

# **PROJECT SPECIFICATIONS**

## **Demolition and Stabilization of the Victory Centre Gymnasium 25 N. Broadway Street Joliet, Illinois 60435**

**for the**

**City of Joliet  
150 W. Jefferson Street  
Joliet, Illinois 60432**



**Ethos Workshop Architects**  
105 Jackson Avenue, Suite 2  
Naperville, Illinois 60540  
630.527.6723 ext. 104  
Contact: Bret Mitchell, AIA, NCARB  
Email: [bretm@ethosworkshop.com](mailto:bretm@ethosworkshop.com)

**ARCHITECT'S PROJECT NO. 23010**

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LEGAL NOTICE  
CITY OF JOLIET  
ADVERTISEMENT FOR BIDS

**CONTRACT NO. 2816-0624**  
**PROJECT NAME: DEMOLITION AND STABILIZATION OF THE**  
**VICTORY CENTRE GYMNASIUM - 25 N. BROADWAY STREET,**  
**JOLIET, ILLINOIS 60435**

The City of Joliet, Illinois, does hereby invite sealed bids for the DEMOLITION AND STABILIZATION OF THE VICTORY CENTRE GYMNASIUM - 25 N. BROADWAY STREET, JOLIET, ILLINOIS 60435.

Bids will be received at the Office of the City Clerk, City of Joliet Municipal Building, 150 West Jefferson Street, Joliet, Illinois 60432-4156 until **10:00 A.M.** local time on **Thursday, May 23, 2024**, at which time they will be opened and publicly read aloud in **Conference Room 1**.

It is highly recommended that all bids be tabbed to mark the Bidding Schedule and Bid Bond. An electronic copy of the entire submission on a USB flash drive is also requested to be included in the bid packet.

Bid results will also be posted on the City's website, and emails sent out to individuals who have subscribed to the related RSS feed. To ensure timely delivery of emails related to this feed, please add [iljoliet@public.govdelivery.com](mailto:iljoliet@public.govdelivery.com) to your safe sender list. To be considered compliant, bids/proposals should be addressed as follows:

**CITY OF JOLIET - SEALED BID ENCLOSED**  
**OFFICE OF THE CITY CLERK**  
**150 W. JEFFERSON STREET**  
**JOLIET, ILLINOIS 60432**

And must be marked clearly on the outside of the SEALED package with the **BID NUMBER AND NAME OF THE PROJECT, DATE AND TIME OF THE BID OPENING, NAME AND ADDRESS AND PHONE NUMBER OF YOUR COMPANY.**

Bids must be delivered Monday-Friday 8:00 a.m. – 4:30 p.m. and not on holidays observed by the City of Joliet. The City will not be responsible for deliveries outside these hours. If you do choose to hand deliver your bid, it must be delivered to the Office of the City Clerk between the hours of 8:00 A.M. and 4:30 P.M., located at the above address. Please make sure to mention you are delivering a sealed bid/proposal, so the receiver knows to time stamp the envelope upon receipt.

Those desiring to submit a bid may examine the bid documents and detailed specifications at the City of Joliet Purchasing Division, 150 West Jefferson Street, Joliet, Illinois 60432 between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday. Electronic copies can be downloaded free of charge at <https://www.joliet.gov/bids>.

All bidders will be required to submit Bid Security in the form of a Bid Bond, Certified Check, or Cashier's Check, in the amount of **Ten percent (10%) of the Base Bid**, payable to the City of Joliet.

In order to be eligible to bid on this project, all bidders must attend one (1) of the mandatory pre-bid walkthroughs at the building. The walkthroughs are scheduled for **10:00 am on Thursday, May 9, 2024**, and **10:00 am on Friday, May 10, 2024**.

The City of Joliet has a local qualified bidder ordinance that applies to this contract. To apply to be

a local qualified bidder please go to <https://www.joliet.gov/localbidder>.

All Bidding Document holders should sign up for RSS feeds at: <https://www.joliet.gov/government/departments/finance/purchasing/bids-proposals/demolition> to automatically receive addenda. Addenda will also be posted on the City of Joliet's website at <https://www.joliet.gov/bids>.

The potential vendor/contractor remains responsible for obtaining all addenda to the original specification so they should check the specific bid page before submitting a Bid to make sure they have received all addenda to a specific contract. Bidders are to acknowledge receipt of all addenda within the sealed bid package.

The successful bidder will be required to provide a Bid Security and Certificate of Insurance as set forth in the Bid Documents.

The City of Joliet reserves the right to reject any and all bids, parts of any and all bids, or to waive technical errors or omissions in bids. The Contract shall be subject to the provisions of the *Prevailing Wage Act* (820 ILCS 130/1 et seq.) to the extent required by law.

ALL PROPOSALS ARE SUBJECT TO THE REQUIREMENTS OF THE CITY OF JOLIET  
PROCUREMENT CODE (Section 2-430 - 2-453 of the Code of Ordinances)

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BID DOCUMENT FEE: **Free electronic download**

Published in the Labor Record:  
**Thursday, May 2, 2024**

Beth Beatty  
City Manager

Melissa L. Lopez  
Purchasing/Contracts Administrator

**DIVISION 0 - BIDDING AND CONTRACT REQUIREMENTS**

**Section 00020 – Request for Proposals**

Sealed proposals for the construction work for the **Demolition and Stabilization of the Victory Centre Gymnasium** located at 25 N. Broadway Street, Joliet, Illinois 60435, will be received by the City of Joliet, hereby known as the Owner. Bids will be received at the Office of the City Clerk, City of Joliet Municipal Building, 150 West Jefferson Street, Joliet, Illinois 60432-4156 until **10:00 am** local time on **May 23, 2024**, at which time they will be opened and publicly read aloud in **Conference Room 1**.

The work is to be performed in accordance with the Contract Documents as prepared by Ethos Workshop Architects and Larson Engineering, Inc. R. Berti Building Solutions is the Construction Manager for the project.

In order to be eligible to bid on this project, the contractor must attend one (1) of the mandatory pre-bid walkthroughs at the building. The walkthroughs are scheduled for **10:00 am** on **Thursday, May 9, 2024**, and **10:00 am** on **Friday, May 10, 2024**.

No proposal shall be withdrawn for a period of sixty (60) days after the bid proposal opening date without the consent of the Owner and Construction Manager.

The Owner and Construction Manager reserve the right to reject any or all proposals and to waive any informalities in the bidding.

**City of Joliet**

END OF SECTION 00020

FINANCE DEPARTMENT  
PURCHASING DIVISION  
PHONE: 815-724-3925  
FAX: 815-724-3929



**150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158**

Prospective Bidder:

Enclosed are bid documents which may be of interest to your company. Please note the date and time as to when this bid will be opened. The bid documents **must** be returned intact - the same order as received.

The bid must be submitted in an opaque sealed envelope **prior** to the date and time set forth for the bid opening, as published in the Legal Notice – Advertisement for Bids. The bid must be addressed to:

**City of Joliet – Sealed Bid Enclosed  
Office of the City Clerk  
150 W Jefferson Street  
Joliet, Illinois 60432**

The outside of the sealed envelope – face of the envelope, **must** include the following:

- Contract Number
- Name of Project
- Date and Time of Bid Opening
- Company Contact Information
  - Name
  - Address
  - Phone number

Acknowledgement of all addenda to the contract **must** be included within the submitted bid packet. Failure to do any of the above may invalidate your proposal.

Any questions or clarifications concerning these specifications should be in writing and directed to the Purchasing Division at [purchasing@joliet.gov](mailto:purchasing@joliet.gov).

Respectfully, City of Joliet

# **CONTRACT DOCUMENTS**

**CITY OF JOLIET  
150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432**

**Project:** Demolition and Stabilization of the Victory Centre Gymnasium  
25 N. Broadway Street  
Joliet, Illinois 60435

**Department:** Facilities and Maintenance Division - City of Joliet

**Contract No.** 2816-0624

**Bid Opening:** Thursday, May 23, 2024, at 10:00 AM

**Bid Security:** Not Required

**Prequalification:** Must attend Mandatory Pre-Bid Walkthrough at the Building

**Insurance:** YES – The City of Joliet and its officers and employees are to be named as additional insured on a primary and non-contributory basis. Additionally, please provide an endorsement from your insurance carrier confirming the City of Joliet is additional insured, including the provision of legal representation in the defense of claims asserted against the City of Joliet.

Beth Beatty  
City Manager

Melissa L. Lopez  
Purchasing/Contracts Administrator

# **GENERAL CONDITIONS**

Please see the City of Joliet Special Provision Adopted October 15, 2020 and General Conditions Booklet Updated February 10, 2021 at <https://www.joliet.gov/government/departments/finance/purchasing/special-provisions-general-conditions>

## **Section 2-448(c). Insurance; all construction and demolition contracts.**

- 1) The successful bidder in all construction and demolition contracts shall submit, with other required contract documents, a certificate of insurance, issued by an insurance company licensed to do business in Illinois, indicating the bidder as the insured and naming the City of Joliet (and its officers and employees) as additional insured with right of notice of cancellation for the duration of the contract in at least the following amounts:
  - a) General Liability Insurance – One Million Dollars (\$1,000,000) general liability insurance covering injuries, deaths and property damage.
  - b) Workers Compensation Insurance – amount required by Illinois law.
- 2) The successful bidder shall require the same amounts and coverages as in sub-section (1) from all subcontractors.
- 3) The amounts stated in sub-section (1)(a) shall be doubled for contracts exceeding Five Hundred Thousand Dollars (\$500,000).
- 4) The minimum amount of insurance may be modified and other insurance-related terms and conditions may be required in specific contracts as the Mayor and City Council may deem appropriate.



## INSTRUCTION TO BIDDERS

PROJECT: DEMOLITION AND STABILIZATION OF VICTORY CENTRE  
GYMNASIUM – 25 N. BROADWAY STREET

NOTE: BY SUBMITTING A BID, THE BIDDER WARRANTS HE HAS FAMILIARIZED HIMSELF WITH ALL REQUIREMENTS OF THE CONTRACT DOCUMENTS AS WELL AS THE CITY OF JOLIET PURCHASING ORDINANCE.

### DEFINITIONS:

The following definitions shall apply wherever they appear in the contract documents.

CITY:	CITY OF JOLIET
OWNER:	THE CITY OF JOLIET
BID:	THE OFFER OF THE BIDDER
BIDDER:	ANY INDIVIDUAL, CORPORATION OR PARTNERSHIP WHO SUBMITS A BID.

CONTRACT DOCUMENTS - Invitation to Bid Instructions, General Conditions, Special Provisions, Specifications, Drawings, Addendums, Proposal (in so far as it is not inconsistent with other contract documents) and Contract Form.

Other definitions shall be as defined in City of Joliet Ordinance 7345 or in other Contract Documents.

### 1. BIDS - GENERAL

Bids shall be made in accordance with the instructions. Failure to execute proposals as required may, in the discretion of the City, be cause for rejection of the bid.

### 2. FORMS

Bids shall be submitted on the forms provided by the City of Joliet. Each bid must be submitted bound with all other contract documents.

### 3. BLANKS; CORRECTIONS

All blank spaces on any contract document shall be filled in with typewritten figures or ink. Any erasures or corrections shall be dated and initialed by the bidder.

**4. SUBMISSION**

Bids shall be submitted in opaque sealed envelopes to the City Clerk, 150 West Jefferson Street, Joliet, Illinois 60432-4156, prior to the time and date set forth for bid opening in the Notice to Bidders. Each bid shall be addressed to the City Clerk and shall bear on the face of the envelope the name of the bidder, and a statement that it is a sealed bid to be opened for the contract at the date and hour as set forth in the invitation to bid.

**5. EXECUTION**

Proposals shall be signed by the bidder. If the bidder is a corporation, the proposal shall bear the name of the corporation, signed by an officer authorized to bind the corporation, and sealed with the corporate seal.

**6. WITHDRAWAL**

Bids may be withdrawn previous to the time of the bid opening by written request. However, no bid shall be withdrawn within the thirty (30) day period after the time set for bid opening. Bidders withdrawing their bids prior to the time and date set for bid opening may still submit another bid if done in accordance with these instructions.

**7. WORDS AND FIGURES**

Where amounts are given in both words and figures, the words will govern.

**8. UNIT PRICE**

When unit prices are called for, bids shall include all unit cost items and alternatives shown on the proposal. When an error is made in extending total prices, the unit price will govern.

**9. TAXES**

All bids shall include all applicable taxes. The State of Illinois Sales Tax and Federal Excise Taxes are not applicable to sales made in the City.

**10. NET PRICE**

Bid prices shall be net, including therein transportation and handling charges F.O.B. City of Joliet, and shall further include all charges of whatsoever sort for labor and materials contained in the work or materials designated in the specifications and proposals.

**11. INTERPRETATIONS**

Interpretations of the meaning of any item in the Contract Documents shall be valid only if issued in writing by the Owner or the Owner's representative designated in the Contract Documents.

**12. FAMILIARITY WITH CONTRACT DOCUMENTS AND SITE**

Bidders shall examine all contract documents including General Conditions and Specifications, inspect and acquaint himself fully with site conditions (surface and subsurface), working conditions and restraints, if applicable, prior to the submission of his bid.

**13. ALTERNATE EQUIPMENT OR MATERIALS**

- a. Bids shall be evaluated and considered on equipment and/or materials complying substantially with the contract specifications. If any bidder deviates from the contract specifications or provides a substitute for any required equipment and/or material listed in the contract specifications, that bidder shall list such deviations and/or substitutions, including technical data when applicable, in a letter attached to the bid or on a form that may be provided by the City with the bid documents.
- b. Brand names, which may be mentioned in the contract specifications, are used only as a reference to the type and quality of equipment and/or materials desired. However, any deviation from or substitution in a brand name stated in the contract specifications shall be listed as required under paragraph (a) of this section.
- c. The City reserves the right to determine whether any deviations and substitutions listed by the bidder are within the intent of the contract specifications and will reasonably meet the service requirements of the using department.
- d. A bidder's failure to list any deviations from or substitutions in the contract specifications as required under paragraph (a) of this section may result in the rejection of the bid.

**14. DESCRIPTIVE LITERATURE: EQUIPMENT OR MATERIALS**

Each bidder bidding on contracts to furnish equipment or materials shall furnish with his proposal two (2) copies of descriptive literature on the supplies or equipment being bid and manufacturer's specifications shall be in sufficient detail to permit proper evaluation of the bid.

**15. RESPONSIBILITY OF BIDDERS**

No contract will be awarded to any person, firm, or corporation that is in arrears to the City of Joliet, Illinois upon any debt or contract, or who has failed to execute in whole or in part, in a satisfactory manner, any contract with the City of Joliet, or who is a defaulter as to surety or otherwise upon any obligation to the City of Joliet, Illinois.

**16. CITY'S RIGHT TO ACCEPT OR REJECT**

The City of Joliet reserves the right to accept any bid which may be deemed to be in the best interest of the City of Joliet. The City of Joliet further reserves the right to reject any or all bids.

**17. AWARDING OF CONTRACT**

The Contract shall be awarded to the lowest responsible bidder based on criteria as set forth in the City of Joliet Purchasing Ordinance.

**18. ALTERNATE AND MULTIPLE BIDS**

Unless otherwise indicated in these bid documents, the Contractor may not submit alternate or multiple bids as part of this bid package. The submission of more than one bid within a single bid package may be cause for rejection of any or all of the bids of that contractor.

**19. AFFIDAVITS**

The Affidavits included in these Contract Documents must be executed and submitted with the bid.

## NOTICE

The City of Joliet has adopted a Responsible Bidder Ordinance (2-440). In addition to any other requirement, unless otherwise expressly stated in a bid solicitation or an award of contract, or applicable state or federal law or regulation states otherwise, all bidders must comply with the following requirements in order to submit a bid or be awarded a contract.

1. The bidder must be a duly organized legal entity in good standing with the Illinois Secretary of State and in compliance with all laws prerequisite to doing business in the state and submit a copy of the Illinois Secretary of State Department of Business Services online records evidencing that the bidder has a current corporate annual report on file, if required. If the bidder is an individual, sole proprietorship, or partnership, this subsection shall not apply.
2. The bidder must have a valid Federal Tax Identification Number or Social Security Number (for individuals), documents evidencing current registration with the Illinois Department of Revenue and the Illinois Department of Employment Security (if bidder has employees).
3. The bidder must be an equal opportunity employer and comply with Section 2000(e) of Chapter 21, Title 42 of the United States Code and Executive Order 11246.
4. The bidder shall provide certificates of insurance indicating the following coverages if called for in the bid solicitation: general liability, workers compensation, completed operations, automobile, hazardous occupation, and product liability.
5. A statement that all employees are (i) covered under a current workers' compensation insurance policy, and (ii) properly classified under such policy. If the bidder is insured with a carrier, the evidence of workers' compensation insurance shall be a copy of the "Information Page" which includes the name and address of the insured, as well as class codes upon which the compensation premium is based and the total estimated remuneration per class code.
6. A statement of compliance with all provisions of the Illinois Prevailing Wage Act (820 ILCS 130), as amended, and all the rules and regulations therein, for the past five (5) years. Such statement shall also provide that the contractor has reviewed the Prevailing Wage Act or the federal Davis-Bacon

and Related Acts, has reviewed and agrees to pay the applicable prevailing wage rates attached to the bid specifications, and will strictly comply with the Prevailing Wage Act or federal Davis-Bacon and Related Acts and related requirements, including wages, medical and hospitalization insurance and retirement for those trades covered in the Act. A contractor who has been found, by the Illinois Department of Labor, to be in violation of the Prevailing Wage Act twice within a three (3) year period shall be deemed to not be Responsible Bidder for two (2) years from the date of the latest finding.

7. Certification of compliance with the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1, et seq.).
8. A certification that individuals who perform work on the public works project on behalf of the contractor are properly classified as either (i) an employee, or (ii) an independent contractor under all applicable state and federal laws and local ordinances.
9. Documents evidencing any professional or trade licenses required by law or local ordinance for any trade or specialty in which the contractor is seeking a contract award. Additionally, the contractor must disclose any suspension or revocation of such license held by the company, or of any director, officer, or manager of the company.
10. For construction contracts (construction of new facilities, renovation of existing facilities, or road construction projects), or demolition contracts, over \$25,000 (twenty five thousand dollars), evidence of participation in apprenticeship and training programs applicable to the work to be performed on the project, which are approved by and registered with the United States Department of Labor's Office of Apprenticeship, or its successor organization. The required evidence includes but is not limited to a copy of all applicable apprenticeship standards or Apprenticeship Agreement(s) for any apprentice(s) who will perform work on the public works project.
11. Disclosure of the name and address of each subcontractor from whom the contractor has accepted a bid and/or intends to hire on any part of the project. Further, each such subcontractor shall be required to adhere to the requirements set forth herein as though it were bidding directly to the city. Each contractor shall submit all subcontractor information and supporting documentation to the city prior to the subcontractor commencing work on the project.

12. Unless otherwise agreed to in a collective bargaining agreement, the bidder shall certify that it provides, or contributes to, a health care plan for those employees working on the project and shall provide a copy of the health care plan upon request. The contributions toward a health care plan must be part of the employee's regular compensation, and not merely part of the employee's compensation during the period of time for which the employee is performing work on the project.
13. Unless otherwise agreed to in a collective bargaining agreement, the bidder shall certify that it contributes to an employee pension or retirement program, including but not limited to a 401k, a defined benefit plan or a similar plan for its field employees working on the project and shall provide a copy of the plan upon request. The contributions toward a pension or retirement program must be a part of the employee's regular compensation and not merely part of the employee's compensation during the period of time for which the employee is performing work on the project.
14. Certification that the bidder has not been subject to any determinations by a court or governmental agency for violations of federal, state, or local laws, including but not limited to serious, willful, or repeated violations of the Occupational Safety and Health Act (OSHA), violations of contracting or antitrust laws, tax or licensing laws, environmental laws, or the federal Davis-Bacon and Related Acts.
15. Whenever practical, the bidder should prequalify as a local bidder.
16. Any material changes to the contractor's status, at any time during the performance of the project, must be reported in writing to the city within fourteen (14) days of its occurrence. Failure to comply with this requirement is grounds for the contractor to be deemed a non-responsible bidder.
17. The submission requirements of this Ordinance also apply to subcontractors, except that the contractor shall submit all subcontractor submissions to the city prior to the subcontractor commencing work on the project. Failure of a subcontractor to submit the required information shall not disqualify the successful bidder from performing work on the project and shall not constitute a contractual default and/or breach by the successful bidder. However, the city may withhold all payments otherwise due for work performed by a subcontractor until the subcontractor submits the required information and the city approves such information. Further, where the city deems necessary, the city may also require that the successful bidder remove the subcontractor from the project and replace it with a responsive and responsible subcontractor.

## **CERTIFICATIONS/ATTACHMENTS**

For each required certification or submission, the bidder shall comply with the appropriate subsection of the City of Joliet code of ordinances by initialing the page and/or attaching the required documentation to the page.

The certification pages should be initialed and submitted with the bid along with the required attachments.

There are 16 certification pages and a checklist that follows.



2-440(1) - The bidder must be a duly organized legal entity in good standing with the Illinois Secretary of State and in compliance with all laws prerequisite to doing business in the state and submit a copy of the Illinois Secretary of State Department of Business Services online records evidencing that the bidder has a current corporate annual report on file, if required. If the bidder is an individual, sole proprietorship, or partnership, this subsection shall not apply.

I hereby certify that the bidder is a duly organized legal entity in good standing with the Illinois Secretary of State and in compliance with all laws prerequisite to doing business in the state.

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Initials of bidder

Or:

I certify that the bidder is an individual, sole proprietor, or partnership.

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Initials of bidder

**Attachment:** Illinois Secretary of State Department of Business Services online records evidencing that the bidder has a current corporate annual report on file (if required).

**Mark attachment as "Attachment A"**

2-440(2) - The bidder must have a valid Federal Tax Identification Number or Social Security Number (for individuals), documents evidencing current registration with the Illinois Department of Revenue and the Illinois Department of Employment Security (if bidder has employees).

**Attachment:** Documents evidencing current registration with the Illinois Department of Revenue and the Illinois Department of Employment Security (if bidder has employees).

**Mark attachment as “Attachment B”**

2-440(3) - The bidder must be an equal opportunity employer and comply with Section 2000(e) of Chapter 21, Title 42 of the United States Code and Executive Order 11246.

I certify that the bidder is an equal opportunity employer and is in compliance with Section 2000(e) of Chapter 21, Title 42 of the United States Code and Executive Order 11246.

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Initials of bidder

2-440(4) - The bidder shall provide certificates of insurance indicating the following coverages if called for in the bid solicitation: general liability, workers compensation, completed operations, automobile, hazardous occupation, and product liability.

**Attachments:** Certificates of insurance indicating the following coverages as called for in the bid solicitation.

**Mark attachment as "Attachment C"**

2-440(5) - A statement that all employees are (i) covered under a current workers' compensation insurance policy, and (ii) properly classified under such policy. If the bidder is insured with a carrier, the evidence of workers' compensation insurance shall be a copy of the "Information Page" which includes the name and address of the insured, as well as class codes upon which the compensation premium is based and the total estimated remuneration per class code.

I certify that all employees are (i) covered under a current workers' compensation insurance policy, and (ii) properly classified under such policy.

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Initials of bidder

**Attachment:** "Information Page" which includes the name and address of the insured, as well as class codes upon which the compensation premium is based and the total estimated remuneration per class code (if applicable).

**Mark attachment as "Attachment D"**

2-440(6) - A statement of compliance with all provisions of the Illinois Prevailing Wage Act (820 ILCS 130), as amended, and all the rules and regulations therein, for the past five (5) years. Such statement shall also provide that the contractor has reviewed the Prevailing Wage Act or the federal Davis-Bacon and Related Acts, has reviewed and agrees to pay the applicable prevailing wage rates attached to the bid specifications, and will strictly comply with the Prevailing Wage Act or federal Davis-Bacon and Related Acts and related requirements, including wages, medical and hospitalization insurance and retirement for those trades covered in the Act. A contractor who has been found, by the Illinois Department of Labor, to be in violation of the Prevailing Wage Act twice within a three (3) year period shall be deemed to not be Responsible Bidder for two (2) years from the date of the latest finding.

I certify that the bidder is in compliance with all provisions of the Illinois Prevailing Wage Act (820 ILCS 130), as amended, and all the rules and regulations therein, and has been for the past five (5) years.

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Initials of bidder

I certify that that the contractor has reviewed the Prevailing Wage Act or the federal Davis-Bacon and Related Acts, has reviewed and agrees to pay the applicable prevailing wage rates attached to the bid specifications, and will strictly comply with the Prevailing Wage Act or federal Davis-Bacon and Related Acts and related requirements, including wages, medical and hospitalization insurance and retirement for those trades covered in the Act.

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Initials of bidder

2-440(7) - Certification of compliance with the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1, et seq.).

I certify that the bidder is in compliance with the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1, et seq.).

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Initials of bidder

2-440(8) - A certification that individuals who perform work on the public works project on behalf of the contractor are properly classified as either (i) an employee, or (ii) an independent contractor under all applicable state and federal laws and local ordinances.

I certify that all individuals who perform work on the public works project on behalf of the contractor are properly classified as either (i) an employee, or (ii) an independent contractor under all applicable state and federal laws and local ordinances.

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Initials of bidder



2-440(9) - Documents evidencing any professional or trade licenses required by law or local ordinance for any trade or specialty in which the contractor is seeking a contract award. Additionally, the contractor must disclose any suspension or revocation of such license held by the company, or of any director, officer, or manager of the company.

**Attachments:** Documents evidencing any professional or trade licenses required by law or local ordinance for any trade or specialty in which the contractor is seeking a contract award.

**Mark attachment as “Attachment E”**

**Attachments:** Disclosure of any suspension or revocation of such license held by the company, or of any director, officer, or manager of the company.

**Mark attachment as “Attachment E1”**

**Or**

I certify that the contractor has not been the subject of any suspension or revocation of such license held by the company, or of any director, officer, or manager of the company.

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Initials of bidder

2-440(10) - For construction contracts (construction of new facilities, renovation of existing facilities, or road construction projects), or demolition contracts, over \$25,000 (twenty five thousand dollars), evidence of participation in apprenticeship and training programs applicable to the work to be performed on the project, which are approved by and registered with the United States Department of Labor's Office of Apprenticeship, or its successor organization. The required evidence includes but is not limited to a copy of all applicable apprenticeship standards or Apprenticeship Agreement(s) for any apprentice(s) who will perform work on the public works project.

**Attachments:** Evidence of participation in apprenticeship and training programs applicable to the work to be performed on the project, which are approved by and registered with the United States Department of Labor's Office of Apprenticeship, or its successor organization. The required evidence includes but is not limited to a copy of all applicable apprenticeship standards or Apprenticeship Agreement(s) for any apprentice(s) who will perform work on the public works project.

**Mark attachment as "Attachment F"**

2-440(11) - Disclosure of the name and address of each subcontractor from whom the contractor has accepted a bid and/or intends to hire on any part of the project. Further, each such subcontractor shall be required to adhere to the requirements set forth herein as though it were bidding directly to the city. Each contractor shall submit all subcontractor information and supporting documentation to the city prior to the subcontractor commencing work on the project.

**Attachments:** The name and address of each subcontractor from whom the contractor has accepted a bid and/or intends to hire on any part of the project.

**Mark attachment as “Attachment G”**

I certify and acknowledge that the bidder shall submit all subcontractor information and supporting documentation to the city prior to the subcontractor commencing work on the project.

---

Initials of bidder

2-440(12) - Unless otherwise agreed to in a collective bargaining agreement, the bidder shall certify that it provides, or contributes to, a health care plan for those employees working on the project and shall provide a copy of the health care plan upon request. The contributions toward a health care plan must be part of the employee's regular compensation, and not merely part of the employee's compensation during the period of time for which the employee is performing work on the project.

I certify that the bidder provides, or contributes to, a health care plan for those employees working on the project and shall provide a copy of the health care plan upon request. I further certify that these contributions are part of the employee's regular compensation, and not merely part of the employee's compensation during the period of time for which the employee is performing work on the project.

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Initials of bidder

**Or**

I certify that the bidder is subject to a collective bargaining agreement which addresses issues regarding a health care plan.

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Initials of bidder

2-440(13) - Unless otherwise agreed to in a collective bargaining agreement, the bidder shall certify that it contributes to an employee pension or retirement program, including but not limited to a 401k, a defined benefit plan or a similar plan for its field employees working on the project and shall provide a copy of the plan upon request. The contributions toward a pension or retirement program must be a part of the employee's regular compensation and not merely part of the employee's compensation during the period of time for which the employee is performing work on the project.

I certify that the bidder contributes to an employee pension or retirement program, including but not limited to a 401k, a defined benefit plan or a similar plan for its field employees working on the project and shall provide a copy of the plan upon request. These contributions toward a pension or retirement program are part of the employee's regular compensation and not merely part of the employee's compensation during the period of time for which the employee is performing work on the project.

---

Initials of bidder

**Or**

I certify that the bidder is subject to a collective bargaining agreement which addresses contributions to an employee pension or retirement program, including but not limited to a 401k, a defined benefit plan or a similar plan for its field employees working on the project and shall provide a copy of the plan upon request.

---

Initials of bidder

2-440(14) - Certification that the bidder has not been subject to any determinations by a court or governmental agency for violations of federal, state, or local laws, including but not limited to serious, willful, or repeated violations of the Occupational Safety and Health Act (OSHA), violations of contracting or antitrust laws, tax or licensing laws, environmental laws, or the federal Davis-Bacon and Related Acts.

I certify that the bidder has not been subject to any determinations by a court or governmental agency for violations of federal, state, or local laws, including but not limited to serious, willful, or repeated violations of the Occupational Safety and Health Act (OSHA), violations of contracting or antitrust laws, tax or licensing laws, environmental laws, or the federal Davis-Bacon and Related Acts.

---

Initials of bidder

2-440(b) - Any material changes to the contractor's status, at any time during the performance of the project, must be reported in writing to the city within fourteen (14) days of its occurrence. Failure to comply with this requirement is grounds for the contractor to be deemed a non-responsible bidder.

I certify and acknowledge that any material changes to the contractor's status, at any time during the performance of the project, must be reported in writing to the city within fourteen (14) days of its occurrence. Failure to comply with this requirement is grounds for the contractor to be deemed a non-responsible bidder.

---

Initials of bidder

2-440(d) - The submission requirements of this Ordinance also apply to subcontractors, except that the contractor shall submit all subcontractor submissions to the city prior to the subcontractor commencing work on the project. Failure of a subcontractor to submit the required information shall not disqualify the successful bidder from performing work on the project and shall not constitute a contractual default and/or breach by the successful bidder. However, the city may withhold all payments otherwise due for work performed by a subcontractor until the subcontractor submits the required information and the city approves such information. Further, where the city deems necessary, the city may also require that the successful bidder remove the subcontractor from the project and replace it with a responsive and responsible subcontractor.

I certify and acknowledge that the submission requirements of this Ordinance also apply to subcontractors. I further acknowledge that the city may withhold all payments otherwise due for work performed by a subcontractor until the subcontractor submits required information and the city approves such information. I further acknowledge that where the city deems necessary, the city may also require that the successful bidder remove the subcontractor from the project and replace it with a responsive and responsible subcontractor.

---

Initials of bidder



**CERTIFICATION CHECKLIST**

**Initial bottom of page to certify that required certifications and attachments are complete.**

Bidders/Contractor are required to certify to the following items:

- 2-440(1) – Good standing with S.O.S. \_\_\_\_\_
- 2-440(3) – Equal opportunity employer \_\_\_\_\_
- 2-440(5) – Workers’ compensation coverage \_\_\_\_\_
- 2-440(6) – Prevailing Wage Act \_\_\_\_\_
- 2-440(7) – Substance Abuse Prevention on Public Works Act \_\_\_\_\_
- 2-440(8) – Employees properly classified \_\_\_\_\_
- 2-440(9) – Contractor properly licensed \_\_\_\_\_
- 2-440(11) – Disclosure of subcontractor information \_\_\_\_\_
- 2-440(12) – Employee health care plan \_\_\_\_\_
- 2-440(13) – Employee retirement plan \_\_\_\_\_
- 2-440(14) – OSHA compliance \_\_\_\_\_
- 2-440(b) – Required reporting of change in status \_\_\_\_\_
- 2-440(d) – Required updating of subcontractor information \_\_\_\_\_

Bidders/Contractor are required to attach the following documents:

- 2-440(1) – S.O.S. annual report (if required) \_\_\_\_\_
- 2-440(2) – Registration with IDOR and IDES \_\_\_\_\_
- 2-440(4) – Certificates of insurance \_\_\_\_\_
- 2-440(5) – Information page regarding workers’ compensation \_\_\_\_\_
- 2-440(9) – Professional or trade licenses required \_\_\_\_\_
- 2-440(9) – Disclosure of suspension or revocation of license \_\_\_\_\_
- 2-440(10) – Apprenticeship standards or agreements (if required) \_\_\_\_\_
- 2-440(11) – List of subcontractors \_\_\_\_\_

**I certify that all required certifications and attachments are included in the bid documents**

\_\_\_\_\_  
Initials of bidder

## **PREVAILING WAGES**

This contract shall be subject to the provisions of the *Prevailing Wage Act* (820 ILCS 130/1 et seq.) to the extent required by law.

For prevailing wage information, go to the City of Joliet website:

<https://www.joliet.gov/government/departments/finance/purchasing/prevailing-wage-information>

For current prevailing wage rates, go to the State of Illinois website:

<https://labor.illinois.gov/laws-rules/conmed/current-prevailing-rates.html>

If you cannot access or have difficulty retrieving the prevailing wage information, email [purchasing@joliet.gov](mailto:purchasing@joliet.gov) or call 815-724-3925 for assistance.

# **AFFIDAVITS**

**NOTE: These affidavits must be completed by an authorized representative of the bidder.**

## ***Business Status of Bidder***

### **BIDDER/APPLICANT:**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Principal place of business*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State, Zip Code*

---

### ***The Bidder is a:***

\_\_\_\_\_  
*Corporation*

\_\_\_\_\_  
*Partnership*

\_\_\_\_\_  
*Limited Liability Company*

\_\_\_\_\_  
*Sole Proprietorship*

\_\_\_\_\_  
*Other (please explain: \_\_\_\_\_)*

### ***Corporation***

The state of incorporation is: \_\_\_\_\_

The registered agent of the corporation in Illinois is:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State, Zip*

The officers of the corporation are:

\_\_\_\_\_  
*President*

\_\_\_\_\_  
*Secretary*

\_\_\_\_\_  
*Vice President*

\_\_\_\_\_  
*Treasurer*

The Corporation is authorized to do business in the State of Illinois

**Limited Liability Company**

The state of registration is: \_\_\_\_\_

The registered agent of the Limited Liability Company in Illinois is:

*Name* \_\_\_\_\_

*Address* \_\_\_\_\_

*City State Zip* \_\_\_\_\_

The registered office of the Limited Liability Company in Illinois is:

*Address* \_\_\_\_\_

*City State Zip* \_\_\_\_\_

The managers and members of the Limited Liability Company are:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State*

\_\_\_\_\_  
*City, State*

The LLC is authorized to do business in the State of Illinois

**Sole Proprietorship**

The address of the sole proprietor is:

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State*

The sole proprietor transacts business in Illinois under the following assumed names:

\_\_\_\_\_

\_\_\_\_\_

## **BID RIGGING AND BIDROTATING**

**Section 2:** That in connection with this solicitation for bids/proposals:

- A. The bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;
- B. The bidder has not in any manner directly or indirectly sought by consultation, communication or agreement with anyone to fix the bid price of said bidder or any other bidder or to fix any overhead profit or cost element of such bid price or that of any other bidder or to secure any advantage against the public body awarding the contract or anyone interested in the proper contract;
- C. The bid is genuine and not collusive or sham;
- D. The prices or breakdowns thereof and any and all contents which had been quoted in this bid have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the bidder directly or indirectly to any other bidder or any competitor prior to opening;
- E. All statements contained in such bid are true;
- F. No attempt has been made or will be made by the bidder to induce any other person or firm to submit a false or sham bid;
- G. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition;

**Section 2a**

### **NON-COLLUSION**

- A. No officer or employee of the City of Joliet has a direct or indirect pecuniary interest in this bid.
- B. No officer or employee of the City of Joliet has disclosed to the bidder any information related to the terms of a sealed bid.
- C. No officer or employee of the City of Joliet has informed the bidder that the bid will be accepted only if specified persons are included as subcontractors.
- D. Only the bidder will be entitled to the proceeds of the contract if this bid is accepted by the City of Joliet.
- E. This bid is made without the benefit of information obtained in violation of law.

- Section 3.** The undersigned further states that: **(circle A or B)**
- A. He is the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein and that he has not participated, and will not participate, in any action contrary to paragraphs A through G above; or
  - B. He is not the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein but that he has been authorized to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to paragraphs A through G above and as their agent does hereby so certify; and
  - C. That he has not participated, and will not participate, in any action contrary to paragraphs A through G above.

**Section 4.** The undersigned certifies that the bidder has never been convicted for a violation of State laws prohibiting bid rigging or bid rotating.

**THE REQUIREMENTS OF THE  
ILLINOIS DRUG FREE WORKPLACE ACT**

- Section 5.** The undersigned will publish a statement:
- A. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the aforementioned company's workplace;
  - B. Specifying the actions that will be taken against employees for violations of this prohibition;
  - C. Notifying the employees that, as a condition of their employment to do work under the contract with the City of Joliet, the employees will:
    - 1. Abide by the terms of the statement; and
    - 2. Notify the aforementioned company of any criminal drug statute conviction for a violation occurring the in the workplace not later than five (5) days after such a conviction.
  - D. Establishing a drug free awareness program to inform the aforementioned company's employees about:
    - 1. The dangers of drug abuse in the workplace;
    - 2. The aforementioned company's policy of maintaining a drug free workplace;

3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  4. The penalties that may be imposed upon employees for drug violations.
- E. Making it a requirement to give a copy of the statement required by Section 5. to each employee engaged in the performance of the contract with the City of Joliet and to post the statement in a prominent place in the workplace;
  - F. Notifying the City of Joliet within ten (10) days after receiving notice under Section 5.C.2. from an employee or otherwise receiving actual notice of such a conviction;
  - G. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by Section 6., below;
  - H. Training personnel to effectively assist employees in selecting a proper course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that an effectively trained counseling and referral team is in place;
  - I. Making a good faith effort to continue to maintain a drug free workplace through implementing these requirements.
  - J. Making a good faith effort to continue to maintain a drug free workplace through implementation of this policy.

**Section 6.** The undersigned further affirms that within thirty (30) days after receiving notice from an employee of a conviction of a violation of the criminal drug statute occurring in the aforementioned company's workplace he shall:

- A. Take appropriate personnel action against such employee up to and including termination; or
- B. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

### **TAX COMPLIANCE**

**Section 7.** The undersigned on behalf of the entity making the foregoing proposal certifies that neither the undersigned nor the entity is barred from contracting with the City of Joliet because of any delinquency in the payment of any tax administered by the State of Illinois, Department of Revenue, unless the undersigned or the entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability of the tax or the amount of tax.

**Section 8.** The undersigned or the entity making the proposal or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in a civil action.

**NON DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

**Section 9.** This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

**Section 10.** In the event of the contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights (hereinafter referred to as the Department) the contractor may be declared nonresponsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this contract, the contractor agrees:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations for Public Contract.



If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and the contracting agency will recruit employees from other sources when necessary to fulfill its obligations thereunder.

- E. That it will submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations for Public Contracts.
- F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations for Public Contracts.
- G. That it will include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

**Section 11.** For the purposes of subsection G of Section 10, "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between a public contractor and any person under which any portion of the public contractor's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract," however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a bank or other financial institution and its customers.

**Section 12.** It is expressly understood that the foregoing statements and representations and promises are made as a condition to the right of the bidder to receive payment under any award made under the terms and provisions of this bid.

**Section 13.** Have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

**Section 14.** In the event that this contract is subject to Executive Order 11246, Seller certifies that it (1) is in compliance with Section 202 thereof and the Rules and Regulations issued thereunder; (2) does not and will not provide or maintain at any of its establishments, or permit its employees to perform their services at any location under its control where there are maintained, segregated facilities, and (3) agrees that a breach of this Certification violates the Equal Employment clause of Executive Order 11246. "Segregated Facilities," means facilities which are in fact segregated on a basis of race, color, creed, sex, religion or national origin, because of habit, local custom, or otherwise.

**THE AMERICANS WITH DISABILITIES ACT**

**Section 15.** As a condition of receiving this contract, the undersigned vendor certifies that services, programs and activities provided under this contract are and will continue to be in compliance with the Joliet Accessibility Code.

Signed by: \_\_\_\_\_  
[name]

\_\_\_\_\_  
[title]

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By: \_\_\_\_\_  
Notary Public

-seal-

STATE OF ILLINOIS )  
 )  
 COUNTY OF WILL )

SS.

\*\*\*\*\*  
 \*NOTE: THIS AFFIDAVIT MUST BE  
 \*COMPLETED BY THE CHIEF OFFICER  
 \*OF THE BIDDER  
 \*\*\*\*\*

**AFFIDAVIT  
 REGARDING BIDDER AVAILABILITY**

The undersigned, \_\_\_\_\_, being first duly sworn on oath and being duly authorized to make this Affidavit, hereby declares that the following is a true and correct statement relating to All uncompleted contracts of the undersigned for Federal, State, County, City and private work, including All subcontract work; and all pending low bids not yet awarded or rejected; and equipment available.

**PART I. WORK UNDER CONTRACT**

List below all work you have under contract as either a prime contractor or a subcontractor, including all pending low bids not yet awarded or rejected.

	1	2	3	4	5	Awards Pending	
County and Section No.							
Contract With							
Estimated Completion Date							
Total Contract Price							Total
Uncompleted Dollar Value							

**PART II. UNCOMPLETED WORK TO BE DONE WITH YOUR OWN FORCES.**

List below the uncompleted dollar value of work for each contract to be completed with your own forces. All work subcontract TO others will be listed on the reverse of this form. In a joint venture list only that portion of the work to be done by your company.

TRADES							TOTAL
Date Equipment Available For Work							

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(TITLE)

Subscribed and Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, AD, **2024**.

\_\_\_\_\_  
NOTARY PUBLIC



E S T A B L I S H E D 1 9 2 3

1609 Rock Creek Blvd.  
Joliet, IL 60431  
Tel: 815.725.9335  
Fax: 815.725.9340  
solutions@rberti.com

Commercial Contracting  
Construction Management  
Design | Build  
www.rberti.com

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Victory Centre Gymnasium Demolition  
29 N. Broadway Street  
Joliet, IL 60435

### Proposer's Information

May 2, 2024

---

The City of Joliet owns the Gymnasium structure located at 29 N. Broadway Street, in Joliet, IL. The gymnasium is attached to another building that is privately owned and will remain.

R. Berti Building Solutions has been contracted as the Construction Manager for the Victory Centre Gymnasium Demolition and Stabilization project.

This Proposal Package Information is intended to provide some basic information on the scope of work, and to show where different items are located in each proposal package. They are not meant to provide exact work details or limitations of the work in each package. If you have any questions, please contact the office of R. Berti immediately.

All contractors providing proposals are responsible for all the work contained in the Plans and Specifications. All contractors must provide cleanup of their own work – general dumpsters will be provided by R. Berti. It is the responsibility of each trade contractor to place their refuse into dumpsters and flatten all boxes, etc. R. Berti will also provide toilet facilities. **Demolition Contractors must provide their own refuse dumpsters or trucks and complete removal of all demolished materials.**

Hard hats, safety glasses and hand protection will be required at all times throughout the project.

Bids cannot be faxed or emailed to R. Berti Building Solutions, or the offices of the City of Joliet. Bids must be received in a sealed envelope on (or before) the date and time stated in the specifications. Any faxed or emailed bids cannot and will not be considered.

If any addendums are issued for this project, prospective bidders shall acknowledge receipt of the appropriate addendum numbers(s) by stating this on the outside of the sealed envelope containing the bid proposal. The receipt of any and all addendums shall also be clearly indicated on the Bid Form on the spaces provided.

All contractors are encouraged to attach a separate sheet of “clarifications” to their bid proposal in the sealed envelope. This will help R. Berti Building Solutions to determine the complete scope of their work. We welcome as many details that you can provide as to what your bid contains or excludes.

Please note the insurance requirements and a copy of our contract form is available by request if you want to review it before submitting your proposal.

Any questions should be submitted to Michael Judy at [mjudy@rberti.com](mailto:mjudy@rberti.com) or by fax at 815-725-9340.

Payment/Performance/Bid Bonds are **not** required from any contractors for any Bid Package. R. Berti will provide the overall bonding requirements.

All contractors are responsible for their own cutting/coring through existing walls/ceilings and also providing any necessary fire stopping materials or closures.

All electric power and water usage must be provided by the individual contractors.

All contractors must adhere to R. Berti’s Safety and Drug Testing Policies.

**Project Timeline:** *The project will start this Summer/Early Fall and must be 100% complete by November 8, 2024* All contractors and suppliers must include complete pricing that will be good through 2024 and the duration of the project entirely – no increase in costs will be entertained for wage or material price increases. **If you have any concerns about meeting these timing requirements, please contact our office immediately.**

Contractors can bid on as many of the separate packages as they like. Each separate Proposal Package should be clearly marked on the Bid Form as well as the exterior of the sealed envelope.

***BID PROPOSALS ARE DUE at 10:00 AM on May 23, 2024 as listed on the City of Joliet bidding information***

***There are **Mandatory Pre-Bid** walk through meetings scheduled for a chance to review the jobsite before bidding. These Pre-Bid Meetings are REQUIRED for any company providing a bid. If a company provides a bid and has not attended one of the Pre-Bid Meetings – they will be eliminated from consideration. The dates and times are listed below:***

**May 9, 2024 at 10:00 am**  
**May 10, 2024 at 10:00 am**

---

## **Proposal Package Information**

**#1 Demolition Package** - Includes full demolition of the gymnasium structure and all the components inside. Any exterior components such as stairs, etc. are also included as shown on the plans. Extreme care must be taken to provide constant protection of the adjacent building to remain. Any barricades, safety measures, roof and building protection of the Victory Center property must be included in this package. If temporary shoring or bracing is required to complete any of the work this contractor must provide the engineering and final measures taken to provide that work. Existing walls that are adjacent to this structure that are to remain and be cut down must be cut with care to not cause any damage to the building to remain. Existing walls, roofs and adjacent areas must be protected to provide safety and security and maintain structural integrity. When walls and the chimney are cut down as shown on plans, the cut down surface must be left in a level, solid and stable condition so further work can be done by other trades as necessary. Items that are noted to be salvaged should be removed carefully and delivered to a location as directed by the owner. Final structural backfill, black dirt and seed blanket will be provided and installed by this contractor. Any electricity that is currently active in the demolition area of the building must be safely disconnected and removed by this contractor. All items in the existing boiler/mechanical room need to be removed as well.

**#2 Carpentry Package** - Includes all work to provide layout, equipment, fasteners, for the framing and sheeting of the exterior walls as shown on plans. Includes all framing and sheeting on top of the cut down chimney. Wood backing and blocking at parapet walls is included in this package. The EIFS work is part of this package as well as the EIFS Alternate Bid. All sealants must be included.

**#3 Masonry Package** - Includes all the work for the reinforced masonry columns, layout, fasteners, steel angles and lintels. Any plan details that show masonry work at the cut down walls, cut down chimney and miscellaneous areas with masonry fill-ins are part of this package. Final areas must be level and stable in order to provide a good working surface for the next trade contractor. Pipe tunnel in-fills are included in this package as well as grouting and reinforcements.

**#4 Roofing Package** - Includes metal roof coping system as shown, and metal roof cap on chimney.

**#5 Concrete Package** - Includes repairs to existing retaining/stair walls, fasteners, steel angles, demolition of existing walls as needed to perform the work, the excavation/backfill as needed to perform the work, providing access into the tunnel to install a bulkhead/pour stop, installation of the bulkhead/pour stop inside the tunnel, and furnishing and installing the CLSM materials into the tunnel as directed by the plans



## **LOCAL BIDDER**

This contract is eligible for the Local Bidder Preference Ordinance.

Please complete and sign this form **only** if you have been approved as a Local Bidder by the City of Joliet and wish to be qualified as a local bidder for this contract.

VENDOR NAME \_\_\_\_\_

VENDOR ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Note: there may be other prequalification requirements that apply to this contract (e.g. IDOT or Capital Development Board). Please review what is due, as this form does not take the place of any of those required documents.

For additional information about the Local Bidder Ordinance, as well as the Local Bidder application, visit: <https://www.joliet.gov/localbidder>.

For questions, contact Purchasing Division at [purchasing@joliet.gov](mailto:purchasing@joliet.gov) or (815) 724- 3925.



**BID FORM**

**Demolition and Stabilization of the Victory Centre Gymnasium  
25 N. Broadway Street  
Joliet, Illinois 60435**

For the

**City of Joliet - Facilities and Maintenance Division  
150 West Jefferson Street  
Joliet, Illinois 60432**

Bid submitted by:

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

**To: R. Berti Building Solutions  
1609 Rock Creek Boulevard  
Joliet, Illinois 60431**

**BASE BID**

The undersigned, having inspected the site and familiarized himself/herself with conditions affecting the cost of the work and its performance, and having carefully examined and fully understood the Contract Documents, hereby affirms and agrees to enter into a Contract to provide labor, material, equipment, and services to completely perform the work described in the Contract Documents, including addenda issued thereto for the sum of:

\_\_\_\_\_  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_

**COMPLETION TIME**

The undersigned agrees that, if awarded a contract for the work, he/she will start work promptly upon receipt of the written notice to proceed and will complete said work within \_\_\_\_\_ calendar days thereafter.

**ALTERNATE NO. 1**

Refer to Drawings A5-1 and A5-2. Provide a price proposal to furnish and install the Dryvit Custom Brick System in lieu of the Base Bid E.I.F.S. exterior wall finish.

\_\_\_\_\_  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_

**ALTERNATE NO. 2**

Refer to Drawings A5-1, A5-2, A6-4 and A6-5. Provide a price proposal to furnish and install the Dryvit New Brick System in lieu of the Base Bid E.I.F.S. exterior wall finish.

\_\_\_\_\_  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_

ACCEPTANCE OF BID

The undersigned agrees that withdrawal of this bid, or failure to sign the agreement, within the times set forth herein shall automatically bar undersigned from further consideration and terminate any and all rights undersigned may have acquired in, by, or through this bid.

***The undersigned further agrees that the Owner and Architect has the right to reject any and/or all bids.***

ADDENDA

The undersigned acknowledges receipt of the following addenda:

ADDENDUM NO.	DATE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If no addenda have been received, write in "NONE". ***No bid shall be withdrawn for a period of sixty (60) days after the bid opening date without the consent of the Owner and Architect.***

SIGNATURES

(If an Individual)

Date \_\_\_\_\_, 2024.

Signature of Bidder \_\_\_\_\_ (SEAL)

Business Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If a Partnership)

Date \_\_\_\_\_, 2024.

Firm Name \_\_\_\_\_ (SEAL)

By \_\_\_\_\_ (SEAL)

Business Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names and Addresses of all Members of the Firm:

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

(If a Corporation)

Date \_\_\_\_\_, 2024.

Corporate Name \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

President \_\_\_\_\_ Secretary \_\_\_\_\_

Vice-President \_\_\_\_\_ Treasurer \_\_\_\_\_

ATTEST: \_\_\_\_\_

Secretary

Corporate Seal

END OF BID FORM

# STOP\*

CHECK THE FOLLOWING LIST TO MAKE SURE THAT YOUR BID CONTAINS ALL OF THE REQUIRED DOCUMENTS.

- \_\_\_\_\_ 1. BID SECURITY
- \_\_\_\_\_ 2. FLASH DRIVE
- \_\_\_\_\_ 3. BID PROPOSAL
- \_\_\_\_\_ 4. ALL AFFIDAVITS, SIGNED & NOTARIZED

FAILURE TO INCLUDE ANY ONE OR ALL OF THE ABOVE MAY CONSTITUTE SUITABLE GROUNDS FOR REJECTION OF YOUR BID.

**\*(FOR CONSTRUCTION CONTRACTS ONLY)**

**DIVISION 1 - GENERAL REQUIREMENTS**  
**Section 01020 - Allowances**

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Provide labor, materials, equipment, and incidentals required for the completion of the work shown on the drawings and/or specified in this section.

1.2 SUMMARY

- A. Selected materials and equipment, and in some cases, installation are included in the Contract Documents by Allowances. Allowances are established to defer selection until more information is available. Other requirements will be issued by a Change Order.
- B. Types of allowances required include the following:
  - 1. Lump sum allowances.
- C. Procedures for submitting and handling Change Orders are included in Section "Change Order Procedures."

1.3 SELECTION AND PURCHASE

- A. At the earliest feasible date after Contract award, advise the Architect of the date when selection and purchase of each product or system described by an allowance must be completed to avoid delay.
- B. When requested by the Architect, obtain proposals for each allowance for use in making final selections; include recommendations that are relevant to performance of the Work.
- C. Purchase products and systems from the designated supplier.

1.4 SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form of Change Orders.
- B. Submit invoices or delivery slips to indicate quantities of materials delivered for use in fulfillment of each Allowance.

1.5 UNUSED MATERIALS

- A. Return unused materials for credit to the Owner, after installation has been completed and accepted.
  - 1. If it is not feasible to return unused material, prepare unused material for the Owner's storage, and deliver to the storage space as directed. Otherwise, disposal is the Contractor's responsibility.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION

3.1 INSPECTION

- A. Inspect products covered by an allowance promptly upon delivery for damage or defects.

3.2 PREPARATION

- A. Coordinate materials and installation for each allowance with related materials and installations to ensure that each allowance item is integrated with related construction activities.

3.3 SCHEDULE OF ALLOWANCES

No Allowances are scheduled at this time.

END OF SECTION 01020

## **DIVISION 1 - GENERAL REQUIREMENTS**

### **Section 01026 – Unit Prices**

#### PART 1 - GENERAL

##### 1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements for unit prices.

##### 1.2 DEFINITIONS

- A. A unit price is an amount proposed by Bidders and stated on the Bid Form as a price per unit of measurement for materials or services that will be added to or deducted from the Contract Sum by Change Order if estimated quantities of Work required by Contract Documents are increased or decreased.

##### 1.3 PROCEDURES

- A. Unit prices include necessary material, overhead, profit and applicable taxes.
- B. Refer to individual Sections for construction activities requiring establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.
- C. The Owner reserves the right to reject the Contractor's measurement of work-in-place that involves use of established unit prices, and to have this Work measured by an independent surveyor acceptable to the Contractor at the Owner's expense.
- D. Schedule: A "Unit Price Schedule" is included at the end of this Section. Sections referenced in the Schedule contain requirements for materials and methods described under each unit price.

#### PART 2 – PRODUCTS (Not Applicable)

#### PART 3 – EXECUTION

##### 3.1 UNIT PRICE SCHEDULE

No Unit Prices are scheduled at this time.

END OF SECTION 01026

**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01027 – Applications For Payment**

PART 1 – GENERAL

1.1 SCHEDULE OF VALUES

- A. Coordinate preparation of the Schedule of Values with the Construction Manager's Construction Schedule.
- B. Correlate line items in the Schedule of Values with other schedules and forms, including:
  - 1. Construction Manager's Construction Schedule.
  - 2. Application for Payment form.
  - 3. List of Contractors.
  - 4. List of products.
  - 5. Schedule of submittals.
- C. Submit the Schedule of Values to the Architect at the earliest date, but no later than seven (7) days before the date scheduled for submittal of the initial Application for Payment.
- D. Format and Content: Use the Project Manual Table of Contents as a guide to establish the format.
  - 1. Identification: Include the following identification:
    - a. Project name and location.
    - b. Name of the Architect.
    - c. Project number.
    - d. Construction Manager's name and address.
    - e. Date of submittal.
  - 2. Arrange the Schedule in tabular form with columns to indicate the following for each item:
    - a. Generic name.
    - b. Related Specification Section.
    - c. Name of contractor/subcontractor.
    - d. Name of manufacturer or fabricator.
    - e. Name of supplier.
    - f. Change Orders (numbers) that have affected value.
    - g. Dollar value.
      - 1) Percentage of Contract Sum to the nearest one-hundredth percent, adjusted to total 100 percent.
  - 3. Break Contract Sum down in enough detail to facilitate evaluation of Applications for Payment. Break subcontract amounts down into several line items. Round amounts off to the nearest dollar; the total shall equal the Contract Sum.
  - 4. For each item where an Application for Payment includes products purchased or fabricated and stored, but not installed, provide separate line items for initial cost, each subsequent stage of completion, and installed value.
  - 5. Show line items for indirect costs, and margins on costs, to extent that such items will be listed individually in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be complete including total cost and share of overhead and profit.



- a. Temporary facilities and items that are not direct cost of Work-in-place may be shown as separate line items or distributed as general overhead expense.
6. Update and resubmit the schedule when Change Orders or Construction Change Directives change the Contract Sum.

## 1.2 APPLICATIONS FOR PAYMENT

- A. Each Contractor, subcontractor, etc., performing work on the project shall submit a complete breakdown of labor wage rates for applicable trades and each job classifications within said trades, including base rate(s), all mark-ups for benefits, taxes, insurance, workers compensation, etc. on their Company letterhead. It shall be mandatory that these breakdowns shall be submitted prior to (or along with) Payment Request No. 1. Failure to comply with this requirement will result in rejection and return of the Payment Request to the Construction Manager, until compliance is reached. Where some (minimal) sub-contracts may still be unsigned at the submission of Payment Request No. 1, the wage rates for all outstanding Contractors/Subcontractors shall be submitted prior to or with Payment Request No. 2. Failure to comply with this requirement will result in rejection and return of the Payment Request to the Construction Manager, and no processing of this or subsequent payment requests shall occur until total compliance is reached. Each Contractor shall include this provision in all contracts with subcontractors, etc. Failure to do so shall not relieve the Construction Manager and/or Contractor of compliance with this contract requirement.
- B. Each Application for Payment shall be consistent with previous applications and payments as certified by the Architect and paid for by the Owner.
  1. The Initial Application for Payment, the Application for Payment at Substantial Completion, and the Final Payment Application involve additional requirements.
- C. Payment Application Times: Payment dates are indicated in the Agreement. The period covered by each application is the period indicated.
- D. Payment Application Forms: Use AIA Document G 702 and Continuation Sheets G 703 as the form for the application.
- E. Application Preparation: Complete every entry, including notarization and execution by person authorized to sign on behalf of the Owner. Incomplete applications will be returned without action.
  1. Entries shall match data on the Schedule of Values and Construction Manager's Construction Schedule. Use updated schedules if revisions have been made.
  2. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the period covered by the application.
- F. Transmittal: Submit three (3) signed and notarized original copies of each Application for Payment to the Architect within 24 hours; all three (3) copies shall be complete, including waivers of lien and similar attachments.
  1. Transmit each copy with a transmittal listing attachments and recording information related to the application.
- G. Waivers of Lien: With each application, submit waivers of lien from every entity who may file a lien arising out of the Contract, and related to the Work covered by the payment.

1. Submit partial waivers on each item for amount requested, prior to deduction for retainage, on each item.
  2. When an application shows completion of an item, submit final or full waivers.
  3. Waiver Delays: Submit each application with Construction Manager's waiver of lien for the period covered by the application.
    - a. Submit Final Application for Payment with final waivers from every entity involved with performance of Work covered by the application who could be entitled to a lien.
  4. Waiver Forms: Submit waivers of lien on forms, and executed in a manner, acceptable to Owner.
- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include:
1. List of Contractors and Subcontractors.
  2. Each Contractor and Subcontractor's breakdown of labor wage rates for applicable trades and each job classification within said trades including base rates and all mark-ups on their company letterhead.
  3. List of suppliers and fabricators.
  4. Schedule of Values.
  5. Construction Manager's Construction Schedule (preliminary if not final).
  6. Submittal Schedule (preliminary if not final).
  7. List of Construction Manager's staff assignments.
  8. Copies of building permits.
  9. Copies of authorization and licenses from governing authorities for performance of the Work.
  10. Initial progress report.
  11. Report of Pre-construction Meeting.
  12. Certificates of insurance and insurance policies.
  13. Performance and payment bonds.
  14. Certificates of Insurance and insurance policies.
- I. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment; reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions. Administrative actions and submittals that precede or coincide with this application include:
1. Occupancy permits and similar approvals.
  2. Warranties and maintenance agreements.
  3. Test/adjust/balance records.
  4. Maintenance instructions.
  5. Meter readings.
  6. Change-over information related to Owner's occupancy, use, operation, and maintenance.
  7. Final cleaning.
  8. Application for reduction of retainage, and consent of surety.
  9. List of incomplete work recognized as exceptions to Architect's Certificate of Substantial Completion.
- J. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final payment application include:

1. Completion of Project Closeout requirements.
2. Completion of items specified for completion after Substantial Completion.
3. Ensure that unsettled claims will be settled.
4. Ensure that incomplete Work is not accepted and will be completed without undue delay.
5. Transmittal of required Project construction records to Owner.
6. Certified property survey.
7. Proof that taxes, fees and similar obligations have been paid.
8. Change of door locks to Owner's access.
9. Removal of temporary facilities and services.
10. Removal of surplus materials, rubbish, and similar elements.
11. Written Notice that the Work is ready for final inspection and acceptance.
12. Delivery of items, materials, products, spare parts, etc., required by individual sections of the Specifications to the Owner.
13. A Final Waiver of Lien from the Construction Manager to the Owner for the entire Contract amount.
14. Final Waivers of Lien from Contractors, Subcontractors and Material Suppliers for the full amount of their Contracts with the Contractor and/or Construction Manager.
15. Construction Manager's statement of account status and request for payment on his/her own letterhead.
16. Occupancy Permit.

### 1.3 RETAINAGE

- A. The Owner will retain 10% of the amount accepted by the Architect as having been stored and/or completed through issuance of the Certificate of Substantial Completion. Upon achieving Substantial Completion, the retainage may be reduced to 5% of the amount accepted by the Architect as having been completed. The Construction Manager must provide a written letter to Owner requesting a reduction in retainage. Retainage reduction from 10% shall be allowed only as recommended by the Architect and approved by the Owner.

END OF SECTION 01027

**ALTERNATE BIDS**  
**Section 01030 – Alternate Bids**

PART 1 - GENERAL

1.1 DEFINITIONS

- A. An Alternate is an amount proposed by Bidders and stated on the Bid Form for certain items that may be added to or deducted from Base Bid amount if the Owner decides to accept a corresponding change in either the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
1. The cost or credit for each Alternate is the net addition to or deduction from the Contract Sum to incorporate the Alternate into the Work. No other adjustments are made to the Contract Sum.

1.2 PROCEDURES

- A. Coordination: Coordinate related Work and modify or adjust adjacent Work as necessary to ensure that Work affected by each accepted Alternate is complete and fully integrated into the Project.
- B. Notification: Immediately following Contract award, prepare and distribute to each party involved, notification of the status of each Alternate. Indicate whether Alternates have been accepted, rejected, or deferred for consideration at a later date. Include a complete description of negotiated modifications to Alternates.
- C. Execute accepted Alternates under the same conditions as other Work of this Contract.
- D. Schedule: A "Schedule of Alternates" is included at the end of this Section. Specification Sections referenced in the Schedule contain requirements for materials and methods necessary to achieve the Work described under each Alternate.
1. Include as part of each Alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not mentioned as part of the Alternate.

1.3 SCHEDULE OF ALTERNATES

ALTERNATE NO. 1

Refer to Drawings A5-1 and A5-2. Provide a price proposal to furnish and install the Dryvit Custom Brick System in lieu of the Base Bid E.I.F.S. exterior wall finish.

ALTERNATE NO. 2

Refer to Drawings A5-1, A5-2, A6-4 and A6-5. Provide a price proposal to furnish and install the Dryvit New Brick System in lieu of the Base Bid E.I.F.S. exterior wall finish.

END OF SECTION 01030

## **DIVISION 1 – GENERAL REQUIREMENTS**

### **Section 01035 – Modification Procedures**

#### **PART 1 – GENERAL**

##### **1.1 SUMMARY**

- A. This section specifies administrative and procedural requirements for handling and processing Contract modifications.

##### **1.2 MINOR CHANGES IN THE WORK**

- A. Supplemental instructions authorizing minor changes in the Work, not involving adjustment to Contract Sum or Time, will be issued by the Architect on AIA form G710.

##### **1.3 CHANGE ORDER PROPOSAL REQUESTS**

- A. Proposal Requests that require adjustment to the Contract Sum or Time if accepted, will be issued by the Architect, with a detailed description of the proposed change and supplemental or revised Drawings and Specification. Proposal Requests are for information only and shall not be considered as instruction to stop work in progress, or to execute the change.

- 1. Unless otherwise indicated, within seven (7) days of receipt, submit an estimate of cost to execute the change.

- a. Include a list of quantities of products to be purchased and unit costs, along with the number of purchases to be made. If requested, furnish survey data to substantiate quantities.

- b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

- c. Include a statement indicating the effect the proposed change in the Work will have on the Contract time.

- B. Construction Manager-Initiated Change Order Proposal Requests: When unforeseen conditions require modifications to the Contract, the Construction Manager may propose changes by submitting a request to the Architect.

- 1. Include a statement outlining reasons for the change. Provide a complete description of the change. Indicate effect of the proposed change on the Contract Sum and Time.

- 2. Include a list of quantities of products to be purchased and unit costs, along with the number of purchases to be made. If requested, furnish survey data to substantiate quantities.

- 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

- 4. Comply with requirements in Section "Product Substitutions" if the change requires substitution of one product or system for product or system specified.

- C. Proposal Request Form: Use AIA Document G 709 for Change Order Proposal Requests or Architect approved equal.

##### **1.4 ALLOWANCE ADJUSTMENT**

- A. Base each Change Order Proposal Request for an allowance cost adjustment on the difference between the actual purchase amount and the allowance, multiplied by the final measurement of

work-in-place, with reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections and similar margins.

1. Include installation costs in the purchase amount only where indicated as part of the allowance.
  2. When requested, prepare explanations and documentation to substantiate margins claimed.
  3. Submit substantiation of a change in scope of work claimed in the Change Orders related to unit-cost allowances.
  4. The Owner reserves the right to establish the actual quantity of work-in-place by independent quantity survey, measure or count.
- B. Submit claims for increased costs because of change in scope or nature of the allowance described in Contract Documents, whether for purchase amount or Construction Manager's handling, labor, installation, overhead and profit, within seven (7) days of receipt of Change Order or Construction Change Directive authorizing work to proceed. Claims submitted later than seven (7) days will be rejected.
1. Change order cost amount shall not include the Construction Manager's or Contractor's indirect expense except when clearly demonstrated that the nature or scope of work required was changed from what could have been foreseen from the allowance description and other information in contract documents.
  2. No change to the Construction Manager's indirect expense is permitted for selection of higher or lower priced materials or systems, of the same scope and nature as originally indicated.

#### 1.5 CONSTRUCTION CHANGE DIRECTIVE

- A. When the Owner and Construction Manager are not in agreement on terms of a Change Order Proposal Request, the Architect may issue Construction Change Directive on AIA Form G714, instructing the Construction Manager to proceed with a change, for subsequent inclusion in a Change Order.
1. Construction Change Directive will contain a complete description of the change and designate method to be followed to determine change in the Contract Sum or Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1. After completion of the change submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

#### 1.6 CHANGE ORDER PROCEDURES

- A. Upon the Owner's approval of a Change Order Proposal Request, the Architect will issue a Change Order for signatures of the Owner and Construction Manager on AIA Form G701, as provided in the Conditions of the Contract.

END OF SECTION 01035

**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01125 – Summary of Multiple Contracts**

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes a summary of each Contract including responsibilities for the coordination and temporary facilities and controls. Some jurisdictions prohibit assigning one (1) Contractor/Subcontractor responsibility for an activity.
- B. Specific requirements for the work of each Contract are also indicated in individual Specification Sections and on the Drawings.

1.2 DEFINITIONS

- A. Permanent Enclosure: As determined by the Architect, the condition at which roofing is insulated and weathertight; exterior walls are insulated and weathertight; and all openings are closed with permanent construction or substantial temporary closures equivalent in weather protection to permanent construction.

1.3 PROJECT COORDINATOR

- A. Project Coordinator is an agent of the Construction Manager. The Project Coordinator shall be responsible for coordination between all Bid Packages and Construction Contracts.

1.4 COORDINATION ACTIVITIES

- A. Coordination activities of the Project Coordinator include, but are not limited to, the following:
  - 1. Provide overall coordination of the Work.
  - 2. Coordinate shared access to workspaces.
  - 3. Coordinate product selections for compatibility.
  - 4. Provide overall coordination of temporary facilities and controls.
  - 5. Coordinate, schedule, and approve interruptions of permanent and temporary utilities, including those necessary to make connections for temporary services.
  - 6. Coordinate construction and operations of the Work with work performed by each contractor and subcontractor.
  - 7. Prepare coordination drawings in collaboration with each contractor/subcontractor to coordinate the work covered by more than one (1) Contract.
  - 8. Coordinate sequencing and scheduling of the Work including a combined Contractors' Construction Schedule for the entire Project.
  - 9. Provide photographic documentation.
  - 10. Provide quality-assurance and quality-control services specified in Division 1 Section "Quality Requirements."
  - 11. Coordinate sequence of activities to accommodate tests and inspections, and coordinate schedule of tests and inspections.

12. Provide information necessary to adjust, move, or relocate existing utility structures affected by construction.
  13. Locate existing permanent benchmarks, control points, and similar reference points, and establish permanent benchmarks on Project site.
  14. Provide field surveys of in-progress construction and site work and final property survey.
  15. Provide progress cleaning of common areas and coordinate progress cleaning of areas or pieces of equipment where more than one contractor has worked.
  16. Coordinate cutting and patching.
  17. Coordinate protection of the Work.
  18. Coordinate firestopping.
  19. Coordinate completion of interrelated punch list items.
  20. Coordinate preparation of Project Record Documents if information from more than one (1) contractor/subcontractor is to be integrated with information from other contractors/subcontractors to form one (1) combined record.
  21. Print and submit record documents if installations by more than one (1) contractor/subcontractor are indicated on the same Contract drawing or Shop Drawing.
  22. Collect record Specification Sections from contractors/subcontractors, collate Sections into numeric order, and submit a complete set.
  23. Coordinate preparation of Operation and Maintenance Manuals if information from more than one (1) contractor/subcontractor is to be integrated with information from other contractors/subcontractors to form one (1) combined record.
- B. Responsibilities of the Project Coordinator for temporary facilities and controls include, but are not limited to, the following:
1. Provide common-use field office for use by all personnel engaged in construction activities.
  2. Provide telephone service for common-use facilities.
  3. Other items as directed by the Construction Manager.

#### 1.5 GENERAL REQUIREMENTS OF CONTRACTS

- A. Substitutions: Each contractor/subcontractor shall cooperate with other contractors/subcontractors involved to coordinate approved substitutions with the remainder of the work.
1. The Construction Manager shall coordinate all substitutions.
- B. Temporary Facilities and Controls: In addition to specific responsibilities for temporary facilities and controls indicated in this Section and in Division 1 Section "Project Management and Coordination," each contractor/subcontractor is responsible for the following:



1. Installation, operation, maintenance, and removal of each temporary facility necessary for its own normal construction activity, and costs and use charges associated with each facility, except as otherwise provided for in this Section.
2. Plug-in electric power cords and extension cords, supplementary plug-in task lighting, and special lighting necessary exclusively for its own activities.
3. Its own field office, complete with necessary furniture, utilities, and telephone service.
4. Its own storage and fabrication sheds.
5. Temporary enclosures for its own construction activities.
6. Staging and scaffolding for its own construction activities.
7. General hoisting facilities for its own construction activities, up to 2 tons.
8. Waste disposal facilities, including collection and legal disposal of its own hazardous, dangerous, unsanitary, or other harmful waste materials.
9. Progress cleaning of work areas affected by its operations on a daily basis.
10. Secure lockup of its own tools, materials, and equipment.
11. Construction aids and miscellaneous services and facilities necessary exclusively for its own construction activities.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01125

**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01300 – Submittals**

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for Submittals required for performance of the Work, including the following:
  - 1. Construction Manager’s Construction Schedule.
  - 2. Submittal Schedule.
  - 3. Shop Drawings.
  - 4. Product Data.
  - 5. Samples.
  - 6. Mockups.
  - 7. Quality Assurance Submittals.
- B. Administrative Submittals: Refer to other Division 1 Specification Sections and other Contract Documents for requirements for administrative Submittals. Such Submittals include, but are not limited to, the following:
  - 1. Permits.
  - 2. Applications for Payment.
  - 3. Insurance Certificates.
  - 4. List of Contractors and/or Subcontractors.
- C. Related Sections: The following Sections contain requirements that relate to this Section:
  - 1. Division 1 Section “Applications for Payment” specifies requirements for Submittal of the Schedule of Values.
  - 2. Division 1 Section “Project Management and Coordination” specifies requirements governing preparation and Submittal of required Coordination Drawings, and Submittal and distribution of meeting and conference minutes.
  - 3. Division 1 Section “Quality Requirements” specifies requirements for Submittal of inspection and test reports.
  - 4. Division 1 Section “Project Closeout” specifies requirements for Submittal of Project Record Documents and warranties at project closeout.

1.3 DEFINITIONS

- A. Coordination Drawings show the relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in the space provided or to function as intended.

1. Preparation of Coordination Drawings is specified in Division 1 Specification Section "Project Management and Coordination" and may include components previously shown in detail on Shop Drawings or Product Data.
- B. Field samples are full-size physical examples erected on-site to illustrate finishes, coatings, or finish materials. Field samples are used to establish the standard by which the Work will be judged.
- C. Mockups are full-size assemblies for review of construction, coordination, testing, operation; they are not samples.

#### 1.4 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate preparation and processing of Submittals with performance of construction activities. Transmit each Submittal sufficiently in advance of performance of related construction activities to avoid delay.
  1. Coordinate each Submittal with fabrication, purchasing, testing, delivery, other Submittals, and related activities that require sequential activity.
  2. Coordinate transmittal of different types of Submittals for related elements of the Work so processing will not be delayed by the need to review Submittals concurrently for coordination.
    - a. The Architect reserves the right to withhold action on a Submittal requiring coordination with other Submittals until all related Submittals are received.
  3. Processing: To avoid the need to delay installation as a result of the time required to process Submittals, all sufficient time for Submittal review, including time for resubmittals.
    - a. Allow two (2) weeks for initial review. Allow additional time if the Architect must delay processing to permit coordination with subsequent Submittals.
    - b. If an intermediate Submittal is necessary, process the same as the initial Submittal.
    - c. Allow two (2) weeks for reprocessing each Submittal.
    - d. No extension of Contract Time will be authorized because of failure to transmit Submittals to the Architect sufficiently in advance of the Work to permit processing.
    - e. If it is determined that a Submittal needs to be reviewed in less than two (2) weeks to maintain the Construction Schedule, notify the Architect immediately.
- B. Submittal Preparation: Place a permanent label or title block on each Submittal for identification. Indicate the name of the entity that prepared each Submittal on the label or title block.
  1. Provide a space approximately 4 by 5 inches on the label or beside the title block on Shop Drawings to record the Construction Manager's review and approval markings and the action taken.
  2. Include the following information on the label for processing and recording action taken.
    - a. Project name.
    - b. Date.
    - c. Name and address of the Architect.
    - d. Name and address of the Construction Manager.
    - e. Name and address of the Contractor/Subcontractor.

- f. Name and address of the supplier.
  - g. Name of the manufacturer.
  - h. Number and title of appropriate Specification Section.
  - i. Drawing number and detail references, as appropriate.
- C. Submittal Transmittal: Package each Submittal appropriately for transmittal and handling. Transmit each Submittal from the Construction Manager to the Architect using a transmittal form. The Architect will **not** accept Submittals received from sources other than the Construction Manager.
- 1. On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including variations and limitations. Include Construction Manager's certification that information complies with Contract Document requirements.
  - 2. Transmittal Form: Use AIA Document G810 or Architect approved equal.

#### 1.5 CONSTRUCTION MANAGER'S CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Prepare a fully developed, horizontal bar-chart type, Construction Manager's Construction Schedule. Submit within thirty (30) days after the date established for "Commencement of the Work."
- 1. Provide a separate time bar for each significant construction activity. Provide a continuous vertical line to identify the first working day of each week. Use the same breakdown of units of the Work as indicated in the "Schedule of Values."
  - 2. Within each time bar, indicate estimated completion percentage in 10 percent increments. As Work progresses, place a contrasting mark in each bar to indicate Actual Completion.
  - 3. Prepare the schedule on a sheet, or series of sheets, of stable transparency, or other reproducible media, of sufficient width to show data for the entire construction period.
  - 4. Secure time commitments for performing critical elements of the Work from parties involved. Coordinate each element on the schedule with other construction activities; include minor elements involved in the sequence of the Work. Show each activity in proper sequence. Indicate graphically the sequences necessary for completion of related portions of the Work.
  - 5. Coordinate the Construction Manager's Construction Schedule with the Schedule of Values, list of Contracts, Submittal Schedule, progress reports, payment requests, and other schedules.
  - 6. Indicate completion in advance of the date established for Substantial Completion. Indicate Substantial Completion on the schedule to allow time for the Architect's procedures necessary for certification of Substantial Completion.
- B. Work Stages: Indicate important stages of construction for each major portion of the Work, including Submittal review, testing, and installation.
- C. Area Separations: Provide a separate time bar to identify each major construction area for each major portion of the Work. Indicate where each element in an area must be sequenced or integrated with other activities.
- D. Distribution: Follow response to the initial Submittal, print and distribute copies to the Architect, Owner, Contractors, and other parties required to comply with scheduled dates. Post copies in Project meeting room and temporary field office.

1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.
- E. Schedule Updating: Revise the schedule after each meeting, event, or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

## 1.6 SUBMITTAL SCHEDULE

- A. After development and acceptance of the Construction Manager's Construction Schedule, prepare a complete schedule of Submittals. Submit the schedule within seven (7) days of the date required for Submittal of the Construction Manager's Construction Schedule.
1. Coordinate Submittal Schedule with the list of subcontracts, Schedule of Values, and the list of products as well as the Construction Manager's Construction Schedule.
  2. Prepare the schedule in chronological order. Provide the following information:
    - a. Scheduled date for the first Submittal.
    - b. Related Section number.
    - c. Submittal category (Shop Drawings, Product Data, or Samples).
    - d. Name of the Contractor/Subcontractor.
    - e. Description of the part of the Work covered.
    - f. Scheduled date for resubmittal.
    - g. Scheduled date for the Architect's final release or approval.
- B. Distribution: Following response to the initial Submittal, print and distribute copies to the Architect, Owner, Contractors, Subcontractors, and other parties required to comply with Submittal dates indicated. Post copies in the Project meeting room and field office.
1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.
- C. Schedule Updating: Revise the schedule after each meeting or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

## 1.7 SHOP DRAWINGS

- A. Submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.
- B. Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates, and similar Drawings. Include the following information:
1. Dimensions.
  2. Identification of products and materials included by sheet and detail number.
  3. Compliance with specified standards.
  4. Notation of coordination requirements.
  5. Notation of dimensions established by field measurement.

6. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 x 11 inches but no larger than 36 x 48 inches.
7. Initial Submittal: Submit one (1) correctable, translucent, reproducible print and a minimum of four (4) blue- or black-line prints for the Architect's review. The Architect will return the reproducible print.
8. Final Submittal: Submit three (3) blue- or black-line prints and two (2) additional prints where required for maintenance manuals, plus the number of prints needed by the Architect for distribution. The Architect will retain two (2) prints and return the remainder.
  - a. The Construction Manager shall mark-up and retain two (2) of the returned prints as a "Record Document."
9. Do not use Shop Drawings without an appropriate final stamp indicating action taken.

## 1.8 PRODUCT DATA

- A. Collect Product Data into a single Submittal for each element of construction or system. Product Data includes printed information, such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves.
  1. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products that are not required, mark copies to indicate the applicable information. Include the following information:
    - a. Manufacturer's printed recommendations.
    - b. Compliance with the trade association standards.
    - c. Compliance with recognized testing agency standards.
    - d. Application of testing agency labels and seals.
    - e. Notation of dimensions verified by field measurements.
    - f. Notation of coordination requirements.
  2. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
  3. Submittals: Submit five (5) copies of each required Submittal; submit seven (7) copies where required for maintenance manuals. The Architect will retain a minimum of two (2) copies and will return the others marked with action taken and corrections or modifications required.
    - a. Unless noncompliance with Contract Document provisions is observed, the Submittal may serve as the final Submittal.
  4. Distribution: Furnish copies of final Submittal to installers, Contractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.
    - a. Do not proceed with installation until a copy of Product Data is in the Installer's possession.
    - b. Do not permit use of unmarked copies of Product Data in connection with construction.

## 1.9 SAMPLES

- A. Submit full-size, fully fabricated Sample which is cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.
1. Mount or display Samples in the manner to facilitate review of qualities indicated. Prepare Samples to match the Architect's Sample. Include the following:
    - a. Specification Section number and reference.
    - b. Generic description of the Sample.
    - c. Sample source.
    - d. Product name or name of the manufacturer.
    - e. Compliance with recognized standards.
    - f. Availability and delivery time.
  2. Submit Samples for review of size, kind, color, pattern, and texture. Submit Samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final Submittal and the actual component as delivered and installed.
    - a. Where variation in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least three (3) multiple units that show approximate limits of the variations.
    - b. Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
    - c. Refer to other Sections for Samples to be returned to the Construction Manager. for incorporation in the Work. Such Samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of Sample Submittals.
    - d. Samples not incorporated into the Work, or otherwise designated as the Owner's property, are the property of the Construction Manager. and shall be removed from the site prior to Substantial Completion.
  3. Preliminary Submittals: Submit a full set of choices where Samples are submitted for selection of color, pattern, texture, or similar characteristics from a range of standard choices.
    - a. The Architect will review and return preliminary Submittals with the Architect's notation, indicating selection and other action.
  4. Submittals: Except for Samples, illustrating assembly details, workmanship, fabrication techniques, connections, operation, and similar characteristics, submit five (5) sets. The Architect will return one (1) set marked with the action taken.
  5. Maintain sets of Samples, as returned, at the Project Site, for quality comparisons throughout the course of construction.
    - a. Unless noncompliance with Contract Document provisions is observed, the Submittal may serve as the final Submittal.
    - b. Sample sets may be used to obtain final acceptance of the construction associated with each set.
- B. Distribution of Samples: Prepare and distribute additional sets to Contractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.

#### 1.10 QUALITY ASSURANCE SUBMITTALS

- A. Submit quality-control Submittals, including design data, certifications, manufacturer's instructions, manufacturer's field reports, and other quality-control Submittals as required under other Sections of the Specifications.
- B. Certifications: Where other Sections of the Specifications require certification that a product, material, or installation complies with specified requirements, submit a notarized certification from the manufacturer certifying compliance with specified requirements.
  - 1. Signature: Certification shall be signed by an officer of the manufacturer or other individual authorized to sign documents on behalf of the company.
- C. Inspection and Test Reports: Requirements for Submittal of inspection and test reports from independent testing agencies are specified in Division 1 Section "Quality Requirements."

#### 1.11 ARCHITECT'S ACTION

- A. Except for Submittals for the record or information, where action and return are required, the Architect will review each Submittal, mark it to indicate the action taken, and return it promptly.
  - 1. Compliance with specified characteristics is the Construction Manager's responsibility.
- B. Action Stamp: The Architect will stamp each Submittal with a uniform, action stamp. The Architect will mark the stamp appropriately to indicate the action taken, as follows:
  - 1. Final Unrestricted Release: When the Architect marks a Submittal "No Exception Taken," the Work covered by the Submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.
  - 2. Final-But-Restricted Release: When the Architect marks a Submittal "Make Corrections Noted," the Work covered by the Submittal may proceed provided it complies with notations or corrections on the Submittal and requirements of the Contract Documents. Final payment depends on that compliance.
  - 3. Returned for Resubmittal: When the Architect marks a Submittal "Rejected" or "Revise/Resubmit," do not proceed with Work covered by the Submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new Submittal according to the notations; resubmit without delay. Repeat if necessary, to obtain different action mark.
    - a. Do not use, or allow others to use, Submittals marked "Rejected" or "Revise/Resubmit" at the Project Site or elsewhere where Work is in progress.
  - 4. Other Action: Where a Submittal is for information or record purposes or special processing or other activity, the Architect will return the Submittal marked "Not Reviewed."
- C. Unsolicited Submittals: The Architect will return unsolicited Submittals to the sender without action.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION 01300

**SUBMITTALS**

**01300 - 7**



**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01310 – Project Management and Coordination**

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. Coordination drawings.
  - 2. Requests for Information (RFIs).
  - 3. Project meetings.
- B. Related Sections:
  - 1. Division 1 Section "Summary of Multiple Contracts" for a description of the division of work among separate contracts and responsibility for coordination activities not in this Section.
  - 2. Division 1 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.

1.2 DEFINITIONS

- A. RFI: Request from the Owner, Construction Manager, Architect, and/or Contractor seeking information from each other during construction.

1.3 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
  - 1. Prepare similar memoranda for the Owner and separate Contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  - 1. Preparation of the Construction Manager's Construction Schedule.

2. Preparation of the schedule of values.
3. Installation and removal of temporary facilities and controls.
4. Delivery and processing of submittals.
5. Progress meetings.
6. Preinstallation conferences.
7. Project closeout activities.
8. Startup and adjustment of systems.
9. Project closeout activities.

#### 1.4 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings in accordance with requirements in individual Sections, where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
    - a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, plumbing, sprinkler, and electrical systems.
    - b. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire protection, fire alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid.
  2. Plenum Space: Indicate sub-framing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within ceiling plenum to accommodate layout of light fixtures indicated on Drawings.
  3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire protection, fire alarm, and electrical equipment.
  4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
  5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.

6. Review: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are the Contractor's responsibility.

#### 1.5 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, the Construction Manager shall prepare and submit an RFI in the form specified.
  1. Architect will return RFIs submitted to Architect by other entities controlled by the Construction Manager with no response.
  2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Construction Manager's work or work of the Contractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
  1. Project name.
  2. Project number.
  3. Date.
  4. Name of Contractor or Subcontractor.
  5. Name of Architect and Construction Manager.
  6. RFI number, numbered sequentially.
  7. RFI subject.
  8. Specification Section number and title and related paragraphs, as appropriate.
  9. Drawing number and detail references, as appropriate.
  10. Field dimensions and conditions, as appropriate.
  11. Construction Manager's suggested resolution. If the Construction Manager's solution(s) impacts the Contract Time or the Contract Sum, the Construction Manager shall state impact in the RFI.
  12. Construction Manager's signature.
  13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
- C. RFI Forms: AIA Document G716 or form acceptable to Architect and Construction Manager.
- D. Architect's and Construction Manager's Action: The Architect and Construction Manager will review each RFI, determine action required, and respond. Allow fourteen (14) working days for the Architect's response for each RFI. RFIs received by Architect or Construction Manager after 1:00 p.m. will be considered as received the following working day.
  1. The following RFIs will be returned without action:

- a. Requests for approval of submittals.
  - b. Requests for approval of substitutions.
  - c. Requests for coordination information already indicated in the Contract Documents.
  - d. Requests for adjustments in the Contract Time or the Contract Sum.
  - e. Requests for interpretation of Architect's actions on submittals.
  - f. Incomplete RFIs or inaccurately prepared RFIs.
2. The Architect's action may include a request for additional information, in which case, the Architect's time for response will date from time of receipt of additional information.
  3. The Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 1 Section "Modification Procedures."
    - a. If the Contractor believes the RFI response warrants a change in the Contract Time or the Contract Sum, notify the Architect and Construction Manager in writing within seven (7) days of receipt of the RFI response.
- E. On receipt of the Architect's and Construction Manager's action, update the RFI log and immediately distribute the RFI response to affected parties. Review the response and notify the Architect and Construction Manager within seven (7) days if the Contractor disagrees with the response.
- F. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit the log weekly to the Architect.
1. Project name.
  2. Name and address of Contractor.
  3. Name and address of Architect and Construction Manager.
  4. RFI number including RFIs that were dropped and not submitted.
  5. RFI description.
  6. Date the RFI was submitted.
  7. Date Architect's and Construction Manager's response was received.
  8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
  9. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

#### 1.6 PROJECT MEETINGS

- A. General: The Construction Manager shall schedule and conduct meetings and conferences at the Project site, unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify the Owner and Architect of scheduled meeting dates and times.
  2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.

3. Minutes: The Construction Manager will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three (3) days of the meeting.
- B. Preconstruction Conference: The Construction Manager will schedule and conduct, in association with the Architect, a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than fifteen (15) days after execution of the Agreement.
1. Attendees: Authorized representatives of the Owner, Architect, and their consultants; the Construction Manager and its superintendent; major Contractors; major Subcontractor, Suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Tentative construction schedule.
    - b. Phasing.
    - c. Critical work sequencing and long-lead items.
    - d. Designation of key personnel and their duties.
    - e. Procedures for processing field decisions and Change Orders.
    - f. Procedures for RFIs.
    - g. Procedures for testing and inspecting.
    - h. Procedures for processing Applications for Payment.
    - i. Distribution of the Contract Documents.
    - j. Submittal procedures.
    - k. Sustainable design requirements.
    - l. Preparation of record documents.
    - m. Use of the premises.
    - n. Work restrictions.
    - o. Working hours.
    - p. Owner's occupancy requirements.
    - q. Responsibility for temporary facilities and controls.
    - r. Procedures for moisture and mold control.
    - s. Procedures for disruptions and shutdowns.
    - t. Construction waste management and recycling.
    - u. Parking availability.
    - v. Office, work, and storage areas.
    - w. Equipment deliveries and priorities.
    - x. First aid.
    - y. Security.
    - z. Progress cleaning.
  3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise the Architect and Construction Manager of scheduled meeting dates.
  2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:

- a. Contract Documents.
  - b. Options.
  - c. Related RFIs.
  - d. Related Change Orders.
  - e. Purchases.
  - f. Deliveries.
  - g. Submittals.
  - h. Review of mockups.
  - i. Possible conflicts.
  - j. Compatibility problems.
  - k. Time schedules.
  - l. Weather limitations.
  - m. Manufacturer's written recommendations.
  - n. Warranty requirements.
  - o. Compatibility of materials.
  - p. Acceptability of substrates.
  - q. Temporary facilities and controls.
  - r. Space and access limitations.
  - s. Regulations of authorities having jurisdiction.
  - t. Testing and inspecting requirements.
  - u. Installation procedures.
  - v. Coordination with other work.
  - w. Required performance results.
  - x. Protection of adjacent work.
  - y. Protection of construction and personnel.
- 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
  - 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
  - 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Progress Meetings: The Construction Manager shall conduct progress meetings at bi-weekly (every two weeks) intervals.
- 1. Attendees: In addition to representatives of the Owner, Construction Manager, and Architect, each Contractor, Subcontractor, Supplier, and other entities concerned with the current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
  - 2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
    - a. Construction Manager's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Construction Manager's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
      - 1) Review schedule for next period.

- b. Review present and future needs of each entity present, including the following:
  - 1) Interface requirements.
  - 2) Sequence of operations.
  - 3) Status of submittals.
  - 4) Deliveries.
  - 5) Off-site fabrication.
  - 6) Access.
  - 7) Site utilization.
  - 8) Temporary facilities and controls.
  - 9) Progress cleaning.
  - 10) Quality and work standards.
  - 11) Status of correction of deficient items.
  - 12) Field observations.
  - 13) Status of RFIs.
  - 14) Status of proposal requests.
  - 15) Pending changes.
  - 16) Status of Change Orders.
  - 17) Pending claims and disputes.
  - 18) Documentation of information for payment requests.
  
- 3. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
  - a. Schedule Updating: Revise the Construction Manager's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue a revised schedule concurrently with the report of each meeting.

## 1.7 CLEANING AND PROTECTION

- A. During handling and installation, clean and protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
  - 1. Clean and protect construction in progress and adjoining materials in place, during handling and installation. Apply protective covering where required to assure protection from damage or deterioration at Substantial Completion.
  - 2. Clean and maintain completed construction as often as necessary through the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
  
- B. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to, the following:
  - 1. Excessive static or dynamic loading.
  - 2. Excessive internal or external pressures.
  - 3. Excessively high or low temperatures.
  - 4. Thermal shock.
  - 5. Excessively high or low humidity.
  - 6. Air contamination or pollution.

7. Water or ice.
8. Solvents.
9. Chemicals.
10. Light.
11. Radiation.
12. Puncture.
13. Abrasion.
14. Heavy traffic.
15. Soiling, staining, and corrosion.
16. Bacteria.
17. Rodent and insect infestation.
18. Combustion.
19. Electrical current.
20. High-speed operation.
21. Improper lubrication.
22. Unusual wear or other misuse.
23. Contact between incompatible materials.
24. Destructive testing.
25. Misalignment.
26. Excessive weathering.
27. Unprotected storage.
28. Improper shipping or handling
29. Theft.
30. Vandalism.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01310



**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01320 – Construction Progress Documentation**

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
  - 1. Construction Manager's construction schedule.
  - 2. Daily construction reports.
  - 3. Field condition reports.
- B. Related Section:
  - 1. Division 1 Section "Summary of Multiple Contracts" for preparing a combined Contractor's Construction Schedule.

1.2 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
  - 1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
  - 2. Predecessor Activity: An activity that precedes another activity in the network.
  - 3. Successor Activity: An activity that follows another activity in the network.
- B. CPM: Critical Path Method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of the Project.
- C. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- D. Float: The measure of leeway in starting and completing an activity.
  - 1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.

1.3 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:
  - 1. PDF electronic file.
  - 2. Five (5) paper copies.
- B. Start-up Network Diagram: Of size required to display entire network for entire construction period. Show logic ties for activities.

- C. Construction Manager's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
  - 1. Submit a working electronic copy of schedule, using software indicated, and labeled to comply with requirements for submittals. Include type of schedule (initial or updated) and date on label.
- D. CPM Reports: Concurrent with CPM schedule, submit each of the following reports. Format for each activity in reports shall contain activity number, activity description, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float in calendar days.
  - 1. Activity Report: List of all activities sorted by activity number and then early start date, or actual start date if known.
  - 2. Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date if known.
  - 3. Total Float Report: List of all activities sorted in ascending order of total float.
  - 4. Earnings Report: Compilation of the Construction Manager's total earnings from commencement of the Work until most recent Application for Payment.
- E. Daily Construction Reports: Submit at weekly intervals.
- F. Field Condition Reports: Submit at time of discovery of differing conditions.

#### 1.4 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.
- B. Coordinate the Construction Manager's construction schedule with the schedule of values, list of contracts, subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.
  - 1. Secure time commitments for performing critical elements of the Work from entities involved.
  - 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

### PART 2 - PRODUCTS

#### 2.1 CONSTRUCTION MANAGER'S CONSTRUCTION SCHEDULE - GENERAL

- A. Time Frame: Extend schedule from date established for commencement of the Work to date of final completion.
  - 1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- B. Activities: Treat each story or separate area as a separate numbered activity for each principal element of the Work. Comply with the following:
  - 1. Activity Duration: Define activities so no activity is longer than twenty (20) days, unless specifically allowed by Architect.

2. Procurement Activities: Include procurement process activities for the following long lead items and major items, requiring a cycle of more than sixty (60) days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
  3. Submittal Review Time: Include review and resubmittal times indicated in Division 1 Section "Submittal Procedures" in schedule. Coordinate submittal review times in Construction Manager's construction schedule with submittal schedule.
  4. Startup and Testing Time: Include not less than fifteen (15) days for startup and testing.
  5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion and allow time for the Architect's and Construction Manager's administrative procedures necessary for certification of Substantial Completion.
  6. Punch List and Final Completion: Include not more than thirty (30) days for punch list and final completion.
- C. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
1. Phasing: Arrange list of activities on schedule by phase.
  2. Work under More Than One (1) Contract: Include a separate activity for each contract.
  3. Work by Owner: Include a separate activity for each portion of the Work performed by the Owner and/or the Owner's Contractors.
  4. Work Restrictions: Show the effect of the following items on the schedule:
    - a. Coordination with existing construction.
    - b. Limitations of continued occupancies.
    - c. Uninterruptible services.
    - d. Partial occupancy before Substantial Completion.
    - e. Use of premises restrictions.
    - f. Provisions for future construction.
    - g. Seasonal variations.
    - h. Environmental control.
  5. Work Stages: Indicate important stages of construction for each major portion of the Work.
- D. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and final completion.
- E. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
1. Unresolved issues.
  2. Unanswered RFIs.
  3. Rejected or unreturned submittals.

4. Notations on returned submittals.
- F. Recovery Schedule: When periodic update indicates the Work is fourteen (14) or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Construction Manager intends to regain compliance with the schedule.
- G. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.

## 2.2 CONSTRUCTION MANAGER'S CONSTRUCTION SCHEDULE - (GANTT CHART)

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type Construction Manager's construction schedule within seven (7) days of the date established for commencement of the Work.
- B. Preparation: Indicate each significant construction activity separately. Identify the first workday of each week with a continuous vertical line.
  1. For construction activities that require three (3) months or longer to complete, indicate an estimated completion percentage in ten percent (10%) increments within time bar.

## 2.3 CONSTRUCTION MANAGER'S CONSTRUCTION SCHEDULE - (CPM SCHEDULE)

- A. General: Prepare network diagrams using AON (activity-on-node) format.
- B. Start-up Network Diagram: Submit a diagram within seven (7) days of the date established for commencement of the Work. Outline significant construction activities for the first ninety (90) days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.
- C. CPM Schedule: Prepare the Construction Manager's construction schedule using a time-scaled CPM network analysis diagram for the Work.
  1. Develop a network diagram in sufficient time to submit the CPM schedule so it can be accepted for use no later than seven (7) days after the date established for the commencement of the Work.
    - a. Failure to include any work item required for performance of this Contract shall not excuse the Construction Manager from completing all work within applicable completion dates, regardless of Architect's approval of the schedule.
  2. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
  3. Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule in order to correlate with Contract Time.
- D. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the start-up network diagram, prepare a skeleton network to identify probable critical paths.
  1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:

- a. Preparation and processing of submittals.
  - b. Mobilization and demobilization.
  - c. Purchase of materials.
  - d. Delivery.
  - e. Fabrication.
  - f. Utility interruptions.
  - g. Installation.
  - h. Work by the Owner that may affect or be affected by the Construction Manager's activities.
  - i. Testing.
  - j. Punch list and final completion.
  - k. Activities occurring following final completion.
2. Critical Path Activities: Identify critical path activities including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.
  3. Processing: Process data to produce output data on a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
  4. Format: Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.
    - a. Subnetworks on separate sheets are permissible for activities clearly off the critical path.
- E. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall project schedule.
- F. Initial Issue of Schedule: Prepare initial network diagram from a sorted activity list indicating straight "early start-total float." Identify critical activities. Prepare tabulated reports showing the following:
1. Contractor or subcontractor and the Work or activity.
  2. Description of activity.
  3. Principal events of activity.
  4. Immediately preceding and succeeding activities.
  5. Early and late start dates.
  6. Early and late finish dates.
  7. Activity duration in workdays.
  8. Total float or slack time.
  9. Average size of workforce.
  10. Dollar value of activity (coordinated with the schedule of values).
- G. Schedule Updating: Concurrent with revising the schedule, prepare tabulated reports showing the following:
1. Identification of activities that have changed.

2. Changes in early and late start dates.
3. Changes in early and late finish dates.
4. Changes in activity durations in workdays.
5. Changes in the critical path.
6. Changes in total float or slack time.
7. Changes in the Contract Time.

## 2.4 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
1. List of the Contractors, Subcontractors and Suppliers at the Project site.
  2. List of the Owner's Contractors at the Project site.
  3. Approximate count of personnel at the Project site.
  4. Equipment at the Project site.
  5. Material deliveries.
  6. High and low temperatures and general weather conditions, including presence of rain or snow.
  7. Accidents.
  8. Meetings and any significant decisions.
  9. Unusual events.
  10. Stoppages, delays, shortages, and losses.
  11. Meter readings and similar recordings.
  12. Emergency procedures.
  13. Orders and requests of authorities having jurisdiction.
  14. Change Orders received and implemented.
  15. Construction Change Directives received and implemented.
  16. Services connected and disconnected.
  17. Equipment or system tests and startups.
  18. Partial completions and occupancies.
  19. Substantial Completions authorized.
- B. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare and submit a detailed report. Submit the report with a Request for Information (RFI). Include a detailed description of the differing conditions together with recommendations for changing the Contract Documents.

## PART 3 - EXECUTION

### 3.1 CONSTRUCTION MANAGER'S CONSTRUCTION SCHEDULE

- A. Construction Manager's Construction Schedule Updating: At weekly intervals, update the schedule to reflect the actual construction progress and activities. Issue the schedule at each regularly scheduled progress meeting.
  - 1. Revise the schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue an updated schedule concurrently with the report of each such meeting.
  - 2. Include a report with the updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
  - 3. As the Work progresses, indicate the final completion percentage for each activity.
- B. Distribution: Distribute copies of the approved schedule to the Architect, Construction Manager, Owner, Contractors, Subcontractors, testing and inspecting agencies, and other parties identified by the Construction Manager with a need-to-know schedule responsibility.
  - 1. Post copies in the Project meeting rooms and temporary field offices.
  - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION 01320

**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01400 – Quality Requirements**

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Construction Manager and/or Contractor of responsibility for compliance with the Contract Document requirements.
  - 1. Specified tests, inspections, and related actions do not limit the Construction Manager's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
  - 2. Requirements for the Construction Manager and/or Contractor to provide quality-assurance and -control services required by the Architect, Owner, Construction Manager, Contractor and/or authorities having jurisdiction are not limited by the provisions of this Section.

1.2 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate the actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by the Architect and/or Construction Manager.
- C. Mockups: Full size physical assemblies that are constructed on-site. Mockups are constructed to verify selections made under sample submittals; to demonstrate aesthetic effects and, where indicated, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances. Mockups are not Samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will be judged.
  - 1. Laboratory Mockups: Full-size, physical assemblies constructed at testing facility to verify performance characteristics.
- D. Preconstruction Testing: Tests and inspections performed specifically for the Project before products and materials are incorporated into the Work to verify performance or compliance with specified criteria.
- E. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- F. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.
- G. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.



- H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- I. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
- 1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade or trades.
- J. Experienced: When used with an entity or individual, "experienced" means having successfully completed a minimum of five (5) previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

### 1.3 CONFLICTING REQUIREMENTS

- A. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer conflicting requirements that are different, but apparently equal, to Architect for a decision before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

### 1.4 INFORMATIONAL SUBMITTALS

- A. Construction Manager's Statement of Responsibility: When required by authorities having jurisdiction, submit a copy of the written statement of responsibility sent to the authorities having jurisdiction before starting work on the following systems.
  - 1. Seismic force resisting system, designated seismic system, or component listed in the designated seismic system quality assurance plan prepared by the Architect.
  - 2. Main wind-force resisting system or a wind-resisting component listed in the wind-force-resisting system quality assurance plan prepared by the Architect.
- B. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.

### 1.5 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
  - 1. Date of issue.
  - 2. Project title and number.
  - 3. Name, address, and telephone number of testing agency.
  - 4. Dates and locations of samples and tests or inspections.

5. Names of individuals making tests and inspections.
  6. Description of the Work and test and inspection method.
  7. Identification of product and Specification Section.
  8. Complete test or inspection data.
  9. Test and inspection results and an interpretation of test results.
  10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
  11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
  12. Name and signature of laboratory inspector.
  13. Recommendations on retesting and reinspecting.
- B. Manufacturer's Field Reports: Prepare written information documenting tests and inspections specified in other Sections. Include the following:
1. Name, address, and telephone number of the representative making the report.
  2. Statement on condition of substrates and their acceptability for installation of product.
  3. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  4. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  5. Other required items indicated in individual Specification Sections.
- C. Permits, Licenses, and Certificates: For the Owner's records, submit copies of all permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on the performance of the Work.

#### 1.6 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.

- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar to those indicated for this Project in material, design, and extent.
- F. Specialists: Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
  - 1. Requirements of authorities having jurisdiction shall supersede requirements for specialists.
- G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections; and where required by authorities having jurisdiction, that is acceptable to authorities.
  - 1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
  - 2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
- H. Manufacturer's Representative Qualifications: An authorized representative of the manufacturer who is trained and approved by the manufacturer to observe and inspect the installation of the manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. Preconstruction Testing: Where a testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:
  - 1. Construction Manager and/or Contractor responsibilities include the following:
    - a. Provide test specimens representative of proposed products and construction.
    - b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
    - c. Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
    - d. When testing is complete, remove test specimens, assemblies, mockups, and laboratory mockups; do not reuse products on Project.
  - 2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to the Architect, through the Construction Manager, with copy to the Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
- J. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
  - 1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect or Construction Manager.
  - 2. Notify the Architect and Construction Manager seven (7) days in advance of dates and times when mockups will be constructed.

3. Demonstrate the proposed range of aesthetic effects and workmanship.
  4. Obtain the Architect's and Construction Manager's approval of mockups before starting work, fabrication, and/or construction.
    - a. Allow seven (7) days for the initial review and each re-review of each mockup.
  5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
  6. Demolish and remove the mockups when directed, unless otherwise indicated.
- K. Laboratory Mockups: Comply with the requirements of preconstruction testing and those specified in individual Specification Sections in Divisions 2 through 16. Also, refer to the Project Manual and Drawings.

## 1.7 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as the Owner's responsibility, the Owner will engage a qualified testing agency to perform these services.
1. Owner will furnish the Construction Manager with the names, addresses, and telephone numbers of the testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
  2. The Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to the Construction Manager and the Contract Sum will be adjusted by Change Order.
- B. Construction Manager and Contractor Responsibilities: Tests and inspections not explicitly assigned to the Owner are the Construction Manager's and Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
1. Where services are indicated as Construction Manager's and Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
    - a. The Construction Manager and Contractor shall not employ the same entity engaged by the Owner, unless agreed to in writing by the Owner.
  2. Notify testing agencies at least forty-eight (48) hours in advance of time when Work that requires testing or inspecting will be performed.
  3. Where quality-control services are indicated as the Construction Manager's and Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
  4. Testing and inspecting requested by the Construction Manager and/or Contractor and not required by the Contract Documents are the Construction Manager's and Contractor's responsibility.
  5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Manufacturer's Field Services: Where indicated, engage a manufacturer's representative to observe and inspect the Work. Manufacturer's representative's services include examination of substrates and conditions, verification of materials, inspection of completed portions of the Work, and submittal of written reports.

- D. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- E. Testing Agency Responsibilities: Cooperate with the Owner, Architect, Construction Manager, Contractor, and the Subcontractor in the performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify the Architect, Construction Manager, Contractor, and the Subcontractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
  2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
  3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
  4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Construction Manager.
  5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
  6. Do not perform any duties of the Construction Manager, Contractor, and/or the Subcontractor.
- F. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify the agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
  2. Incidental labor and facilities necessary to facilitate tests and inspections.
  3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
  4. Facilities for storage and field curing of test samples.
  5. Delivery of samples to testing agencies.
  6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
  7. Security and protection for samples and for testing and inspecting equipment at Project site.
- G. Coordination: Coordinate the sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.

## 1.8 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Conducted by a qualified testing agency and/or special inspector as required by authorities having jurisdiction, as indicated in individual Specification Sections, and as follows:
1. Notifying the Architect, Construction Manager, Contractor, and the Subcontractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
  2. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect, through the Construction Manager, with a copy to the Contractor and to authorities having jurisdiction.
  3. Submitting a final report of special tests and inspections at Substantial Completion which includes a list of unresolved deficiencies.
  4. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
  5. Retesting and reinspecting corrected work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

### 3.1 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair the damaged construction and restore substrates and finishes.
1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Division 1 Section "Execution."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are the Construction Manager's responsibility regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01400

**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01420 - References**

PART 1 - GENERAL

1.1 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.2 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
  - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

1.3 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Thomson Gale's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."

- B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list.

AA	Aluminum Association, Inc. (The)
AAADM	American Association of Automatic Door Manufacturers
AABC	Associated Air Balance Council
AAMA	American Architectural Manufacturers Association
AASHTO	American Association of State Highway and Transportation Officials
AATCC	American Association of Textile Chemists and Colorists
ABAA	Air Barrier Association of America
ABMA	American Bearing Manufacturers Association
ACI	American Concrete Institute
ACPA	American Concrete Pipe Association
AEIC	Association of Edison Illuminating Companies, Inc. (The)
AF&PA	American Forest & Paper Association
AGA	American Gas Association
AGC	Associated General Contractors of America (The)
AHA	American Hardboard Association (Now part of CPA)
AHAM	Association of Home Appliance Manufacturers
AI	Asphalt Institute
AIA	American Institute of Architects (The)
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
AITC	American Institute of Timber Construction
ALCA	Associated Landscape Contractors of America (Now PLANET - Professional Landcare Network)
ALSC	American Lumber Standard Committee, Incorporated
AMCA	Air Movement and Control Association International, Inc.
ANSI	American National Standards Institute
AOSA	Association of Official Seed Analysts, Inc.
APA	Architectural Precast Association
APA	APA - The Engineered Wood Association



APA EWS	APA - The Engineered Wood Association; Engineered Wood Systems (See APA - The Engineered Wood Association)
API	American Petroleum Institute
ARI	Air-Conditioning & Refrigeration Institute
ARMA	Asphalt Roofing Manufacturers Association
ASCE	American Society of Civil Engineers
ASCE/SEI	American Society of Civil Engineers/Structural Engineering Institute (See ASCE)
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ASME	ASME International (American Society of Mechanical Engineers International)
ASSE	American Society of Sanitary Engineering
ASTM	ASTM International (American Society for Testing and Materials International)
AWCI	Association of the Wall and Ceiling Industry
AWCMA	American Window Covering Manufacturers Association (Now WCMA)
AWI	Architectural Woodwork Institute
AWPA	American Wood Protection Association (Formerly: American Wood Preservers' Association)
AWS	American Welding Society
AWWA	American Water Works Association
BHMA	Builders Hardware Manufacturers Association
BIA	Brick Industry Association (The)
BICSI	BICSI, Inc.
BIFMA	BIFMA International (Business and Institutional Furniture Manufacturer's Association International)
BISSC	Baking Industry Sanitation Standards Committee
BWF	Badminton World Federation (Formerly: IBF - International Badminton Federation)
CCC	Carpet Cushion Council
CDA	Copper Development Association
CEA	Canadian Electricity Association
CEA	Consumer Electronics Association

CFFA	Chemical Fabrics & Film Association, Inc.
CGA	Compressed Gas Association
CIMA	Cellulose Insulation Manufacturers Association
CISCA	Ceilings & Interior Systems Construction Association
CISPI	Cast Iron Soil Pipe Institute
CLFMI	Chain Link Fence Manufacturers Institute
CRRC	Cool Roof Rating Council
CPA	Composite Panel Association
CPPA	Corrugated Polyethylene Pipe Association
CRI	Carpet and Rug Institute (The)
CRSI	Concrete Reinforcing Steel Institute
CSA	Canadian Standards Association
CSA	CSA International (Formerly: IAS - International Approval Services)
CSI	Cast Stone Institute
CSI	Construction Specifications Institute (The)
CSSB	Cedar Shake & Shingle Bureau
CTI	Cooling Technology Institute (Formerly: Cooling Tower Institute)
DHI	Door and Hardware Institute
EIA	Electronic Industries Alliance
EIMA	EIFS Industry Members Association
EJCDC	Engineers Joint Contract Documents Committee
EJMA	Expansion Joint Manufacturers Association, Inc.
ESD	ESD Association (Electrostatic Discharge Association)
ETL SEMCO	Intertek ETL SEMCO (Formerly: ITS - Intertek Testing Service NA)
FIBA	Federation Internationale de Basketball (The International Basketball Federation)
FIVB	Federation Internationale de Volleyball (The International Volleyball Federation)
FM Approvals	FM Approvals LLC

FM Global	FM Global (Formerly: FMG - FM Global)
FMRC	Factory Mutual Research (Now FM Global)
FRSA	Florida Roofing, Sheet Metal & Air Conditioning Contractors Association, Inc.
FSA	Fluid Sealing Association
FSC	Forest Stewardship Council
GA	Gypsum Association
GANA	Glass Association of North America
GRI	(Part of GSI)
GS	Green Seal
GSI	Geosynthetic Institute
HI	Hydraulic Institute
HI	Hydronics Institute
HMMA	Hollow Metal Manufacturers Association (Part of NAAMM)
HPVA	Hardwood Plywood & Veneer Association
HPW	H. P. White Laboratory, Inc.
IAS	International Approval Services (Now CSA International)
IBF	International Badminton Federation (Now BWF)
ICEA	Insulated Cable Engineers Association, Inc.
ICRI	International Concrete Repair Institute, Inc.
IEC	International Electrotechnical Commission
IEEE	Institute of Electrical and Electronics Engineers, Inc. (The)
IESNA	Illuminating Engineering Society of North America
IEST	Institute of Environmental Sciences and Technology
IGCC	Insulating Glass Certification Council
IGMA	Insulating Glass Manufacturers Alliance
ILI	Indiana Limestone Institute of America, Inc.
ISO	International Organization for Standardization Available from ANSI

ISSFA	International Solid Surface Fabricators Association
ITS	Intertek Testing Service NA (Now ETL SEMCO)
ITU	International Telecommunication Union
KCMA	Kitchen Cabinet Manufacturers Association
LMA	Laminating Materials Association (Now part of CPA)
LPI	Lightning Protection Institute
MBMA	Metal Building Manufacturers Association
MFMA	Maple Flooring Manufacturers Association, Inc.
MFMA	Metal Framing Manufacturers Association, Inc.
MH	Material Handling (Now MHIA)
MHIA	Material Handling Industry of America
MIA	Marble Institute of America
MPI	Master Painters Institute
MSS	Manufacturers Standardization Society of The Valve and Fittings Industry Inc.
NAAMM	National Association of Architectural Metal Manufacturers
NACE	NACE International (National Association of Corrosion Engineers International)
NADCA	National Air Duct Cleaners Association
NAGWS	National Association for Girls and Women in Sport
NAIMA	North American Insulation Manufacturers Association
NBGQA	National Building Granite Quarries Association, Inc.
NCAA	National Collegiate Athletic Association (The)
NCMA	National Concrete Masonry Association
NCPI	National Clay Pipe Institute
NCTA	National Cable & Telecommunications Association
NEBB	National Environmental Balancing Bureau
NECA	National Electrical Contractors Association
NeLMA	Northeastern Lumber Manufacturers' Association
NEMA	National Electrical Manufacturers Association

NETA	InterNational Electrical Testing Association
NFHS	National Federation of State High School Associations
NFPA	NFPA (National Fire Protection Association)
NFRC	National Fenestration Rating Council
NGA	National Glass Association
NHLA	National Hardwood Lumber Association
NLGA	National Lumber Grades Authority
NOFMA	NOFMA: The Wood Flooring Manufacturers Association (Formerly: National Oak Flooring Manufacturers Association)
NOMMA	National Ornamental & Miscellaneous Metals Association
NRCA	National Roofing Contractors Association
NRMCA	National Ready Mixed Concrete Association
NSF	NSF International (National Sanitation Foundation International)
NSSGA	National Stone, Sand & Gravel Association
NTMA	National Terrazzo & Mosaic Association, Inc. (The)
NTRMA	National Tile Roofing Manufacturers Association (Now TRI)
NWWDA	National Wood Window and Door Association (Now WDMA)
OPL	Omega Point Laboratories, Inc. (Now ITS)
PCI	Precast/Prestressed Concrete Institute
PDCA	Painting & Decorating Contractors of America
PDI	Plumbing & Drainage Institute
PGI	PVC Geomembrane Institute
PLANET	Professional Landcare Network (Formerly: ACLA - Associated Landscape Contractors of America)
PTI	Post-Tensioning Institute
RCSC	Research Council on Structural Connections
RFCI	Resilient Floor Covering Institute
RIS	Redwood Inspection Service

SAE	SAE International
SDI	Steel Deck Institute
SDI	Steel Door Institute
SEFA	Scientific Equipment and Furniture Association
SEI/ASCE	Structural Engineering Institute/American Society of Civil Engineers (See ASCE)
SGCC	Safety Glazing Certification Council
SIA	Security Industry Association
SIGMA	Sealed Insulating Glass Manufacturers Association (Now IGMA)
SJI	Steel Joist Institute
SMA	Screen Manufacturers Association
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association
SMPTE	Society of Motion Picture and Television Engineers
SPFA	Spray Polyurethane Foam Alliance (Formerly: SPI/SPFD - The Society of the Plastics Industry, Inc.; Spray Polyurethane Foam Division)
SPIB	Southern Pine Inspection Bureau (The)
SPRI	Single Ply Roofing Industry
SSINA	Specialty Steel Industry of North America
SSPC	SSPC: The Society for Protective Coatings
STI	Steel Tank Institute
SWI	Steel Window Institute
SWRI	Sealant, Waterproofing, & Restoration Institute
TCA	Tile Council of America, Inc. (Now TCNA)
TCNA	Tile Council of North America, Inc.
TIA/EIA	Telecommunications Industry Association/Electronic Industries Alliance
TMS	The Masonry Society
TPI	Truss Plate Institute, Inc.
TPI	Turfgrass Producers International
TRI	Tile Roofing Institute

UL	Underwriters Laboratories Inc.
UNI	Uni-Bell PVC Pipe Association
USAV	USA Volleyball
USGBC	U.S. Green Building Council
USITT	United States Institute for Theatre Technology, Inc.
WASTEC	Waste Equipment Technology Association
WCLIB	West Coast Lumber Inspection Bureau
WCMA	Window Covering Manufacturers Association
WCSC	Window Covering Safety Council (Formerly: WCMA - Window Covering Manufacturers Association)
WDMA	Window & Door Manufacturers Association (Formerly: NWWDA - National Wood Window and Door Association)
WI	Woodwork Institute (Formerly: WIC - Woodwork Institute of California)
WIC	Woodwork Institute of California (Now WI)
WMMPA	Wood Moulding & Millwork Producers Association
WSRCA	Western States Roofing Contractors Association
WWPA	Western Wood Products Association

C. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list.

IAPMO	International Association of Plumbing and Mechanical Officials
ICC	International Code Council
ICC-ES	ICC Evaluation Service, Inc.
UBC	Uniform Building Code (See ICC)

D. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

CE	Army Corps of Engineers
CPSC	Consumer Product Safety Commission
DOC	Department of Commerce
DOD	Department of Defense

DOE	Department of Energy
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FDA	Food and Drug Administration
GSA	General Services Administration
HUD	Department of Housing and Urban Development
LBL	Lawrence Berkeley National Laboratory
NCHRP	National Cooperative Highway Research Program (See TRB)
NIST	National Institute of Standards and Technology
OSHA	Occupational Safety & Health Administration
PBS	Public Buildings Service (See GSA)
PHS	Office of Public Health and Science
RUS	Rural Utilities Service (See USDA)
SD	State Department
TRB	Transportation Research Board
USDA	Department of Agriculture
USPS	Postal Service

- E. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

ADAAG	Americans with Disabilities Act (ADA) Architectural Barriers Act (ABA) Accessibility Guidelines for Buildings and Facilities Available from U.S. Access Board
CFR	Code of Federal Regulations Available from Government Printing Office
DOD	Department of Defense Military Specifications and Standards Available from Department of Defense Single Stock Point
DSCC	Defense Supply Center Columbus (See FS)



FED-STD	Federal Standard (See FS)
FS	Federal Specification Available from Department of Defense Single Stock Point  Available from Defense Standardization Program  Available from General Services Administration  Available from National Institute of Building Sciences
FTMS	Federal Test Method Standard (See FS)
MIL	(See MILSPEC)
MIL-STD	(See MILSPEC)
MILSPEC	Military Specification and Standards Available from Department of Defense Single Stock Point
UFAS	Uniform Federal Accessibility Standards Available from Access Board

F. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

CBHF	State of California, Department of Consumer Affairs Bureau of Home Furnishings and Thermal Insulation
CCR	California Code of Regulations
CPUC	California Public Utilities Commission
TFS	Texas Forest Service Forest Resource Development

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01420

**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01600 – Product Requirements**

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Section:
  - 1. Division 1 Section "Product Substitutions" for requests for substitutions.

1.2 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
  - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
  - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
  - 3. Comparable Product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.3 ACTION SUBMITTALS

- A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
  - 1. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one (1) week of receipt of a comparable product request. Architect will notify the Contractor through the Construction Manager of approval or rejection of proposed comparable product request within fifteen (15) days of receipt of request, or seven (7) days of receipt of additional information or documentation, whichever is later.
    - a. Form of Approval: As specified in Division 1 Section "Submittals."
    - b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.

- B. Basis-of-Design Product Specification Submittal: Comply with requirements in Division 1 Section "Submittals" Show compliance with requirements.

#### 1.4 QUALITY ASSURANCE

- A. Compatibility of Options: If the Contractor is given the option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.

#### 1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with the manufacturer's written instructions.

- B. Delivery and Handling:

1. Schedule delivery to minimize long-term storage at the Project site and to prevent overcrowding of the construction spaces.
2. Coordinate delivery with the installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
3. Deliver products to the Project site in an undamaged condition in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.

- C. Storage:

1. Store products to allow for inspection and measurement of quantity or counting of units.
2. Store materials in a manner that will not endanger the Project structure.
3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
4. Store foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
5. Comply with the product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
6. Protect stored products from damage and liquids from freezing.

#### 1.6 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve the Contractor of obligations under requirements of the Contract Documents.

1. Manufacturer's Warranty: A written warranty furnished by the individual manufacturer for a particular product and specifically endorsed by the manufacturer to the Owner.
  2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights to the Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
  2. Specified Form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
  3. Refer to Divisions 2 through 16 Sections for specific content requirements and particular requirements for submitting special warranties. Refer to both the Project Manual and the Drawings.
- C. Submittal Time: Comply with requirements in Division 1 Section "Project Closeout."

## PART 2 - PRODUCTS

### 2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
  2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
  3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
  4. Where products are accompanied by the term "as selected," Architect will make selection.
  5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
- B. Product Selection Procedures:
1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for the Contractor's convenience will not be considered.
  2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for the Contractor's convenience will not be considered.
  3. Products:
    - a. Restricted List: Where Specifications include a list of names of both manufacturers and products, provide one (1) of the products listed that

complies with the requirements. Comparable products or substitutions for the Contractor's convenience will not be considered unless otherwise indicated.

- b. Nonrestricted List: Where Specifications include a list of names of both available manufacturers and products, provide one (1) of the products listed, or an unnamed product, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product.

4. Manufacturers:

- a. Restricted List: Where Specifications include a list of manufacturers' names, provide a product by one (1) of the manufacturers listed that complies with requirements. Comparable products or substitutions for the Contractor's convenience will not be considered, unless otherwise indicated.

- b. Nonrestricted List: Where Specifications include a list of available manufacturers, provide a product by one (1) of the manufacturers listed, or a product by an unnamed manufacturer, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed manufacturer's product.

5. Basis-of-Design Product: Where the Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one (1) of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one (1) of the other named manufacturers.

- C. Visual Matching Specification: Where Specifications require "match Architect's sample", provide a product that complies with requirements and matches the Architect's sample. The Architect's decision will be final on whether a proposed product matches.

- 1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Division 1 Section "Product Substitutions" for proposal of product.

- D. Visual Selection Specification: Where Specifications include the phrase "as selected by the Architect from the manufacturer's full range" or similar phrase, select a product that complies with requirements. The Architect will select the color, gloss, pattern, density, and/or texture from the manufacturer's product line that includes both standard and premium items.

## 2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration: The Architect will consider the Construction Manager's and/or Contractor's request for a comparable product when the following conditions are satisfied. If the following conditions are not satisfied, the Architect may return requests without action, except to record noncompliance with these requirements:

- 1. Evidence that the proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work.
- 2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.

3. Evidence that proposed product provides or exceeds the specified warranty.
4. List of similar installations for completed projects with project names and addresses and names and addresses of Architects and Owners, if requested.
5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01600

**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01631 – Product Substitutions**

PART 1 – GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for handling request for substitutions made after award of the Contract.

1.2 DEFINITIONS

- A. Substitutions: Requests for changes in products, materials, equipment, and methods of construction required by Contract Documents proposed by the Contractor after award of the Contract are considered requests for "substitutions." The following are not considered substitutions:
1. Substitutions requested during the bidding period and accepted prior to award of the Contract.
  2. Revisions to the Contract Documents requested by the Owner or Architect.
  3. Specified options of products and construction methods included in the Contract Documents.
  4. Compliance with governing regulations and orders issued by governing authorities.

1.3 SUBMITTALS

- A. Requests for substitution will be considered if received within sixty (60) days after commencement of the Work. Requests received more than sixty (60) days after commencement of the Work may be considered or rejected at the discretion of the Architect.
1. Submit five (5) copies minimum of each request for substitution in the form and in accordance with procedures for Change Order proposals.
  2. Identify the product or installation method to be replaced in each request. Include related Specification Section and Drawing numbers. Document compliance with requirements for substitutions, and the following information, as appropriate:
    - a. Product Data, including Drawings and descriptions of products, fabrication, and installation procedures.
    - b. Samples, where applicable or requested.
    - c. A comparison of significant qualities of the proposed substitution with those specified.
    - d. A list of changes or modifications needed to other parts of the Work and to construction performed by the Owner and separate Contractors, that will be necessary to accommodate the proposed substitution.
    - e. A statement indicating the substitution's effect on the Construction Schedule compared to the Schedule without approval of the substitution. Indicate the effect of the proposed substitution on overall Contract Time.
    - f. Cost information, including a proposal of the net change, if any in the Contract Sum.
    - g. Certification that the substitution is equal-to or better in every respect to that required by Contract Documents, and that it will perform adequately in application indicated. Include the Contractor's waiver of rights to additional payment or time, that may be necessary because of the substitution's failure to perform adequately.

3. Architect's Action: Within two (2) weeks of the receipt of the request for substitution, the Architect may request additional information necessary for evaluation. Within two (2) weeks of receipt of the request, or one (1) week of receipt of additional information, whichever is later, the Architect will notify the Contractor of acceptance or rejection. If a decision on use of a substitute cannot be made within the time allocated, use the product specified. Acceptance will be in the form of a Change Order.

## PART 2 – PRODUCTS

### 2.1 SUBSTITUTIONS

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



- B. The Contractor's submittal and Architect's acceptance of Shop Drawings, Product Data or Samples that relate to construction activities not complying with the Contract Documents does not constitute an acceptable or valid request for substitution, nor does it constitute approval.

PART 3 – EXECUTION (Not Applicable)

END OF SECTION 01631

**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01700 – Project Closeout**

**PART 1 – GENERAL**

**1.1 SUMMARY**

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
  - 1. Inspection procedures.
  - 2. Warranties.
  - 3. Final cleaning.
- B. Refer to Division 1 Section "Application for Payment" for requirements for Applications for Payment for Substantial and Final Completion.
- C. Refer to Division 1 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
- D. Refer to Division 1 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
- E. Refer to Division 1 Section "Demonstration and Training" for requirements for instructing Owner's personnel.

**1.2 SUBSTANTIAL COMPLETION**

- A. Preliminary Procedures: Before requesting inspection for determining the Date of Substantial Completion, complete the following. List items below that are incomplete in request.
  - 1. Prepare a list of items to be completed and corrected (punchlist), the value of items on the list, and reasons why the Work is not complete.
  - 2. Advise the Owner of pending insurance changeover requirements.
  - 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
  - 4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
  - 5. Prepare and submit Project Record Documents, operation and maintenance manuals, Final Completion construction photographs, damage or settlement surveys, property surveys, and similar final record information.
  - 6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
  - 7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
  - 8. Complete startup testing of systems.

9. Submit test/adjust/balance records.
  10. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
  11. Advise the Owner of changeover in heat and other utilities.
  12. Submit changeover information related to the Owner's occupancy, use, operation, and maintenance.
  13. Complete final cleaning requirements including touch up painting.
  14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of the request, the Architect will either proceed with the inspection or notify the Construction Manager of unfulfilled requirements. The Architect will prepare the Certificate of Substantial Completion after inspection or will notify the Construction Manager of items, either on Construction Manager's list or additional items identified by the Architect, that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
  2. Results of completed inspection will form the basis of requirements for Final Completion.

### 1.3 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting the final inspection for determining the Date of Final Completion, complete the following:
1. Submit a final Application for Payment according to Division 1 Section "Applications for Payment"
  2. Submit a certified copy of the Architect's Substantial Completion inspection list of items to be completed or corrected (punchlist), endorsed and dated by the Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
  3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
  4. Submit pest control final inspection report and warranty.
  5. Instruct the Owner's personnel in the operation, adjustment, and maintenance of products, equipment, and systems. Submit the demonstration and training videotapes/DVDs.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of the request, the Architect will either proceed with an inspection or notify the Construction Manager of unfulfilled requirements. The Architect will prepare a final Certificate for Payment after inspection or will notify the Construction Manager of construction that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

#### 1.4 LIST OF INCOMPLETE ITEMS (PUNCHLIST)

- A. Preparation: Submit three (3) copies of the punchlist. Include the name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by the Contractor that are outside the limits of construction.
  - 1. Organize the list of spaces in sequential order starting with the exterior areas first.
  - 2. Organize items that apply to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.

#### 1.5 WARRANTIES

- A. Submittal Time: Submit written warranties on request of the Architect for designated portions of the Work where commencement of warranties other than Date of Substantial Completion is indicated.
- B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
  - 1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
  - 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
  - 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- C. Provide additional copies of each warranty to include in operation and maintenance manuals.

### PART 2 – PRODUCTS

#### 2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

### PART 3 – EXECUTION

#### 3.1 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
  - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:

- a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
  - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
  - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
  - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
  - e. Remove snow and ice to provide safe access to building.
  - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
  - g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
  - h. Sweep concrete floors broom clean in unoccupied spaces.
  - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
  - j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
  - k. Remove labels that are not permanent.
  - l. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
    - 1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
  - m. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
  - n. Replace parts subject to unusual operating conditions.
  - o. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
  - p. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
  - q. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
  - r. Leave Project clean and ready for occupancy.
- C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid Project of rodents, insects, and other pests. Prepare a report.
- D. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION 01700

**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01730 – Execution**

PART 1 – GENERAL

1.1 SUMMARY

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
  - 1. Construction layout.
  - 2. General installation of products.
  - 3. Progress cleaning.
  - 4. Starting and adjusting.
  - 5. Protection of installed construction.
  - 6. Correction of the Work.
- B. Refer to Division 1 Section "Project Closeout" for submitting Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
  - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to the Architect for the visual and functional performance of in-place materials.

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.
  - 1. Before construction, verify the location and points of connection of utility services. Contact JULIE Illinois One-Call System at 1-800-892-0123 to locate all underground utilities prior to starting construction.
- B. Existing Utilities: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning Work, investigate and verify the existence and location of underground utilities and other construction affecting the Work.
  - 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, water-service piping, and underground electrical services.

- C. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
  - 1. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
  - 2. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
  - 3. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
  - 4. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

### 3.2 PREPARATION

- A. Existing Utility Information: Furnish information to local utility, Owner, and Architect that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

### 3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings in relation to the existing construction.
- B. General Requirements:
  - 1. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
  - 2. Inform installers of lines and levels to which they must comply.
  - 3. Check the location, level and plumb, of every major element as the Work progresses.
  - 4. Notify the Architect when deviations from required lines and levels exceed allowable tolerances.
- C. Building Lines and Levels: Locate and lay out control lines and levels for all building elements, including those required for mechanical and electrical work.
- D. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Make the log available for reference by Architect.

### 3.4 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
  - 1. Make vertical work plumb and make horizontal work level.
  - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
  - 3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
- B. Comply with the manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- F. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- G. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
  - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
  - 2. Allow for building movement, including thermal expansion and contraction.
  - 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- H. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- I. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

### 3.5 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
  - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
  - 2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F.



3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
- B. Site: Maintain Project site free of waste materials and debris.
  - C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
    1. Remove liquid spills promptly.
    2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
  - D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
  - E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
  - F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
  - G. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
  - H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
  - I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
  - J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

### 3.6 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Manufacturer's Field Service: If a factory-authorized service representative is required to inspect field-assembled components and equipment installation, comply with qualification requirements in Division 1 Sections.

### 3.7 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with the manufacturer's written instructions for temperature and relative humidity.

3.8 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes.
  - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 01730

**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01782 – Operation and Maintenance Data**

**PART 1 – GENERAL**

**1.1 SUMMARY**

- A. This Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
  - 1. Emergency manuals.
  - 2. Operation manuals for systems, subsystems, and equipment.
  - 3. Maintenance manuals for the care and maintenance of products, materials, finishes, systems, and equipment.

**1.2 SUBMITTALS**

- A. Manual: Submit three (3) copies of each manual in final form at least twenty-one (21) days before final inspection. Architect will return copy with comments within twenty-one (21) days after final inspection.
  - 1. Correct or modify each manual to comply with the Architect's comments. Submit three (3) copies of each corrected manual within fourteen (14) days of receipt of Architect's comments.

**PART 2 – PRODUCTS**

**2.1 MANUALS, GENERAL**

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain a title page, table of contents, and manual contents.
- B. Title Page: Enclose title page in transparent plastic sleeve. Include the following information:
  - 1. Subject matter included in manual.
  - 2. Name and address of the Project.
  - 3. Name and address of the Owner.
  - 4. Date of submittal.
  - 5. Name, address, and telephone number of the Construction Manager and each Contractor.
  - 6. Name and address of the Architect.
  - 7. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in the manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.

- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
1. Binders: Heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
    - a. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents. Indicate volume number for multiple-volume sets.
  2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
  3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software diskettes for computerized electronic equipment.
  4. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
    - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
    - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

## 2.2 EMERGENCY MANUALS

- A. Content: Organize manual into a separate section for type of emergency, emergency instructions, and emergency procedures.
- B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component for fire, flood, gas leak, water leak, power failure, water outage, equipment failure, and chemical release or spill.
- C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- D. Emergency Procedures: Include instructions on stopping, shutdown instructions for each type of emergency, operating instructions for conditions outside normal operating limits, and required sequences for electric or electronic systems.

## 2.3 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and equipment descriptions, operating standards, operating procedures, operating logs, wiring and control diagrams, and license requirements.
- B. Descriptions: Include the following:
  1. Product name and model number.
  2. Manufacturer's name.
  3. Equipment identification with serial number of each component.

4. Equipment function.
  5. Operating characteristics.
  6. Limiting conditions.
  7. Performance curves.
  8. Engineering data and tests.
  9. Complete nomenclature and number of replacement parts.
- C. Operating Procedures: Include start-up, break-in, and control procedures; stopping and normal shutdown instructions; routine, normal, seasonal, and weekend operating instructions; and required sequences for electric or electronic systems.
- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

#### 2.4 PRODUCT MAINTENANCE MANUAL

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name, and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Product Information: Include the following, as applicable:
1. Product name and model number.
  2. Manufacturer's name.
  3. Color, pattern, and texture.
  4. Material and chemical composition.
  5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and inspection procedures, types of cleaning agents, methods of cleaning, schedule for cleaning and maintenance, and repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

## 2.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUAL

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name, and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including maintenance instructions, drawings and diagrams for maintenance, nomenclature of parts and components, and recommended spare parts for each component part or piece of equipment:
- D. Maintenance Procedures: Include test and inspection instructions, troubleshooting guide, disassembly instructions, and adjusting instructions, and demonstration and training videotape if available, that detail essential maintenance procedures:
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Where applicable, include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

## PART 3 – EXECUTION

### 3.1 MANUAL PREPARATION

- A. Emergency Manual: Assemble three (3) complete sets of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Product Maintenance Manual: Assemble three (3) complete sets of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- C. Operation and Maintenance Manuals: Assemble three (3) complete sets of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
- D. Manufacturers' Data: Provide three (3) complete sets where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.

- E. Drawings: Provide three (3) complete sets. Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in Record Drawings to ensure correct illustration of completed installation.
  - 1. Do not use original Project Record Documents as part of operation and maintenance manuals.
- F. Comply with Division 1 Section "Project Closeout" for schedule for submitting operation and maintenance documentation.

END OF SECTION 01782

**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01783 – Project Record Documents**

**PART 1 – GENERAL**

**1.1 SUMMARY**

- A. This Section includes administrative and procedural requirements for Project Record Documents, including the following:
  - 1. Record Drawings.
  - 2. Record Specifications.
  - 3. Record Product Data.
- B. Refer to Division 1 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
- C. Refer to all Sections for specific requirements for Project Record Documents of the Work in those Sections.

**1.2 SUBMITTALS**

- A. Record Drawings: Comply with the following:
  - 1. Number of Copies: Submit three (3) sets of marked-up Record Prints.
- B. Record Specifications: Submit three (3) copies of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit three (3) copies of each Product Data submittal.

**PART 2 – PRODUCTS**

**2.1 RECORD DRAWINGS**

- A. Record Prints: Maintain three (3) sets of black-line white prints of the Contract Drawings and Shop Drawings.
  - 1. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require the individual or entity who obtained the record data to prepare the marked-up Record Prints.
    - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
    - b. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
  - 2. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.
  - 3. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
  - 4. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.



- B. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize Record Prints and newly prepared Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  2. Identification: As follows:
    - a. Project name.
    - b. Date.
    - c. Designation "PROJECT RECORD DRAWINGS."
    - d. Name of the Architect and Construction Manager.
    - e. Name of the Contractor.
- C. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect and Construction Manager. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:
1. Format: Annotated PDF electronic file with comment function enabled.
  2. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
  3. Refer instances of uncertainty to the Architect through the Construction Manager for resolution.
  4. The Architect will furnish the Construction Manager with one (1) set of digital data files of the Contract Drawings for use in recording information.
- D. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  2. Format: Annotated PDF electronic file with comment function enabled.
  3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
  4. Identification: As follows:
    - a. Project name.
    - b. Date.
    - c. Designation "PROJECT RECORD DRAWINGS."
    - d. Name of the Architect and Construction Manager.
    - e. Name of the Contractor.

## 2.2 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.

2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
4. Note related Change Orders, Record Product Data, and Record Drawings where applicable.

### 2.3 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
  1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
  3. Note related Change Orders, Record Specifications, and Record Drawings where applicable.

### 2.4 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

## PART 3 – EXECUTION

### 3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one (1) copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of Project.
- B. Maintenance of Record Documents and Samples: Store Record Documents and Samples in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for the Architect's reference during normal working hours.

END OF SECTION 01783

**DIVISION 2 – SITE WORK**  
**Section 024119 – Selective Demolition**

PART 1 – GENERAL

1.1 SUMMARY

- A. This Section includes:
  - 1. Demolition and removal of selected portions of building or structure.
  - 2. Demolition and removal of selected site elements.
  - 3. Salvage of existing items to be reused or recycled.

1.2 MATERIALS OWNERSHIP

- A. Unless otherwise indicated, demolition waste becomes property of the Contractor.
- B. Historic items, relics, antiques, and similar objects including, but not limited to, cornerstones/lintels/keystones and their contents, commemorative plaques and tablets, and other items of interest or value to Owner that may be uncovered during demolition remain the property of the Owner.
  - 1. Carefully salvage in a manner to prevent damage and promptly return to the Owner.

1.3 PREINSTALLATION MEETINGS

- A. Pre-Demolition Conference: Conduct a conference at the Project site.

1.4 INFORMATIONAL SUBMITTALS

- A. Existing Building Survey: Submit a building survey showing and describing the condition of the existing building including the areas to remain after demolition operations.
- B. Proposed Protection Measures: Submit a report, including Drawings, that indicates the measures proposed for protecting individuals and property, for environmental protection, for dust control and for noise control. Indicate proposed locations and construction of barriers.
- C. Schedule of selective demolition activities with starting and ending dates for each activity.
- D. Pre-Demolition photographs and/or video.
- E. Statement of Refrigerant Recovery (if applicable): Signed by refrigerant recovery technician.

1.5 CLOSEOUT SUBMITTALS

- A. Inventory of items that have been removed and salvaged.

1.6 QUALITY ASSURANCE

- A. Refrigerant Recovery Technician Qualifications: Certified by an EPA-approved certification program.

## 1.7 FIELD CONDITIONS

- A. The Victory Centre of Joliet residents occupy buildings immediately adjacent to the selective demolition area. Conduct selective demolition so residents' operations will not be disrupted.
- B. Conditions existing at the time of inspection for bidding purpose will be maintained by the Owner as far as practical until construction operations commence.
  - 1. Before selective demolition, confirm the existing components, materials, etc. that should be turned over to the Owner.
- C. Notify the Architect of any discrepancies between the existing conditions and the Drawings before proceeding with the selective demolition.
- D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
  - 1. Hazardous materials have been removed previously by the Owner under a separate contract.
  - 2. If suspected hazardous materials are encountered, do not disturb them. Immediately notify the Architect and Owner. Hazardous materials will be removed by the Owner under a separate contract.
- E. Storage or sale of removed items or materials on-site is not permitted.
- F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
  - 1. Maintain fire-protection facilities in service during selective demolition operations.
- G. Arrange selective demolition schedule so as not to interfere with Owner's operations.

## 1.8 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials and using approved contractors so as not to void existing warranties.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. Standards: Comply with ANSI/ASSP A10.6 and NFPA 241.

## PART 3 – EXECUTION

### 3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped before starting selective demolition operations.
- B. Engage a professional engineer to perform an engineering survey of condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective building demolition operations.

- C. Inventory and record the condition of items to be removed and salvaged.

### 3.2 PREPARATION

- A. Refrigerant: Before starting demolition, remove refrigerant from mechanical equipment according to 40 CFR 82 and regulations of authorities having jurisdiction.

### 3.3 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

- A. Existing Services/Systems to Remain: Maintain services/systems indicated to remain and protect them against damage.
- B. Existing Services/Systems to Be Removed, Relocated, or Abandoned: Locate, identify, disconnect, and seal or cap off utility services and mechanical/electrical systems serving areas to be selectively demolished.
  - 1. The Owner will arrange to shut off indicated services/systems when requested by the Construction Manager.
  - 2. If services/systems are required to be removed, relocated, or abandoned, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of building.
  - 3. Disconnect, demolish, and remove fire-suppression systems, plumbing, and HVAC systems, equipment, and components indicated on Drawings to be removed.
    - a. Piping to Be Removed: Remove a portion of the piping indicated to be removed and cap or plug the remaining piping with the same or compatible piping material.
    - b. Piping to Be Abandoned in Place: Drain the piping and cap or plug the piping with the same or compatible piping material and leave in place.
    - c. Equipment to Be Removed: Disconnect and cap services and remove the equipment.
    - d. Equipment to Be Removed and Reinstalled: Disconnect and cap services and remove, clean, and store equipment. When appropriate, reinstall, reconnect, and make equipment operational.
    - e. Equipment to Be Removed and Salvaged: Disconnect and cap services and remove equipment and deliver to the Owner.
    - f. Ducts to Be Removed: Remove a portion of the ducts indicated to be removed and plug the remaining ducts with the same or compatible ductwork material.
    - g. Ducts to Be Abandoned in Place: Cap or plug ducts with the same or compatible ductwork material and leave in place.

### 3.4 PROTECTION

- A. Temporary Protection: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
- B. Temporary Shoring: Design, provide, and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
- C. Remove temporary barricades and protections where hazards no longer exist.

### 3.5 SELECTIVE DEMOLITION

- A. General: Demolish and remove existing construction only to the extent required by the new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:
1. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping. Temporarily cover openings to remain.
  2. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
  3. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain portable fire-suppression devices during flame-cutting operations.
  4. Maintain fire watch during and for at least two (2) hours after flame-cutting operations.
  5. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
  6. Dispose of demolished items and materials promptly.
- B. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
- C. Removed and Salvaged Items:
1. Clean salvaged items.
  2. Pack or crate items after cleaning. Identify contents of containers.
  3. Store items in a secure area until delivery to Owner.
  4. Transport items to the Owner's designated storage area.
  5. Protect items from damage during transport and storage.
- D. Removed and Reinstalled Items:
1. Clean and repair items to functional condition adequate for intended reuse.
  2. Pack or crate items after cleaning and repairing. Identify contents of containers.
  3. Protect items from damage during transport and storage.
  4. Reinstall items in the locations indicated. Comply with the installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for the use indicated.
- E. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by the Architect, items may be removed to a suitable, protected storage location during selective demolition, cleaned and reinstalled in their original locations after selective demolition operations are complete.

3.6 CLEANING

- A. Remove demolition waste materials from Project site and dispose of them in an EPA-approved construction and demolition waste landfill acceptable to authorities having jurisdiction.
  - 1. Do not allow demolished materials to accumulate on-site.
  - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
  - 3. Remove debris from elevated portions of the building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
- B. Burning: Do not burn demolished materials.
- C. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to a condition existing before selective demolition operations began.

END OF SECTION 024119