is located.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

3.01 REPAIR AND PROTECTION

- A. General: Upon completion of inspection, testing, sample taking and similar services, repair damaged construction and restore substrates and finishes to eliminate deficiencies, including deficiencies in visual qualities of exposed finishes.
- B. Protect construction exposed by or for quality control service activities, and protect repaired construction.
- C. Repair and protection is the Contractor's responsibility, regardless of the assignment of responsibility for inspection, testing or similar services.

END OF SECTION

SECTION 01500
TEMPORARY FACILITIES

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. All contract documents shall apply to work of this section.

1.02 SUMMARY

- A. This Section specifies requirements for temporary services and facilities, including utilities, construction and support facilities, security and protection.

- B. Temporary utilities required include but are not limited to:

1. **Water service and distribution.**
2. **Temporary electric power and light.**
3. **Telephone service.**

- C. Temporary construction and support facilities required include but are not limited to:

1. **Temporary heat.**
2. **Field offices and storage sheds.**
3. **Temporary enclosures.**
4. **Temporary Project identification signs and bulletin boards.**
5. **Waste disposal services.**
6. **Construction aids and miscellaneous services and facilities.**

- D. Security and protection facilities required include but are not limited to:

1. **Temporary fire protection.**
2. **Barricades, warning signs, lights.**
3. **Sidewalk bridge or enclosure fence for the site.**
4. **Environmental protection.**

1.03 SUBMITTALS

- A. **Temporary Utilities: Submit reports of tests, inspections, meter readings and similar procedures performed on temporary utilities.**

- B. **Implementation and Termination Schedule: (Engineer to make determination if necessary depending upon how large of a project) Submit a schedule indicating implementation and termination of each temporary utility within 15 days of the date established for commencement of the Work.**

1.04 QUALITY ASSURANCE

- A. **Regulations: Comply with industry standards and applicable laws and regulations of authorities having jurisdiction, including but not limited to:**

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1. Building Code requirements.
2. Health and safety regulations.
3. Utility company regulations.
4. Police, Fire Department and Rescue Squad rules.
5. Environmental protection regulations.

Comment: If Environmental impact comments have been made by the owner. Copies will be attached for examination

- B. Standards: Comply with NFPA Code 241, "Building Construction and Demolition Operations", ANSI-A10 Series standards for "Safety Requirements for Construction and Demolition", and NECA Electrical Design Library "Temporary Electrical Facilities."
1. Refer to "Guidelines for Bid Conditions for Temporary Job Utilities and Services", prepared jointly by AGC and ASC, for industry recommendations.
 2. Electrical Service: Comply with NEMA, NECA and UL standards and regulations for temporary electric service. Install service in compliance with National Electric Code (NFPA 70).
- C. Inspections: Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certifications and permits.

1.05 PROJECT CONDITIONS

- A. Temporary Utilities: Prepare a schedule indicating dates for implementation and termination of each temporary utility. At the earliest feasible time, when acceptable to the Agent, change over from use of temporary service to use of the permanent service.
- B. Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Take necessary fire prevention measures. Do not overload facilities, or permit them to interfere with progress. Do not allow hazardous dangerous or unsanitary conditions, or public nuisances to develop or persist on the site.

PART 2 - PRODUCTS

2.01 MATERIALS

- A. General: Provide new materials; if acceptable to the Engineer, undamaged previously used materials in serviceable condition may be used. Provide materials suitable for the use intended.
- B. Lumber and Plywood:
1. For job-built temporary offices, shops and sheds within the construction area, provide UL labeled, fire treated lumber and plywood for framing, sheathing and siding.

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2. For signs and directory boards, provide exterior type, Grade B-B High Density Concrete Form Overlay Plywood conforming to PS-1, of sizes and thickness indicated.
 3. For fences and vision barriers, provide exterior type, minimum 3/8" thick plywood.
 4. For safety barriers, sidewalk bridges and similar uses, provide minimum 5/8" thick exterior plywood.
- C. Paint: Comply with requirements of Division-9 Section "Painting."
1. For job-built temporary offices, shops, sheds, fences and other exposed lumber and plywood, provide exterior grade acrylic-latex emulsion over exterior primer.
 2. For sign panels and applying graphics, provide exterior grade alkyd gloss enamel over exterior primer.
 3. For interior walls of temporary offices, provide two coats interior latex flat wall paint.
- D. Tarpaulins: Provide waterproof, fire-resistant, UL labeled tarpaulins with flame-spread rating of 15 or less. For temporary enclosures provide translucent nylon reinforced laminated polyethylene or polyvinyl chloride fire retardant tarpaulins.
- E. Water: Provide potable water approved by local health authorities.
- F. Open-Mesh Fencing: Provide 11-gage, galvanized 2-inch, chain link fabric fencing 6-feet high with galvanized barbed wire top strand and galvanized steel pipe posts, 1-1/2" I.D. for line posts and 2-1/2" I.D. for corner posts.

2.02 EQUIPMENT

- A. General: Provide new equipment; if acceptable to the Consultant, undamaged, previously used equipment in serviceable condition may be used. Provide equipment suitable for use intended.
- B. Water Hoses: Provide 3/4" heavy-duty, abrasion-resistant, flexible rubber hoses 100 ft. long, with pressure rating greater than the maximum pressure of the water distribution system; provide adjustable shut-off nozzles at hose discharge.
- C. Electrical Outlets: Provide properly configured NEMA polarized outlets to prevent insertion of 110-120 volt plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset button and pilot light, for connection of power tools and equipment.
- D. Electrical Power Cords: Provide grounded extension cords; use "hard-service" cords where exposed to abrasion and traffic. Provide waterproof connectors to

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connect separate lengths of electric cords, if single lengths will not reach areas where work activities are in progress.

- E. Lamps and Light Fixtures: Provide general service incandescent lamps of wattage required for adequate illumination. Provide guard cages or tempered glass enclosures, where exposed to breakage. Provide exterior fixtures where exposed to moisture.
- F. Heating Units: Provide temporary heating units that have been tested and labeled by UL, FM or another recognized trade association related to the type of fuel being consumed.
- G. Temporary Offices: Provide prefabricated or mobile units or similar job-built construction with lockable entrances, operable windows and serviceable finishes. Provide heated and air- conditioned units on foundations adequate for normal loading.
- H. First Aid Supplies: Comply with governing regulations.
- I. Fire Extinguishers: Provide hand-carried, portable UL-rated, class "A" fire extinguishers for temporary offices and similar spaces. In other locations provide hand-carried, portable, UL-rated, class "ABC" dry chemical extinguishers, or a combination of extinguishers of NFPA recommended classes for the exposures.
 - 1. Comply with NFPA 10 and 241 for classification, extinguishing agent and size required by location and class of fire exposure.

PART 3 - EXECUTION

3.01 INSTALLATION

- A. Use qualified personnel for installation of temporary facilities. Locate facilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.
- B. Provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed, or are replaced by authorized use of completed permanent facilities.

3.02 TEMPORARY UTILITY INSTALLATION

- A. General: Engage the appropriate local utility company to install temporary service or connect to existing service. Where the company provides only part of the service, provide the remainder with matching, compatible materials and equipment; comply with the company's recommendations.
 - 1. Arrange with the company and existing users for a time when service can be interrupted, where necessary, to make connections for temporary services.
 - 2. Provide adequate capacity at each stage of construction. Prior to temporary utility availability, provide trucked-in services.

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3. Obtain easements to bring temporary utilities to the site, where the Owner's easements cannot be used for that purpose.
 4. Use Charges: Cost or use charges for temporary facilities are not chargeable to the Agent or Consultant, and will not be accepted as a basis of claims for a Change Order.
- B. Temporary Water Service: The contractor shall make arrangements with the Building Management for temporary water from existing sources at the facility. The Contractor shall be responsible for all hoses, connections, etc., required from the point of water source at the facility.
- C. Temporary Electric Power Service: The Contractor shall make all arrangements for and shall install and pay for the temporary electric service. The Contractor shall furnish, install and maintain all temporary and power facilities required by the work. Provide weatherproof, grounded electric power service and distribution system of sufficient size, capacity, and power characteristics during construction period. Include meters, transformers, overload protected disconnects, automatic ground-fault interrupters and main distribution switch gear.
1. Power Distribution System: Install wiring overhead, and rise vertically where least exposed to damage. Where permitted, wiring circuits not exceeding 125 Volts, AC 20 ampere rating, and lighting circuits may be nonmetallic sheathed cable where overhead and exposed for surveillance.
- D. Temporary Lighting:
1. Install and operate temporary lighting that will fulfill security and protection requirements, without operating the entire system, and will provide adequate illumination for construction operations and traffic conditions.
- E. Temporary Telephones: Provide temporary telephone service for all personnel engaged in construction activities, throughout the construction period. Install telephone on a separate line for each temporary office and first aid station. Where an office has more than two occupants, install a telephone for each additional occupant or pair of occupants. (If necessary)
1. At each telephone, post a list of important telephone numbers.
- F. Sewers and Drainage: If sewers are available, provide temporary connections to remove effluent that can be discharged lawfully. If sewers are not available or cannot be used, provide drainage ditches, dry wells, stabilization ponds and similar facilities. If neither sewers nor drainage facilities can be lawfully used for discharge of effluent, provide containers to remove and dispose of effluent off the site in a lawful manner. (If applicable)
1. Filter out excessive amounts of soil, construction debris, chemicals, oils and similar contaminants that might clog sewers or pollute waterways before discharge.

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2. Connect temporary sewers to the municipal system as directed by the sewer department officials.
 3. Maintain temporary sewers and drainage facilities in a clean, sanitary condition. Following heavy use, restore normal conditions promptly.
- G. Provide earthen embankments and similar barriers in and around excavations and subgrade construction, sufficient to prevent flooding by runoff of storm water from heavy rains.

3.03 TEMPORARY CONSTRUCTION AND SUPPORT FACILITIES INSTALLATION

- A. Locate field offices, storage sheds, sanitary facilities and other temporary construction and support facilities for easy access at locations approved by the Agent.
1. Maintain temporary construction and support facilities until near Substantial Completion. Remove prior to Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to the Agent.
- B. Provide incombustible construction for offices, shops and sheds located within the construction area, or within 30 feet of building lines. Comply with requirements of NFPA 241.
- C. Temporary Heat: Provide temporary heat required by construction activities, for curing or drying of completed installations or protection of installed construction from adverse effects of low temperatures or high humidity. Select safe equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce the ambient condition required and minimize consumption of energy.
- D. Heating Facilities: Except where use of the permanent system is authorized, provide vented self-contained LP gas or fuel oil heaters with individual space thermostatic control.
1. Use of gasoline-burning space heaters, open flame, or salamander type heating units is prohibited.
- F. Storage and Fabrication Sheds: Install storage and fabrication sheds, sized, furnished and equipped to accommodate materials and equipment involved, including temporary utility service. Sheds may be open shelters or fully enclosed spaces within the building or elsewhere on the site as approved by the Agent.
- G. Sanitary facilities include temporary toilets, wash facilities and drinking water fixtures. Comply with regulations and health codes for the type, number, location, operation and maintenance of fixtures and facilities. Install where facilities will best serve the Project's needs.
1. Provide toilet tissue, paper towels, paper cups and similar disposable materials for each facility. Provide covered waste containers for used material.

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- H. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy. Use of pit-type privies will not be permitted.
- I. Drinking Water Facilities: Within temporary office, provide containerized tap-dispenser bottled-water type drinking water units, including paper supply.
- J. Temporary Enclosures: Provide temporary enclosure for protection of construction in progress and completed, from exposure, foul weather, other construction operations and similar activities.
 - 1. Where heat is needed and the permanent building enclosure is not complete, provide temporary enclosures where there is no other provision for containment of heat. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
 - 2. Install tarpaulins securely, with incombustible wood framing and other materials. Close openings of 25 square feet or less with plywood or similar materials.
 - 3. Where temporary wood or plywood enclosure exceeds 100 square feet in area, use UL-labeled fire-retardant treated material for framing and main sheathing.
- K. Collection and Disposal of Waste: Collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to rise above 80 deg F (27 deg C). Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose of material in a lawful manner.

3.04 PROTECTION FACILITIES INSTALLATION

- A. Temporary Fire Protection: (If applicable or if necessary as per application)
 - 1. Locate fire extinguishers where convenient and effective for their intended purpose, but not less than one extinguisher on each floor at or near each usable stairwell.
 - 2. Store combustible materials in containers in fire-safe locations.
 - 3. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire protection facilities, stairways and other access routes for fighting fires. Prohibit smoking in hazardous fire exposure areas.
 - 4. Provide supervision of welding operations, combustion type temporary heating units, and similar sources of fire ignition.
- B. Barricades, Warning Signs and Lights: Comply with standards and code requirements for erection of structurally adequate barricades. Paint with appropriate colors, graphics and warning signs to inform personnel and the public of the hazard being protected against. Where appropriate and needed provide lighting, including

flashing red or amber lights.

C. Security Enclosure and Lockup:

1. Storage: Where materials and equipment must be stored, and are of value or attractive for theft, provide a secure lockup. Enforce discipline in connection with the installation and release of material to minimize the opportunity for theft and vandalism.

D. Environmental Protection: Provide protection, operate temporary facilities and conduct construction in ways and by methods that comply with environmental regulations, and minimize the possibility that air, waterways and subsoil might be contaminated or polluted, or that other undesirable effects might result. Avoid use of tools and equipment which produce harmful noise. Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or firms near the site.

3.05 OPERATION, TERMINATION AND REMOVAL

A. Supervision: Enforce strict discipline in use of temporary facilities. Limit availability of temporary facilities to essential and intended uses to minimize waste and abuse.

B. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage by freezing temperatures and similar elements.

1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation and similar facilities on a 24-hour day basis where required to achieve indicated results and to avoid possibility of damage.
2. Protection: Prevent water filled piping from freezing.

C. Termination and Removal: Unless the Agent requests that it be maintained longer, remove each temporary facility when the need has ended, or when replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with the temporary facility. Repair damaged Work, clean exposed surfaces and replace construction that cannot be satisfactorily repaired.

1. Materials and facilities that constitute temporary facilities are property of the Contractor.
2. Where the area is intended for landscape development, remove soil and aggregate fill that does not comply with requirements for fill or subsoil in the area. Remove materials contaminated with substances which might impair growth of plant materials or lawns. Repair or replace street paving, curbs and sidewalks at the temporary entrances, as required by the governing authority.
3. At Substantial Completion, clean and renovate permanent facilities that have been used during the construction period, including but not limited to:

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- a. Replace air filters and clean inside of ductwork and housings.
- b. Replace significantly worn parts and parts that have been subject to unusual operating conditions.

END OF SECTION

SECTION 01600

MATERIALS AND EQUIPMENT

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section specifies administrative and procedural requirements governing the Contractor's selection of products for use in the Project.
- B. The Contractor's Construction Schedule and the Schedule of Submittals are included under Section "Submittals."
- C. Standards: Refer to Section "Reference Standards and Definitions" for applicability of industry standards to products specified.
- D. Administrative procedures for handling requests for substitutions made after award of the Contract are included under Section "Product Substitutions."

1.03 DEFINITIONS

- A. Definitions used in this Article are not intended to change the meaning of other terms used in the Contract Documents, such as "specialties," "systems," "structure," "finishes," "accessories," and similar terms. Such terms such are self-explanatory and have well recognized meanings in the construction industry.
 - 1. "Products" are items purchased for incorporation in the Work, whether purchased for the Project or taken from previously purchased stock. Note that some product specifications require job specific purchase of the materials versus use from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - a. "Named Products" are items identified by manufacturer's product name, including make or model designation, indicated in the manufacturer's published product literature, that is current as of the date of the Contract Documents.
 - 2. "Materials" are products that are substantially shaped, cut, worked, mixed, finished, refined or otherwise fabricated, processed, or installed to form a part of the Work.
 - 3. "Equipment" is a product with operational parts, whether motorized or

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manually operated, that requires service connections such as wiring or piping.

1.04 SUBMITTALS

- A. Product List Schedule: Prepare a schedule showing products specified in a tabular form acceptable to the Consultant. Include generic names of products required. Include the manufacturer's name and proprietary product names for each item listed.
1. Coordinate the product list schedule with the Contractor's Construction Schedule and the Schedule of Submittals.
 2. Form: Prepare the product listing schedule with information on each item tabulated under the following column headings:
 - a. Related Specification Section number.
 - b. Generic name used in Contract Documents.
 - c. Proprietary name, model number and similar designations.
 - d. Manufacturer's name and address.
 - e. Supplier's name and address.
 - f. Installer's name and address.
 - g. Projected delivery date, or time span of delivery period.
 3. Initial Submittal: Within 30 days after date of commencement of the Work, submit 3 copies of an initial product list schedule. Provide a written explanation for omissions of data, and for known variations from Contract requirements.
 - a. At the Contractor's option, the initial submittal may be limited to product selections and designations that must be established early in the Contract period.
 4. Completed Schedule: Within 60 days after date of commencement of the Work, submit 3 copies of the completed product list schedule. Provide a written explanation for omissions of data, and for known variations from Contract requirements.
 5. Engineer's Action: The Consultant will respond in writing to the Contractor within 2 weeks of receipt of the completed product list schedule. No response within this time period constitutes no objection to listed manufacturers or products, but does not constitute a waiver of the requirement that products comply with Contract Documents. The Engineer's response will include the following:
 - a. A list of unacceptable product selections, containing a brief explanation of reasons for this action.

1.05 QUALITY ASSURANCE

- A. Source Limitations: To the fullest extent possible, provide products of the same

kind, from a single source.

1. When specified products are available only from sources that do not or cannot produce a quantity adequate to complete project requirements in a timely manner, consult with the Consultant for a determination of the most important product qualities before proceeding. Qualities may include attributes relating to visual appearance, strength, durability, or compatibility. When a determination has been made, select products from sources that produce products that possess these qualities, to the fullest extent possible.
- B. Compatibility of Options: When the Contractor is given the option of selecting between two or more products for use on the Project, the product selected shall be compatible with products previously selected, even if previously selected products were also options.

1.06 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store and handle products in accordance with the manufacturer's recommendations, using means and methods that will prevent damage, deterioration and loss, including theft.
1. Schedule delivery to minimize long-term storage at the site and to prevent overcrowding of construction spaces.
 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft and other losses.
 3. Deliver products to the site in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting and installing.
 4. Inspect products upon delivery to ensure compliance with the Contract Documents, and to ensure that products are undamaged and properly protected.
 5. Store products at the site in a manner that will facilitate inspection and measurement of quantity or counting of units.
 6. Store heavy materials away from the Project structure in a manner that will not endanger the supporting construction.
 7. Store products subject to damage by the elements above ground, under cover in a weathertight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.

PART 2 - PRODUCTS

2.01 PRODUCT SELECTION

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, unused at the time of installation.
1. Provide products complete with all accessories, trim, finish, safety guards and other devices and details needed for a complete installation and for the intended use and effect.
 2. Standard Products: Where available, provide standard products of types that have been produced and used successfully in similar situations on other projects.
- B. Product Selection Procedures: Product selection is governed by the Contract Documents and governing regulations, not by previous Project experience. Procedures governing product selection include the following:
1. Proprietary Specification Requirements: Where only a single product or manufacturer is named, provide the product indicated. No substitutions will be permitted.
 2. Semi-proprietary Specification Requirements: Where two or more products or manufacturers are named, provide one of the products indicated. No substitutions will be permitted.
 - a. Where products or manufacturers are specified by name, accompanied by the term "or equal," or "or approved equal" comply with the Contract Document provisions concerning "substitutions" to obtain approval for use of an unnamed product.
 3. Non-Proprietary Specifications: When the Specifications list products or manufacturers that are available and may be incorporated in the Work, but do not restrict the Contractor to use of these products only, the Contractor may propose any available product that complies with Contract requirements. Comply with Contract Document provisions concerning "substitutions" to obtain approval for use of an unnamed product.
 4. Descriptive Specification Requirements: Where Specifications describe a product or assembly, listing exact characteristics required, with or without use of a brand or trade name, provide a product or assembly that provides the characteristics and otherwise complies with Contract requirements.
 5. Performance Specification Requirements: Where Specifications require compliance with performance requirements, provide products that comply with these requirements, and are recommended by the manufacturer for the application indicated. General overall performance of a product is implied

where the product is specified for a specific application.

- a. Manufacturer's recommendations may be contained in published product literature, or by the manufacturer's certification of performance.
6. Compliance with Standards, Codes and Regulations: Where the Specifications only require compliance with an imposed code, standard or regulation, select a product that complies with the standards, codes or regulations specified.
 7. Visual Matching: Where Specifications require matching an established Sample, the Consultant's decision will be final on whether a proposed product matches satisfactorily.
 - a. Where no product available within the specified category matches satisfactorily and also complies with other specified requirements, comply with provisions of the Contract Documents concerning "substitutions" for selection of a matching product in another product category, or for noncompliance with specified requirements.
 8. Visual Selection: Where specified product requirements include the phrase "...as selected from manufacturer's standard colors, patterns, textures..." or a similar phrase, select a product and manufacturer that complies with other specified requirements. The Consultant will select the color, pattern and texture from the product line selected.
 9. Allowances: Refer to individual Specification Sections and "Allowance" provisions in Division-1 for allowances that control product selection, and for procedures required for processing such selections.

PART 3 - EXECUTION

3.01 INSTALLATION OF PRODUCTS:

- A. Comply with manufacturer's instructions and recommendations for installation of products in the applications indicated. Anchor each product securely in place, accurately located and aligned with other Work.
 1. Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

END OF SECTION

SECTION 01631

PRODUCT SUBSTITUTIONS

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling requests for substitutions made after award of the Contract.
- B. The Contractor's Construction Schedule and the Schedule of Submittals are included under Section "Submittals."
- C. Standards: Refer to Section "Reference Standards and Definitions" applicability of industry standards to products specified.
- D. Procedural requirements governing the Contractor's selection of products and product options are included under Section "Materials and Equipment."

1.03 DEFINITIONS

- A. Definitions used in this Article are not intended to change or modify the meaning of other terms used in the Contract Documents.
- B. Substitutions: Requests for changes in products, materials, equipment, and methods of construction required by Contract Documents proposed by the Contractor after award of the Contract are considered requests for "substitutions." The following are not considered substitutions:
 - 1. Substitutions requested by Bidders during the bidding period, and accepted prior to award of Contract, are considered as included in the Contract Documents and are not subject to requirements specified in this Section for substitutions.
 - 2. Revisions to Contract Documents requested by the Owner or Consultant.
 - 3. Specified options of products and construction methods included in Contract Documents.
 - 4. The Contractor's determination of and compliance with governing regulations and orders issued by governing authorities.

1.04 SUBMITTALS

- A. Substitution Request Submittal: Requests for substitution will be considered if received within 60 days after commencement of the Work. Requests received more than 60 days after commencement of the Work may be considered or rejected at the discretion of the Consultant.
1. Submit 3 copies of each request for substitution for consideration. Submit requests in the form and in accordance with procedures required for Change Order proposals.
 2. Identify the product, or the fabrication or installation method to be replaced in each request. Include related Specification Section and Drawing numbers. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate:
 - a. Product Data, including Drawings and descriptions of products, fabrication and installation procedures.
 - b. Samples, where applicable or requested.
 - c. A detailed comparison of significant qualities of the proposed substitution with those of the Work specified. Significant qualities may include elements such as size, weight, durability, performance and visual effect.
 - d. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by the Owner and separate Contractors, that will become necessary to accommodate the proposed substitution.
 - e. A statement indicating the substitution's effect on the Contractor's Construction Schedule compared to the schedule without approval of the substitution. Indicate the effect of the proposed substitution on overall Contract Time.
 - f. Cost information, including a proposal of the net change, if any in the Contract Sum.
 - g. Certification by the Contractor that the substitution proposed is equal-to or better in every significant respect to that required by the Contract Documents, and that it will perform adequately in the application indicated. Include the Contractor's waiver of rights to additional payment or time, that may subsequently become necessary because of the failure of the substitution to perform adequately.
 3. Consultant's Action: Within one week of receipt of the request for substitution, the Consultant will request additional information or

documentation necessary for evaluation of the request. Within 2 weeks of receipt of the request, or one week of receipt of the additional information or documentation, whichever is later, the Consultant will notify the Contractor of acceptance or rejection of the proposed substitution. If a decision on use of a proposed substitute cannot be made or obtained within the time allocated, use the product specified by name. Acceptance will be in the form of a Change Order.

PART 2 - PRODUCTS

2.01 SUBSTITUTIONS

- A. Conditions: The Contractor's substitution request will be received and considered by the Consultant when one or more of the following conditions are satisfied, as determined by the Consultant; otherwise requests will be returned without action except to record noncompliance with these requirements.
1. Extensive revisions to Contract Documents are not required.
 2. Proposed changes are in keeping with the general intent of Contract Documents.
 3. The request is timely, fully documented and properly submitted.
 4. The request is directly related to an "or equal" clause or similar language in the Contract Documents.
 5. The specified product or method of construction cannot be provided within the Contract Time. The request will not be considered if the product or method cannot be provided as a result of failure to pursue the Work promptly or coordinate activities properly.
 6. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
 7. A substantial advantage is offered the Owner, in terms of cost, time, energy conservation or other considerations of merit, after deducting offsetting responsibilities the Owner may be required to bear. Additional responsibilities for the Owner may include additional compensation to the Consultant for redesign and evaluation services, increased cost of other construction by the Owner or separate Contractors, and similar considerations.
 8. The specified product or method of construction cannot be provided in a manner that is compatible with other materials, and where the Contractor certifies that the substitution will overcome the incompatibility.
 9. The specified product or method of construction cannot be coordinated with other materials, and where the Contractor certifies that the proposed

substitution can be coordinated.

10. The specified product or method of construction cannot provide a warranty required by the Contract Documents and where the Contractor certifies that the proposed substitution provide the required warranty.
- B. The Contractor's submittal and Consultant's acceptance of Shop Drawings, Product Data or Samples that relate to construction activities not complying with the Contract Documents does not constitute an acceptable or valid request for substitution, nor does it constitute approval.

PART 3 - EXECUTION (Not Applicable)

END OF SECTION

Section 01700
PROJECT CLOSEOUT

PART 1 GENERAL

1.01 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division_1 Specification Sections, apply to this Section.

1.02 SUMMARY:

- A. This Section specifies administrative and procedural requirements for project closeout, including but not limited to:
 - 1. Inspection procedures.
 - 2. Project record document submittal.
 - 3. Operating and maintenance manual submittal.
 - 4. Submittal of warranties.
 - 5. Final cleaning.
- B. Closeout requirements for specific construction activities are included in the appropriate Sections in Divisions 2 through 15.

1.03 SUBSTANTIAL COMPLETION:

- A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following: List exceptions in the request.
 - 1. In the Application for Payment that coincides with, or first follows, the date Substantial Completion is claimed, show 100 percent completion for the portion of the Work claimed as substantially complete. Include supporting documentation for completion as indicated in these Contract Documents and a statement showing an accounting of changes to the Contract Sum.
 - a. If 100 percent completion cannot be shown, include a list of incomplete items, the value of incomplete construction, and reasons the Work is not complete.

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2. Advise Owner of pending insurance change over requirements.
 3. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications and similar documents.
 4. Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities; include occupancy permits, operating certificates and similar releases.
 5. Submit record drawings, maintenance manuals, final project photographs, damage or settlement survey, property survey, and similar final record information.
 6. Deliver tools, spare parts, extra stock, and similar items.
 7. Make final change over of permanent locks and transmit keys to the Owner. Advise the Owner's personnel of change over in security provisions.
 8. Complete start up testing of systems, and instruction of the Owner's operating and maintenance personnel. Discontinue or change over and remove temporary facilities from the site, along with construction tools, mock ups, and similar elements.
 9. Complete final clean up requirements, including touch up painting. Touch up and otherwise repair and restore marred exposed finishes.
- B. Inspection Procedures: On receipt of a request for inspection, the Consultant will either proceed with inspection or advise the Contractor of unfilled requirements. The Consultant will prepare the Certificate of Substantial Completion following inspection, or advise the Contractor of construction that must be completed or corrected before the certificate will be issued.
1. The Consultant will repeat inspection when requested and assured that the Work has been substantially completed.
 2. Results of the completed inspection will form the basis of requirements for final acceptance.

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1.04 FINAL ACCEPTANCE:

- A. Preliminary Procedures: Before requesting final inspection for certification of final acceptance and final payment, complete the following: List exceptions in the request.
1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
 2. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
 3. Submit a certified copy of the Consultant's final inspection list of items to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance and the list has been endorsed and dated by the Consultant.
 4. Submit final meter readings for utilities, a measured record of stored fuel, and similar data as of the date of Substantial Completion, or when the Owner took possession of and responsibility for corresponding elements of the Work.
 5. Submit a final liquidated damages settlement statement.
 6. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
- B. Reinspection Procedure: The Consultant will reinspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except items whose completion has been delayed because of circumstances acceptable to the Consultant.
1. Upon completion of reinspection, the Consultant will prepare a certificate of final acceptance or advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.
 2. If necessary, reinspection will be repeated.

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1.05 RECORD DOCUMENT SUBMITTALS:

- A. General: Do not use record documents for construction purposes; protect from deterioration and loss in a secure, fire resistive location; provide access to record documents for the Consultant's reference during normal working hours.
- B. Record Drawings: Maintain a clean, undamaged set of blue or black line white prints of Contract Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark whichever drawing is most capable of showing conditions fully and accurately; where Shop Drawings are used, record a cross reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
1. Mark record sets with red erasable pencil; use other colors to distinguish between variations in separate categories of the Work.
 2. Mark new information that is important to the Owner, but was not shown on Contract Drawings or Shop Drawings.
 3. Note related Change Order numbers where applicable.
 4. Organize record drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on the cover of each set.
- C. Record Specifications: Maintain one complete copy of the Project Manual, including addenda, and one copy of other written construction documents such as Change Orders and modifications issued in printed form during construction. Mark these documents to show substantial variations in actual Work performed in comparison with the text of the Specifications and modifications. Give particular attention to substitutions, selection of options and similar information on elements that are concealed or cannot otherwise be readily discerned later by direct observation. Note related record drawing information and Product Data.
1. Upon completion of the Work, submit record Specifications to the Consultant for the Owner's records.

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- D. Record Product Data: Maintain one copy of each Product Data submittal. Mark these documents to show significant variations in actual Work performed in comparison with information submitted. Include variations in products delivered to the site, and from the manufacturer's installation instructions and recommendations. Give particular attention to concealed products and portions of the Work which cannot otherwise be readily discerned later by direct observation. Note related Change Orders and mark up of record drawings and Specifications.
1. Upon completion of mark up, submit complete set of record Product Data to the Consultant for the Owner's records.
- E. Record Sample Submitted: Immediately prior to the date or dates of Substantial Completion, the Contractor will meet at the site with the Consultant and the Owner's personnel to determine which of the submitted Samples that have been maintained during progress of the Work are to be transmitted to the Owner for record purposes. Comply with delivery to the Owner's Sample storage area.
- F. Miscellaneous Record Submittals: Refer to other Specification Sections for requirements of miscellaneous record keeping and submittals in connection with actual performance of the Work. Immediately prior to the date or dates of Substantial Completion, complete miscellaneous records and place in good order, properly identified and bound or filed, ready for continued use and reference. Submit to the Consultant for the Owner's records.
- G. Maintenance Manuals: Organize operating and maintenance data into suitable sets of manageable size. Bind properly indexed data in individual heavy duty 2_inch, 3_ring vinyl covered binders, with pocket folders for folded sheet information. Mark appropriate identification on front and spine of each binder. Include the following types of information:
1. Emergency instructions.
 2. Spare parts list.
 3. Copies of warranties.
 4. Wiring diagrams.
 5. Recommended "turn around" cycles.
 6. Inspection procedures.
 7. Shop Drawings and Product Data.
 8. Fixture lamping schedule.

PART 2 - PRODUCTS (Not Applicable)

PART 3 EXECUTION

3.01 CLOSEOUT PROCEDURES:

- A. Operating and Maintenance Instructions: Arrange for each installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. If installers are not experienced in procedures, provide instruction by manufacturer's representatives. Include a detailed review of the following items:
1. Maintenance manuals.
 2. Record documents.
 3. Spare parts and materials.
 4. Tools.
 5. Lubricants.
 6. Fuels.
 7. Identification systems.
 8. Control sequences.
 9. Hazards.
 10. Cleaning.
 11. Warranties and bonds.
 12. Maintenance agreements and similar continuing commitments.
- B. As part of instruction for operating equipment, demonstrate the following procedures:
1. Start up.
 2. Shutdown.
 3. Emergency operations
 4. Noise and vibration adjustments.
 5. Safety procedures.
 6. Economy and efficiency adjustments.
 7. Effective energy utilization.

3.02 FINAL CLEANING:

- A. General: General cleaning during construction is required by the General Conditions and included in Section "Temporary Facilities."

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- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in a normal, commercial building cleaning and maintenance program. Comply with manufacturer's instructions.
1. Complete the following cleaning operations before requesting inspection for Certification of Substantial Completion.
 - a. Remove labels that are not permanent labels.
 - b. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compound and other substances that are noticeable vision obscuring materials. Replace chipped or broken glass and other damaged transparent materials.
 - c. Clean exposed exterior and interior hard surfaced finishes to a dust free condition, free of stains, films and similar foreign substances. Restore reflective surfaces to their original reflective condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.
 - d. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.
 - e. Clean the site, including landscape development areas, of rubbish, litter and other foreign substances. Sweep paved areas broom clean; remove stains, spills and other foreign deposits. Rake grounds that are neither paved nor planted, to a smooth even textured surface.
- C. Removal of Protection: Remove temporary protection and facilities installed for protection of the Work during construction.
- D. Compliance: Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile, harmful or dangerous materials into drainage systems. Remove waste materials from the site and dispose of in a lawful manner.

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1. Where extra materials of value remaining after completion of associated Work have become the Owner's property, arrange for disposition of these materials as directed.

END OF SECTION

SECTION 01710
CLEANING

PART 1 - GENERAL

1.01 DESCRIPTION

- A. Related requirements specified elsewhere:
 - 1. Summary of Work: Section 01010
 - 2. Coordination: Section 01040
 - 3. Cleaning for specific products or work: Specification section for that work
- B. Maintain premises and public areas free from accumulations of waste, debris and rubbish caused by operations.
- C. At the completion of the work, remove waste materials, rubbish, tools, equipment, machinery, and surplus material, and clean all sight-exposed surfaces. Leave the project clean for occupancy.

1.02 SAFETY REQUIREMENTS

- A. Maintain the project in accordance with applicable safety and insurance standards.
- B. Hazards control:
 - 1. Store volatile wastes in covered metal containers, and remove from the premises daily.
 - 2. Prevent the accumulation of wastes which create hazardous conditions.
 - 3. Provide adequate ventilation during the use of volatile or noxious substances.
- C. Conduct cleaning and disposal operations to comply with local ordinances and antipollution laws.
 - 1. Do not burn or bury rubbish and waste materials on the project site.
 - 2. Do not dispose of volatile wastes such as mineral spirits, oil or paint thinner in storm or sanitary drains.
 - 3. Do not dispose of wastes into sewers or waterways.

1.03 SUBMITTAL

- A. Submit a plan for the disposal of wastes to the Owner.

PART 2 - PRODUCTS

2.01 MATERIALS

- A. Use only cleaning materials recommended by the manufacturer of the surface to be cleaned.
- B. Use cleaning materials only on surfaces recommended by the cleaning material manufacturer.

PART 3 - EXECUTION

3.01 DURING CONSTRUCTION

- A. Prior to any removal, the Contractor shall submit his plan for confining, collecting and disposal of setting bed, quarry tile, roofing membrane, ballast, and other waste material as a result of his removal operations.
- B. Execute cleaning to ensure that the building, grounds, and public properties are maintained free from accumulations of waste materials and rubbish.
- C. Wet down dry materials and rubbish to lay dust and prevent blowing dust.
- D. At reasonable intervals during the progress of the work, clean the site and public properties, and dispose of waste materials, debris and rubbish.
- E. Provide on-site dump containers for the collection of waste materials, debris and rubbish. Do not use the Owner's dump containers.
- F. Remove waste materials, debris and rubbish from the site and legally dispose of at public or private dumping areas off the Owner's property.
- G. Handle materials in a controlled manner with as few handling as possible. Do not drop or throw materials from heights.

3.02 FINAL CLEANING

- A. Employ experienced workmen, or professional cleaners, for the final cleaning.
- B. In preparation for substantial completion or occupancy, conduct a final inspection of sight-exposed interior and exterior surfaces, and of concealed spaces.
- C. Repair, patch, and touch up marred surfaces to specified finishes, and to match adjacent surfaces.
- D. Remove debris from drains and sumps and check that drains are operable.

END OF SECTION

SECTION 01740

WARRANTIES AND BONDS

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 SUMMARY:

- A. This Section specifies general administrative and procedural requirements for warranties and bonds required by the Contract Documents, including manufacturer's standard warranties on products and special warranties.
 - 1. Refer to the General Conditions for terms of the Contractor's special warranty of workmanship and materials.
 - 2. General closeout requirements are included in Section "Project Closeout."
 - 3. Specific requirements for warranties for the work and products and installations that are specified to be warranted are included in the individual Sections of Divisions 2 through 9.
 - 4. Certifications and other commitments and agreements for continuing services to Owner are specified elsewhere in the Contract Documents.
- B. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve the Contractor of the warranty on the Work that incorporates the products, nor does it relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with the Contractor.

1.03 DEFINITIONS

- A. Standard Product Warranties are preprinted written warranties published by individual manufacturers for particular products and are specifically endorsed by the manufacturer to the Owner.
- B. Special Warranties are written warranties required by or incorporated in the Contract Documents, either to extend time limits provided by standard warranties or to provide greater rights for the Owner.

1.04 WARRANTY REQUIREMENTS

- A. Related Damages and Losses: When correcting warranted Work that has failed, remove and replace other Work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted

Work.

- B. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.
- C. Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with requirements of Contract Documents. The Contractor is responsible for the cost of replacing or rebuilding defective Work regardless of whether the Owner has benefited from use of the Work through a portion of its anticipated useful service life.
- D. Owner's Recourse: Written warranties made to the Owner are in addition to implied warranties, and shall not limit the duties, obligations, rights and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the Owner can enforce such other duties, obligations, rights, or remedies.
 - 1. Rejection of Warranties: The Owner reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.
- E. The Owner reserves the right to refuse to accept Work for the Project where a special warranty, certification, or similar commitment is required on such Work or part of the Work, until evidence is presented that entities required to countersign such commitments are willing to do so.

1.05 SUBMITTALS

- A. Submit written warranties to the Consultant prior to the date certified for Substantial Completion. If the Consultant's Certificate of Substantial Completion designates a commencement date for warranties other than the date of Substantial Completion for the Work, or a designated portion of the Work, submit written warranties upon request of the Consultant.
 - 1. When a designated portion of the Work is completed and occupied or used by the Owner, by separate agreement with the Contractor during the construction period, submit properly executed warranties to the Consultant within fifteen days of completion of that designated portion of the Work.
- B. When a special warranty is required to be executed by the Contractor, or the Contractor and a subcontractor, supplier or manufacturer, prepare a written document that contains appropriate terms and identification, ready for execution by the required parties. Submit a draft to the Owner through the Consultant for approval prior to final execution.
- C. Forms for special warranties are included at the end of this Section. Prepare a written document utilizing the appropriate form, ready for execution by the

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Contractor, or the Contractor and subcontractor, supplier or manufacturer. Submit a draft to the Owner through the Consultant for approval prior to final execution.

1. Refer to individual Sections of Divisions 2 through 9 for specific content requirements, and particular requirements for submittal of special warranties.
- D. Form of Submittal: At Final Completion compile two copies of each required warranty and bond properly executed by the Contractor, or by the Contractor, subcontractor, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the table of contents of the Project Manual.
- E. Bind warranties and bonds in heavy-duty, commercial quality, durable 3-ring vinyl covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2" by 11" paper.
1. Provide heavy paper dividers with celluloid covered tabs for each separate warranty. Mark the tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product, and the name, address and telephone number of the installer.
 2. Identify each binder on the front and the spine with the typed or printed title "WARRANTIES AND BONDS, the Project title or name, and the name of the Contractor.
 3. When operating and maintenance manuals are required for warranted construction, provide additional copies of each required warranty, as necessary, for inclusion in each required manual.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.01 SCHEDULE OF WARRANTIES

- A. Schedule: Provide warranties on products and installations as specified below:

The General Contractor shall provide a 5-year warranty for all repairs performed to conform with the specifications in addition to specific warranties for individual products.

1. **Specific materials as necessary**
2. **Specifications noted on drawings for appliances**
3. **Mechanical equipment**

END OF SECTION

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SECTION 033000 - CAST-IN-PLACE CONCRETE

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes cast-in-place concrete, including formwork, reinforcement, concrete materials, mixture design, placement procedures, and finishes.
- B. Related Requirements:
 - 1. Section 312000 "Earth Moving" for drainage fill under slabs-on-grade.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Sustainable Design Submittals:
- C. Design Mixtures: For each concrete mixture.
- D. Steel Reinforcement Shop Drawings: Placing Drawings that detail fabrication, bending, and placement.

1.3 INFORMATIONAL SUBMITTALS

- A. Material certificates.
- B. Material test reports.
- C. Formwork Shop Drawings: Prepared by or under the supervision of a qualified professional engineer, detailing fabrication, assembly, and support of formwork.
- D. Floor surface flatness and levelness measurements indicating compliance with specified tolerances.

1.4 QUALITY ASSURANCE

- A. Manufacturer Qualifications: A firm experienced in manufacturing ready-mixed concrete products and that complies with ASTM C 94/C 94M requirements for production facilities and equipment.
 - 1. Manufacturer certified according to NRMCA's "Certification of Ready Mixed Concrete Production Facilities."

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- B. Testing Agency Qualifications: An independent agency, [**acceptable to authorities having jurisdiction,**] qualified according to ASTM C 1077 and ASTM E 329 for testing indicated.

1.5 PRECONSTRUCTION TESTING

- A. Preconstruction Testing Service: Engage a qualified testing agency to perform preconstruction testing on concrete mixtures.

1.6 FIELD CONDITIONS

- A. Cold-Weather Placement: Comply with ACI 306.1.
 - 1. Do not use calcium chloride, salt, or other materials containing antifreeze agents or chemical accelerators unless otherwise specified and approved in mixture designs.
- B. Hot-Weather Placement: Comply with **ACI 301 (ACI 301M)**.

PART 2 - PRODUCTS

2.1 CONCRETE, GENERAL

- A. ACI Publications: Comply with the following unless modified by requirements in the Contract Documents:
 - 1. **ACI 301 (ACI 301M)**.
 - 2. **ACI 117 (ACI 117M)**.

2.2 FORM-FACING MATERIALS

- A. Smooth-Formed Finished Concrete: Form-facing panels that provide continuous, true, and smooth concrete surfaces. Furnish in largest practicable sizes to minimize number of joints.
- B. Rough-Formed Finished Concrete: Plywood, lumber, metal, or another approved material. Provide lumber dressed on at least two edges and one side for tight fit.

2.3 STEEL REINFORCEMENT

- A. Reinforcing Bars: ASTM A 615/A 615M, **Grade 60 (Grade 420)**, deformed.
- B. Low-Alloy-Steel Reinforcing Bars: ASTM A 706/A 706M, deformed.
- C. Galvanized Reinforcing Bars: [**ASTM A 615/A 615M, Grade 60 (Grade 420)**] [**ASTM A 706/A 706M**], deformed bars, ASTM A 767/A 767M, [**Class I**] [**Class II**] zinc coated after fabrication and bending.

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- D. Epoxy-Coated Reinforcing Bars: [ASTM A 615/A 615M, **Grade 60 (Grade 420)**] [ASTM A 706/A 706M], deformed bars, [ASTM A 775/A 775M] [or] [ASTM A 934/A 934M], epoxy coated, with less than 2 percent damaged coating in each **12-inch (300-mm)** bar length.
- E. Plain-Steel Welded-Wire Reinforcement: ASTM A 1064/A 1064M, plain, fabricated from as-drawn steel wire into flat sheets.
- F. Deformed-Steel Welded-Wire Reinforcement: ASTM A 1064/A 1064M, flat sheet.
- G. Galvanized-Steel Welded-Wire Reinforcement: ASTM A 1064/A 1064M, plain, fabricated from galvanized-steel wire into flat sheets.
- H. Epoxy-Coated Welded-Wire Reinforcement: ASTM A 884/A 884M, Class A coated, Type 1, [**plain**] [**deformed**] steel.
- I. Bar Supports: Bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars and welded-wire reinforcement in place. Manufacture bar supports from steel wire, plastic, or precast concrete according to CRSI's "Manual of Standard Practice."

2.4 CONCRETE MATERIALS

- A. Cementitious Materials:
 - 1. Portland Cement: ASTM C 150/C 150M, [**Type I**] [**Type II**] [**Type I/II**] [**Type III**] [**Type V**], [**gray**] [**white**].
 - 2. Fly Ash: ASTM C 618, [**Class F**] [**Class F or C**].
 - 3. Slag Cement: ASTM C 989/C 989M, Grade 100 or 120.
 - 4. Blended Hydraulic Cement: ASTM C 595/C 595M, [**Type IS, portland blast-furnace slag**] [**Type IP, portland-pozzolan**] [**Type IL, portland-limestone**] [**Type IT, ternary blended**] cement.
- B. Normal-Weight Aggregates: ASTM C 33/C 33M, graded.
 - 1. Maximum Coarse-Aggregate Size: [**1-1/2 inches (38 mm)**] [**1 inch (25 mm)**] [**3/4 inch (19 mm)**] nominal.
 - 2. Fine Aggregate: Free of materials with deleterious reactivity to alkali in cement.
- C. Lightweight Aggregate: ASTM C 330/C 330M, [**1-inch (25-mm)**] [**3/4-inch (19-mm)**] [**1/2-inch (13-mm)**] [**3/8-inch (10-mm)**] nominal maximum aggregate size.
- D. Air-Entraining Admixture: ASTM C 260/C 260M.
- E. Chemical Admixtures: Certified by manufacturer to be compatible with other admixtures and that do not contribute water-soluble chloride ions exceeding those permitted in hardened concrete. Do not use calcium chloride or admixtures containing calcium chloride.
 - 1. Water-Reducing Admixture: ASTM C 494/C 494M, Type A.
 - 2. Retarding Admixture: ASTM C 494/C 494M, Type B.
 - 3. Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type D.

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4. High-Range, Water-Reducing Admixture: ASTM C 494/C 494M, Type F.
5. High-Range, Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type G.
6. Plasticizing and Retarding Admixture: ASTM C 1017/C 1017M, Type II.

F. Water: ASTM C 94/C 94M[**and potable**].

2.5 FIBER REINFORCEMENT

- A. Synthetic Micro-Fiber: Monofilament polypropylene micro-fibers engineered and designed for use in concrete, complying with ASTM C 1116/C 1116M, Type III, [**1/2 to 1-1/2 inches (13 to 38 mm)**] [**1 to 2-1/4 inches (25 to 57 mm)**] <Insert dimensions> long.
- B. Synthetic Micro-Fiber: Fibrillated polypropylene micro-fibers engineered and designed for use in concrete, complying with ASTM C 1116/C 1116M, Type III, [**1/2 to 1-1/2 inches (13 to 38 mm)**] [**1 to 2-1/4 inches (25 to 57 mm)**] <Insert dimensions> long.

2.6 WATERSTOPS

- A. Flexible Rubber Waterstops: CE CRD-C 513,[**with factory-installed metal eyelets,**] for embedding in concrete to prevent passage of fluids through joints. Factory fabricate corners, intersections, and directional changes.
- B. Chemically Resistant Flexible Waterstops: Thermoplastic elastomer rubber waterstops[**with factory-installed metal eyelets,**] for embedding in concrete to prevent passage of fluids through joints; resistant to oils, solvents, and chemicals. Factory fabricate corners, intersections, and directional changes.
- C. Flexible PVC Waterstops: CE CRD-C 572,[**with factory-installed metal eyelets,**] for embedding in concrete to prevent passage of fluids through joints. Factory fabricate corners, intersections, and directional changes.
- D. Self-Expanding Butyl Strip Waterstops: Manufactured rectangular or trapezoidal strip, butyl rubber with sodium bentonite or other hydrophilic polymers, for adhesive bonding to concrete, **3/4 by 1 inch (19 by 25 mm)**.
- E. Self-Expanding Rubber Strip Waterstops: Manufactured rectangular or trapezoidal strip, bentonite-free hydrophilic polymer-modified chloroprene rubber, for adhesive bonding to concrete, **3/8 by 3/4 inch (10 by 19 mm)**.

2.7 VAPOR RETARDERS

- A. Sheet Vapor Retarder: ASTM E 1745, Class A[, **except with maximum water-vapor permeance of <Insert rating>**]. Include manufacturer's recommended adhesive or pressure-sensitive tape.
- B. Sheet Vapor Retarder: ASTM E 1745, Class B[, **except with maximum water-vapor permeance of <Insert rating>**]. Include manufacturer's recommended adhesive or pressure-sensitive tape.

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- C. Sheet Vapor Retarder: ASTM E 1745, Class C[, **except with maximum water-vapor permeance of <Insert rating>**]. Include manufacturer's recommended adhesive or pressure-sensitive joint tape.
- D. Sheet Vapor Retarder: Polyethylene sheet, ASTM D 4397, not less than **10 mils (0.25 mm)** thick.

2.8 CURING MATERIALS

- A. Evaporation Retarder: Waterborne, monomolecular film forming, manufactured for application to fresh concrete.
- B. Absorptive Cover: AASHTO M 182, Class 2, burlap cloth made from jute or kenaf, weighing approximately **9 oz./sq. yd. (305 g/sq. m)** when dry.
- C. Moisture-Retaining Cover: ASTM C 171, polyethylene film or white burlap-polyethylene sheet.
- D. Water: Potable.
- E. Clear, Waterborne, Membrane-Forming Curing Compound: ASTM C 309, Type 1, Class B, dissipating.
- F. Clear, Waterborne, Membrane-Forming Curing Compound: ASTM C 309, Type 1, Class B, nondissipating[, **certified by curing compound manufacturer to not interfere with bonding of floor covering**].
- G. Clear, Waterborne, Membrane-Forming Curing Compound: ASTM C 309, Type 1, Class B, 18 to 25 percent solids, nondissipating[, **certified by curing compound manufacturer to not interfere with bonding of floor covering**].
- H. Clear, Solvent-Borne, Membrane-Forming Curing and Sealing Compound: ASTM C 1315, Type 1, Class A.
- I. Clear, Waterborne, Membrane-Forming Curing and Sealing Compound: ASTM C 1315, Type 1, Class A.

2.9 RELATED MATERIALS

- A. Expansion- and Isolation-Joint-Filler Strips: [**ASTM D 1751, asphalt-saturated cellulosic fiber**] [or] [**ASTM D 1752, cork or self-expanding cork**].

2.10 CONCRETE MIXTURES, GENERAL

- A. Prepare design mixtures for each type and strength of concrete, proportioned on the basis of laboratory trial mixture or field test data, or both, according to **ACI 301 (ACI 301M)**.

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- B. Cementitious Materials: Use fly ash, pozzolan, slag cement, and silica fume as needed to reduce the total amount of portland cement, which would otherwise be used, by not less than 40 percent.
- C. Admixtures: Use admixtures according to manufacturer's written instructions.
 - 1. Use **[water-reducing]** **[high-range water-reducing]** **[or]** **[plasticizing]** admixture in concrete, as required, for placement and workability.
 - 2. Use water-reducing and -retarding admixture when required by high temperatures, low humidity, or other adverse placement conditions.
 - 3. Use water-reducing admixture in pumped concrete, concrete for heavy-use industrial slabs and parking structure slabs, concrete required to be watertight, and concrete with a w/c ratio below 0.50.

2.11 CONCRETE MIXTURES FOR BUILDING ELEMENTS

A. Normal-Weight Concrete:

- 1. Minimum Compressive Strength: **[5000 psi (34.5 MPa)] [4500 psi (31 MPa)] [4000 psi (27.6 MPa)] [3500 psi (24.1 MPa)] [3000 psi (20.7 MPa)] [As indicated] <Insert strength>** at 28 days.
- 2. Maximum W/C Ratio: **[0.50] [0.45] [0.40] <Insert number>**.
- 3. Slump Limit: **[4 inches (100 mm)] [5 inches (125 mm)] [8 inches (200 mm) for concrete with verified slump of 2 to 4 inches (50 to 100 mm) before adding high-range water-reducing admixture or plasticizing admixture] <Insert dimension>**, plus or minus **1 inch (25 mm)**.
- 4. Air Content: **[5.5] <Insert number>** percent, plus or minus 1.5 percent at point of delivery for **1-1/2-inch (38-mm)** nominal maximum aggregate size.
- 5. Air Content: **[6] <Insert number>** percent, plus or minus 1.5 percent at point of delivery for **[1-inch (25-mm)] [3/4-inch (19-mm)]** nominal maximum aggregate size.
- 6. Air Content: Do not allow air content of trowel-finished floors to exceed 3 percent.
- 7. Synthetic Micro-Fiber: Uniformly disperse in concrete mixture at manufacturer's recommended rate, but not less than a rate of **[1.0 lb/cu. yd. (0.60 kg/cu. m)] [1.5 lb/cu. yd. (0.90 kg/cu. m)] <Insert dosage>**.

B. Suspended Slabs: Lightweight concrete.

- 1. Minimum Compressive Strength: **[5000 psi (34.5 MPa)] [4500 psi (31 MPa)] [4000 psi (27.6 MPa)] [3500 psi (24.1 MPa)] [3000 psi (20.7 MPa)] <Insert strength> [As indicated]** at 28 days.
- 2. Calculated Equilibrium Unit Weight: **[115 lb/cu. ft. (1842 kg/cu. m)] [110 lb/cu. ft. (1762 kg/cu. m)] [105 lb/cu. ft. (1682 kg/cu. m)]**, plus or minus **3 lb/cu. ft. (48.1 kg/cu. m)** as determined by ASTM C 567/C 567M.
- 3. Slump Limit: **[4 inches (100 mm)] [5 inches (125 mm)]**, plus or minus **1 inch (25 mm)**.
- 4. Air Content: 6 percent, plus or minus 2 percent at point of delivery for nominal maximum aggregate size greater than **3/8 inch (10 mm)**.
- 5. Air Content: 7 percent, plus or minus 2 percent at point of delivery for nominal maximum aggregate size **3/8 inch (10 mm)** or less.
- 6. Air Content: Do not allow air content of trowel-finished floors to exceed 3 percent.

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7. Synthetic Micro-Fiber: Uniformly disperse in concrete mixture at manufacturer's recommended rate, but not less than a rate of [1.0 lb/cu. yd. (0.60 kg/cu. m)] [1.5 lb/cu. yd. (0.90 kg/cu. m)] <Insert dosage>.

2.12 FABRICATING REINFORCEMENT

- A. Fabricate steel reinforcement according to CRSI's "Manual of Standard Practice."

2.13 CONCRETE MIXING

- A. Ready-Mixed Concrete: Measure, batch, mix, and deliver concrete according to ASTM C 94/C 94M [and ASTM C 1116/C 1116M], and furnish batch ticket information.
 1. When air temperature is between 85 and 90 deg F (30 and 32 deg C), reduce mixing and delivery time from 1-1/2 hours to 75 minutes; when air temperature is above 90 deg F (32 deg C), reduce mixing and delivery time to 60 minutes.

PART 3 - EXECUTION

3.1 FORMWORK INSTALLATION

- A. Design, erect, shore, brace, and maintain formwork, according to ACI 301 (ACI 301M), to support vertical, lateral, static, and dynamic loads, and construction loads that might be applied, until structure can support such loads.
- B. Construct formwork so concrete members and structures are of size, shape, alignment, elevation, and position indicated, within tolerance limits of ACI 117 (ACI 117M).
- C. [Chamfer] [Do not chamfer] exterior corners and edges of permanently exposed concrete.

3.2 EMBEDDED ITEM INSTALLATION

- A. Place and secure anchorage devices and other embedded items required for adjoining work that is attached to or supported by cast-in-place concrete. Use setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.

3.3 VAPOR-RETARDER INSTALLATION

- A. Sheet Vapor Retarders: Place, protect, and repair sheet vapor retarder according to ASTM E 1643 and manufacturer's written instructions.
 1. Lap joints 6 inches (150 mm) and seal with manufacturer's recommended tape.

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3.4 STEEL REINFORCEMENT INSTALLATION

- A. General: Comply with CRSI's "Manual of Standard Practice" for fabricating, placing, and supporting reinforcement.
 - 1. Do not cut or puncture vapor retarder. Repair damage and reseal vapor retarder before placing concrete.

3.5 JOINTS

- A. General: Construct joints true to line with faces perpendicular to surface plane of concrete.
- B. Construction Joints: Install so strength and appearance of concrete are not impaired, at locations indicated or as approved by Architect.
- C. Contraction Joints in Slabs-on-Grade: Form weakened-plane contraction joints, sectioning concrete into areas as indicated. Construct contraction joints for a depth equal to at least [**one-fourth**] <Insert depth> of concrete thickness as follows:
 - 1. Grooved Joints: Form contraction joints after initial floating by grooving and finishing each edge of joint to a radius of **1/8 inch (3.2 mm)**. Repeat grooving of contraction joints after applying surface finishes. Eliminate groover tool marks on concrete surfaces.
 - 2. Sawed Joints: Form contraction joints with power saws equipped with shatterproof abrasive or diamond-rimmed blades. Cut **1/8-inch- (3.2-mm-)** wide joints into concrete when cutting action does not tear, abrade, or otherwise damage surface and before concrete develops random contraction cracks.
- D. Isolation Joints in Slabs-on-Grade: After removing formwork, install joint-filler strips at slab junctions with vertical surfaces, such as column pedestals, foundation walls, grade beams, and other locations, as indicated.

3.6 WATERSTOP INSTALLATION

- A. Waterstops: Install in construction joints and at other locations indicated, according to manufacturer's written instructions.

3.7 CONCRETE PLACEMENT

- A. Before placing concrete, verify that installation of formwork, reinforcement, and embedded items is complete and that required inspections are completed.
- B. Deposit concrete continuously in one layer or in horizontal layers of such thickness that no new concrete is placed on concrete that has hardened enough to cause seams or planes of weakness. If a section cannot be placed continuously, provide construction joints as indicated. Deposit concrete to avoid segregation.
 - 1. Consolidate placed concrete with mechanical vibrating equipment according to **ACI 301 (ACI 301M)**.

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3.8 FINISHING FORMED SURFACES

- A. Rough-Formed Finish: As-cast concrete texture imparted by form-facing material with tie holes and defects repaired and patched. Remove fins and other projections that exceed specified limits on formed-surface irregularities.
 - 1. Apply to concrete surfaces [**not exposed to public view**] <Insert locations>.
- B. Smooth-Formed Finish: As-cast concrete texture imparted by form-facing material, arranged in an orderly and symmetrical manner with a minimum of seams. Repair and patch tie holes and defects. Remove fins and other projections that exceed specified limits on formed-surface irregularities.
 - 1. Apply to concrete surfaces [**exposed to public view,**] [**to receive a rubbed finish,**] [**or to be covered with a coating or covering material applied directly to concrete**] <Insert locations>.
- C. Rubbed Finish: Apply the following to smooth-formed-finished as-cast concrete where indicated:
 - 1. Smooth-Rubbed Finish: Not later than one day after form removal, moisten concrete surfaces and rub with carborundum brick or another abrasive until producing a uniform color and texture. Do not apply cement grout other than that created by the rubbing process.
 - 2. Grout-Cleaned Finish: Wet concrete surfaces and apply grout of a consistency of thick paint to coat surfaces and fill small holes. Mix 1 part portland cement to 1-1/2 parts fine sand with a 1:1 mixture of bonding admixture and water. Add white portland cement in amounts determined by trial patches, so color of dry grout matches adjacent surfaces. Scrub grout into voids and remove excess grout. When grout whitens, rub surface with clean burlap and keep surface damp by fog spray for at least 36 hours.
 - 3. Cork-Floated Finish: Wet concrete surfaces and apply a stiff grout. Mix 1 part portland cement and 1 part fine sand with a 1:1 mixture of bonding agent and water. Add white portland cement in amounts determined by trial patches, so color of dry grout matches adjacent surfaces. Compress grout into voids by grinding surface. In a swirling motion, finish surface with a cork float.
- D. Related Unformed Surfaces: At tops of walls, horizontal offsets, and similar unformed surfaces adjacent to formed surfaces, strike off smooth and finish with a texture matching adjacent formed surfaces. Continue final surface treatment of formed surfaces uniformly across adjacent unformed surfaces unless otherwise indicated.

3.9 FINISHING FLOORS AND SLABS

- A. General: Comply with ACI 302.1R recommendations for screeding, restraightening, and finishing operations for concrete surfaces. Do not wet concrete surfaces.
- B. Scratch Finish: While still plastic, texture concrete surface that has been screeded and bull-floated or darbied. Use stiff brushes, brooms, or rakes to produce a profile amplitude of **1/4 inch (6 mm)** in one direction.

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1. Apply scratch finish to surfaces **[indicated] [and] [to receive concrete floor toppings] [to receive mortar setting beds for bonded cementitious floor finishes]** <Insert locations>.
 - C. Float Finish: Consolidate surface with power-driven floats or by hand floating if area is small or inaccessible to power-driven floats. Restraighten, cut down high spots, and fill low spots. Repeat float passes and restraightening until surface is left with a uniform, smooth, granular texture.
 1. Apply float finish to surfaces **[indicated] [to receive trowel finish] [and] [to be covered with fluid-applied or sheet waterproofing, built-up or membrane roofing, or sand-bed terrazzo]** <Insert locations>.
 - D. Trowel Finish: After applying float finish, apply first troweling and consolidate concrete by hand or power-driven trowel. Continue troweling passes and restraighten until surface is free of trowel marks and uniform in texture and appearance. Grind smooth any surface defects that would telegraph through applied coatings or floor coverings.
 1. Apply a trowel finish to surfaces **[indicated] [exposed to view] [or] [to be covered with resilient flooring, carpet, ceramic or quarry tile set over a cleavage membrane, paint, or another thin-film-finish coating system]** <Insert locations>.
 2. Finish and measure surface, so gap at any point between concrete surface and an unlevelled, freestanding, **10-ft.- (3.05-m-)** long straightedge resting on two high spots and placed anywhere on the surface does not exceed **[1/4 inch (6 mm)] [3/16 inch (4.8 mm)] [1/8 inch (3.2 mm)]**.
 - E. Trowel and Fine-Broom Finish: Apply a first trowel finish to surfaces **[indicated] [where ceramic or quarry tile is to be installed by either thickset or thinset method]**. While concrete is still plastic, slightly scarify surface with a fine broom.
 1. Comply with flatness and levelness tolerances for trowel-finished floor surfaces.
 - F. Broom Finish: Apply a broom finish to exterior concrete platforms, steps, ramps, and elsewhere as indicated.
 1. Immediately after float finishing, slightly roughen trafficked surface by brooming with fiber-bristle broom perpendicular to main traffic route. Coordinate required final finish with Architect before application.
- 3.10 CONCRETE PROTECTING AND CURING
- A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Comply with ACI 306.1 for cold-weather protection and **ACI 301 (ACI 301M)** for hot-weather protection during curing.
 - B. Evaporation Retarder: Apply evaporation retarder to unformed concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching **0.2 lb/sq. ft. x h (1 kg/sq. m x h)** before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.

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- C. Formed Surfaces: Cure formed concrete surfaces, including underside of beams, supported slabs, and other similar surfaces. If forms remain during curing period, moist cure after loosening forms. If removing forms before end of curing period, continue curing for remainder of curing period.
- D. Cure concrete according to ACI 308.1, by one or a combination of the following methods:
 - 1. Moisture Curing: Keep surfaces continuously moist for not less than seven days.
 - 2. Moisture-Retaining-Cover Curing: Cover concrete surfaces with moisture-retaining cover for curing concrete, placed in widest practicable width, with sides and ends lapped at least **12 inches (300 mm)**, and sealed by waterproof tape or adhesive. Cure for not less than seven days. Immediately repair any holes or tears during curing period, using cover material and waterproof tape.
 - 3. Curing Compound: Apply uniformly in continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Maintain continuity of coating and repair damage during curing period.
 - a. Removal: After curing period has elapsed, remove curing compound without damaging concrete surfaces by method recommended by curing compound manufacturer[**unless manufacturer certifies curing compound does not interfere with bonding of floor covering used on Project**].
 - 4. Curing and Sealing Compound: Apply uniformly to floors and slabs indicated in a continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Repeat process 24 hours later and apply a second coat. Maintain continuity of coating and repair damage during curing period.

3.11 CONCRETE SURFACE REPAIRS

- A. Defective Concrete: Repair and patch defective areas when approved by Architect. Remove and replace concrete that cannot be repaired and patched to Architect's approval.

3.12 FIELD QUALITY CONTROL

- A. Special Inspections: Owner will engage a [**special inspector**] [**and**] [**qualified testing and inspecting agency**] to perform field tests and inspections and prepare test reports.

END OF SECTION 033000