

**Bidding Documents for**  
**Burns and Wilcox**  
**Center**  
**First Floor Renovations**  
**Tenant C**



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Project No.  
23001



**Morehead City,**  
**North Carolina**

12 May, 2023

**Bidding Documents**

**for**

**BURNS AND WILCOX CENTER  
FIRST FLOOR RENOVATIONS  
TENANT C  
MOREHEAD CITY, NORTH CAROLINA**

**PREPARED BY:**

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**Architect's Project Number: 23001  
Date of Issue: 12 May, 2023**

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### BURNS AND WILCOX CENTER FIRST FLOOR RENOVATIONS TENANT C

#### SPECIFICATIONS

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INVITATION TO BIDS  
INVITED BIDS ONLY

BIDS for the Burns and Wilcox Center First Floor Renovations Tenant C, will be received by the Architect for the Owner until 12:00 noon on Friday May 26, 2023.

The CONTRACT DOCUMENTS may be obtained from Architects website, [www.coastalarchitecture.net](http://www.coastalarchitecture.net) or purchased from the Architect for a sum of \$200.00 each per set.

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

Bids will be received via email at:

[Lee@coastalarchitecture.net](mailto:Lee@coastalarchitecture.net)

A 5% Bid Bond will not be required, and a **100% Performance and Payment Bond will not be required** as part of the bid.

There will be a pre-bid meeting on site on Thursday May 18, 2023, at 2:00pm. All bidders and sub contractors are encouraged to attend.



**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: \_\_\_\_\_ License No.: \_\_\_\_\_  
(Corporate Secretary or Assistant Secretary only)

Allowances Included in Bid (Corporate Seal)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deviations/Substitutions Included in Bid

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Addendum No.1 \_\_\_\_\_

Addendum No.2 \_\_\_\_\_

Addendum No.3 \_\_\_\_\_

Addendum No.4 \_\_\_\_\_

**End of Proposal Form**

## **GENERAL CONDITIONS**

AIA Document A201 – 2017 – General Conditions of the Contract for Construction is referenced in these contract documents and is to be part of this contract.

This document can be obtained by contacting:

AIA North Carolina  
115 West Morgan Street  
Raleigh, North Carolina 27601  
919-833-6656 phone  
919-833-2015 fax order line



## **STANDARD FORM OF AGREEMENT**

AIA Document A101 – 2017 – Standard Form of Agreement Between Owner and Contractor *where the basis of payment is a Stipulated Sum Price* is referenced in these contract documents and is to be part of this contract.

This document can be obtained by contacting:

AIA North Carolina  
115 West Morgan Street  
Raleigh, North Carolina 27601  
919-833-6656 phone  
919-833-2015 fax order line

## **SECTION 00800 - SUPPLEMENTARY GENERAL CONDITIONS AND GENERAL REQUIREMENTS**

### **SUPPLEMENTS TO AIA DOCUMENT A-201: 2017 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 **the amount of days submitted in the bid.**

- 8.2.1 Add: Since all work is interior – no weather days are allowed.

**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 5% 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.

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.

11.3 Owner to provide and Supply Builders Risk Insurance

11.4.1 Performance bond and payment bond will not 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.

15.1.2 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:** The existing facility shall remain secure during the construction period. All contractors shall conduct their operations so as to cause the least possible interference with the normal operations of the facility. 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. Contractors shall not be allowed access to any area other than the immediate area of work.
2. **On Site Parking:** Parking is not permitted on the Owner's property except for 3 construction vehicles used in the performance of the work and only where approved by the Owner.
3. **Building Security:** The present level of security for the existing facility 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 building, landscaping (all trees, shrubs, lawns, etc.) vehicles, etc. on or near the site from damage due to the work of this contract. 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 building and site shall be only between the hours of 7:00 am – 8:00 pm unless otherwise approved in advance. No work on Sunday, Easter or Christmas will be permitted.
7. No smoking will be permitted on site or within the building at any time.
8. The Contractor will be responsible for all permits (application and costs).
9. The second floor will remain in operation during construction and no utilities interruptions will be allowed during normal business hours.

END OF SECTION 00820





## **SECTION 01010 - SUMMARY OF WORK**

### **PART 1 - GENERAL**

#### **1.1 SUMMARY**

- A. Section Includes:
  - 1. Project description.
  - 2. Applicable regulatory requirements.
  - 3. Access to the site.
  - 4. Contractor's use of the premises.
  - 5. Coordination requirements.
  
- B. Related Documents:
  - 1. Division 0 – Bidding and General Conditions, Division 1 – General Requirements, all applicable provisions in the technical specification sections of Divisions 2 through 16 and applicable drawings apply to this section.

#### **1.2 PROJECT DESCRIPTION**

- A. The project consists of the Tenant C and common Spaces.
  - 1. As shown in contract documents.
  
- B. The work consists of:
  - 1. Upfit of an existing space.
  
- C. 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.
  
- D. Scope of Work - scope of the work is, but not limited to as follows:
  - 1. General Construction
  - 2. Plumbing System
  - 3. HVAC System
  - 4. Electrical work
  - 5. All related work
  - 6. Selective Demo
  - 7. Fire Alarm

#### **1.3 PRIME CONTRACTS**

- A. The work will be bid as one Single Prime Informal Contract.

#### **1.4 REGULATORY REQUIREMENTS**

- A. The following regulations are applicable to this project:
  - 1. North Carolina State Building Code, 2018 edition.
  - 2. This Project is in the Inspections jurisdiction of Morehead City.
  - 3. Submit copies of all licenses, and similar permissions obtained and receipts for fees paid, to the Architect, upon request.

#### **1.5 ACCESS TO THE SITE AND USE OF THE PREMISES**

- A. Space will be available to the Contractor for the performance of the work.
  
- B. Limited storage and staging areas will be available on site.

- C. Signs: Provide signs adequate to direct visitors.
  - 1. Do not install, or allow to be installed, signs other than specified sign(s) and signs identifying the principal entities involved in the project.

## PART 2 - PRODUCTS (NOT USED)

## PART 3 - EXECUTION

### 3.1 PRE-CONSTRUCTION MEETING

- A. A Pre-Construction meeting will be held at a time and place designated by the Architect, for the purpose of identifying responsibilities of the Owner and Architect's personnel, and explanation of administrative procedures.
- B. The Contractor(s) shall also use this meeting for the following minimum agenda:
  - 1. Construction Schedule.
  - 2. Use of areas of the site.
  - 3. Delivery and storage.
  - 4. Safety.
  - 5. Security.
  - 6. Clean-up.
  - 7. Contractor procedures related to:
    - a. Submittals
    - b. Change orders.
    - c. Application for payment.
    - d. Record documents.
- C. Attendees will include:
  - 1. The Owner's Representative.
  - 2. The Architect, and any consultants that are applicable.
  - 3. Contractor and Superintendent.
  - 4. Major subcontractors, suppliers, and fabricators.

### 3.2 SECURITY PROCEDURES

- A. Limit access to the site work area to persons involved in the work. The existing building must stay in operation.
- B. Provide secure storage for materials for which the Owner has made payment and which are stored on site.
- C. Secure completed work as required to prevent loss.

### 3.3 COORDINATION

- A. A monthly meeting will be held, for the specific purpose of coordination, at the site.
  - 1. Attendees shall include:
    - a. Representative of the General Contractor.
    - b. Subcontractors currently working at the site, if necessary.
    - c. Owner's representative.
    - d. Architect/Engineer.
- B. The General Contractor is responsible for coordination of all products/materials, installations, in the Single Prime scenario.
  - 1. Prepare coordination drawings as needed for separate products.
  - 2. Where space is limited, show plan and cross-section dimensions of space available.
  - 3. Coordinate shop drawings prepared by separate entities.
  - 4. Show installation sequence when necessary for proper installation.

- C The existing second floor will remain occupied and no interruptions of utilities are allowable during normal working hours.

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 and Contingency Cash Allowance: The Contractor's overhead, profit, shipping costs, glue and adhesive, underlayment's, etc. and taxes shall be included in the Base Bid 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 in his base bid price all labor and associated installation costs. The contractor shall submit to the Architect for approval all bills for materials under Cash Allowances.

#### 1.2 SCHEDULE OF CASH ALLOWANCES

- A. Hardware Allowance: \$ 10,000.00 (materials only)
- B. Undercounter Refrigerator \$1000.00 (materials only)
- C. Signage \$ 500.00 (materials only)
- D. Additional allowances must be identified in the bid.

#### 1.3 CONTINGENCY CASH ALLOWANCE

- A. Contingency Cash Allowance \$10,000.00 Portions of this allowance can only be authorized for use by the Architect's approval.  
Please note: The General Contractor shall include profit and overhead in their base bid and not within the allowance figure. Therefore, when portions of this allowance is used and deviated from this allowance figure, no additional overhead and profit will be allowed.

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 this preliminary submittal to the Architect at the last regular job meeting of each month.
- 2. 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.
- 3. Sign and notarize the Application and Certificate for Payment.
- 4. Submit (5) originals of the Application and Certificate for Payment
- 5. Cut off period is the 25<sup>th</sup> of the month.
- 6. Submittals are due in Architect's office by the 28<sup>th</sup> of each month.
- 7. For allowance items furnish all invoices, receipts, time records, etc. with all requests for payment.

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 01050 - FIELD ENGINEERING**

### PART 1 - GENERAL

#### 1.1 DESCRIPTION

- A. Work included: Provide such field engineering services as are required for proper completion of the Work including, but not necessarily limited to:
  - 1. Establishing and maintaining lines and levels.
  - 2. Structural design of shores, forms, and similar items provided by the Contractor as a part of his means and methods of construction.
- B. Related work:
  - 1. Additional requirements for field engineering also may be described in other Section of these Specifications.
  - 2. See also General Conditions.

#### 1.2 SUBMITTALS

- A. Comply with pertinent provisions of Section 01340.
- B. Upon request of the Architect, submit:
  - 1. Certification, signed by the Contractor's retained field engineer, certifying that elevations and locations of improvements are in conformance or non-conformance with requirements of the Contract Documents.

#### 1.3 PROCEDURES

- A. In addition to procedures directed by the Contractor for proper performance of the Contractor's responsibilities:
  - 1. Locate and protect control points before starting work on the site.
  - 2. Preserve permanent reference points during progress of the Work.
  - 3. Do not change or relocate reference points or items of the Work without specific approval from the Architect.
  - 4. Promptly advise the Architect when a reference point is lost or destroyed or requires relocation because of other changes in the Work.
    - a. Upon direction of the Architect, require the field engineer to replace reference stakes or markers.
    - b. Locate such replacements according to the original survey control.
- B. The General Contractor shall employ a locator service to locate and mark all underground utilities as required.

PART 2 & 3 - NOT USED.

END OF SECTION 01050

## **SECTION 01090 - ABBREVIATIONS AND SYMBOLS**

### **PART 1 - GENERAL**

#### **1.1 REFERENCE TO APPLICABLE STANDARDS**

- A. Wherever reference is made to Codes, Standards Specifications or other data published by regulating agencies or accepted organizations, it shall be understood that such reference is made to the latest edition, (including addenda) published prior to the date of Contract Documents, except as noted specifically otherwise by date in the contract documents.
- B. Abbreviations and symbols used in the Specifications can be grouped into three (3) basic categories:
1. Abbreviations of reference symbols.
  2. Abbreviations of words and phrases.
  3. Symbols.
- C. Among those, which may be used in the Contract Documents, are the following (with respective abbreviation used):

AA	Aluminum Association
AAMA	Architectural Aluminum Manufacturers Association
AASHTO	American Association of State Highway and Transportation Officials
ABMA	American Boiler Manufacturers Association
ACI	American Concrete Institute
ACRI	Air Conditioning and Refrigeration Institute
ADC	Air Diffusion Council
AFI	Air Filter Institute
AGA	American Gas Association
AGCA	Associated General Contractors of America, Inc.
AIA	American Institute of Architects
AIMA	Acoustical and Insulating Materials Association
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
AITC	American Institute of Timber Construction
ALS	American Lumber Standards
AMCA	Air Moving and Conditioning Association
ANSI	American National Standards Institute, Inc.
APA	American Plywood Association
API	American Petroleum Institute
ARI	Air Conditioning and Refrigeration Institute
ASAHC	American Society of Architectural Hardware Consultants
ASCE	American Society of Civil Engineers
ASHRAE	American Society of Heating, Refrigeration and Air Conditioning Engineers
ASME	American Society of Mechanical Engineers
ASTM	American Society for testing and Materials
ATI	Asphalt Tile Institute
AWI	Architectural Woodwork Institute
AWPA	American Wood Preservers Association
AWPI	American Wood Preservers Institute
AWS	American Welding Society
BHMA	Builders Hardware Manufacturers Association
BIA	Brick Institute of America
BRI	Building Research Institute
CABRA	Copper and Brass Research Association

CAGI	Compressed Air and Gas Institute
CE	Corps of Engineers (Army)
CRSI	Concrete Reinforcing Steel Institute
CSI	Construction Specifications Institute
CTI	Cooling Tower Institute
DFPA	Douglas Fir Plywood Association
ETL	Electrical Testing Laboratories
FGMA	Flat Glass Marketing Association
FHA	Federal Housing Administration
FM	Factory Mutual Engineering Division, Association of Factory Mutual Fire Insurance Companies
FPL	Forest Products Laboratory
FS	Federal Specifications
FTI	Facing Tile Institute
GA	Gypsum Association
GTA	Glass Tempering Association
HPMA	Hardwood Plywood Manufacturers Association
IBRM	Institute of Boiler and Radiator Manufacturers
IEEE	Institute of Electrical and Electronics Engineering
IES	Illuminating Engineering Society
JAN	Joint Army-Navy Specifications
MAC	Masonry Advisory Council
MIA	Marble Institute of America
MLMA	Metal Lath Manufacturers Association
MS	Military Specifications
MSS	Manufacturers Standardization Society of the Valves and Fitting Industries
MSTD	Military Standard
NAAMM	National Association of Architectural Metal Manufacturers
NAFM	National Association of Fan Manufacturers
NAPF	National Association of Plastic Manufacturers
NBHA	National Builders Hardware Association
NBS	National Bureau of Standards
NCMA	National Concrete Masonry Association
NEC	National Electric Code (NFPA Pamphlet No. 70)
NEMA	National Electric Manufacturers Association
NEMI	National Elevator Manufacturing Industry, Inc.
NFC	National Fire Code
NFPA	National Fire Protection Association
NFPA	National Forest Products Association
NHLA	National Hardwood Lumber Association
NHPMA	Northern Hardwood and Pine Manufacturers Association
NPA	National Particleboard Association
NPCA	National Paint and Coatings Association
NRMCA	National Ready Mixed Concrete Association
NSC	National Safety Council
NSF	National Sanitation Foundation
NTMA	The National Terrazzo and Mosaic Association, Inc.
NWMA	National Woodwork Manufacturers Association
OSHA	Occupational Safety and Health Administration
PCA	Portland Cement Association
PCI	Prestressed Concrete Institute
PEI	Porcelain Enamel Institute, Inc.
PS	Product Standard, U.S. Department of Commerce
RIS	Redwood Inspection Service
RTI	Resilient Tile Institute
SAE	Society of Automotive Engineers
SBI	Steel Boiler Institute

SCMA	Southern Cypress Manufacturers Association
SDI	Steel Deck Institute
SDI	Steel Door Institute
SJI	Steel Joint Institute
SMACCNA	Sheet Metal and Air Conditioning Contractors National Association
SMFMA	Sprayed Mineral Fiber Manufacturers Association, Inc.
SPIB	Southern Pine Inspection Bureau
SSPC	Steel Structures Painting Council
SWFPA	Structural Wood Fiber Products Association
TCA	Tile Council of America
TEMA	Tubular Exchange Manufacturing Association
TIMA	Thermal Insulation Manufacturers Association
TPI	Truss Plate Institute
UL	Underwriter's Laboratories, Inc.
UPC	Uniform Plumbing Code
WRI	Wire Reinforcement Institute
WWPA	Western Wood Products Association

1.2 ABBREVIATIONS OF WORDS AND PHRASES

- A. Abbreviations of words and phrases applicable to this Project; other than listed above for reference standards, shall be as per Architect's interpretation on request..

1.3 SYMBOLS

- A. Symbols representing construction materials and the equipment applicable to this Project shall be as shown on the Drawings.

PART 2 & 3 - NOT USED.

END OF SECTION 01090

## **SECTION 01200 - PROJECT MEETINGS**

### **PART 1 - GENERAL**

#### **1.1 DESCRIPTION**

- A. Work included: To enable orderly review during progress of the Work, and to provide for systematic discussion of problems, the Owner will conduct project meetings throughout the construction period.
- B. Related work:
  - 1. The Contractor's relations with his subcontractors and materials suppliers, and discussions relative thereto, are the Contractor's responsibility and normally are not part of project meetings content. If subcontractor's issues are of a concern, it can be communicated at this meeting, but management of the subcontractor will remain the responsibility of the Contractor.

#### **1.2 SUBMITTALS**

- A. Agenda items: To the maximum extent practicable, advise the Owner at least 24 hours in advance of project meetings regarding items to be included in or added to the agenda.
- B. Minutes:
  - 1. The Architect will compile minutes of each project meeting, and will furnish one copy to Contractor, Architect and required copies to the Owner.
  - 2. Recipients of copies may make and distribute such other copies as they wish.

#### **1.3 QUALITY ASSURANCE**

- A. For those persons designated by the Contractor to attend and participate in project meetings, provide required authority to commit the Contractor to solutions agreed upon in the project meetings.

### **PART 2 - PRODUCTS**

(No products are required in this Section)

### **PART 3 - EXECUTION**

#### **3.1 GENERAL**

- A. Except as noted below for Pre-construction Meeting, project meetings will be held monthly, unless project dictates differently.
- B. Coordinate as necessary to establish mutually acceptable schedule for meetings.

#### **3.2 PRECONSTRUCTION MEETING**

- A. Pre-construction Meeting will be held as soon as possible after the written Notice to Proceed.
  - 1. Provide attendance by authorized representatives of the Contractors and major subcontractors.
  - 2. The Owner will advise other interested parties, including the Architect, and request their attendance.

- B. Minimum agenda: Data will be distributed and discussed on at least the following items:
1. Organizational arrangement of Contractor's forces and personnel, and those of subcontractors, materials suppliers.
  2. Channels and procedures for communication.
  3. Construction schedule, including sequence of critical work.
  4. Contract Documents, including distribution of required copies of original Documents and revisions.
  5. Processing of Shop Drawings and revisions.
  6. Processing of Bulletins, field decisions, and Change Orders.
  7. Rules and regulations governing performance of the Work
  8. Procedures for safety and first aid, security, quality control, housekeeping, and related matters.

### 3.3 PROJECT MEETINGS

- A. Attendance:
1. To the maximum extent practical, assign the same person or persons to represent the Contractor at project meetings throughout progress of the Work.
  2. Subcontractors, materials suppliers, and others may be invited to attend those project meetings in which their aspect of the Work is involved.
- B. Minimum agenda:
1. Review progress of the Work since last meeting, including status of submittals for approval.
  2. Identify problems, which impede planned progress.
  3. Develop corrective measures and procedures to regain planned schedule.
  4. Complete other current business.

END OF SECTION 01200

## **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/Owner.
  - 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/Owner.

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

## 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/Owner 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.
- D. Please note ALL shop drawings MUST be approved and stamped by the G.C. before submitting to the Architect. Any unreviewed and approved by the G.C. shop drawings will be returned to the Contractor unreviewed.

### 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.

### 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/Owner.
  - 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/Owner.
  - 3. Except as noted in 2.3.B.2 above, no selections of color, texture or finish will be approved by the Architect/Owner until ALL substitutions have been approved by the Architect/Owner, 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/Owner.

## 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/Owner 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 sixty (60) days of the notice to proceed.

### 3.4 ARCHITECT/OWNER REVIEW

- A. Review by the Architect/Owner does not relieve the Contractor from responsibility for errors, which may exist in the submitted data.
- B. Revisions
  - 1. Make revisions required by Architect/Owner.
  - 2. If the Contractor considers any required revision to be a change, he shall so notify the Architect/Owner as provided in the General Conditions.
  - 3. Make only those revisions directed or approved by the Architect/Owner.
- C. Reimbursement of Architect/Owner's Costs
  - 1. In the event substitutions are proposed to the Architect/Owner after the Contract has been awarded, the Architect/Owner will record all time used by him and by his consultants in evaluation of each such proposed substitution.
  - 2. Whether or not the Architect/Owner approves a proposed substitution, the Contractor, promptly upon receipt of the Architect/Owner's billing, reimburse the Architect/Owner at the rate of two and one-half times the direct cost to the Architect/Owner and his consultants for all the time spent by them in evaluating the proposed substitution.

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/Owner, provide copies of the subcontracts or other data acceptable to the Architect/Owner, substantiating the sums described.

#### 1.3 SUBMITTALS

- A. Prior to first application for payment, submit a proposed schedule of values to the Architect/Owner. See Section 01310.
  - 1. Meet with the Architect/Owner 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.
  - 2. Secure the Architect/Owner'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. Temporary utilities such as heat, water, electricity, facsimile machine and telephone
  - 2. Sanitary facilities
  - 3. Enclosures such as tarpaulins, barricades, and canopies
  - 4. Project sign
  - 5. Field office for the Contractor's personnel
  - 6. Temporary fencing of the construction site
- 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.

### PART 2 - PRODUCTS

#### 2.1 UTILITIES

- A. Water:
  - 1. The Contractor and his Plumbing Subcontractor to provide necessary temporary piping and water supply and, upon completion, remove such temporary facilities. Owner will pay the water bill for reasonable usage of water.
- B. Electricity:
  - 1. The Contractor and his Electrical Subcontractor to provide necessary temporary

wiring and, upon completion of the Work, remove such temporary facility.

2. Provide area distribution boxes so located that the individual trades may furnish and use 100' maximum length extension cords to obtain power and lighting at points where needed for work, inspection, and safety.
  3. Owner will pay electric bill for reasonable usage of electricity.
- C. Heating: Provide and maintain temporary heat and humidity control necessary for proper conduct of operations needed in the Work.
- D. Telephone:
1. Make necessary arrangements and pay costs for installation and operation of telephone service to the Contractor's office at the site.
- E. E-MAIL:
1. Superintendents on site shall have access to email and phone/photos on site
- F. Temporary Fire Protection:
1. Contractor to provide any and all temporary construction fire extinguishers and standpipes required for the duration construction.

## 2.2 FIELD OFFICES AND SHEDS

- A. Contractor's Facilities:
1. Provide a field office building and sheds adequate in size and accommodation for Contractor's offices, supply and storage.
  2. Within the Contractor's facilities, provide enclosed space adequate for holding project meetings. Furnish with table, chairs, and utilities.
- B. Sanitary facilities:
1. Provide temporary sanitary facilities in the quantity required for use by all personnel.
  2. Always maintain in a sanitary condition.



## 2.3 ENCLOSURES

- A. Provide and maintain for the duration of construction all scaffolds, tarpaulins, canopies, warning signs, steps, platforms, bridges, and other temporary construction necessary for proper completion of the Work in compliance with pertinent safety and other regulations.
  - 1. All apparatus, equipment, temporary and permanent construction shall meet all local and State labor laws and safety regulations applicable thereto.

## 2.4 PROJECT SIGN

- A. Project signs shall only be installed where approved by Architect/Owner.
- A. Upon completion of the Work, demount the project signs.
- B. Except as otherwise specifically approved by the Architect/Owner, do not permit other signs or advertising on the job site.

## PART 3 - EXECUTION

### 3.1 MAINTENANCE AND REMOVAL

- A. Maintain temporary facilities and controls as long as needed for safe and proper completion of the Work.
- B. Remove such temporary facilities and controls as rapidly as progress of the Work will permit, or as directed by the Architect/Owner.

### 3.2 TRAFFIC COORDINATION

- A. Any construction related activities, such as receiving, loading, unloading, or other activities which may be an interruption to normal vehicular traffic flow on the site shall be coordinated in advance by the Contractor with the Owner or public authority having jurisdiction.

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/Owner, 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/Owner may reject as non-complying, material and products that do not bear identification satisfactory to the Architect/Owner 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/Owner, 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/Owner 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/Owner. 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/Owner 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/Owner before final acceptance electronic copies of all installation, operating instructions, and maintenance instructions on the equipment and materials furnished under his contract. Each set shall be organized into electronic folders. Label folders 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/Owner 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



## **SECTION 02050 – SELECTIVE DEMOLITION**

### **PART 1 - GENERAL**

#### 1.1 SUMMARY

- A. Section Includes:
- B. Related Documents:
  - 1. Division 0 - Bidding and General Conditions, Division 1 - General Requirements, all applicable provisions in the technical specifications section of Division 2 through 16 and applicable drawings.
  - 2. Demolition plans.
- C. Related Sections:
  - 1. Division 1, Cutting and Patching.
  - 2. Division 1, Temporary Facilities and Services.

#### 1.2 PROJECT CONDITIONS

- A. Occupancy:
  - 1. The General contractor will be responsible for installing a physical barrier between the occupants and the construction area.
- B. Existing Conditions:
  - 1. The majority of selective demolition has occurred. The Contractor shall be responsible for all remaining selective demolition to perform the remainder of the work. The contractors shall be responsible for visiting the site prior to bid to determine all extents of selective demolition required.
  - 2. After the project is begun, the contractor is responsible for the condition of areas to be demolished. The owner does not warrant that the condition of structures to be demolished will not have changed since the time of inspection for bidding purposes.
- C. General Demolition Notes:
  - 1. The General Contractor will provide all demolition services.
  - 2. The General Contractor is to notify the Architect of any unforeseen conditions, and of any conditions that differ from those described in the drawings.
  - 3. The General Contractor should survey the site and building prior to submitting a bid.
- D. Hazardous Material
  - 1. The Owner has removed previously discovered asbestos.
  - 2. Report any suspicious areas before commencing to work in that area.



## **PART 2 - PRODUCTS (NOT USED)**

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- A. Verify that utilities have been disconnected and sealed.
- B. Survey existing conditions and correlate with drawings and specifications to determine extent of demolition required.
- C. Insofar as is practicable, arrange operations to reveal unknown or concealed structural conditions for examination and verification before removal or demolition.

### **3.2 PREPARATION**

- A. Traffic: Do not obstruct walks or public ways without the written permission of governing authorities and of the owner. Where routes are permitted to be closed, provide alternate routes if required.
- B. Protection:
  - 1. Provide for the protection of persons passing around or through the area of demolition.
  - 2. Perform demolition so as to prevent damage to adjacent improvements and facilities to remain.
  - 3. Provide protective measures to ensure free and safe passage of persons to and from occupied areas.
  - 4. Protect existing site appurtenances and landscaping to remain.
  - 5. Provide a silt fence as required.
- C. Structural Support:
  - 1. Construct and maintain shoring, bracing, and supports as necessary to ensure the stability of structures.
- D. Damages: Without cost to the owner and without delay, repair any damages caused to utilities to remain.

### **3.3 UTILITY SERVICES**

- A. Arrange with utility companies and shut off indicated utilities serving portion of structures to be removed.
- B. Disconnect and cap indicated utilities before starting demolition operations.
- C. Identify location of capped utilities on project record documents.
- D. Existing utilities to be maintained for portion of building to remain.

### 3.4 EXPLOSIVES

- A. Do not use explosives.

### 3.5 POLLUTION CONTROLS

- A. Observe environmental protection regulations.

### 3.6 DEMOLITION - GENERAL

- A. Perform work in a systematic manner.
- B. Use any methods permitted by governing regulations and the requirements of the contract documents.

### 3.7 DEMOLITION ON OR BELOW GRADE

- A. Contractor is to be sure all scrap materials are removed from the soil, and the site.
- B. Where the new slabs, sidewalks, and parking areas occur, the Contractor is to use suitable compacted fill as replacement soil.

### 3.8 DISPOSAL OF DEMOLISHED MATERIALS

- A. Promptly dispose of materials resulting from demolition operations. Do not allow materials to accumulate on site.
- B. Transport materials resulting from demolition operations and legally dispose of off-site.
- C. Do not burn removed materials on project site.
- D. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.

### 3.9 CLEANING

- A. Remove tools and equipment. Dispose of scrap properly.
- B. Leave exterior areas free of debris.
- C. Return surfaces to remain to condition existing prior to commencement of demolition.

END OF SECTION 02050