

**Bidding Documents
for**

**EAST COAST
HEARING AND BALANCE**

Morehead City, North Carolina

**Coastal
Architecture**



Coastal Architecture
4206 Bridges Street, Suite C
Morehead City, North Carolina 28557
Phone: 252-247-2127
Email: Lee@CoastalArchitecture.net
www.coastalarchitecture.net

**Project No.
18004**



16 August, 2018

TABLE OF CONTENTS

BIDDING DOCUMENTS FOR

EAST COAST HEARING AND BALANCE PROJECT # 18004

SPECIFICATIONS

DIVISION 0 - BIDDING REQUIREMENTS AND GENERAL CONDITIONS

Sections	----	Table of Contents
	----	Invitation to Bid
	----	Form of Proposal
Reference		General Conditions of the Contract for Construction (AIA-A201)
00800		Supplementary General Conditions and General Requirements
00820		Special Conditions

DIVISION 1 - GENERAL REQUIREMENTS

Sections	01010	Summary of Work
	01020	Allowances
	01027	Applications for Payment
	01045	Cutting and Patching
	01310	Schedules and Reports
	01340	Submittals and Substitutions
	01370	Schedule of Values
	01500	Temporary Facilities and Controls
	01620	Product Handling
	01710	Cleaning
	01720	Project Record Documents

DIVISION 2 - SITE WORK

Sections	NOT APPLICABLE
----------	----------------

DIVISION 3 - CONCRETE

Sections	SEE DRAWINGS
----------	--------------

DIVISION 4 - MASONRY

Sections	SEE DRAWINGS
----------	--------------

DIVISION 5 - METALS

Sections	NOT APPLICABLE
----------	----------------

DIVISION 6 - CARPENTRY

Sections	SEE DRAWINGS
----------	--------------

DIVISION 7 - THERMAL AND MOISTURE PROTECTION

Sections	SEE DRAWINGS
----------	--------------

DIVISION 8 - DOORS AND WINDOWS

Sections SEE DRAWINGS

DIVISION 9 - FINISHES

Sections SEE DRAWINGS

DIVISION 10 - SPECIALTIES

Sections SEE DRAWINGS

DIVISION 11 - EQUIPMENT

Sections NOT APPLICABLE

DIVISION 12 - FURNISHINGS

Sections NOT APPLICABLE

DIVISION 13 - SPECIAL CONSTRUCTION

Sections NOT APPLICABLE

DIVISION 14 - CONVEYING SYSTEMS

Sections SEE DRAWINGS

DIVISION 15A - PLUMBING

Sections SEE DRAWINGS

DIVISION 15B - MECHANICAL

Sections SEE MECHANICAL DRAWINGS

DIVISION 16 - ELECTRICAL

Sections SEE ELECTRICAL DRAWINGS

INVITATION TO BIDS

Invited BIDS for the construction of the East Coast Hearing and Balance, will be received by email to Lee@coastalarchitecture.net – Coastal Architecture, 4206 Bridges Street Extension, Suite C, Morehead City, NC 28557 until 4 p.m. on 10 October 2018.

The CONTRACT DOCUMENTS may be obtained from Architects website, www.coastalarchitecture.net or purchased from the Architect for a sum of \$200.00 per set.

The Owner reserves the unqualified right to reject any and/or all bids.

Bids are to be emailed to the architect. Email bids to Lee@coastalarchitecture.net or can be hand delivered or mailed to the office of the architect.

Coastal Architecture
4206 Bridges Street
Suite C
Morehead City, NC 28557

A Bid Bond will not be required, but a 100% Performance and Payment Bond will bid as an alternate.

ALTERNATES:

Should any of the alternates as described in the contract documents be accepted, the amount written below shall be the amount to be "added to" or "deleted from" the base bid. (*Strike out "Add or "Deduct" as appropriate.*)

Alternate 1: 100% Performance and Payment Bond

(Add) (Deduct)

_____ Dollars(\$ _____)
(Written Amount) (Number Amount)

The Bidder further proposes and agrees hereby to commence work under his Contract on a date to be specified in a written order of the Architect/Engineer and shall fully complete all work within 120 consecutive calendar days from and including said date. Applicable liquidated damages shall be as stated in Supplementary General Conditions.

The Bidder furthermore agrees to hold all prices for a period of 60 days from bid date.

Respectfully submitted this _____ day of _____, 2018

WITNESS:

(Name of Firm or Corporation Making Bid)

By: _____

(Proprietorship or Partnership)

Title: _____
(Owner, Partner, or Corporate President or Vice President only)

ATTEST:

Address: _____

By: _____

Title: _____
(Corporate Secretary or Assistant Secretary Only)

License No.: _____
(Corporate Seal)

Addenda Received and Used in Computing Bids: (Initial as Appropriate)

Addendum No.1 _____

End of Proposal Form

SECTION 00800 - SUPPLEMENTARY GENERAL CONDITIONS AND GENERAL REQUIREMENTS
SUPPLEMENTS TO AIA DOCUMENT A-201: 2007 Edition

The following supplements modify, delete from or add to the "General Conditions of the Contract for Construction", AIA Document A-201, 2007. Where any Article of the General Conditions is modified or any Paragraph, Subparagraph or Clause thereof is modified or deleted by these Supplementary Conditions, the unaltered provisions of that Article, Paragraph, Subparagraph or Clause shall remain in effect. If in the event any articles of the Construction Contract are in direct conflict with Articles of the General Conditions, the Contract shall override for that portion that may be in conflict.

ARTICLE 1:

Add the following definitions:

- "Product" includes materials, systems, and equipment.
- "Provide" shall mean furnish and install complete in place, operational and ready for use.
- "Building Code" and "Code" refer to regulations of governmental agencies having jurisdiction
- "Or approved equal" and "equal to" shall mean substitute products by manufacturers other than those specified in the project manual, addenda, and on the drawings and which may be incorporated in the work after review and concurrence by the designer and the Owner.
- "Approved", "required", and "as directed" refer to and indicate the work or materials that may be approved, required or directed by the Architect acting as the agent for the "Owner"
- "Indicated" and "shown" shall mean as detailed, or called for and reasonably implied in the contract documents.
- "Latest edition" shall mean the current printed document issued up to 30 calendar days prior to date of receipt of bids, unless specified otherwise.
- "Drawings" or "plans" mean the drawings enumerated in the contract documents, as well as all the information in the detail manual when applicable, addenda, and designer prepared field drawings and clarification drawings.
- "Specifications" mean this project manual and addenda thereto.
- "Similar" means in its general sense and not necessarily identical.
- "Shown", "indicated", "detailed", "noted", "scheduled" and terms of similar import, refer to the requirements contained in the Contract Documents.

ARTICLE 2:

2.2.5 Add: Drawings and Specification furnished to contractors:

Final Plans, Specifications and any Addendum will be posted on the Architect's website.

ARTICLE 3:

3.1.1 Add: The General Contractor shall be the "Project Expediter" and shall be responsible for proper coordination of all work.

3.12.11 Add: Product Data, and Samples - Each contractor shall submit electronic copies of all shop drawings, and any required samples for approval.

- 3.12.12 Add: The contractor shall make any corrections required by the Architect and file with him electronic copies, when requested. Additional copies shall be furnished to other trades and prime contractors where necessary to coordinate their work.
- 3.12.13 Add: The Contractor shall keep at the site a current set of shop drawings that bear the stamped approval of the Architect or Engineer.
- 3.15.1 Add: Prior to final inspection and acceptance of the building, the General Contractor shall clean the building, including but not limited to, glass, hardware, fixtures, equipment, masonry, clean floors as specified, and completely prepare the building for use by the Owner with no cleaning required by the Owner.

Article 5:

ARTICLE 7:

- 7.2.1 Add: The allowances for overhead and profit combined shall not exceed fifteen (15)% of net cost except where the change involves a subcontractor; allowances shall not exceed fifteen (15)% for the subcontractor and five (5)% for the prime contractor. No allowances shall be made for overhead and profit. In the case of deductible change orders, the contractor shall include not less than seven (7)% profit, but no allowance for overhead.

At the time of signing a change order, the contractor shall certify as follows, "I certify that my bonding company will be notified forthwith that my contract has been increased or decreased by the amount of this change order, and that a copy of the approved change order will be mailed upon receipt by me to my surety".

All requests for Change Orders must be in writing and be supported by a breakdown showing method of arriving at net costs. Breakdown shall include materials, labor, taxes, profit & overhead.

ARTICLE 8:

- 8.1.2 Add: The Contractor shall commence work to be performed under this agreement on a date to be specified in a written Notice to Proceed and shall fully complete work hereunder within **270** consecutive calendar days from said date. For each day in excess of the above number of days, the Contractor(s) shall pay to the Owner the sum of as \$250.00 per consecutive calendar day liquidated damages, reasonably estimated in advance to cover losses to be incurred by the Owner by reason of failure of said Contractor(s) to complete work within the time specified, such time being in the essence of this Contract and a material consideration thereof.

- 8.2.1 Add: In planning his construction schedule within the agreed Contract Time, it shall be assumed that the Contractor has anticipated the amount of adverse weather conditions normal to site of the Work for the season or seasons of the year involved. Only those weather delays attributable to other than normal weather conditions will be considered by the Architect, which affect the critical path schedule.

ARTICLE 9:

- 9.2 Add: Schedule of Values shall separate labor and material for each phase of the work.

The phases of work shall be broken down per each section of the specifications. Where a section includes two or more major items of work, they shall also be broken out separately including labor and material.

Each item in the Schedule of Values and Application for Payment shall be complete including its total cost and proportionate share of general overhead and profit margin.

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.

Submit five (5) copies, within 10 days of Notice to Proceed.

- 9.3.1 Add: Type of Form: Application and Certificate for Payment AIA Document G 702 and Continuation Sheet G 702A, latest edition. (The contractor may purchase these certificates from the American Institute of Architects, 1735 New York Avenue, NW, Washington, D.C.).

Number of copies: Five (5) unless otherwise noted. Must have original signatures.

Cut off for each application shall be the 25th of each month.

Application shall be in Architect's office no later than the last day of each month and shall be signed and notarized.

Retainage: Each certificate shall show, and the Owner will retain 10% of the amount of each estimate until final completion and acceptance of all work covered by the contract.

- 9.6.1 Add: The Owner shall make payment of each certificate no later than the last day of the following month.

ARTICLE 11:

Add: All Certificates of Insurance required by the Contract Documents shall contain a provision that coverage's afforded under the policies will not be canceled, reduced in amount or coverage's eliminated until at least thirty (30) days after mailing written notice, by certified mail, return receipt requested, to the insured and the Owner of such alteration or cancellation.

Full contract amount shall appear on each document as necessary.

Effective date on each document shall be the same as the contract document date.

Expiration date shall be sufficient to complete the project.

An authorized individual agent, licensed to do business in North Carolina, shall countersign each policy.

The title "Licensed Resident Agent" shall appear after the signature.

- 11.1 Add:

Shall be furnished and maintained by contractor as outlined with the following adjustments and additions.

General Liability shall include: Comprehensive forms, premises- operations, independent contractor's protective, products and completed operations broad form property damaged, and explosion and collapse hazard.

Automobile liability shall include: Comprehensive form, owned, hired, and non-owned.

Worker's Compensation and Employer's Liability in accordance with North Carolina Statutory requirements.

Builders risk is to be furnished by the contractor.

11.1.2 Limits shall be as follows:

Combined Single Limit
General Liability - For Bodily Injury and Property Damage
Each Occurrence = \$1,000,000
General Aggregate = \$2,000,000

Auto Liability - For Bodily Injury and Property Damage
Combined Single Limit = \$300,000

Employer Liability for each accident = \$100,000

Subcontractor's Insurance Coverage - The Contractor shall either:

1. Require each of his subcontractors to procure and to maintain during the life of his subcontract, Subcontractor's Comprehensive General Liability, Automobile Liability, and Property Insurance of the type and the same amount as specified in paragraph above; or
2. Insure the activity of his subcontractors in his own policy.

11.4.1 If Alt. No.1 is Accepted.

Performance bond and payment bond will be required for 100% of the contract price.

ARTICLE 13: MISCELLANEOUS PROVISIONS

The Project Expediter shall provide temporary power required for construction for all trades and disciplines unless otherwise stated in the specifications.

The Contractor will pay for electricity and water usage. The Contractor shall assure that temporary power and water are used in a responsible manner.

ARTICLE 15:

15.1.5.1 Add: When Contract Time has been extended, as provided under this Paragraph 4.3.7.1, such extension of time shall not be considered as justifying extra compensation to the Contractor for Administrative costs or other such reasons.

15.1.5.2 Add: In planning his construction schedule within the agreed Contract Time, it shall be assumed that the Contractor has anticipated the amount of adverse weather conditions normal to site of the Work for the season or seasons of the year involved. Only those weather delays attributable to other than normal weather conditions will be considered by the Architect if critical path of schedule is affected. A five year average will be used for calculating adverse weather. The Newport Weather Station will be used as a reporting station.

15.1.2 Add: Mediation will be the first step in solving claims. Arbitration shall be used to settle disputes or claims only if both parties agree to arbitration, otherwise, all disputes and claims shall be settled by normal legal means.

If arbitration is agreed by both parties, then after appointment of the arbitrator or arbitrators, the parties to the arbitration shall have the right to take depositions and to

obtain discovery regarding the subject matter of the arbitration and, to that end, to use and exercise all of the same rights, remedies, and procedures, and be subject to all of the same duties, liabilities, and obligations in the arbitration with respect to the subject matter thereof, as if the matter of the arbitration were pending in a civil action before a Superior Court of the State.

END OF SECTION 00800

SECTION 00820 – SPECIAL CONDITIONS

1. **General:** All contractors shall limit use of the site for access and storage of materials to those areas approved by the Owner. All access to the area of work must be through designated areas approved by the Owner.
2. **On Site Parking:** Parking is not permitted on the Owner's property except for construction vehicles used in the performance of the work and only where approved by the Owner.
3. **Site Security:** The present level of security for the existing site shall not be reduced in any way, due to work of this contract.
4. **Personnel Safety:** Contractor shall provide barricades and similar types of safety items required to protect anyone in the area of work from the hazards of construction activities. Roadways, walks, paths, entrances, exits, etc. shall remain unobstructed and shall be maintained in a safe and satisfactory manner.
5. **Site Protection:** Contractor shall be responsible for and shall protect adjacent site features. Any damage shall be fully corrected to the satisfaction of the Architect. Sidewalks and paved areas shall be protected from damage prior to vehicular traffic use. If during the construction, public or private property is damaged or destroyed, during the course of the work, the responsible contractor shall, at his own expense, restore such property to a condition equal to that existing before such damage or injury was done, by repairing, rebuilding or replacing it, or otherwise making good such damage or destruction in an acceptable manner.
6. Access to the site shall be only between the hours of 7:00 a.m. – 8:00 p.m., Monday through Saturday unless otherwise approved in advance.

END OF SECTION 00820

SECTION 01010 - SUMMARY OF WORK

PART 1 - GENERAL

1.1 DESCRIPTION

A. The Contractor shall, unless otherwise specified, supply all labor, transportation, materials, apparatus, fuel, water, energy, light and tools necessary for entire, proper and substantial completion of his work and shall install, maintain, and remove all equipment for the construction, other utensils or things and shall be responsible for the safe, proper and lawful construction, maintenance and use of same and shall construct in the best and most workmanlike manner a complete structure and everything properly incidental thereto as shown on plans, stated in specifications or reasonably implied there from, all in accordance with the Contract Documents.

B. Contract type

The work will be accomplished under:

1. A single lump sum prime general contract covering general, mechanical, plumbing and electrical construction contract.

C. Scope of Work - scope of the work is, but not limited to as follows:

1. General Construction
2. Plumbing Work
3. HVAC Work
4. Electrical Work
5. Site Work
6. All Related Work

PART 2 & 3 - NOT USED.

END OF SECTION 01010

SECTION 01020 - ALLOWANCES

PART 1 - GENERAL

1.1 DESCRIPTION

- A. General: All allowances considered in the Contract Price shall be clearly identified in the Contract and approved before signing. If the actual cost is more than, or less than the allowance, the Contract Price will be adjusted up or down accordingly when the actual cost is determined. Adjustments in the Allowances will be made by Change Order. Unless specified otherwise, the allowance amounts include the net cost of materials, and shipping charges.

- B. Cash Allowance: The Contractor's overhead, profit and taxes shall be included in the Contract Price, but not in the allowance. All allowances agreed upon shall clearly indicate materials only or materials and labor included as the case may be. For allowance listed as materials only, the Contractor shall include labor and installation in his base bid price. The contractor shall submit to the Architect for approval all bills for materials under Cash Allowances.

1.2 SCHEDULE OF CASH ALLOWANCES

The Respective Bidder shall clearly identify allowances within the contract.

- A. Contingency Allowance: \$ 10,000.00

- B. Carpet \$ 18.00/SY (materials and installation)

- C. Hardware \$ 10,000.00 (materials only)

- D. Tile \$ 10.00/SF (materials only)

- E. Signage \$ 1,000.00 (materials only)

PARTS 2 & 3 - NOT USED.

END OF SECTION 01020

SECTION 01027 – APPLICATIONS FOR PAYMENT

PART 1 – GENERAL

1.1 DESCRIPTION

- A. Work included: Comply with procedures described in this Section when applying for progress payment and final payment under the Contract.
- B. Related work
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.

1.2 QUALITY ASSURANCE

- A. Prior to start of construction, secure the Architect's approval of the Schedule of Values required to be submitted under Paragraph 9.2 of the General conditions, and further described in Section 01370 of these Specifications.
- B. During progress of the work the Schedule of Value are to remain unchanged as approved by the Architect. Changes in the Contract Sum due to Change Orders or other modifications of the Contract shall be added to the Schedule of Values as Change Orders.
- C. Base requests for payment on the approved schedule of values.

1.3 SUBMITTALS

- 1. Make submittal of request for payment by filling in the agreed data on AIA Document G702, "Application and Certificate for Payment," plus continuation sheet or sheets.
- 2. Sign and notarize the Application and Certificate for Payment.
- 3. Submit (5) originals of the Application and Certificate for Payment (Electronic copies if agreed upon by all parties.)
- 4. Cut off period is the 25th of the month.
- 5. Submittals are due in Architect's office by the last day of each month.
- 6. Schedule of values must break out material and labor costs.

END OF SECTION 01027

SECTION 01045 – CUTTING AND PATCHING

PART 1 – GENERAL

1.1 DESCRIPTION

- A. Work included: This Section establishes general requirements pertaining to cutting (including excavating), fitting, and patching of the work required to:
 - 1. Make the several parts fit properly.
 - 2. Uncover work to provide for installing, inspecting, or both, of ill-timed work.
 - 3. Remove and replace work not conforming to requirements of the Contract Documents.
 - 4. Remove and replace defective work.

- B. Related work
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. In addition to other requirements specified, upon the Architect's request uncover work to provide for inspection by the Architect of covered work, and remove samples of installed materials for testing.
 - 3. Do not cut or alter work performed under separate contracts without the Architect's written permission.

1.2 QUALITY ASSURANCE

- A. Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work of this Section.

1.3 SUBMITTALS

- A. Request for Architect's consent
 - 1. Prior to cutting which effects structural safety, submit written request to the Architect for permission to proceed with cutting.
 - 2. Should conditions of the work, or schedule, indicate a required change of materials or methods for cutting and patching, so notify the Architect and secure his written permission and any required Change Order prior to proceeding.

- B. Notices to the Architect
 - 1. Prior to cutting and patching performed pursuant to the Architect's instructions, submit cost estimate to the Architect. Secure the Architect's approval of cost estimates and type of reimbursement before proceeding with cutting and patching.
 - 2. Submit written notice to the Architect designating the time the work will be uncovered, to provide for the Architect's observation.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. For replacement of items removed, use materials complying with pertinent Sections of these Specifications.

PART 3 – EXECUTION

3.1 SURFACE CONDITIONS

- A. Inspection
 - 1. Inspect existing conditions, including elements subject to movement or damage during cutting, excavating, patching, and backfilling.
 - 2. After uncovering the work, inspect conditions affecting installation of new work.
- B. Discrepancies
 - 1. If uncovered conditions are not as anticipated, immediately notify the Architect and secure needed directions.
 - 2. Do not proceed until unsatisfactory conditions are corrected.

3.2 PREPARATION PRIOR TO CUTTING

- A. Provide required protection including, but not necessarily limited to, shoring, bracing, and support to maintain structural integrity of the work.

3.3 PERFORMANCE

- A. Perform required excavating and backfilling as required under pertinent other Sections of these Specifications.
 - 1. Perform cutting and demolition by methods, which will prevent damage to other portions of the work and provide proper surfaces to receive installation of repair and new work.
 - 2. Perform fitting and adjusting of products to provide finished installation complying with the specified tolerances and finishes.

END OF SECTION 01045

SECTION 01310 - SCHEDULES AND REPORTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General Conditions and other Division 1 specifications sections, apply to work of this section.

1.2 DESCRIPTION

- A. Post Award Requirements
 - 1. Draft of Construction Schedule: Within two weeks of Date of Commencement of the Work, Contractor shall complete draft of time-scaled CPM Construction Schedule. (Bar chart is acceptable.)
 - 2. Level of Detail: Except for procurement and General Conditions requirements, differentiate activities on schedule so that no single activity shown requires more than twenty-one (21) calendar days to complete.
- B. Schedule of Values
 - 1. Within seven (7) days after completion of CPM Construction Schedule and before first pay request, Contractor shall submit Schedule of Values (see Section 01370) for review by the Architect allocating a dollar value for each activity on Construction Schedule. Dollar value for each activity will include cost broken into labor, materials, and pro rata contribution to overhead and profit. Subcontract sums will be identified on the Schedule of Values and broken down as described above.
- C. Approval
 - 1. Approval of Construction Schedule and Schedule of Values will be signified by the Architect and Contractor's joint signatures on one copy of each document. Thereafter, Project will be monitored with Construction Schedule, which Contractor shall use in planning, organizing, directing, coordinating, and executing the Work and which shall be the basis for evaluating the progress of the Work.
- D. Schedule Revisions
 - 1. General: Revisions to approved Construction Schedule must be approved in writing by Architect and Contractor.
 - 2. Contractor: Submit requests for revisions to schedule to Architect together with written rationale and description of logic for rescheduling work to maintain Specific Contractual Milestone Dates.
 - a. Proposed revisions acceptable to the Architect will be incorporated into next update of Construction Schedule by the Contractor.
 - 3. Owner: Changes initiated by Owner and implemented by Change Orders which have potential to affect critical dates will require Contractor to prepare revised schedule for the Architect's concurrence. The Architect's approved revisions will be incorporated into the Construction Schedule. Adjustments in scheduled completion dates, either for intermediate activities or for Contract as a whole, will be considered only to extent that there is not sufficient float to absorb the revisions accepted.
- E. Recovery Schedule
 - 1. General: Should updated Construction Schedule show Contractor to be fourteen (14) or more days behind schedule at any time during construction, the Architect may require Contractor to prepare Recovery Schedule, displayed in CPM format, which will display Contractor's plan for returning to schedule within subsequent pay period.

2. Schedule Preparation: Within seven (7) days after notice from the Architect, prepare and submit to the Architect a Recovery Schedule, incorporating best available information from Subcontractors and others which will permit return to Construction Schedule within subsequent pay period. Prepare Recovery Schedule to same level of detail as Construction Schedule.
3. Schedule Assessment: Seven (7) days prior to expiration of Recovery Schedule, confer with the Architect to assess effectiveness of Recovery Schedule. As a result of this conference, the Architect will direct Contractor as follows:
 4. Behind Schedule: If the Architect determines Contractor is still behind schedule, the Architect will direct Contractor to prepare another Recovery Schedule for subsequent pay period.
 5. On Schedule: If the Architect determines Contractor has successfully complied with provisions of Recovery Schedule, the Architect will direct Contractor to return to use of Construction Schedule.

PARTS 2 & 3 - NOT USED.

END OF SECTION 01310

SECTION 01340 - SUBMITTALS AND SUBSTITUTIONS

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: Make submittals required by the Contract Documents, and revise and resubmit as necessary to establish compliance with the specified requirements.
- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to General Conditions Amendments to General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. Individual requirements for submittals also may be received in pertinent Sections of these Specifications.
- C. Work not included:
 - 1. Unrequired submittals will not be reviewed by the Architect.
 - 2. The Contractor may require his subcontractors to provide drawings, setting diagrams, and similar information to help coordinate the Work, but such data shall remain between the Contractor and his subcontractors and will not be reviewed by the Architect.

1.2 SUBMITTALS

- A. Make submittals of Shop Drawings, Samples, substitution requests, and other items in accordance with the provisions of this Section.
- B. Coordination of Submittals:
 - 1. Prior to each submittal, carefully review and coordinate all aspects of each item being submitted.
 - 2. Verify that each item and the submittal for it CONFORMS IN ALL RESPECTS to the specified requirements.
 - 3. By affixing his signature to each submittal, the Contractor certifies that THIS COORDINATION HAS BEEN PERFORMED.
 - 4. The Contractor shall stamp the shop drawings as "Approved" or "Approved as Noted" before submitting to Architect or Owner's representative for review.

1.3 QUALITY ASSURANCE

- A. "Equals" and "Substitutions"
 - 1. The Contract is based on the standards of quality established in the Contract Documents. Requests for substitutions will be considered when submitted according to the procedures set forth below.
 - a. Particularly with regard to MAJOR materials, equipment or methods proposed for the Work as set forth in the Contract Documents, Contractor's request(s) for approvals of "equals" not specifically named in the Contract Documents MUST BE SUBMITTED IN WRITING with supporting documentation, and in the hands of the Architect prior to contract award. Telephone requests for consideration of proposed "equals" will not be accepted.
 - b. On other items of Work, Contractor may request consideration of substitution, when submitted in writing with supporting documentation within thirty (30) days following the Notice to Proceed.
- B. Where the phrase "or equal" or "equal as approved by Architect" occurs in the Contract

Documents, do not assume that the Contractor's choice of materials, equipment, or methods will be approved as equal unless the item has been specifically approved for this Work by the Architect.

- C. Do not substitute materials, equipment, or methods unless such substitution has been specifically approved in writing for this Work by the Architect.

PART 2 - PRODUCTS

2.1 SHOP DRAWINGS

- A. Scale and Measurements: Make Shop Drawings accurately to a scale sufficiently large to show all pertinent aspects of the item and its methods of connection to the Work.
- B. Types of prints required:
 - 1. Submit Shop Drawings in electronic format.
- C. Review comments of the Architect will be shown in red on prints and returned to the Contractor. The Contractor may make and distribute such copies as are required for his purposes.

2.2 MANUFACTURER'S LITERATURE

- A. Where contents of submitted literature from the manufacturers includes data not pertinent to the submittal, clearly show which portions of the contents are being submitted for review.
- B. Submit three copies of each which are required to be returned, plus one copy which will be retained by the Architect.

2.3 SAMPLES

- A. Provide Sample or Samples identical to the precise article proposed to be provided. Identify as described under "Identification of Submittals" below.
- B. Number of Samples required:
 - 1. Unless otherwise specified, submit one sample in the quantity, which is required to be returned, plus one which will be retained by the Architect.
 - 2. By prearrangement in specific cases, a single Sample may be submitted for review and, when approved, be installed in the Work at a location agreed upon by the Architect.
 - 3. Except as noted in 2.3.B.2 above, no selections of color, texture or finish will be approved by the Architect until ALL substitutions have been approved by the Architect, and ALL necessary samples and color, texture, finish proposals have been submitted in their entirety by the Contractor, in order that a coordinated, total scheme may be developed by the Architect.

PART 3 - EXECUTION

3.1 IDENTIFICATION OF SUBMITTALS

- A. Consecutively number all submittals. (ie: G-1, G-2.....etc. for General Construction, P-1, P-2, etc. for Plumbing; M-1, M-2,etc. for Mechanical (HVAC); E-1, E-2,etc. for Electrical; SP-1, SP-2.....etc for Sprinkler System; SU-1, SU-2, ... etc. for Site/Utilities.

1. When material is resubmitted of any reason, transmit under a new letter of transmittal and with a shop drawing number. (G-1r)
 2. On resubmittals, cite the original submittal number for reference.
- B. Accompany each submittal with a letter of transmittal showing all information required for identification and checking.
- C. On at least the first page of each submittal, and elsewhere as required for positive identification, show the submittal number in which the item was included.
- D. Maintain an accurate submittal log for the duration of the Work, showing current status of all submittals at all times. Make the submittal log available to the Architect for his review upon request.

3.2 GROUPING OF SUBMITTALS

- A. Unless otherwise specified, make submittals in groups containing all associated items to assure that information is available for checking each item when it is received.
1. Partial submittals may be rejected as not complying with the provisions of the Contract.

3.3 TIMING OF SUBMITTALS

- A. Make submittals far enough in advance of schedule dated for installation to provide time required for reviews, for securing necessary approvals, for possible revisions and resubmittals, and for placing orders and securing delivery. All submittals shall be submitted within ninety (90) days of the notice to proceed.

3.4 ARCHITECT'S REVIEW

- A. Review by the Architect or Owner's representative does not relieve the Contractor from responsibility for errors, which may exist in the submitted data.
- B. Revisions
1. Make revisions required by Architect or Owner's representative.
 2. If the Contractor considers any required revision to be a change, he shall so notify the Architect or Owner's representative as provided in the General Conditions.
 3. Make only those revisions directed or approved by the Architect.

END OF SECTION 01340

SECTION 01370 - SCHEDULE OF VALUES

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: Provide a detailed breakdown of the agreed Contract sum showing values allocated to each of the various parts of the Work, as specified herein and in other provisions of the Contract Documents.
- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Amendments to General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. Schedule of values may be described on the continuation sheet of AIA document G702 accompanying applications for payment.
 - 3. Schedule of values is required under Paragraph 9.2 of the General Conditions.

1.2 QUALITY ASSURANCE

- A. Use required means to assure arithmetical accuracy of the sums described.
- B. When so required by the Architect or Owner's representative, provide copies of the subcontracts or other data acceptable to the Architect or Owner's representative, substantiating the sums described.

1.3 SUBMITTALS

- A. Prior to first application for payment, submit a proposed schedule of values to the Architect. See Section 01310.
 - 1. Meet with the Architect and determine additional data, if any, required to be submitted.
 - a. Mobilization, Submittal Review, Material Delivery, Execution of the Work, and Punchlisting shall be included in the schedule.
 - b. Mobilization shall be billed on a monthly basis equally distributed throughout construction contract time.
 - c. Materials and Labor breakdowns should be provided for each portion of work.
 - d. All General Conditions items shall be broken out separately.
 - e. All labor and materials are to be broken out separately.
 - 2. Secure the Architect or Owner's representative's approval of the schedule of values prior to submitting first application for payment.

PART 2 & 3 - NOT USED.

END OF SECTION 01370

SECTION 01500 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: Provide temporary facilities and controls needed for the Work including, but not necessarily limited to:
 - 1. Provide on site utilities such as heat, water, and electricity, are available for all contractors use.
 - 2. Sanitary facilities to be provided by contractor.
 - 3. Enclosures such as tarpaulins, barricades, and canopies.
 - 4. Project sign

- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Amendments to General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. Except that equipment furnished by subcontractors shall comply with requirements of pertinent safety regulations, such equipment normally furnished by the individual trades in execution of their own portions of the Work are not part of this Section.
 - 3. Permanent installation and hookup of the various utility lines are described in other Sections.

1.2 PRODUCT HANDLING

- A. Maintain temporary facilities and controls in proper and safe condition throughout progress of the Work.

1.3 LOCAL REGULATIONS

- A. Comply with all local ordinances including local and temporary facilities, parking and storage.

END OF SECTION 01500

SECTION 01620 - PRODUCT HANDLING

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work Included: Protect products scheduled for use in the Work by means including, but not necessarily limited to, those described in this Section.
- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to the General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. Additional procedures also may be prescribed in other Sections of these Specifications.

1.2 QUALITY ASSURANCE

- A. Include within the Contractor's quality assurance program such procedures as are required to assure full protection of work and materials.

1.3 MANUFACTURER'S RECOMMENDATIONS

- A. Except as otherwise approved by the Architect, determine and comply with manufacturer's recommendations on product handling, storage and protection.

1.4 PACKAGING

- A. Deliver products to the job site in the manufacturer's original containers with labels intact and legible.
 - 1. Maintain packaged materials with seals unbroken and labels intact until time of use.
 - 2. Promptly remove damaged material and unsuitable items from the job site, and promptly replace with material meeting the specified requirements at no additional cost to the Owner.
- B. The Architect may reject as non-complying, material and products that do not bear identification satisfactory to the Architect as to manufacturer, grade, quality, and other pertinent information.

1.5 PROTECTION

- A. Protect finished surfaces, including jambs and soffits of openings used as passageways, through which equipment and materials are handled.
- B. Provide protection for finished floor surfaces in traffic are prior to allowing equipment or materials to be moved over such surfaces.
- C. Maintain finished surfaces clean, unmarred, and suitably protected until accepted by the Owner.

1.6 REPAIRS AND REPLACEMENTS

- A. In the event of damage, promptly make replacement sand repairs to the approval of the Architect, and at no additional cost to the Owner.
- B. Additional time required to secure replacements and to make repairs will not be considered by the Architect to justify an extension in the Contract Time of Completion.

END OF SECTION 01620

SECTION 01710 - CLEANING

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: Throughout the construction period, maintain the building and site in a standard of cleanliness as described in this Section.
- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Amendments to General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. In addition to standards described in this Section, comply with requirements for cleaning as described in pertinent other Sections of these Specifications.

1.2 QUALITY ASSURANCE

- A. Conduct daily inspection to verify that requirements for cleanliness are being met.
- B. In addition to the standards described in this Section. Comply with pertinent requirements of governmental agencies having jurisdiction.

PART 2 - PRODUCTS

2.1 COMPATIBILITY

- A. Use only the cleaning materials and equipment, which are compatible with the surface being cleaned, as recommended by the manufacturer of the material.

PART 3 - EXECUTION

3.1 PROGRESS CLEANING

- A. General:
 - 1. Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing required protection of materials.
 - 2. Do not allow accumulation of scrap, debris, waste material, and other items not required for construction of this Work.
 - 3. At least twice each month, and more often if necessary, completely remove all scrap, debris, and waste material from the job site.
 - 4. Provide adequate storage for all items awaiting removal from the job site, observing requirements for fire protection and protection of the ecology.
 - 5. The building shall be cleaned daily of all debris and waste material resulting from the construction operations.

END OF SECTION 01710

SECTION 01720 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RECORD DRAWINGS

- A. Contractors shall maintain a set of Record Drawings at the project site. These shall be kept legible and current, and shall be available at all times for the inspection of the Architect. All differences or changes in the contract work, or work added, shall be recorded daily on these Record Drawings in a contrasting color.
- B. The Architect or Owner's representative shall approve the Record Drawings.
- C. Receipt and approval of Record Drawings are prerequisites for final payment.

1.2 MANUALS

- A. Each Contractor shall submit to the Architect or Owner's representative before final acceptance three copies of all installation, operating instructions, and maintenance instructions on the equipment and materials furnished under his contract. Each set of copies shall be bound in a 3-ring, loose-leaf binder for 8-1/2" x 11 " paper. Label binder designating the name of the project, the names of the Owner, the name of the Contractor, and the equipment or materials included in the manual.

1.3 GUARANTEES AND WARRANTIES

- A. Contractors shall submit to the Architect or Owner's representative before final acceptance three originals of all warranties, guarantees, and surety bonds. All such documents shall show the name and location of the project and the name of the Owner.

PART 2 & 3 - NOT USED.

END OF SECTION 01720