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Addendum

Townsend Building Phase II
OMB/DFM/DOC Contract No.: MJ002000001

Tt Project No. 16097-12002

Addendum No. 2
to
Drawings and Project Manual
September 07, 2012

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:

Original DRAWINGS dated August 23, 2012
PROJECT MANUAL dated August 6, 2012
Addendum 01 dated August 31, 2012

Acknowledge receipt of the ADDENDUM in the space provided on the FORM OF PROPOSAL

This ADDENDUM consists of four (4) pages, not including the attachments:

PRE-BID MEETING REPORT

ITEM 2.C.1 Article 2.

CHANGE Bid Due Date to Thursday, September 20, 2012. Time and location remains the same.

ITEM 2.C.2 Article 8. The following items were discussed in greater detail.

ADD "Attendees were notified that the purpose of posting the drawings online were to notify potential bidders of an upcoming project **only and not to be used for bidding**. The drawings posted online are not for construction. Bidders must obtain full sets of bid documents through the noted authorized methods.

BIDDER'S QUESTIONS AND ARCHITECT/ENGINEER RESPONSES

ITEM 2.C.3 All bidders' questions with A/E responses will be found in the REQUESTS FOR INFORMATION (RFI's) ARTICLE attached to this Addendum.

REISSUED PROJECT MANUAL SECTIONS

ITEM 2.C.4 Section 00 41 13; Bid Form:

DELETE "Original Bid Form" in its entirety and **REPLACE** with "Revised Bid Form", attached to this addendum.

ITEM 2.C.5 Section 00 43 13; Bid Bond:

State of Delaware Contract No. is MJ1002000001: **DELETE** “Original Bid Bond Form” in its entirety and **REPLACE** with “Revised Bid Bond Form” attached to this addendum.

ITEM 2.C.6 Section 10 21 13 Toilet Compartment

ADD attached section to the Project Manual.

ITEM 2.C.7 Section 01 33 00; Submittal Procedures (Conventional):

DELETE “Original Submittal Procedures (Conventional)” in its entirety and **REPLACE** with “Revised Submittal Procedures (Electronic)”, attached to this addendum.

NEW DRAWINGS

None

1.0 PROJECT MANUAL MODIFICATIONS

ITEM 2.C.8 Specification Section 00 11 13; Advertisement to Bid:

CHANGE Bid Due Date from “Thursday, September 13, 2012” to “Thursday, September 20, 2012”. Time and location remains the same.

2.0 DRAWING MODIFICATIONS

ITEM 2.C.9 Sheet MD-102; 1st Floor Piping Removal:

ADD the following:

“1. To determine amount of pipe to be removed above Lobby plaster ceiling, coordinate with New Work sheet.”

ITEM 2.C.10 Sheet E-101; Electrical General Work Notes;

DELETE Notes 4 and 5, and **REPLACE** with the following:

- “4. All fixtures shall be reconnected to existing Bodine GTD-20A Emergency Lighting Relay System located in Jan. Closets 124, 255B, and 297.
5. All fixtures shall be linear Simkar type fixture unless noted otherwise. Refer to Sheet E-501 for fixture schedule.
6. Verify quantity of Owner provided fixtures prior to purchase of additional fixtures. Owner will furnish approximately 207 – 8’-0” A type and 33 – 4’-0” A1 type fixtures.
7. A & A1 type fixtures will be furnished by the Owner to the Electrician for installation. All B type fixtures will be provided (furnished and installed) by the Contractor.”

ITEM 2.C.11 Sheet E-102; Electrical General Work Notes;

ADD the following:

- “1. The Contractor shall verify the actual location and condition of all existing electrical equipment and conduits before commencing work and agrees to be fully responsible for any and all damages which may occur during construction.
2. No conduits, ducts, circuits shall pass through the elevator shaft or Elevator Machine Room.
3. Occupied areas and areas not in contract (NIC) must remain operational. All outages must be coordinated with Owner.
4. All electrical outlets on exterior walls shall remain in place and re-circuited per phase 2 new work.
5. All data cabling in area of work shall be disconnected, coiled, and stored for reinstallation.”

ITEM 2.C.12 Sheet E-201; Electrical General Work Notes;

DELETE Notes 4 and 5, and **REPLACE** with the following:

- “4. All fixtures shall be reconnected to existing Bodine GTD-20A Emergency Lighting Relay System located in Jan. Closets 124, 255B, and 297.
5. All fixtures shall be linear Simkar type fixture unless noted otherwise. Refer to Sheet E-501 for fixture schedule.
6. Verify quantity of Owner provided fixtures prior to purchase of additional fixtures. Owner will furnish approximately 207 – 8’-0” A type, and 33 – 4’-0” A1 type fixtures.
7. A & A1 type fixtures will be furnished by the Owner to the Electrician for installation. All B type fixtures will be provided (furnished and installed) by the Contractor.”

ITEM 2.C.13 Sheet E-202; Electrical General Work Notes;

ADD the following:

- “1. The Contractor shall verify the actual location and condition of all existing electrical equipment and conduits before commencing work and agrees to be fully responsible for any and all damages which may occur during construction.
2. No conduits, ducts, circuits shall pass through the elevator shaft or elevator machine room.
3. Occupied areas and areas not in contract (NIC) must remain operational. All outages must be coordinated with owner.
4. All electrical outlets on exterior walls shall remain in place and re-circuited per phase 2 new work.
5. All data cabling in area of work shall be disconnected, coiled, and stored for reinstallation.”

ITEM 2.C.14 Sheet MD-202; 2nd Floor Piping Removal;

ADD the following:

- “1. To determine amount of pipe to be removed above Lobby plaster ceiling, coordinate with New Work sheet.”

ATTACHMENT LIST

1. Requests for Information (RFI's) Article
2. Revised Bid Form
3. Revised Bid Bond Form
4. Revised Submittal 10 21 13 Toilet Compartments
5. Revised Submittal 01 33 00 Submittal Procedures (Electronic)

END OF ADDENDUM No. 2

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Tel. (302) 738-7551
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Townsend Building Phase II

Bid # 16097-12002

Request for Information (RFI's) Article

REQUESTS FOR INFORMATION (RFI's)

A. J.S. Kramer Inc.'s E-mail dated August 30, 2012

RFI #1: Alternate #03 calls for new ceramic tile walls in the bathrooms. Should this alternate include the tile in Rooms 125 and 126? These rooms are to be included if Alternate #02 is accepted.

RESPONSE: Include Rooms 125 & 126 into the alternate #03.

B. Ventresca Brothers, Inc.'s E-mail dated September 5, 2012

RFI #1: There is a blank space on the bid form for allowances. Is this to recognize the \$40,000 general allowance? If not, what should be filled out in this space?

RESPONSE: The blank space is to be filled in with "\$40,000" to acknowledge your awareness of the number.

RFI #2: Spec Section 00 73 13.11.3 states builder's all risk insurance is by the General Contractor. Please confirm this is incorrect, and by Owner.

RESPONSE: The paragraph is as stated, Contractor's responsibility.

RFI #3: Wall finish notes in four bathrooms on drawing A-201 are not clear. There are 2 letters printed on top of each other. Please clarify.

RESPONSE: The notes say to refer to A-402 for wall finish information.

RFI #4: Drawing A-201, Room 200 2nd Floor Lobby, shows wall base note 2 - painted wood molding. Please confirm this applies only to the new walls in the lobby.

RESPONSE: Note 2 refers to all new and disturbed wood molding.

RFI #5: 1/A-403 states "Contractor to rehang all pictures". Please provide a quantity of pictures, or confirm this is by the Owner.

RESPONSE: The State will remove and rehang pictures on the wall.

RFI #6: 3/A-403 and 4/A-403 shows wood trim and paneling on existing walls. Is this wood trim and paneling new or existing?

RESPONSE: There is existing wood paneling on existing wall. Your site visit should familiarize you with this. The new walls will require new wood paneling to match the existing.

RFI #7: The door schedule on drawing A-501 shows openings 201 and 201A to receive an F2 hollow metal frame, but they are also noted to have a custom wood trimmed frame. Please confirm there are no hollow metal frames needed at these openings.

RESPONSE: The framed openings on doors 201 and 201A need to match other existing openings in the Lobby. Your site visit will confirm the material.

C. Honya Associates, Inc.'s E-mail dated September 6, 2012

RFI #1: Drawing AD-101 says to "Salvage existing electronic keypad and related components for reinstallation." This hardware cannot simply be cut and removed. It must be done by someone qualified and familiar with the system or damage will result to the circuit boards controlling system. Since there appears to be only one keypad involved, it may be more cost effective to have this item addressed by a work order from the State's vendor. If included with this contract, the subcontractor should be listed in the subcontractor listing in order to insure a qualified contractor will be doing this work.

RESPONSE: The subcontractor listing will not be modified at this point. Provide the necessary personnel to salvage the electronic hardware.

RFI #2: Drawing AD-101 & AD-201; Keyed note 8 states: "Existing floor finish(es) and adhesives/components to be removed by Contractor responsible for abatement work - VIF layers and types of finishes (typ). Level slabs with adjacent slabs at all areas of flooring removals. Include concrete floor patching and leveling materials to make surface level. Prepare new substrate as recommended by manufacturer of new flooring materials. Patch areas of walls to remain that were damaged by removal of flooring." Often the installer of a flooring product prefers to do the patching and prep work associated with their installed product, since they will be responsible for the warranty of the installation. In order for this contract to include pricing for the prep work, the specifications of the flooring manufacturer would need to be known, as well as the extent of damage expected from by removal contractor. Both flooring removal and installation are outside the scope of this contract. Please clarify the extent of floor patching called for under this contract.

RESPONSE: The flooring sub-contractor provided by the State will be responsible for floor preparation for the installation of the floor finish.

RFI #3: Is all flooring demolition in this contract being done by others?

RESPONSE: All the demolition of the floor finishes will be removed by an abatement contractor provided by the State.

RFI #4: Drawing AD-101 & AD-201; Keyed note 12 states:
"Carefully remove existing wall base and salvage for re-installation. Patch areas of walls to remain that were damaged by removal of wall base."

I cannot find any location where this applies, please clarify what base is to be salvaged.

RESPONSE: Add key note 12 to Rooms 200 & 201

D. J.S. Kramer Inc.'s E-mail dated September 7, 2012

RFI #1: Please provide a Toilet Partition Specification.

RESPONSE: Toilet Partition Specification Section 10 21 13 has been added to the Project Specifications per this addendum.

RFI #2: Is there a preferred ATC Contractor for the project?

RESPONSE: Radius Building Systems; Automated Logic Controls will be the State's Vendor under the Energy Performance Contract (EPC).

E. J.S. Kramer Inc.'s E-mail (per RAM Electric) dated September 7, 2012

RFI #1: Are we to assume all light fixtures on the drawings with no letter type next to them are supplied by Owner?

RESPONSE: No. Owner will provide approximately 207, 8'-0" A type fixtures, and 33, 4'-0" A1 type fixtures. Contractor shall provide remaining fixtures.

RFI #2: Note #6 on drawing E-201 says to verify quantity of Owner supplied fixtures prior to purchase. Shouldn't this be provided prior to bidding?

RESPONSE: Owner has not confirmed the actual quantity of purchased fixtures. The approximate quantity of pre-purchased fixtures is 207, 8'-0" type A, and 33, 4'-0" type A1 fixtures.

F. Amakor, Inc. E-mail dated September 7, 2012

RFI #1: Add Drywall Contractor to Subcontractor's List.

RESPONSE: Drywall Contractor has been added to the Subcontractor's List. Refer to the Revised Bid Form attached to this addendum.

**TOWNSEND BUILDING
1ST & 2ND FLOOR ARCHITECTURAL AND HVAC MODIFICATIONS PHASE II
DOVER, DELAWARE
OMB/DFM PROJECT NO.: MJ1002000001**

BID FORM

For Bids Due: September 20, 2012 At 2:00pm **To:** State of Delaware
Office of Management and Budget
Division of Facilities Management
Thomas Collins Building, 3rd Floor, Suite 1
540 S. DuPont Highway
Dover, DE 19901

Name of Bidder: _____

Delaware Business License No.: _____ **Taxpayer ID No.:** _____

(Other License Nos.): _____

Phone No.: () _____ - _____ **Fax No.:** () _____ - _____

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

Base Bid: \$ _____ (\$ _____)

ALTERNATES

Alternate No. 1: Revised Layout for Sec. of Ed. Suite.

Add: \$ _____ (\$ _____)

Alternate No. 2: All work associated with North Half of the First Floor.

Add: \$ _____ (\$ _____)

Alternate No. 3: New ceramic tile on the Toilet Renovations.

Add: \$ _____ (\$ _____)

**TOWNSEND BUILDING
1ST & 2ND FLOOR ARCHITECTURAL AND HVAC MODIFICATIONS PHASE II
DOVER, DELAWARE
OMB/DFM PROJECT NO.: MJ1002000001**

BID FORM

ALLOWANCE CERTIFICATIONS

Allowance #1 Certification

We/I confirm that an allowance in the amount of \$ 40,000.00 has been included in the Contractor's Base Bid price.

Allowance \$ _____ (Date and initial)

I/We acknowledge Addendums numbered:

Dated: _____

Dated: _____

Dated: _____

and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for 45 days from the date of opening of bids, and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within _____ calendar days of the Notice to Proceed. In addition, we will complete this project in _____ working days using _____ workers each day.

**TOWNSEND BUILDING
1ST & 2ND FLOOR ARCHITECTURAL AND HVAC MODIFICATIONS PHASE II
DOVER, DELAWARE
OMB/DFM PROJECT NO.: MJ1002000001**

BID FORM

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By _____ Trading as _____
(Individual's / General Partner's / Corporate Name)

(State of Corporation)

Business Address: _____

Witness: _____ **By:** _____
(SEAL) (Authorized Signature)

(Title)
Date: _____

ATTACHMENTS

- Sub-Contractor List
- Non-Collusion Statement
- Bid Security
- (Others as Required by Project Manuals)

**TOWNSEND BUILDING
1ST & 2ND FLOOR ARCHITECTURAL AND HVAC MODIFICATIONS PHASE II
DOVER, DELAWARE
OMB/DFM PROJECT NO.: MJ1002000001**

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Owner*, **it is required that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work.**

| <u>Subcontractor Category</u> | <u>Subcontractor</u> | <u>Address (City & State)</u> |
|--------------------------------------|-----------------------------|--|
| 1. Demolition | _____ | _____ |
| | | _____ |
| 2. Carpentry | _____ | _____ |
| | | _____ |
| 3. Door/Hardware | _____ | _____ |
| | | _____ |
| 4. Painting | _____ | _____ |
| | | _____ |
| 5. Mechanical/HVAC | _____ | _____ |
| | | _____ |
| 6. Plumbing | _____ | _____ |
| | | _____ |
| 7. Fire Protection | _____ | _____ |
| | | _____ |

**TOWNSEND BUILDING
1ST & 2ND FLOOR ARCHITECTURAL AND HVAC MODIFICATIONS PHASE II
DOVER, DELAWARE
OMB/DFM PROJECT NO.: MJ1002000001**

BID FORM

8. Electrical

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

9. Fire Alarm Vendor

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

10. Testing, Adjusting
and Balancing

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

11. Drywall

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

**TOWNSEND BUILDING
1ST & 2ND FLOOR ARCHITECTURAL AND HVAC MODIFICATIONS PHASE II
DOVER, DELAWARE
OMB/DFM PROJECT NO.: MJ1002000001**

BID FORM

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to the Office of Management and Budget, Division of Facilities Management.

All the terms and conditions of MJ1002000001 have been thoroughly examined and are understood.

NAME OF BIDDER: _____

**AUTHORIZED REPRESENTATIVE
(TYPED):** _____

**AUTHORIZED REPRESENTATIVE
(SIGNATURE):** _____

TITLE: _____

ADDRESS OF BIDDER: _____

PHONE NUMBER: _____

Sworn to and Subscribed before me this _____ day of _____ 2012.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET
BID BOND

TO ACCOMPANY PROPOSAL
(Not necessary if security is used)

KNOW ALL MEN BY THESE PRESENTS That: _____ of _____ in the County of _____ and State of _____ as **Principal**, and of _____ in the County of _____ and State of _____ as **Surety**, legally authorized to do business in the State of Delaware ("**State**"), are held and firmly unto the **State** in the sum of _____ Dollars (\$ _____), or 10% percent not to exceed _____ Dollars (\$ _____) of amount of bid on Contract No. MJ1002000001, to be paid to the **State** for the use and benefit of _____ State of Delaware Office of Management and Budget for which payment well and truly to be made, we do bind ourselves, our and each of our heirs, executors, administrators, and successors, jointly and severally for and in the whole firmly by these presents.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH That if the above bounden **Principal** who has submitted to the _____ State of Delaware Office of Management and Budget a certain proposal to enter into this contract for the furnishing of certain material and/or services within the **State**, shall be awarded this Contract, and if said **Principal** shall well and truly enter into and execute this Contract as may be required by the terms of this Contract and approved by the _____ State of Delaware Office of Management and Budget this Contract to be entered into within twenty days after the date of official notice of the award thereof in accordance with the terms of said proposal, then this obligation shall be void or else to be and remain in full force and virtue.

Sealed with _____ seal and dated this _____ day of _____ in the year of our Lord two thousand and _____ (20__).

SEALED, AND DELIVERED IN THE
Presence of

Name of Bidder (Organization)

Corporate Seal

By: _____

Authorized Signature

Attest _____

_____ Title

Name of Surety

Witness: _____

By: _____

_____ Title

SECTION 10 21 13 - TOILET COMPARTMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
 - 1. Solid-polymer toilet compartments configured as toilet enclosures and urinal screens.

1.3 SUBMITTALS, GENERAL

- A. General: Submit all action submittals (except Samples for Verification) and informational submittals required by this Section concurrently.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes.
 - 1. Solid-polymer units.
 - 2. Hardware and accessories.
 - 3. Overhead bracing.
 - 4. Anchorage and fasteners.
- B. Shop Drawings: For toilet compartments. Include plans, elevations, sections, details, and attachments to other work.
 - 1. Show locations of reinforcements for compartment-mounted grab bars.
 - 2. Show locations of centerlines of toilet fixtures.
- C. Samples for Initial Selection: For each type of unit indicated.
- D. Samples for Verification: For the following products, in manufacturer's standard sizes unless otherwise indicated:
 - 1. Each type of material, color, and finish required for units, prepared on 6-inch-square Samples of same thickness and material indicated for Work.
 - 2. Each type of hardware and accessory.

1.5 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For toilet compartments to include in maintenance manuals.

1.6 QUALITY ASSURANCE

- A. Surface-Burning Characteristics: As determined by testing identical products according to ASTM E 84, or another standard acceptable to authorities having jurisdiction, by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
 - 1. Flame-Spread Index: 75 or less.
 - 2. Smoke-Developed Index: 450 or less.
 - 3. Self-Ignition Temperature: Not less than 600 degrees F.
 - 4. Smoke Density: Not more than 75
 - 5. Burning Rate: Not over 2.5 inches per minute
- B. Regulatory Requirements: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's "Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) Accessibility Guidelines for Buildings and Facilities", ICC/ANSI A117.1, and building code in effect for Project, for toilet compartments designated as accessible.

1.7 PROJECT CONDITIONS

- A. Field Measurements: Verify actual locations of toilet fixtures, walls, columns, ceilings, and other construction contiguous with toilet compartments by field measurements before fabrication.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Aluminum Castings: ASTM B 26/B 26M.
- B. Aluminum Extrusions: ASTM B 221.
- C. Steel Sheet: Commercial steel sheet for exposed applications; mill phosphatized and selected for smoothness.
 - 1. Electrolytically Zinc Coated: ASTM A 879/A 879M, 01Z.
 - 2. Hot-Dip Galvanized: ASTM A 653/A 653M, either hot-dip galvanized or galvanized.
- D. Zamac: ASTM B 86, commercial zinc-alloy die castings.

2.2 SOLID-POLYMER UNITS

- A. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - 1. Metpar Corp.; Polly Corinthian, Type FP-500.
 - 2. Scranton Products (Santana/Comtec/Capitol); Floor-Mounted Overhead-Braced Solid Plastic Toilet Compartments.
- B. Toilet-Enclosure Style: Overhead braced.
- C. Urinal-Screen Style: Wall hung.
- D. Door, Panel, and Pilaster Construction: Solid, high-density polyethylene (HDPE) panel material, not less than 1 inch thick, seamless, with eased edges, and with homogenous color and pattern throughout thickness of material.
 - 1. Integral Hinges: Configure doors and pilasters to receive integral hinges.
 - 2. Heat-Sink Strip: Manufacturer's standard continuous, extruded-aluminum strip fastened to exposed bottom edges of solid-polymer components to prevent burning.
 - 3. Color and Pattern: One color and pattern in each room as selected by Architect from manufacturer's full range.
- E. Pilaster Shoes: Manufacturer's standard design; stainless steel.
- F. Brackets (Fittings):
 - 1. Full-Height (Continuous) Type: Manufacturer's standard design; extruded aluminum.

2.3 ACCESSORIES

- A. Hardware and Accessories: Manufacturer's standard design, heavy-duty operating hardware and accessories.
 - 1. Material: Chrome-plated zamac, clear-anodized aluminum, or stainless steel.
 - 2. Hinges: Manufacturer's standard integral hinge for solid-polymer doors.
 - 3. Latch and Keeper: Manufacturer's standard latch unit designed for emergency access and with combination rubber-faced door strike and keeper. Provide units that comply with regulatory requirements for accessibility at compartments designated as accessible.
 - 4. Coat Hook: Manufacturer's standard combination hook and rubber-tipped bumper, sized to prevent in-swinging door from hitting compartment-mounted accessories.
 - 5. Door Bumper: Manufacturer's standard rubber-tipped bumper at out-swinging doors.
 - 6. Door Pull: Manufacturer's standard unit at out-swinging doors that complies with regulatory requirements for accessibility. Provide units on both sides of doors at compartments designated as accessible.
- B. Overhead Bracing: Manufacturer's standard continuous, extruded-aluminum head rail with antigrip profile and in manufacturer's standard finish.

- C. Anchorages and Fasteners: Manufacturer's standard exposed fasteners of stainless steel or chrome-plated steel or brass, finished to match the items they are securing, with theft-resistant-type heads. Provide sex-type bolts for through-bolt applications. For concealed anchors, use stainless steel, hot-dip galvanized steel, or other rust-resistant, protective-coated steel.

2.4 FABRICATION

- A. Overhead-Braced Units: Provide manufacturer's standard corrosion-resistant supports, leveling mechanism, and anchors at pilasters to suit floor conditions. Provide shoes at pilasters to conceal supports and leveling mechanism.
- B. Door Size and Swings: Unless otherwise indicated, provide 24-inch-wide, in-swinging doors for standard toilet compartments (centered between compartment side walls) and 34-inch-wide, out-swinging doors with a minimum 32-inch-wide, clear opening for compartments designated as accessible.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, to which toilet compartments attach or abut, with Installer present, for compliance with requirements specified in this and other Sections that affect installation and anchorage and with requirements for installation tolerances and other conditions affecting performance of the Work.
 - 1. Proceed with installation only after unsatisfactory conditions have been corrected.
- B. Beginning installation constitutes Contractor's acceptance of substrates and conditions.

3.2 INSTALLATION

- A. General: Comply with manufacturer's written installation instructions. Install units rigid, straight, level, and plumb. Secure units in position with manufacturer's recommended anchoring devices.
 - 1. Maximum Clearances:
 - a. Pilasters and Panels: 1/2 inch.
 - b. Panels and Walls: 1 inch.
 - 2. Stirrup Brackets: Secure panels to walls and to pilasters with no fewer than two brackets attached near top and bottom of panel.
 - a. Locate wall brackets so holes for wall anchors occur in masonry or tile joints.
 - b. Align brackets at pilasters with brackets at walls.
- B. Overhead-Braced Units: Secure pilasters to floor and level, plumb, and tighten. Set pilasters with anchors penetrating not less than 1-3/4 inches into structural floor unless otherwise

indicated in manufacturer's written instructions. Secure continuous head rail to each pilaster with no fewer than two fasteners. Hang doors to align tops of doors with tops of panels, and adjust so tops of doors are parallel with overhead brace when doors are in closed position.

- C. Urinal Screens: Attach with anchoring devices to suit supporting structure. Set units level and plumb, rigid, and secured to resist lateral impact.

3.3 ADJUSTING

- A. Hardware Adjustment: Adjust and lubricate hardware according to hardware manufacturer's written instructions for proper operation. Set hinges on in-swinging doors to hold doors open approximately 30 degrees from closed position when unlatched. Set hinges on out-swinging doors to return doors to fully closed position.

END OF SECTION 10 21 13

SECTION 01 33 00 - SUBMITTAL PROCEDURES (ELECTRONIC)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
 - 1. Process designated submittals for the Project electronically through designated email system.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."
- C. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.
- D. Email System: A method to transmit certain electronic submittals between the Contractor, Architect, and Owner, via email.
 - 1. For consistency, the standard file format will be PDF. Convert paper originals and other file formats to PDF prior to submission.
 - 2. In the event of system malfunction, submittals shall be processed in accordance with the Architect's instructions, until the system malfunction has been corrected.
 - 3. For this Project, process the following submittal types through the designated email system:
 - a. Product Data.
 - b. Shop Drawings.
 - c. Product Schedules.

- d. Qualification Data.
 - e. Certificates (Welding, Installer, Manufacturer, Product, and Material, as applicable).
 - f. Test Reports (Material, Product, Preconstruction, Compatibility, and Field, as applicable).
 - g. Research Reports.
 - h. Warranty (sample).
 - i. Design Data, including calculations.
 - j. Coordination Drawings.
 - k. Delegated-Design Services Certifications.
4. For Samples, provide electronic submittal of Sample cover sheet, identifying location and actual delivery date of Samples. Deliver Samples to location (Architect's office, Project site, etc.) as directed by the Architect.
- a. Architect will identify delivery location(s) after receipt and review of Contractor's Submittal Schedule.

1.4 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit a schedule of submittals indicating scheduled date for each submission. Factor time required for review, ordering, manufacturing, fabrication, and delivery when establishing submission dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.
1. Submit concurrently with the first complete submittal of Contractor's construction schedule.
 2. Format: Arrange the following information in a tabular format:
 - a. Specification Section number and title.
 - b. A/E Number.
 - 1) Architect will furnish Contractor with unique "A/E Number" designation for each required submittal.
 - c. Submittal category: Action; informational.
 - d. Submittal type: Product Data, Shop Drawings, Samples, etc.
 - e. Description of the Work covered.
 - f. Scheduled date for first submittal.

1.5 COLOR SCHEDULE

- A. Color Schedule: Within 30 days after date of Notice of Award, submit a complete list of proposed manufacturers and complete product designations (i.e. model, grade, series, product line, etc.) for each item requiring color selection by Architect.

1.6 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Where indicated, submit all submittal items required for each Specification Section concurrently.
 3. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- B. Processing Time: Allow sufficient time for submittal review, including time for resubmittals. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
- C. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:
1. Include a cover sheet on each submittal item for identification. Do not combine different submittals under same cover sheet; only one submittal is to be provided per email.
 - a. Cover Sheet: Use PDF version of sample form included in Project Manual. Complete each item on form, sign and date. Architect will furnish PDF version of sample form.
 2. Name submittal file as directed by Architect.
 3. Transmit each submittal via email using subject line as directed by Architect.
 4. Send submittal to designated Project-specific email address:
 - a. Use the following email address: TAE.<Project name>@tetrattech.com
- D. Resubmittals: Make resubmittals in same form and, for non-electronic submittals, in the same number of copies as initial submittal.
1. Note date and content of revision in label or title block and clearly indicate extent of revision.

2. Resubmit submittals until they are marked with approval notation from Architect.
 3. Refer to Supplementary Conditions for provisions allowing Owner to obtain reimbursement from the Contractor for amounts paid to the Architect for evaluation of certain resubmittals.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES, GENERAL

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.

2.2 ELECTRONIC SUBMITTAL PROCEDURES

- A. Use the designated email system for submittals in this Article.
1. Submit electronic submittals via email as PDF electronic files.
 - a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. Mark submittal to show which products and options are applicable.
 2. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Statement of compliance with specified referenced standards.
 - c. Testing by recognized testing agency.
 3. For equipment, include the following in addition to the above, as applicable:
 - a. Printed performance curves.
 - b. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
- C. LEED Submittals: Comply with requirements specified in Division 01 sustainable design requirements Section.

- D. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based on Architect's digital data drawing files is otherwise permitted.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of dimensions established by field measurement.
 - e. Relationship and attachment to adjoining construction clearly indicated.
 - f. Seal and signature of professional engineer if specified.
- E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.
- F. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- G. Certificates:
1. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
 2. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
 3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
 4. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
 5. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- H. Test Reports:

1. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
 2. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
 3. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
 4. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
 5. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- I. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project.
 - J. Warranty: Submit sample warranties as required in individual Specification Sections.
 - K. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
 - L. Coordination Drawing Submittals: Comply with requirements specified in Division 01 Section "Project Management and Coordination."
 - M. Delegated-Design Services Certification: Submit certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.
 2. In addition, for a project in New Jersey, provide three paper copies of certificate, signed and sealed (with raised seal) by the responsible design professional.

2.3 NON-ELECTRONIC SUBMITTAL PROCEDURES

- A. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of applicable Specification Section.
 3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit two full sets of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return one submittal with options selected.
 5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit two sets of Samples. Architect will return one set.
 - 1) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- B. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
1. Name, address, and telephone number of entity performing subcontract or supplying products.
 2. Number and title of related Specification Section(s) covered by subcontract.

3. Submit subcontract list in the following format:
 - a. Number of Copies: Four paper copies of subcontractor list, unless otherwise indicated. Architect will return one copy.
- C. Key Personnel Names: No later than 15 days after date of Notice of Award, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site.
 1. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including emergency, office, and cellular telephone numbers and email addresses.
 - a. Number of Copies: Four paper copies of key personnel list, unless otherwise indicated.
- D. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Division 01 Section "Closeout Procedures."
- E. Maintenance Data: Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."

2.4 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Identify any deviations from Contract Document requirements. Mark cover sheet with approval before submitting to Architect.
 1. Sign and date statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

- A. General: Architect will not review submittals that do not bear Contractor's approval and will return them without action.

- B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect will mark submittal appropriately to indicate action, as follows:
1. Final Unrestricted Release: Where the submittal is marked "Approved," the Work covered by the submittal may proceed provided it complies with the Contract Documents. Final acceptance will depend on that compliance.
 2. Final-but-Restricted Release: Where the submittal is marked "Approved as Noted," the Work covered by the submittal may proceed provided it complies both with Architect's notations and corrections on the submittal and the Contract Documents. Final acceptance will depend on that compliance.
 3. Resubmit: Where the submittal is marked "Approved, Revise and Return Corrected Copies," the Work covered by the submittal may proceed provided it complies both with Architect's notations and corrections on the submittal and the Contract Documents. Revise submittal according to Architect's notations and corrections and return corrected copies. Final acceptance will depend on that compliance.
 4. Rejected: Where the submittal is marked "Rejected," do not proceed with the Work covered by the submittal. Prepare a new submittal for a product that complies with the Contract Documents.
 5. Incomplete - Resubmit: Where the submittal is marked "Incomplete, Submit Additional Information," do not proceed with the Work covered by the submittal. Prepare additional information requested, or required by the Contract Documents, that indicates compliance with requirements, and resubmit.
- C. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Limit information submitted to specific products indicated. Do not submit extraneous matter. Submittals containing excessive extraneous matter will be returned for resubmittal without review.
- F. Submittals not required by the Contract Documents may be returned by the Architect without action.

Attachment[s]: Cover Sheet
Delegated Design Submittal Form

END OF SECTION 01 33 00

CONTRACTOR: _____

SUBMITTAL DATE ____/____/____

Check following as applicable:
 First Submission
 Re-submission

ARCHITECT: Tetra Tech Architects & Engineers

PROJECT IDENTIFICATION

Architect's Project No.: _____
Proj. Name: _____
Location: _____

PRODUCT IDENTIFICATION

Specification Section No. _____
A/E Submittal No. _____
Name of Product: _____

Name of Manufacturer: _____

SUBCONTRACTOR

SUPPLIER

RELATIONSHIP TO STRUCTURE

Building Name _____

(Room #) _____ (Room Name) _____
Contract Drawing No.: _____

RESERVED FOR USE BY TETRA TECH

ACTION SUBMITTAL:

Approved

Approved As Noted

Approved, Revise and Return Corrected Copies

Rejected

Incomplete, Submit Additional Information

INFORMATIONAL SUBMITTAL:

No Action Taken

Returned for Resubmittal

Reviewed By: _____

Date: _____

Reviewed only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. Review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences or procedures.

DEVIATION FROM CONTRACT DOCUMENTS: _____

CONTRACTOR COMMENTS: _____

ARCHITECT'S COMMENTS: _____

CONTRACTOR'S STAMP

CONTRACTOR'S CERTIFICATION

I CERTIFY THAT THIS SUBMITTAL HAS BEEN REVIEWED AND APPROVED BY THE CONTRACTOR IN ACCORDANCE WITH THE GENERAL CONDITIONS.

BY _____

DELEGATED DESIGN SUBMITTAL

CONTRACTOR: _____

SUBMITTAL DATE ___/___/___

DESIGN PROFESSIONAL: _____

Check following as applicable:

- First Submission
- Re-submission

ARCHITECT: Tetra Tech Architects & Engineers

PROJECT IDENTIFICATION

Architect's Project No.: _____
 Proj. Name: _____
 Location: _____

PRODUCT IDENTIFICATION

Specification Section No. _____
 A/E Submittal No. _____
 Name of Product: _____

 Name of Manufacturer: _____

SUBCONTRACTOR

SUPPLIER

RELATIONSHIP TO STRUCTURE

Building Name _____

 (Room #) (Room Name)

Contract Drawing No.: _____

DEVIATION FROM CONTRACT DOCUMENTS:

DESIGN PROFESSIONAL'S COMMENTS: _____

CONTRACTOR COMMENTS: _____

ARCHITECT'S COMMENTS: _____

CONTRACTOR'S CERTIFICATION

I certify that this submittal has been reviewed and approved by the Contractor in accordance with the General Conditions. accordance with the General Conditions.

BY _____

CONTRACTOR'S STAMP

RESERVED FOR USE BY TETRA TECH

ACTION SUBMITTAL:

- Approved
- Approved As Noted
- Approved, Revise and Return Corrected Copies
- Rejected
- Incomplete, Submit Additional Information

INFORMATIONAL SUBMITTAL:

- No Action Taken
- Returned for Resubmittal

Reviewed By: _____

Date: _____

Reviewed only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. Review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences or procedures.

DESIGN PROFESSIONAL'S CERTIFICATION

I certify that I am a design professional currently licensed in New York State and confirm my responsibility for work included in this submittal in Further, I certify that to the best of my knowledge, information and belief, the plans and specifications are in accordance with applicable requirements of the New York State Uniform Fire Prevention and Building Code, the State Energy Conservation Construction Code and construction standards of the Education Department.

BY _____