

1 General Requirements

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01010 SUMMARY OF WORK

General

A. Work Covered By Contract Documents:

1. Owner: Evangeline Parish School Board.
2. Contract Documents: All work shall be based on existing site conditions and Contract Documents marked BC2018-04, prepared by Evangeline Parish School Board; Braddock Companies, LLC, 4024 Jackson Street, Alexandria, LA 71303, (318) 704-4393. The Contract Documents are as follows:
 - a. Advertisement for Bids.
 - b. Instructions to Bidders.
 - c. Bid Form.
 - d. Form of Affidavit.
 - e. General Conditions of the Contract for Construction, AIA Document A201, 2007 Edition.
 - f. Supplementary Conditions.
 - g. Specifications, Divisions 1 through 16.
 - h. Drawings, as defined in 01010 F.
 - i. Addenda, issued during bid period.
3. **Base Bid:** The Work of the Base Bid, includes, but is not necessarily limited to the following:
 - a. Construction of a new red iron metal framed multi-purpose building. Metal wall and roof panels, limited brick veneer. Band room, two (2) classrooms, public and private toilets. The building will be sprinkled and attached to the existing gymnasium. The gym is to have both window walls removed and replaced. Limited AC work to be included in the gym as well as HVAC systems for the new building. Fire Alarm and intercom, data, and communications included in work.
4. **Alternate No. 1:**
 - a. All work related to refinishing the existing gymnasium floor, including but not limited to, sanding, re-stripping, and refinishing the existing wood flooring.
5. Alternate No. 2:
 - a. Not Applicable

B. Contract: The Owner anticipates the award of one (1) lump sum Contract for the Base Bid and Alternate Bids (if applicable). The Contractor shall have the undivided responsibility for performance of all the Work.

C. Contractor Use of Premises:

1. Limit use of premises for Work to areas designated for work items. Adequate area shall be designated for construction, storage, and parking.
2. Limit access to Work area from unauthorized persons.
3. Protect existing site from damage as much as possible.
4. Remove debris and keep construction, parking and storage areas and used portion of site clean.
5. Coordinate the scheduling of work with the Owner.

D. Owner Occupancy:

1. General: The Owner reserves the right to occupy portions of the site during the entire construction period. Cooperate with the Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with the Owner's operations.

E. Owner Furnished Items:

1. General: The Owner has purchased or presently has in use certain movable and built-in equipment which is scheduled to be installed in the Work; this equipment is scheduled on the Drawings. Coordinate the Work with the Owner.
2. Owner Responsibility: Deliver equipment and place in appropriate room.
3. Contractor Responsibility: Install equipment and make final connections as required in schedule(s) or specified. Certain equipment shall be furnished and installed by the Owner as scheduled.

F. Contract Drawings: The Contract Drawings are as follows:

Architectural - A001 – A901
Structural - S100 – S501
Plumbing – FP100 – P400
Mechanical – M001 – M400
Electrical – E001 – E600

01027
APPLICATIONS FOR PAYMENT

General

A. Work Included: Comply with requirements of the Contract Documents to provide Applications for Payment. This Section specifies administrative and procedural requirements governing the Contractor's Applications for Payment.

B. Related Work:

1. Comply with the relative requirements of other Divisions, Sections, the General and Supplementary Conditions and the Drawings of the entire Contract Documents. The breakdown of this project manual into Divisions and Sections shall not define any limit of work.

C. Schedule of Values:

1. Coordination: Coordinate preparation of the Schedule of Values with preparation of the Contractor's construction schedule.
 - a. Correlate line items of the Schedule of Values with other required administrative schedules and forms, including:
 - (1) Application for Payment form.
 - (2) List of Subcontractors.
 - (3) List of products.
 - (4) List of suppliers & fabricators.
 - (5) Schedule of submittals.
 - b. Submit the Schedule of Values to the Architect at the earliest feasible date, but in no case later than ten (10) days before the date scheduled for submittal of the initial Application for Payment.
2. Format and Content: Use the Project Manual Table of Contents as a guide to establish the format for the Schedule of Values. A separate line item and value shall be established for each item of work or material.
3. Identification: Include the following project identification on the Schedule of Values:
 - a. Project name and location.
 - b. Name of the Owner and Architect.
 - c. Project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
4. Arrangement: Arrange the Schedule of Values in a tabular form with separate columns to indicate the following for each item listed:
 - a. Specification Section name.
 - b. Change Orders (numbers) that have affected value.
 - c. Dollar value.
 - d. Percentage of Contract Sum to the nearest whole percent, adjusted to total 100 percent.
5. Breakdown: Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Break principal subcontract amounts down into several items.
6. Material Not Installed: For each part of the Work where an application may include materials not yet installed, provide separate line items on the Schedule of Values for initial cost of the materials, for each

subsequent stage of completion, and for total installed value of that part of the work.

7. Overhead and Profit: Each item in the Schedule of Values and Applications for Payment shall be complete, including its total cost and proportionate share of general overhead and profit margin.
 - a. At the Contractor's option, temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown as separate line items in the Schedule of Values or distribution as general overhead expense.
8. Schedule Updating: Update and resubmit the Schedule of Values when Change Orders result in a change in the Contract Sum.

D. Applications for Payment:

1. General: Each Application for Payment shall be consistent with previous applications for payments as certified by the Architect and paid for by the Owner.
 - a. The initial Application for Payment, the Application for Payment at time of Substantial Completion and the final Application for Payment involve additional requirements.
2. Payment Application: Monthly, the Contractor shall submit to the Architect an itemized Application and Certificate for Payment, supported by such data substantiating the Contractor's right to payment as the Owner or the Architect may require, and reflecting retainage as provided elsewhere in the Contract Documents. The form requirements for substantiating data are as follows:
 - a. Payments for materials or equipment stored off the site shall be conditioned upon submission by the Contractor of bills of sale or other such procedures satisfactory to the Owner to establish the Owner's title to such materials or equipment or otherwise protect the Owner's interest, including applicable insurance and transportation to the site of those materials or equipment.
 - b. Attach to the Payment Application a list of current stored material as of each month in which a change in stored material value is made in each category for each subcontractor and material supplier. List should designate location and insurance policy covering materials. Certificate of Insurance should be provided in an amount equal to or greater than the amount of stored material and designate that insurance is for stored item. If material is covered by Contractor's Builders Risk, this should be indicated.
 - c. Value of stored items shall remain in Column F, Materials Presently Stored (NOT in D or E) until stored material is installed in its final place in the project (incorporated into the work).
3. Payment Application Forms: Use current AIA Document G702 and Continuation Sheet G703 as the form for Application for Payment.
4. Application Preparation: Complete every entry on the form, including notarization and execution by same person that signed the Contract Agreement. Incomplete applications will be returned without action.
 - a. Entries shall match data on the Schedule of Values.
 - b. Include amounts of Change Orders issued prior to the last day of the construction period covered by the application.
5. Transmittal: Submit four (4) executed copies of each Application for Payment to the Architect by means ensuring receipt within 24 hours.
 - a. Transmit each copy with a transmittal form listing attachments and recording appropriate information related to the application in a manner acceptable to the Architect.
6. Initial Application for Payment: Administrative actions and submittals that must precede submittal of the first Application for Payment, include the following:
 - a. List of Subcontractors with Subcontractor's firm name, address and telephone number.
 - b. List of principal suppliers and fabricators, with firm's name, address and telephone number.
 - c. Schedule of Values.
 - d. Schedule of principal products with supplier's or Subcontractor names, address, telephone number.
 - e. Submittal Schedule (preliminary if not final).
 - f. List of Contractor's staff assignments.
 - g. Copies of Building Permits (if applicable).
7. Applications for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment. Administrative actions and submittals that shall precede this application include:
 - a. Occupancy permits from the State Fire Marshal, State Board of Health and similar approvals.
 - b. Warranties (guarantees) and maintenance agreements.
 - c. Test/adjust/balance records.
 - d. Maintenance instructions.
 - e. Meter readings.
 - f. Start-up performance reports.

- g. Change-over information related to Owner's occupancy, use, operation and maintenance.
 - h. Final cleaning.
 - i. Advice on shifting insurance coverages.
 - j. List of incomplete Work, recognized as exceptions to Architect's Certificate of Substantial Completion.
8. Final Application for Payment: Administrative actions on submittals which must precede submittal of the final payment Application for Payment include the following:
- a. Completion of Project Closeout requirements.
 - b. Completion of items specified for completion after Substantial Completion.
 - c. Transmittal of required Project construction records to Architect.
 - d. Proof that taxes, fees and similar obligations have been paid.
 - e. Removal of temporary facilities and services.
 - f. Change of door locks to Owner's access.
 - g. Executed AIA Document G707, Consent of Surety to Make Final Payment.

01040 COORDINATION

General

- A. Work Included:** Comply with requirements of the Contract Documents and all applicable codes and regulations to provide coordination of the Work, the work of the various subcontractors and trades, and supervision of cutting and patching, as needed for a complete and proper installation.
- B. Related Work:** Comply with the relative requirements of other Divisions, Sections, the General and Supplementary Conditions and the Drawings of the entire Contract Documents. The breakdown of this project manual into Divisions and Sections shall not define any limit of work.
- C. Project Coordination:**
- 1. General: Coordinate the work of the various Sections of the specifications and various requirements of each Section, to assure efficient, orderly, and timely installation of construction elements.
 - 2. Related Parts: Verify that interrelated parts of the various systems and work of the trades are compatible.
 - 3. Space Requirements: Coordinate space requirements for installation of all the parts.
- D. Quality Assurance:** 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 methods needed for the proper performance of the work of this Section.
- E. Submittals:**
- 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 patching, so notify the Architect and secure his written permission prior to proceeding.
- F. Cutting and Patching:**
- 1. General: Cutting and patching of all existing and/or newly constructed work and all new and existing site improvements, including attendant excavation and backfill, required to complete the Work, shall be done under the supervision of the Contractor. He shall be responsible to:
 - a. Make the several parts of the Work fit together properly.
 - b. Uncover portions of the Work to provide for installation of ill-timed work.
 - c. Remove and replace defective work or work not conforming to the requirements of the Contract Documents.
 - d. Remove samples of installed work as specified for testing.
 - e. Provide routine penetrations of the Work for the trades, except as modified in 01040 F 2 below.
 - 2. Subcontractors: Specialty subcontractors shall cut the Work, under the supervision of the Contractor, as required for the installation of their specialty and/or for routine penetrations of non-structural elements, for the installation of sleeves, piping, conduit, equipment, etc. The Contractor shall be

responsible for patching of this work, unless the work is a product of that specialty subcontractor and unless otherwise specified under other Sections of these specifications.

3. Submittals: Submit a written request to the Architect well in advance of executing any cutting or alteration which affects:
 - a. The structural value or integrity of an element of the project.
 - b. Metal roofing.
 - c. The integrity of weather-exposed or moisture-resistant systems.
 - d. The visual qualities of sight-exposed elements.
4. Request: Designate date and time the work will be uncovered.
5. Substitutions: Should conditions of the work or the schedule indicate a change of products from the original installation, submit a request for substitution.

G. Inspection:

1. Existing Conditions: Inspect existing conditions of the project, including elements subject to damage or to movement during cutting, patching, and backfilling.
2. Uncovered Work: After uncovering work, inspect conditions affecting installation of products or performance of work.
3. Questionable Conditions: Report questionable conditions to the Architect; do not proceed with work until the Architect has provided further instructions.
4. Approximate Dimensions: All dimensions indicated by \pm are approximate measurements and shall be field verified for accuracy.

H. Preparation:

1. Temporary Facilities: Provide adequate temporary support as necessary to assure the structural value and/or integrity of the affected portion of the Work.
2. Methods: Provide adequate devices and methods to protect other portions of the Work from damage.
3. Protection: Provide protection from the elements for that portion of the Work which may be exposed by cutting and patching work, and maintain excavations free from water.

I. Application:

1. Execute cutting and demolition by methods which will prevent damage to other work, and will provide proper surfaces to receive installation of repairs.
2. Execute excavating and backfilling by methods which will prevent damage or damage to other work.
3. Employ the original installer/fabricator to perform cutting and patching for weather-exposed or moisture-resistant elements and sight-exposed finished surfaces.
4. Execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances, and finishes.
5. Restore work which has been cut or removed; install new products to provide completed work in accordance with the requirements of the Contract Documents.
6. Fit work which has been cut or removed; install new products to provide completed work in accordance with the requirements of Contract Documents.
7. Fit work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
8. Refinish entire surfaces as necessary to provide an even finish to match adjacent finishes.

01050 FIELD ENGINEERING

General

A. Work Included: Comply with requirements of the Contract Documents and all applicable codes and regulations to provide field engineering services as needed for a complete and proper installation of the various parts and project safety. The extent of work of this Section includes, but is not necessarily limited to:

1. Establishing and maintaining lines and levels.
2. Structural design of shores, forms and structural safety during construction.
3. Similar items as part of the means and methods of construction.

B. Related Work:

1. Comply with the relative requirements of other Divisions, Sections, the General and Supplementary Conditions and the Drawings of the entire Contract Documents. The breakdown of this Project Manual into Divisions and Sections shall not define any limit of work.
 2. Additional requirements for field engineering also may be described in other Sections of these Specifications.
- C. Quality Assurance:** 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 methods needed for the proper performance of the work of this Section.
- D. Submittals:**
1. Comply with pertinent provisions of Section 01300.
 2. Upon request of the Architect or if required in specific Sections, submit:
 - a. Data demonstrating qualifications of persons proposed for field engineering services.
 - b. Documentation certifying accuracy of field engineering work.
- E. Procedures:**
1. In addition to procedures required for proper performance of good construction practices and project safety:
 - a. Locate and protect control points before starting work on the site.
 - b. Preserve permanent reference points during progress of the Work.
 2. Do not change or relocate reference points or items of the Work without specific approval from the Architect.
 3. Promptly advise the Architect when a reference point is lost or destroyed or requires relocation because of other changes in the Work.
 4. Upon direction of the Architect, replace reference stakes or markers; locate such replacements according to the original survey control.

01090 DEFINITIONS AND STANDARDS

General

- A. Work Included:** Comply with requirements of the Contract Documents and all applicable codes and regulations to provide administrative requirements for compliance with governing regulations, codes and standards as needed for a complete and proper installation of the various parts and project safety.
- B. Related Work:**
1. Comply with the relative requirements of other Divisions, Sections, the General and Supplementary Conditions and the Drawings of the entire Contract Documents. The breakdown of this project manual into Divisions and Sections shall not define any limit of work.
- C. Definitions:**
1. **General:** Definitions contained in this Article are not necessarily complete but are general to the extent that they are not defined more explicitly elsewhere in the Contract Documents.
 2. **Indicated:** Refers to graphic representations, notes or schedules on the Drawings, or other Paragraphs or Schedules in Specifications, and similar requirements in Contract Documents. Where terms such as “shown”, “noted”, “scheduled”, and “specified” are used, it is to help locate the reference; no limitation on location is intended except as specifically noted.
 3. **Directed:** Terms such as “directed”, “requested”, “authorized”, “selected”, “approved”, “required”, and “permitted” mean “directed by the Architect”, “requested by the Architect”, and similar phrases. However, no implied meaning shall be interpreted to extend the Architect’s responsibility in the Contractor’s area of construction supervision.
 4. **Approve:** The term “approved”, where used in conjunction with the Architect’s action on the Contractor’s submittals, applications, and requests, is limited to the duties and responsibilities of the Architect as stated in the General and Supplementary Conditions. Such approval shall not release the Contractor from the responsibility to fulfill Contract requirements unless otherwise provided in the

Contract Documents.

5. Regulations: The term "Regulations" includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work, whether lawfully imposed by authorities having jurisdiction or not.
6. Shall: The term "shall" indicates mandatory requirement.
7. Furnish: The term "furnish" is used to mean "supply and deliver to the project site including unloading, unpacking and assembly" ready for installation and similar operations.
8. Install: The term "install" is used to describe operations at the project site including the actual "erection, placing, anchoring, applying, working to dimension, finishing, curing, connecting to mechanical and/or electrical services, protecting, cleaning and similar operations".
9. Provide: The term "provide" means "to furnish and install, complete and ready for the intended use".
10. Installer: The term "installer" is the Contractor or an entity engaged by the Contractor, either as an employee, subcontractor, or sub-subcontractor for performance of a particular construction activity, including installation, erection, application, and similar operations. Installers are required to be experienced in the operations they are engaged to perform.
 - a. The term "experienced", when used with the term "installer" means having a minimum of 5 previous projects similar in size and scope to this project, being familiar with the precautions required, and having complied with requirements of the authority having jurisdiction.
11. Project Site: The "project site" is the space available to the Contractor for performance of the Work. In general, if a "project limit line" is shown on the Drawings, then the "project site" is the area within this line. If a project limit line is not shown, then the project site is the actual building area site, including earthwork and paving areas, plus a 200' wide perimeter around same. In no case, shall this defined area be construed to extend beyond the property line of the project site.
12. Testing Laboratory: A "testing laboratory" is an independent entity engaged to perform specific inspections or tests, either at the project site or elsewhere, and to report on and, if required, to interpret results of those inspections or tests.

D. Industry Standards:

1. Applicability of Standards: Except where Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents. Such standards are made a part of the Contract Documents by reference. Individual Sections indicate which codes and standards the Contractor must keep available at the project site for reference.
 - a. Referenced standards take precedence over standards that are not referenced but recognized in the construction industry as applicable.
2. Publication Dates: Where compliance with an industry standard is required, comply with standard in effect as of the date of Contract Documents.
3. Copies of Standards: Each entity engaged in construction on the project is required to be familiar with industry standards applicable to that entity's construction activity. Copies of applicable standards are not bound with the Contract Documents.
 - a. Where copies of standards are needed for performance of a required construction activity, the Contractor, shall obtain copies directly from the publication source.

E. Governing Regulations/Authorities:

1. The Architect has contacted authorities having jurisdiction where necessary to obtain information necessary for the preparation of Contract Documents; that information may or may not be of significance to the Contractor. Contact authorities having jurisdiction directly for information and decisions having a bearing on the Work.
 - a. Copies of Correspondence: During preparation of the Contract Documents, the Architect has maintained a file of correspondence with the authorities having jurisdiction. This file is available at the Architect's office for reference. If requested, the Architect will provide copies of correspondence.

F. Submittals:

1. Permits, Licenses, and Certificates: For the Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence, and records established in conjunction with

compliance with standards and regulations bearing upon performance of the Work.

01200 PROJECT MEETINGS

General

- A. Work Included:** Comply with requirements of the Contract Documents to attend project meetings as established herein, and as needed for a complete and proper installation. Project meetings shall include, but not necessarily limited to:
1. Preconstruction Conference.
 2. Progress Meetings.
 3. Called Meetings.
- B. Related Work:** Comply with the relative requirements of other Divisions, Sections, the General and Supplementary Conditions and the Drawings of the entire Contract Documents. The breakdown of this project manual into Divisions and Sections shall not define any limit of work.
- C. Arrangements:** The Architect shall make arrangements with the Owner and the Contractor. The Contractor shall notify the Architect, in writing, of his readiness.
1. Participants: As stated under each conference or meeting description.
 2. Location: Project site.
 3. Record: The Contractor shall preside at meetings, record minutes, and mail a copy of decisions to the participants without delay.
- D. Preconstruction Conference:** The Contractor shall schedule a preconstruction conference and organizational meeting at the project site no later than 15 days after execution of the Agreement and prior to commencement of construction activities. Conduct the meeting to review responsibilities and personnel assignments. The Contractor shall be responsible to see that his project superintendent and principal subcontractors are in attendance. The following items shall be discussed:
1. Tentative construction schedule.
 2. Critical work sequencing.
 3. Designation of responsible personnel.
 4. Procedures for processing Applications for Payment.
 5. Procedures for processing field decisions and Change Orders.
 6. Distribution of Contract Documents.
 7. Submittal of Shop Drawings, Product Data and Samples.
 8. Preparation of record documents.
 9. Use of premises.
 10. Office, Work and storage areas.
 11. Equipment deliveries and priorities.
 12. Security.
 13. Housekeeping.
 14. Schedule of demolition.
- E. Progress Meetings:** Conduct progress meetings at the project site at regularly scheduled intervals. A regular meeting time will be mutually established by the Architect, Owner and Contractor.
- F. Called Meetings:** When required by project conditions, called meetings shall be held.
- G. Reporting:** No later than three days after each meeting, distribute copies of minutes of the meeting to each party present and to other parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.

01300 SUBMITTALS

General

- A. Work Included:** Comply with requirements of the Contract Documents to provide submittals, as specified in applicable Sections, as specified herein and as needed for a complete and proper installation.
- B. Related Work:** Comply with the relative requirements of other Divisions, Sections, the General and Supplementary Conditions and the Drawings of the entire Contract Documents. The breakdown of this project manual into Divisions and Sections shall not define any limit of work.
- C. Submittals:** Transmit to Braddock Companies, LLC, 4024 Jackson Street., Alexandria, Louisiana 71303, under AIA Form G810. Identify the project, the Contractor, the subcontractors, the fabricator or supplier, and the item(s) submitted.
- D. Schedule of Values:** Submit, at the preconstruction conference, four (4) copies of a Schedule of Values.

Products

- E. Shop Drawings:**
1. General: Submit Shop Drawings, Product Data, and Samples as required by the General Conditions, Article 4, and applicable specification Sections.
 2. Product: Prepare or order, the number of copies of each, that will be required to distribute to the Contractor's file, the job site file, the record documents file, subcontractors, supplier or fabricator, plus two (2) copies for the Architect.
 3. Copies: Submit, to the Architect, four (4) copies of each. The Architect shall review, stamp and initial, retain two copies, and return two copies to the Contractor.
 4. Execution: The Contractor shall identically mark his remaining copies and distribute.
 5. Resubmittal: In the event that resubmission is required, the Contractor shall correct submittals, as noted by the Architect, prepare or order original number of copies, and resubmit and distribute as originally required.
- F. Product Data:** Order and submit as required, in the same manner and number, as for Shop Drawings. Legibly mark each copy to identify the exact product, model, description, options, etc. Include manufacturer's installation instructions as required by the applicable specification Section.
- G. Samples:**
1. General: Submit samples as required by the General Conditions, Article 4, and applicable specifications.
 2. Copies: Submit one (1) sample or set of samples, currently available from the manufacturer or fabricator, from which the Architect will be able to make a selection for color, pattern, texture, or workmanship.
 3. Execution: The Architect shall, after receiving all samples, make his selection and return, in writing, approval and/or color schedule.
 4. Field Samples: Construct field samples as required by applicable specification Sections. Construct with project materials and workmanship to exemplify the finished product. The Architect's approval shall be obtained before construction begins.

01400 QUALITY CONTROL

General

- A. Work Included:** Comply with requirements of the Contract Documents and all applicable codes and regulations to provide quality control over products, fabricators, suppliers, services, site conditions and workmanship, as specified herein and as needed for a complete and proper installation.
- B. Related Work:** Comply with the relative requirements of other Divisions, Sections, the General and Supplementary Conditions and the Drawings of the entire Contract Documents. The breakdown of this Project Manual into Divisions and Sections shall not define any limit of work.
- C. References:**
1. General: Comply with the recommendations and requirements of the referenced standards of applicable specification Sections.
 2. Inspection: Where references recommend inspection of facilities or plant, the Contractor shall consult with the Architect for instructions, as to procedure.
- D. Testing Laboratory Services:**
1. Selection and Payment: The Contractor shall engage and pay for the services of an independent testing laboratory to perform inspection and tests of materials and construction as required by applicable specification Sections, and in the event of a test failure, the Contractor shall pay for re-testing.
 2. Cooperation: Cooperate with the laboratory and:
 - a. Make available, without cost, samples of all materials to be tested in accordance with applicable standard specifications.
 - b. Furnish such nominal labor and sheltered working space as is necessary to obtain samples at the project.
 - c. Advise the laboratory of the identity of materials sources and instruct the suppliers to allow test or inspections by the laboratory.
 - d. Notify the laboratory sufficiently in advance of operations to allow for completion of initial tests and assignment of inspection personnel.
 - e. Notify the laboratory sufficiently in advance of cancellation of required testing operations. The Contractor shall be responsible to the laboratory for charges due to failure to notify if requirements for testing are canceled.
 3. Test Methods: Tests and inspections shall be conducted in accordance with the latest standards of ASTM or other recognized authorities.
 4. Test Reports: The laboratory shall promptly submit written reports of each test and inspection made to the Owner, the Architect, the Contractor and to such other parties the Owner may specify.
 5. Extent of Laboratory Tests and Inspections: The type and number of tests to be performed on the project shall be specified in each Section of the specifications requiring the tests. The Contractor is responsible for supplying concrete that meets the concrete design mixes specified under Division 3 of the Contract Documents.
- E. Inspection Services:**
1. Field Inspection: When specified in applicable Sections, the Contractor shall require a manufacturer's representative to provide qualified personnel to inspect field conditions and make appropriate recommendations and/or demonstrate recommended methods of installation or application.
 2. Written Report: The manufacturer's representative shall submit his written report to the Contractor, with a copy to Architect, listing observations and recommendations.

01500 TEMPORARY FACILITIES AND CONTROLS

General

- A. Work Included:** Comply with requirements of the Contract Documents and all applicable codes and regulations to provide temporary facilities and controls, as specified herein and as needed for a complete and proper installation.
- B. Related Work:** Comply with the relative requirements of other Divisions, Sections, the General and Supplementary Conditions and the Drawings of the entire Contract Documents. The breakdown of this

Project Manual into Divisions and Sections shall not define any limit of work.

C. Temporary Utilities:

1. **Temporary Electricity and Lighting:** Provide temporary electrical power and lighting necessary to maintain working conditions required to perform specified tasks satisfactorily. Provide services for all trades. The Contractor's electrical subcontractor shall arrange for temporary power. Any building of temporary services necessary shall be done at the expense of the Contractor; the Contractor shall pay for energy. At the completion of the project he shall disconnect and leave original electrical work in a safe condition.
2. **Temporary Heating, Cooling and Ventilating:** Provide temporary heat and ventilation as required to maintain adequate environmental conditions to facilitate progress of the Work, to meet specified minimum conditions for the installation of materials, and to protect materials and finishes from damage. The Contractor's use of the permanent equipment is hereby qualified as follows:
 - a. Do not use the permanent equipment until all filters and safety devices, specified or required for safe operation, are installed and operating properly.
 - b. The Contractor shall assume all responsibility for its use.
 - c. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
 - d. The warranty period on the equipment shall not commence until the date of filing of the Substantial Completion Certificate.
 - e. If the Contractor uses the permanent equipment, he shall, at Substantial Completion, leave the units with clean filters and in good operating order.
3. **Temporary Telephone:** Provide direct line telephone service, in the field office, for use of personnel and employees. Pay all costs for installation, maintenance, removal, and service charges.
4. **Temporary Water:** Arrange with the Municipal Water System to provide water. The Contractor shall pay for the cost of water.
5. **Temporary Sanitary Facilities:** Provide and maintain an adequate number of toilet accommodations, of the portable chemical type, for the use of the workmen; keep same in clean and sanitary condition. Remove on completion of the Work and leave premises clean. The Contractor shall be held responsible for the proper use and care of the facilities.
6. **Temporary Fire Protection:** During construction, provide and maintain one (1) fire extinguisher for every 2,500 square feet of building being worked on, or part thereof, and in field office building.

D. Construction Aids: Provide all engineering and materials required for all staging platforms, scaffolding, guard rails, ladders, temporary runways, temporary flooring, railing and ladders, as required for construction and project safety.

E. Barriers and Enclosures: Provide barricades and/or fences, as required for safety, non-admission, or required, to keep visitors away from the work area during and after work hours. Remove, clean, and finish grade at completion of project.

F. Security: Barricade or fence or provide security service, as required, to protect work and property against vandalism and for life safety; the Contractor is solely responsible as the Owner shall not provide security.

G. Access Roads and Parking Areas: Provide and maintain access ways to storage areas and to work areas only from locations approved by the Architect. Grade and finish to original condition at completion of the project.

H. Temporary Controls:

1. **Construction Cleaning:** Execute cleaning, during progress of the Work, for project safety and protection of surfaces. For cleaning for specific products of work, see the specifications Section for that work. Use only those cleaning materials and methods which will not create hazards to health or property and only methods recommended by the manufacturer of the surface material to be cleaned. Use cleaning materials only on surfaces recommended by cleaning material manufacturer. Remove debris periodically.

2. **Erosion and Sediment Control:** Maintain, new and existing, grading and surface water drainage structures against erosion and sediment during the life of the project adjacent to the project area. Leave existing site grades in original position and elevation and new grades to contour, as noted on drawings, at completion of the project. The Contractor shall not be held responsible for maintenance of the entire site, except as may be disturbed by him.
3. **Surface Water Control:** Guard against, through the life of project, changing the flow of water so as to cause flooding. The Contractor is responsible for any damage, caused by such water, to new buildings and to site. Erect such structures as needed to control such conditions.

I. Field Offices and Sheds:

1. **Temporary Field Office:** Provide and maintain a temporary field office at the project site for your own use and the use of representatives of the Owner and the Architect. Provide the office with adequate heat, cooling, lighting, telephone, file racks for storage of drawings, and a work counter top. Locate office as approved by Architect. Remove and clean at completion of project.
2. **Temporary Sheds:** Provide and maintain additional offices, storage sheds, and other temporary buildings or trailers as required for construction. Location of sheds and trailers shall be approved by Architect. Remove and clean when work is completed, or as directed.

J. Project Identification and Signs:

1. **Identification Signs:** Not required.
2. **Project Signs:** One (1) 4' x 8' project sign is required; design of sign to be provided by Architect. Sign location shall be coordinated with the Architect. The sign shall be installed on site and shall remain during the construction period.

**01600
MATERIAL AND EQUIPMENT**

General

- A. Work Included:** Comply with requirements of the Contract Documents and all applicable codes and regulations to provide materials and equipment, in the types and arrangements shown on the Drawings, as specified herein and as needed for a complete and proper installation.
- B. Related Work:** Comply with the relative requirements of other Divisions, Sections, the General and Supplementary Conditions and the Drawings of the entire Contract Documents. The breakdown of this project manual into Divisions and Sections shall not define any limit of work.
- C. Compliance:** Conform to applicable specification requirements and referenced standards. Comply with size, make, type, and quality specified, or as specifically approved in writing by the Architect.
- D. Manufactured and Fabricated Products:** Design, fabricate, and assemble in accordance with the best engineering and shop practices. Equipment capacities, sizes, and dimensions shown or specified shall be adhered to unless variations are specifically approved in writing.
- E. Definition:** Where the word "provide" is used, it shall mean furnish and install.
- F. Manufacturer's Instructions:**
1. **Submittal Requirements:** When Contract Documents require that installation of work shall comply with manufacturer's printed instructions, obtain and distribute copies of such instructions in accordance with Section 01300 G Product Data.
 2. **Installation:** Perform work in accordance with the manufacturer's instructions. Do not omit any preparatory step or installation procedure unless specifically modified or exempted by the Contract Documents. Should job conditions or specified requirements conflict with manufacturer's instructions, consult with Architect. Do not proceed with work without clear instructions.
- G. Transportation and Handling:**

1. Deliveries: Arrange deliveries of products in accordance with construction schedules; coordinate to avoid conflict with work and conditions at the site. Deliver products in undamaged condition, in manufacturer's original containers or packaging, with identifying labels intact and legible. Immediately on delivery, inspect shipments to assure compliance with requirements of the Contract Documents and reviewed submittals, and that products are properly protected and undamaged.
2. Handling: Handle all products in accordance with manufacturer's instructions. Provide equipment and personnel to handle products by methods to prevent soiling or damage to products or packaging.

H. Storage and Protection:

1. General: Store products in accordance with manufacturer's instructions, with seals and labels intact and legible.
2. Interior Storage: Store products subject to damage by the elements in weathertight enclosures. Maintain temperature and humidity within the ranges required by manufacturer's instructions.
3. Exterior Storage: Store fabricated products above the ground, on blocking or skids. Cover products which are subject to deterioration with impervious sheet coverings; provide adequate ventilation to avoid condensation. Store loose granular materials in a well drained area on solid surfaces to prevent mixing with foreign matter; cover.
4. Access: Arrange storage in a manner to provide easy access for inspection. Make periodic inspections of stored products to assure that products are maintained under specified conditions, free from damage or deterioration.
5. Protection After Installation: Provide substantial coverings as necessary to protect installed products from damage from traffic and subsequent construction operations. Remove when no longer needed.

I. Product Specification:

1. General: Wherever in the specifications, the name of a certain brand, make, manufacturer or definite specification is utilized, it is used only to denote the quality standard of the product desired; it is not the purpose of these specifications to discriminate against any "equal" product of another manufacturer. It is the intent to set a definite product standard and through publishing, in an addendum, a list of "Acceptable" products or manufacturers, the Owner shall receive the full benefit of any savings in cost involved.
2. Other Acceptable Manufacturers: Wherever in the Specifications "Other Acceptable Manufacturers" are specified, "Equal" products of these manufacturers are acceptable for bidding purposes in addition to those specified. Acceptance of products or manufacturers other than those specified is based upon the best information available at the time. Should any modification be required to accommodate a substitute product, it is the responsibility of this supplier and/or subcontractor to include the cost of this modification in his quotation. It should be understood that any deviation from the product(s) specified with respect to quality, details and performance in the opinion of the Architect is grounds for rejection of this product subsequent to a contract award.

J. Product Options and Substitutions:

1. Products List: Submit to the Architect at the preconstruction conference, a complete list of major products proposed to be used, with the name of the manufacturer and the installing subcontractor.
2. Contractor's Product Options:
 - a. For products specified only by reference standard, select any product meeting that standard.
 - b. For products specified only by detailed specifications of its parts or functions, select any product that meets or exceeds that specification. In this instance, the specification of the product(s) named shall establish the minimum requirements for that product that is acceptable.
 - c. For products specified by naming several products or manufacturers, select any one of the products or manufacturers named, which complies with the specifications.
 - d. For products specified by naming one or more products or manufacturers and "or equal", either select that product or select a product by another manufacturer which equals or exceeds the specifications of the product specified. In this instance, the specification of the product(s) named shall establish the minimum requirements for that product that is acceptable.
3. Contractor's Representation: A request for a substitution constitutes a representation that the Contractor:
 - a. Has investigated the proposed product and determined that it is equal to or superior in all respects

- to that specified.
- b. Will provide the same warranties or bonds for the substitution as for the product specified.
 - c. Will coordinate the installation of an accepted substitution into the Work and make such other changes as may be required to make the Work complete in all respects.
 - d. Waives all claims for additional costs, under his responsibility, which may subsequently become apparent.
4. **Architect Review:** The Architect will review requests for substitutions with reasonable promptness, and notify the Contractor, in writing, of the decision to accept or reject the requested substitution. The Architect shall be the judge of the acceptability of the proposed substitution.

01700 CONTRACT CLOSEOUT

General

- A. Work Included:** Comply with requirements of the Contract Documents and all applicable codes and regulations to provide administrative procedures in closing out the Work.
- B. Related Work:** Comply with the relative requirements of other Divisions, Sections, the General and Supplementary Conditions and the Drawings of the entire Contract Documents. The breakdown of this project manual into Divisions and Sections shall not define any limit of work.
- C. Final Cleaning:**
1. **General:** Execute cleaning for the Substantial Completion Inspection.
 2. **Quality Control:** 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.
 3. Remove all excess material and debris from roofed areas.
 4. Broom clean exterior paved surfaces; rake clean grounds.
- D. Record Documents:**
1. **General:** Maintain at job site in field office, one copy of the Fire Marshall's review copy of the Contract Documents, an additional copy of the Contract Documents for noting preliminary "As Built" details, Addenda, reviewed Shop Drawings, Color Schedule and Color Samples, Change Orders, List of Subcontractors, List of Materials, and Field Test Records. Store documents in files separate from documents used for construction; do not use these documents for construction purposes. Label each document "Project Record".
 2. **Shop Drawings:** Legibly mark to record changes made after review.
 3. **Submittal:** Submit to the Architect, with transmittal letter, at Contract closeout.
- E. Guarantees:**
1. Provide a copy of each guarantee, bond, and service contract issued. Provide information sheet for Owner's personnel, giving proper procedures in the event of failure and instances which might affect the validity of guarantee.
- F. Substantial Completion:**
1. **General:** Comply with the requirements of the General Conditions of the Contract Documents.
 2. **Approval:** If the Architect concurs that the Work is substantially complete, he will prepare and submit, to the Owner and the Contractor, for their acceptance, a Certificate of Substantial Completion on a form similar to AIA Form G704, accompanied by the Contractor's list of items to be completed or corrected, as verified and amended by the Architect.
 3. **Execution:** The Owner shall file the signed Substantial Completion Certificate with the Clerk of Court and notify the Contractor, in writing, of compliance.
- G. Final Inspection:** When the Contractor considers the Work complete, he shall submit to the Architect,

written notice that the Contract Documents have been reviewed, he has made an inspection, and the Work is complete and ready for the Architects final inspection. If the Architect finds that the Work is acceptable under the Contract Documents, the Contractor shall make closeout submittals.

H. Closeout Submittals:

1. General: In addition to submittals required by the General Conditions of the Contract Documents and the Supplementary Conditions, the Contractor shall submit:
 - a. A notarized No Lien Certificate from the office of the Clerk of Court.
 - b. A final statement of accounting showing the total adjusted Contract sum, previous payments, and sum remaining due.
 - c. The Project Record documents.
 - d. Executed AIA Document G707, Consent of Surety to Make Final Payment.

**END
GENERAL REQUIREMENTS**