

STATE OF DELAWARE
OMB/DIVISION OF FACILITIES MANAGEMENT
OMB/DFM CONTRACT # MJ0208000002L

SPECIFICATIONS FOR

**New Sussex County
Family Court Buildings:
Courthouse**

AT

100 East Market Street
Georgetown, DE 19947

FOR

Delaware Family Court

PREPARED
BY

TEVEBAUGH ARCHITECTURE
2 MILL RD, SUITE 210
WILMINGTON, DE

ISSUED FOR
BID PACK 5R – BID SET

OCTOBER 16, 2024

VOLUME 1

NOT FOR BID

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SECTION 00 01 07

SEALS PAGE

1.1 DESIGN PROFESSIONALS OF RECORD

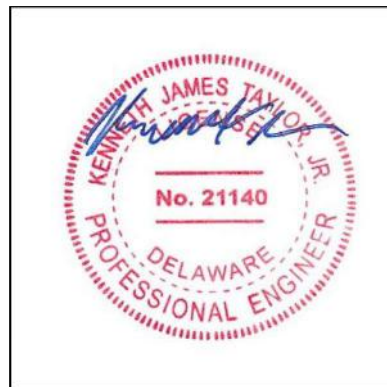
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DE License S5-7202



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Structural Engineer:

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Baker, Ingram Associates
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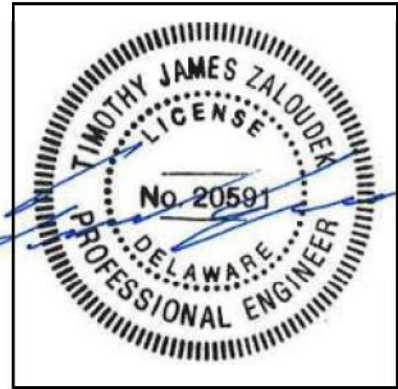


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DE License 20591

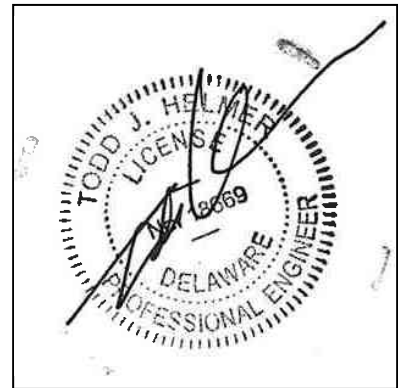


Parking Garage Consultants:

Todd Helmer, P.E.

THA Consulting

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Blue Bell, PA 19422
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END OF SECTION

SECTION 00 01 10

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11	4A.6R & 4A.8R - BID SET	10.13.2023
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13	4A – CONFORMED PERMIT SET	11.20.2023
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Sections issued for reference noted with an “O”.

Sections issued for record are annotated with an “X”.

Sections listed without any annotation are anticipated future sections.

SECTION	SECTION TITLE	AUTHOR	10	11	12	13	14	15	16	17	18	19

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS												
00 01 01	PROJECT TITLE PAGE	TA	X	X	X	X	X	X	X			
00 01 07	SEALS PAGE	TA	X	X	X	X	X	X	X			
00 01 10	TABLE OF CONTENTS	TA	X	X	X	X	X	X	X			
00 01 15	LIST OF DRAWING SHEETS	TA	X	X	X	X	X	X	X			
00 11 16A	ADVERTISEMENT FOR BIDS	TA				X		X	X			
00 21 13	INSTRUCTIONS TO BIDDERS	TA		X	X	X		X	X			
00 31 24	ENVIRONMENTAL ASSESMENT INFORMATION	Ten Bears				X						
00 31 32	GEOTECHNICAL DATA	Duffield				X						
00 40 00	PROCUREMENT FORMS AND SUPPLEMENTS	TA		X	X	X		X	X			
00 41 13.4A1	BID FORM – Bid Pack 4A.1 General Trades	Wohlsen				X						
00 41 13.4A2	BID FORM – Bid Pack 4A.2 Acoustical & Wood Ceilings	Wohlsen				X						
00 41 13.4A3	BID FORM – Bid Pack 4A.3 PG Deck Coatings, Joint Sealants & Expansion Joints	Wohlsen				X						
00 41 13.4A4	BID FORM – Bid Pack 4A.4 Interior Glass & Glazing	Wohlsen				X						
00 41 13.4A5	BID FORM – Bid Pack 4A.5 Ornamental Metals	Wohlsen				X						
00 41 13.4A6	BID FORM – Bid Pack 4A.6 Resinous Flooring	Wohlsen				X						

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00 41 13.4A7	BID FORM – Bid Pack 4A.7 Landscaping & Site Amenities	Wohlsen				X						
00 41 13.4A8	BID FORM – Bid Pack 4A.8 Roller Window Shades	Wohlsen				X						
00 41 13.4A6R	BID FORM – Bid Pack 4A.6R Resinous Flooring	Wohlsen		X		X						
00 41 13.4A8R	BID FORM – Bid Pack 4A.8R Roller Window Shades	Wohlsen		X		X						
00 41 13.4A3R	BID FORM – Bid Pack 4A.3R	Wohlsen			X	X						
00 41 13.51	BID FORM – Bid Pack 5.1 Signage	Wohlsen						X				
00 41 13.52	BID FORM – Bid Pack 5.2 Landscaping & Maintenance	Wohlsen						X				
00 41 13.53	BID FORM – Bid Pack 5.3 Security Cameras, Cable & Equipment, Access Control System & Cabling	Wohlsen										
00 41 13.54	BID FORM – Bid Pack 5.4 Low Voltage – A/V Cable & Equipment	Wohlsen										
00 41 13.51	BID FORM – Bid Pack 5.1 Signage	Wohlsen							X			
00 41 13.52	BID FORM – Bid Pack 5.2 Landscaping & Maintenance	Wohlsen							X			
00 43 13	BID BOND	TA				X		X	X			
00 43 13.A	BID BOND – LETTER BIDS	TA		X	X	X						
00 50 00	CONTRACTING FORMS AND SUPPLEMENTS	TA		X	X	X		X	X			
00 52 13	STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR A132-2019	TA		X	X	X		X	X			
00 52 13.A	INSURANCE AND BONDS A132 – 2019 EXHIBIT A	TA		X	X	X		X	X			
00 54 13	SUPPLEMENT TO AGREEMENT BETWEEN OWNER AND CONTRACTOR A132-2019	TA		X	X	X		X	X			
00 54 13.A	SUPPLEMENT TO A132-2019-EXHIBIT A, INSURANCE AND BONDS	TA		X	X	X		X	X			
00 60 00	PROJECT FORMS	TA		X	X	X		X	X			
00 61 13.13	PERFORMANCE BOND	TA		X	X	X		X	X			
00 61 13.16	PAYMENT BOND	TA		X	X	X		X	X			
00 62 11	SUBMITTAL COVER SHEET	TA		X	X	X		X	X			
00 62 76	AIA DOCUMENT G732 - 2019: APPLICATION AND CERTIFICATION FOR PAYMENT FORMS	TA		X	X	X		X	X			
00 62 76A	AIA DOCUMENT G703 - 1992: CONTINUATION SHEET	TA		X	X	X		X	X			
00 63 13	REQUEST FOR INFORMATION FORM	TA		X	X	X		X	X			

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00 63 25	SUBSTITUTION REQUEST FORM	TA		X	X	X		X	X			
00 63 33	AIA DOCUMENT G710 - 2017: SUPPLEMENTAL INSTRUCTION FORMS	TA		X	X	X		X	X			
00 63 46	AIA DOCUMENT G733 - 2019: CONSTRUCTION CHANGE DIRECTIVE	TA		X	X	X		X	X			
00 63 63	AIA DOCUMENT G731 - 2019: CHANGE ORDER	TA		X	X	X		X	X			
00 63 73	ALLOWANCE AUTHORIZATION FORM	TA		X	X	X		X	X			
00 65 16	AIA DOCUMENT G734 - 2019: CERTIFICATE OF SUBSTANTIAL COMPLETION	TA		X	X	X		X	X			
00 65 19.13	AIA DOCUMENT G706 - 1994: CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS	TA		X	X	X		X	X			
00 65 19.16	AIA DOCUMENT G706A - 1994: CONTRACTOR'S AFFIDAVIT OF RELAEASE OF LIENS	TA		X	X	X		X	X			
00 65 19.19	AIA DOCUMENT G707 - 1994: CONSENT OF SURETY TO FINAL PAYMENT	TA		X	X	X		X	X			
00 72 13	GENERAL CONDITIONS TO THE CONTRACT A232-2019	TA		X	X	X		X	X			
00 73 13	SUPPLEMENTARY GENERAL CONDITIONS A232-2019	TA		X	X	X		X	X			
00 73 46	WAGE DETERMINATION SCHEDULE	TA		X	X	X		X	X			
00 81 13	GENERAL REQUIREMENTS	TA		X	X	X		X	X			
00 81 14	DRUG TESTING FORMS	TA		X	X	X		X	X			
00 81 15	AFFADAVIT OF CRAFT TRAINING COMPLIANCE	TA		X	X	X		X	X			
00 82 00	DIGITAL RELEASE FORM	TA		X	X	X		X	X			
DIVISION 01 - GENERAL REQUIREMENTS												
01 10 00	SUMMARY OF WORK	Wohlsen		X	X	X		X	X			
01 12 00	MULTIPLE CONTRACT SUMMARY	Wohlsen			X	X		X	X			
01 12 00.4A3R	MULTIPLE CONTRACT SUMMARY – BP4A.3R	Wohlsen			X	X						
01 12 00.4A6R	CONTRACT SUMMARY – CONTRACT 4A.6R	Wohlsen		X		X						
01 12 00.4A8R	CONTRACT SUMMARY – CONTRACT 4A.8R	Wohlsen		X		X						

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01 14 00	WORK RESTRICTIONS	TA		X	X	X		X	X			
01 21 00	ALLOWANCES	Wohlsen		X	X	X		X	X			
01 22 00	UNIT PRICES	Wohlsen										
01 25 00	SUBSTITUTION PROCEDURES	TA		X	X	X		X	X			
01 26 00	CONTRACT MODIFICATION PROCEDURES	TA		X	X	X		X	X			
01 29 00	PAYMENT PROCEDURES	TA		X	X	X		X	X			
01 31 00	PROJECT MANAGEMENT AND COORDINATION	TA		X	X	X		X	X			
01 32 00	CONSTRUCTION PROGRESS DOCUMENTATION	TA		X	X	X		X	X			
01 32 16	CONSTRUCTION SCHEDULE UPDATE 8	Wohlsen				X						
01 32 16	CONSTRUCTION SCHEDULE UPDATE 9	Wohlsen		X	X	X						
01 32 16.A	SCHEDULE ATTACHMENT	Wohlsen		X	X	X		X				
01 32 33	PHOTOGRAPHIC DOCUMENTATION	TA		X	X	X		X	X			
01 33 00	SUBMITTAL PROCEDURES	TA		X	X	X		X	X			
01 35 23.A	CRANE LIFT PLAN CHECKLIST	Wohlsen		X	X	X		X	X			
01 35 23.B	DEMOLITION PREPARATORY OPERATIONS	Wohlsen										
01 35 23.C	DEMO PRE-START SURVEY	Wohlsen										
01 35 23.D	STAR SHEET	Wohlsen		X	X	X		X	X			
01 35 23.E	COMPETENT/QUALIFIED PERSON DESIGNATIONS FORM	Wohlsen		X	X	X		X	X			
01 35 23.F	WOHLSEN SAFETY MANUAL 2021 - COVID ADDITION	Wohlsen		X	X	X		X	X			
01 35 23.G	COVID SPECIFICATION	Wohlsen		X	X	X		X	X			
01 35 23.H	SITE LOGISTICS DRAWING	Wohlsen		X	X	X		X	X			
01 35 23.I	PARKING-STAGING LOCATIONS	Wohlsen		X	X	X		X	X			
01 35 23.J	HOIST PAD DETAIL	Wohlsen										
01 35 23.K	SUGGESTED FOUNDATION AND EXCAVATION SEQUENCE SKETCH	Wohlsen										
01 35 23.L	UTILITY AS-BUILT	Wohlsen										
01 35 23.M	PARKING GARAGE PRECAST DESIGN LOADS	Wohlsen										

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01 35 23.N	TEMPORARY ENCLOSURE PLAN 1ST, 2ND, 3RD FLOOR	Wohlsen				X						
01 35 23.O	AIR COOLED CHILLERS	Wohlsen										
01 35 23.P	ROOFTOP CENTRAL STATION AIR HANDLING UNITS	Wohlsen										
01 35 23.Q	ENGINE GENERATORS	Wohlsen										
01 35 23.R	LOW VOLTAGE SWITCHGEAR	Wohlsen										
01 35 23.S	AUTOMATIC TRANSFER SWITCHES	Wohlsen										
01 35 23.T	DUAL PURPOSE DOCKING STATION	Wohlsen										
01 37 00	BIM 3D COORDINATION	Wohlsen		X	X	X		X	X			
01 40 00	QUALITY REQUIREMENTS	TA		X	X	X		X	X			
01 42 00	REFERENCES	TA		X	X	X		X	X			
01 43 25	EXTERIOR ENCLOSURE PERFORMANCE MOCKUP	TA										
01 45 23	TESTING AND INSPECTION SERVICES	TA		X	X	X		X	X			
01 45 25	EXTERIOR ENCLOSURE TESTING SERVICES	TA										
01 50 00	TEMPORARY FACILITIES AND CONTROLS	TA		X	X	X		X	X			
01 60 00	PRODUCT REQUIREMENTS	TA		X	X	X		X	X			
01 73 00	EXECUTION	TA		X	X	X		X	X			
01 73 29	CUTTING AND PATCHING	TA		X	X	X		X	X			
01 74 19	CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL	TA		X	X	X		X	X			
01 75 00	STARTING AND ADJUSTING	TA		X	X	X		X	X			
01 77 00	CLOSEOUT PROCEDURES	TA		X	X	X		X	X			
01 78 23	OPERATION AND MAINTENANCE DATA	TA		X	X	X		X	X			
01 78 39	PROJECT RECORD DOCUMENTS	TA		X	X	X		X	X			
01 79 00	DEMONSTRATION AND TRAINING	TA		X	X	X		X	X			
01 83 16	EXTERIOR ENCLOSURE GENERAL REQUIREMENTS	TA										
01 91 13	GENERAL COMMISSIONING REQUIREMENTS	WSP										
01 92 00	BIDDING AND RFI RESPONSES	TA				X						
DIVISION 02 - EXISTING CONDITIONS												
02 41 16	STRUCTURE DEMOLITION	TA										
02 41 16.A	DEMOLITION GUIDELINES	TA										
DIVISION 03 - CONCRETE												
03 20 00	CONCRETE REINFORCING	Duffield	X				X					

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03 30 00	CAST-IN-PLACE CONCRETE	BI	X				X					
03 45 00	PRECAST ARCHITECTURAL CONCRETE	TA	X				X					
03 54 16	HYDRAULIC CEMENT UNDERLAYMENT	TA	X	X		X	X					
DIVISION 04 - MASONRY												
04 20 00	UNIT MASONRY	TA / BI	X				X					
04 26 13	UNIT MASONRY VENEER	TA	X				X					
04 72 00	CAST STONE MASONRY	TA	X				X					
DIVISION 05 – METALS												
05 12 00	STRUCTURAL STEEL FRAMING	BI	X				X					
05 31 00	STEEL DECKING	BI	X				X					
05 40 00	COLD-FORMED METAL FRAMING	TA	X				X					
05 50 00	METAL FABRICATIONS	TA / BI	X				X					
05 51 00	METAL STAIRS	TA / BI	X			X	X					
05 53 13	BAR GRATINGS	TA	X			X	X					
05 73 13	GLAZED DECORATIVE METAL RAILINGS	TA	X			X	X					
DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES												
06 10 53	MISCELLANEOUS ROUGH CARPENTRY	TA	X			X	X					
06 10 73	EXTERIOR MISC ROUGH CARPENTRY	TA	X				X					
06 16 00	SHEATHING	TA	X				X					
06 40 23	INTERIOR ARCHITECTURAL WOODWORK	TA	X			X	X					
06 74 13	FIBERGLASS GIRTS	TA	X				X					
DIVISION 07 - THERMAL AND MOISTURE PROTECTION												
07 11 13	BITUMINOUS DAMPPROOFING	TA	X				X					
07 13 00	WATERPROOFING	TA	X				X					
07 16 16	CRYSTALLINE WATERPROOFING	TA	X				X					
07 21 00	THERMAL INSULATION	TA	X			X	X					
07 21 19	FOAMED IN PLACE INSULATION	TA	X				X					
07 24 23	DIRECT APPLIED STUCCO FINISH	TA	X				X					
07 27 13	AIR BARRIER/WEATHER BARRIER	TA	X				X					
07 42 13	ACM WALL PANELS	TA	X				X					
07 42 13.13	FORMED METAL WALL PANELS	TA	X				X					
07 42 18	METAL SCREEN WALL	TA	X				X					

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07 53 00	SINGLE PLY ROOFING	TA	X				X					
07 62 00	SHEET METAL FLASHING AND TRIM	TA	X				X					
07 71 13	MANUFACTURED ROOF SPECIALTIES	TA	X				X					
07 72 00	ROOF ACCESSORIES	TA	X				X					
07 81 00	APPLIED FIRE PROTECTION	TA	X				X					
07 84 13	PENETRATION FIRESTOPPING	TA	X			X	X					
07 84 46	CURTAIN WALL FIRE RESISTANT JOINT SYSTEM	TA	X				X					
07 92 00	JOINT SEALANTS	TA	X			X	X					
07 92 05	EXTERIOR JOINT SEALANT	TA	X		X	X	X					
07 95 10	EXTERIOR EXPANSION CONTROL	TA	X		X	X	X					
DIVISION 08 - OPENINGS												
08 11 13	INTERIOR HOLLOW METAL DOORS AND FRAMES	TA	X			X	X					
08 11 15	EXTERIOR HOLLOW METAL DOORS AND FRAMES	TA	X			X	X					
08 14 16	FLUSH WOOD DOORS	TA	X			X	X					
08 31 13	ACCESS DOORS AND FRAMES	TA	X			X	X					
08 33 13	COILING COUNTER DOORS	TA	X			X	X					
08 36 13	SECTIONAL DOORS	TA	X			X	X					
08 41 15	INTERIOR ALUMINUM-FRAMED STOREFRONTS	TA	X			X	X					
08 42 13	ALUMINUM-FRAMED ENTRANCES	TA	X				X					
08 44 13	GLAZED ALUMINUM CURTAIN WALL	TA	X				X					
08 51 13	ALUMINUM WINDOWS	TA	X				X					
08 71 00	INTERIOR DOOR HARDWARE	TA	X			X	X					
08 71 05	EXTERIOR DOOR HARDWARE	TA	X			X	X					
08 80 00	GLAZING	TA	X			X	X					
08 80 10	EXTERIOR GLASS AND GLAZING	TA	X			X	X					
08 87 00	GLAZING SURFACE FILMS	TA	X			X	X					
08 91 19	FIXED LOUVERS AND VENTS	TA	X				X					
DIVISION 09 – FINISHES												
09 05 11	CONCRETE FLOOR PREPARATION	TA	X	X		X	X					
09 05 12	CONCRETE FLOOR MOISTURE CONTENT AND PH TESTING	TA	X	X		X	X					
09 21 16.23	GYPSUM BOARD SHAFT WALL ASSEMBLIES	TA	X			X	X					
09 22 16	NON-STRUCTURAL METAL FRAMING	TA	X			X	X					
09 29 00	GYPSUM BOARD	TA	X			X	X					
09 30 13	CERAMIC TILING	TA	X			X	X					

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09 51 13	ACOUSTICAL PANEL CEILINGS	TA	X			X	X					
09 54 16	LUMINOUS CEILING SYSTEMS	TA	X			X	X					
09 65 13	RESILIENT BASE AND ACCESSORIES	TA	X			X	X					
09 65 19	RESILIENT TILE FLOORING	TA	X			X	X					
09 66 23	RESINOUS MATRIX TERRAZZO FLOORING	TA	X			X	X					
09 67 23	RESINOUS FLOORING	TA	X	X		X	X					
09 68 13	TILE CARPETING	TA	X			X	X					
09 69 00	ACCESS FLOORING	TA	X			X	X					
09 84 00	SOUND-ABSORBING WALL UNITS	TA	X			X	X					
09 90 00	PAINTING AND COATING	TA	X			X	X					
09 96 10	EXTERIOR HIGH PERFORMANCE COATINGS	TA	X				X					
09 96 46	INTUMESCENT PAINTING	TA	X				X					
09 97 33	CONCRETE FLOOR SEALER	TA	X			X	X					
DIVISION 10 - SPECIALTIES												
10 14 00	SIGNAGE	TA						X	X			
10 14 19	DIMENSIONAL LETTER SIGNAGE	TA						X	X			
10 14 26	POST AND PANEL / PYLON SIGNAGE	TA						X	X			
10 21 13.14	STAINLESS-STEEL TOILET COMPARTMENTS	TA	X				X					
10 26 00	WALL AND DOOR PROTECTION	TA	X			X	X					
10 28 00	TOILET AND BATH ACCESSORIES	TA	X				X					
10 44 13	FIRE PROTECTION CABINETS	TA	X				X					
10 44 16	FIRE EXTINGUISHERS	TA	X				X					
10 75 16	GROUND-SET FLAGPOLES	TA	X				X					
DIVISION 11 – EQUIPMENT												
11 19 00	DETENTION EQUIPMENT GENERAL REQUIREMENTS	TA	X				X					
11 19 05	FOUR-FOLD DOOR SYSTEMS	TA	X				X					
11 19 10	DETENTION EQUIPMENT HM DOORS & FRAMES	TA	X				X					
11 19 15	MISCELLANEOUS EQUIPMENT	TA	X				X					
11 19 20	DETENTION EQUIPMENT SECURITY GLAZING	TA	X			X	X					
11 19 25	DETENTION OPENING SECURITY GRILLES	TA	X				X					
11 19 30	DETENTION SEALANTS	TA	X				X					
11 19 50	DETENTION EQUIPMENT SECURITY FASTENERS	TA	X				X					
11 19 60	DETENTION EQUIPMENT SECURITY HARDWARE	TA	X				X					

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11 19 70	DETENTION EQUIPMENT FURNISHINGS AND ACCESSORIES	TA	X				X					
11 19 80	DETENTION EQUIPMENT SECURITY CEILING PLANKS	TA	X				X					
11 19 90	DETENTION SECURITY ACCESS PANELS	TA	X				X					
11 24 23	MAINTENANCE SAFETY EQUIPMENT	TA	X				X					
DIVISION 12 – FURNISHINGS												
12 24 13	ROLLER WINDOW SHADES	TA	X	X		X	X					
12 31 16	STAINLESS STEEL CASEWORK	TA	X				X					
12 36 00	COUNTERTOPS	TA	X				X					
12 48 13	ENTRANCE FLOOR MATS AND FRAMES	TA	X				X					
DIVISION 13 - SPECIAL CONSTRUCTION – NOT USED												
DIVISION 14 - CONVEYING EQUIPMENT												
14 21 00	ELECTRIC TRACTION ELEVATORS (PASSENGER AND FREIGHT)	TA	X				X					
DIVISION 21 - FIRE SUPPRESSION												
21 00 10	FIRE PROTECTION GENERAL PROVISIONS	WSP	X				X					
21 00 50	FIRE PROTECTION BASIC MATERIALS AND METHODS	WSP	X				X					
21 08 00	COMMISSIONING OF FIRE PROTECTION SYSTEMS	WSP	X				X					
21 10 00	SPRINKLER AND STANDPIPE SYSTEMS	WSP	X				X					
21 31 13	ELECTRIC-DRIVE, CENTRIFUGAL FIRE PUMPS	WSP	X				X					
DIVISION 22 – PLUMBING												
22 00 10	PLUMBING GENERAL PROVISIONS	WSP	X				X					
22 00 50	PLUMBING BASIC MATERIALS AND METHODS	WSP	X				X					
22 05 33	HEAT TRACING FOR PLUMBING PIPING	WSP	X				X					
22 05 93	TESTING, ADJUSTING AND BALANCING FOR PLUMBING SYSTEMS	WSP	X				X					
22 07 00	PLUMBING SYSTEMS INSULATION	WSP	X				X					

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22 08 00	COMMISSIONING OF PLUMBING SYSTEMS	WSP	X				X					
22 11 00	PUMPS	WSP	X				X					
22 13 00	PLUMBING SPECIALTIES	WSP	X				X					
22 34 00	DOMESTIC WATER HEATERS	WSP	X				X					
22 42 13	PLUMBING FIXTURES	WSP	X				X					
DIVISION 23 - HEATING VENTILATING AND AIR CONDITIONING												
23 00 10	MECHANICAL GENERAL PROVISIONS	WSP	X				X					
23 00 50	HVAC BASIC MATERIALS AND METHODS	WSP	X				X					
23 05 33	HEAT TRACING FOR HVAC PIPING	WSP	X				X					
23 05 93	TESTING, ADJUSTING, AND BALANCING FOR HVAC	WSP	X				X					
23 07 00	MECHANICAL SYSTEMS INSULATION	WSP	X				X					
23 08 00	COMMISSIONING OF HVAC SYSTEMS	WSP	X				X					
23 09 00	INSTRUMENTATION AND CONTROL FOR HVAC	WSP	X				X					
23 09 23	GAS INSTRUMENTS	WSP	X				X					
23 21 13	ACOUSTICAL BARRIER WALL	WSP	X				X					
23 21 23	HYDRONIC PUMPS	WSP	X				X					
23 25 00	HVAC WATER TREATMENT	WSP	X				X					
23 29 23	VARIABLE FREQUENCY MOTOR CONTROLLERS	WSP	X				X					
23 33 00	DUCTWORK AND ACCESSORIES	WSP	X				X					
23 34 00	FANS AND VENTILATORS	WSP	X				X					
23 36 00	AIR TERMINAL UNITS	WSP	X				X					
23 52 16	CONDENSING BOILERS	WSP	X				X					
23 63 16	AIR-COOLED CHILLERS – BP03	WSP	X				X					
23 63 16	AIR-COOLED CHILLERS – BP03A	WSP	X				X					
23 74 13	ROOFTOP CENTRAL STATION AIR HANDLING UNITS – BP03	WSP	X				X					
23 74 13	ROOFTOP CENTRAL STATION AIR HANDLING UNITS – BP03A	WSP	X				X					
23 81 00	PACKAGED AND SPLIT SYSTEM AIR CONDITIONING UNITS	WSP	X				X					
23 82 00	HEATING AND AIR CONDITIONING TERMINAL EQUIPMENT	WSP	X				X					
DIVISION 26 – ELECTRICAL												
26 00 10	ELECTRICAL GENERAL PROVISIONS	WSP	X				X					
26 05 19	LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES	WSP	X				X					
26 05 23	CONTROL-VOLTAGE ELECTRICAL POWER CABLES	WSP	X				X					

SECTION	SECTION TITLE	AUTHOR	10	11	12	13	14	15	16	17	18	19
26 05 26	GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS	WSP	X				X					
26 05 29	HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS	WSP	X				X					
26 05 33	RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS	WSP	X				X					
26 05 43	UNDERGROUND DUCTS AND RACEWAYS FOR ELECTRICAL SYSTEMS	WSP	X				X					
26 05 44	SLEEVES AND SLEEVE SEALS FOR ELECTRICAL RACEWAYS AND CABLING	WSP	X				X					
26 05 53	IDENTIFICATION FOR ELECTRICAL SYSTEMS	WSP	X				X					
26 05 73	OVERCURRENT PROTECTIVE DEVICE COORDINATION STUDY	WSP	X				X					
26 08 00	COMMISSIONING OF ELECTRICAL SYSTEMS	WSP	X				X					
26 09 23	LIGHTING CONTROL DEVICES	WSP	X				X					
26 09 43	CENTRALIZED RELAY-BASED DIMMING LIGHTING CONTROLS	WSP	X				X					
26 22 00	LOW-VOLTAGE TRANSFORMERS	WSP	X				X					
26 23 00	LOW-VOLTAGE SWITCHGEAR – BP03	WSP	X				X					
26 23 00	LOW-VOLTAGE SWITCHGEAR – BP03A	WSP	X				X					
26 24 13	SWITCHBOARDS	WSP	X				X					
26 24 16	PANELBOARDS	WSP	X				X					
26 25 50	DUAL PURPOSE DOCKING STATION – BP03	WSP	X				X					
26 25 50	DUAL PURPOSE DOCKING STATION – BP03A	WSP	X				X					
26 27 26	WIRING DEVICES	WSP	X				X					
26 28 13	FUSES	WSP	X				X					
26 28 16	ENCLOSED SWITCHES AND CIRCUIT BREAKERS	WSP	X				X					
26 29 13	ENCLOSED CONTROLLERS	WSP	X				X					
26 32 13	ENGINE GENERATORS – BP03	WSP	X				X					
26 32 13	ENGINE GENERATORS – BP03A	WSP	X				X					
26 36 00	TRANSFER SWITCHES – BP03	WSP	X				X					
26 36 00	TRANSFER SWITCHES – BP03A	WSP	X				X					
26 41 13	LIGHTNING PROTECTION FOR STRUCTURES	WSP	X				X					
26 51 00	INTERIOR LIGHTING	WSP	X				X					
26 56 00	EXTERIOR LIGHTING	WSP	X				X					
26 83 13	RADIANT-HEATING ELECTRIC CABLES	WSP	X				X					

SECTION	SECTION TITLE	AUTHOR	10	11	12	13	14	15	16	17	18	19
DIVISION 27 – COMMUNICATIONS												
27 05 26	GROUNDING AND BONDING FOR COMMUNICATIONS SYSTEMS	WSP	X				X					
27 05 28	PATHWAYS FOR COMMUNICATIONS SYSTEMS	WSP	X				X					
27 05 29	HANGERS AND SUPPORTS FOR COMMUNICATIONS SYSTEMS	WSP	X				X					
27 05 36	CABLE TRAYS FOR COMMUNICATIONS SYSTEMS	WSP	X				X					
27 05 43	UNDERGROUND PATHWAYS AND STRUCTURES FOR COMMUNICATION SYSTEMS	WSP	X				X					
27 05 44	SLEEVES AND SLEEVE SEALS FOR COMMUNICATIONS PATHWAYS AND CABLING	WSP	X				X					
27 05 53	IDENTIFICATION FOR COMMUNICATIONS SYSTEMS	WSP	X				X					
27 11 00	COMMUNICATIONS EQUIPMENT ROOM FITTINGS	WSP	X				X					
27 11 16	COMMUNICATIONS RACKS, FRAMES, AND ENCLOSURES	WSP	X				X					
27 13 23	COMMUNICATIONS OPTICAL FIBER BACKBONE CABLING	WSP	X				X					
27 15 13	COMMUNICATIONS COPPER HORIZONTAL CABLING	WSP	X				X					
27 41 00	GENERAL CONDITIONS FOR INTEGRATED AUDIOVISUAL SYSTEMS	SMW						X	X			
27 41 16	AUDIO VISUAL SYSTEMS AND EQUIPMENT	SMW						X	X			
DIVISION 28 - ELECTRONIC SAFETY AND SECURITY												
28 00 00	ELECTRONIC SAFETY AND SECURITY	SMW	X				X	X	X			
28 05 13	ELECTRONIC SECURITY CONDUCTORS AND CABLING	SMW	X				X	X	X			
28 13 26	ACCESS CONTROL FIELD DEVICES	SMW	X				X	X	X			
28 13 33	ACCESS CONTROL SYSTEM INTERFACES	SMW	X				X	X	X			
28 16 00	INTRUSION DETECTION	SMW						X	X			
28 23 00	VIDEO SURVEILLANCE	SMW	X				X	X	X			
28 23 29	VIDEO SURVEILLANCE FIELD DEVICES	SMW	X				X	X	X			
28 26 00	ELECTRONIC PERSONAL PROTECTION SYSTEMS	SMW						X	X			
28 31 11	DIGITAL, ADDRESSABLE FIRE-ALARM SYSTEM	WSP	X				X					
28 48 00	EMERGENCY RESPONSE SYSTEMS	WSP	X				X					

SECTION	SECTION TITLE	AUTHOR	10	11	12	13	14	15	16	17	18	19
28 52 20	SECURITY COMMUNICATION SYSTEMS	SMW	X				X	X	X			
DIVISION 31 – EARTHWORK												
31 05 13	EARTHWORK	Duffield	X				X					
SECTION	SECTION TITLE	AUTHOR	10	11	12	13	14	15	16	17	18	19
31 10 00	SITE CLEARING	Duffield	X				X					
31 23 16.13	TRENCHING	Duffield	X				X					
31 63 30	RIGID INCLUSION	Duffield	X				X					
DIVISION 32 - EXTERIOR IMPROVEMENTS												
32 01 16	FLEXIBLE PAVING REHABILITATION	Duffield	X				X					
32 05 13	SOILS FOR EXTERIOR IMPROVEMENTS	Duffield	X				X					
32 11 23	AGGREGATE BASE COURSES	Duffield	X				X					
32 12 16	ASPHALT PAVING	Duffield	X				X					
32 13 13	CONCRETE PAVING	Duffield	X				X					
32 14 16	BRICK UNIT PAVING	Duffield	X				X					
32 16 23	SIDEWALKS	Duffield	X				X					
32 17 23	PAVEMENT MARKINGS	Duffield	X				X					
32 91 13	SOIL PREPARATION	Duffield	X			X	X	X	X			
32 91 19	LANDSCAPE GRADING	Duffield	X				X	X	X			
32 92 19	SEEDING	Duffield	X			X	X	X	X			
32 92 23	SODDING	Duffield	X			X	X	X	X			
32 93 00	PLANTS	Duffield	X			X	X	X	X			
32 94 00	TREE GRATES	Duffield	X			X	X	X	X			
32 94 21	TREE ANCHORS	Duffield	X			X	X	X	X			
DIVISION 33 – UTILITIES												
33 01 30.11	TELEVISION INSPECTION OF SEWERS	Duffield	X				X					
33 05 05.36	VACUUM TESTING	Duffield	X				X					
33 05 05.41	AIR TESTING	Duffield	X				X					
33 05 33.16	HDPE DRAINAGE PIPING	Duffield	X				X					
33 14 17	SITE WATER SERVICE UTILITY LATERALS	Duffield	X				X					
33 31 00	SANITARY SEWERAGE PIPING	Duffield	X				X					
33 31 11	PUBLIC SANITARY SEWERAGE GRAVITY PIPING	Duffield	X				X					
33 42 00	STORMWATER CONVEYANCE	Duffield	X				X					
33 42 36	STORMWATER TRENCH DRAINS	Duffield	X				X					

END OF SECTION

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SECTION 00 01 15

LIST OF DRAWING SHEETS

SUBMISSIONS:

10	ASI-08	07.28.2023
11	4A.6R & 4A.8R - BID SET	10.13.2023
12	4A.3R – BID SET	11.01.2023
13	BID PACK 04A – CONFORMED PERMIT SET	11.20.2023
14	ASI-21 – CONFORMED BP01 – ASI-20	01.23.2024
15	5 -BID SET	07.09.2024
16	5R – BID SET	10.16.2024
17		
18		
19		

Sections issued for reference noted with an “O”.

Sections issued for record are annotated with an “X”.

Sections listed without any annotation are anticipated future sections.

Sheet Number	Sheet Name	10	11	12	13	14	15	16	17	18	19
GENERAL											
CS01	COVER SHEET / LOCATIONS PLANS	X	X	X	X	X	X	X			
CS02	DRAWING LIST, NOTES, & ABBREVIATIONS	X	X	X	X	X	X	X			
CIVIL											
C021	INDEX SHEET	X				X					
C101	EXISTING CONDITIONS/DEMOLITION PLAN										
C111	EXISTING CONDITIONS										
C121	EXISTING CONDITIONS PLAN	X				X					
C122	DEMOLITION PLAN	X				X					
C123	SANITARY SEWER DEMOLITION PLAN										
C124	LOT CONSOLIDATION PLAN										
C131	ELECTRIC VEHICLE PARKING SPOTS										
C431	ELECTRIC VEHICLE PARKING SPOTS GRADING PLAN										
C221	SITE PLAN	X				X					
C321	SANITARY SEWER PLAN	X				X					
C322	SANITARY SEWER PROFILES	X				X					
C323	UTILITY PLAN	X				X					
C324	STORM SEWER PROFILES	X				X					
C421	OVERALL GRADING PLAN	X				X					
C422	GRADING PLAN	X				X					
C423	GRADING PLAN	X				X					

Sheet Number	Sheet Name	10	11	12	13	14	15	16	17	18	19
C501	SITE RESTORATION PLAN										
C502	DEMOLITION PLAN										
C503	CONSTRUCTION SITE DETAILS AND NOTES										
C504	CONSTRUCTION SITE DETAILS AND NOTES										
C505	CONSTRUCTION SITE DETAILS AND NOTES										
C511	DEMOLITION PLAN										
C512	CONSTRUCTION SITE DETAILS AND NOTES										
C513	CONSTRUCTION SITE DETAILS AND NOTES										
C514	CONSTRUCTION SITE DETAILS AND NOTES										
C515	DETAILS										
C520	COVERSHEET AND GENERAL NOTES	X				X					
C521	PRE-CONSTRUCTION SITE STORMWATER MANAGEMENT PLAN	X				X					
C522	CONSTRUCTION SITE STORMWATER MANAGEMENT PLAN	X				X					
C523	CONSTRUCTION SITE DETAILS AND NOTES	X				X					
C524	CONSTRUCTION SITE DETAILS AND NOTES	X				X					
C525	CONSTRUCTION SITE DETAILS AND NOTES	X				X					
C526	CONSTRUCTION SITE DETAILS AND NOTES	X				X					
C527	CONSTRUCTION SITE DETAILS AND NOTES	X				X					
C528	CONSTRUCTION SITE DETAILS AND NOTES	X				X					
C529	POST-CONSTRUCTION SITE STORMWATER MANAGEMENT PLAN	X				X					
C530	POST-CONSTRUCTION SITE STORMWATER MANAGEMENT PLAN FACILITY #1	X				X					
C531	POST-CONSTRUCTION SITE STORMWATER MANAGEMENT PLAN FACILITY #1	X				X					
C532	POST-CONSTRUCTION SITE STORMWATER MANAGEMENT PLAN FACILITY #1	X				X					
C621	SIGNAGE AND STRIPING PLAN	X				X					
C901	PLAN DETAILS										
C902	PLAN DETAILS										
C921	CONSTRUCTION DETAILS	X				X					
C922	CONSTRUCTION DETAILS	X				X					
C923	CONSTRUCTION DETAILS	X				X					
C924	CONSTRUCTION DETAILS	X				X					

Sheet Number	Sheet Name	10	11	12	13	14	15	16	17	18	19
C925	CONSTRUCTION DETAILS	X				X					
C926	CONSTRUCTION DETAILS	X				X					
C927	CONSTRUCTION DETAILS	X				X					
FM101	FIRE MARSHALL SITE PLAN	X				X					
L101	LANDSCAPE PLAN	X			X	X	X	X			
L102	LANDSCAPE DETAILS	X			X	X	X	X			
L103	LANDSCAPE DETAILS	X			X	X	X	X			
L104	LANDSCAPE PLAN DETAILS	X			X	X	X	X			
FM101	FIRE MARSHAL SITE PLAN					X					
ENT001	INDEX SHEET	X				X					
ENT002	OVERALL PLAN	X				X					
ENT101	EXISTING FEATURES / DEMOLITION PLAN	X				X					
ENT201	SITE PLAN	X				X					
ENT301	UTILITY PLAN	X				X					
ENT401	GRADING PLAN	X				X					
ENT501	EROSION AND SEDIMENT CONTROL PLAN	X				X					
ENT502	EROSION AND SEDIMENT CONTROL DETAILS	X				X					
ENT503	EROSION AND SEDIMENT CONTROL DETAILS	X				X					
ENT504	EROSION AND SEDIMENT CONTROL DETAILS	X				X					
ENT601	SIGNAGE & STRIPING PLAN	X				X					
ENT701	MAINTENANCE OF TRAFFIC PLAN	X				X					
ENT702	MAINTENANCE OF TRAFFIC PLAN										
ENT703	MAINTENANCE OF TRAFFIC PLAN										
ENT801	SECTIONS	X				X					
ENT901	CONSTRUCTION DETAILS / MAINTENANCE OF TRAFFIC PLAN & NOTES	X				X					
ENT902	DETOUR PLAN	X				X					
ENT903	DETOUR PLAN	X				X					
ENT904	SIGNAL PLAN	X				X					

STRUCTURAL

S100	STRUCTURAL NOTES	X			X	X					
S101	FOUNDATION PLAN	X			X	X					
S102	2ND FLOOR FRAMING PLAN	X			X	X					
S102A	RFI RESPONSE	X			X	X					
S103	3RD FLOOR FRAMING PLAN	X			X	X					
S103A	RFI RESPONSE	X			X	X					
S104	ROOF FRAMING PLAN	X			X	X					
S105	HIGH ROOF FRAMING PLAN	X			X	X					
S201	TYPICAL SECTIONS & DETAILS	X			X	X					
S202	TYPICAL SECTIONS & DETAILS	X			X	X					
S203	TYPICAL SECTIONS & DETAILS	X			X	X					

Sheet Number	Sheet Name	10	11	12	13	14	15	16	17	18	19
S301	TYPICAL SECTIONS & DETAILS	X			X	X					
S302	TYPICAL SECTIONS & DETAILS	X			X	X					
S303	TYPICAL SECTIONS & DETAILS	X			X	X					
S304	TYPICAL SECTIONS & DETAILS	X			X	X					
S305	LANTERN FRAMING PLANS	X			X	X					
S306	LANTERN VIEWS	X			X	X					

ARCHITECTURAL

A001	LIFE SAFETY PLAN - LEVEL 1	X		X	X	X	X	X			
A002	LIFE SAFETY PLAN - LEVEL 2	X		X	X	X	X	X			
A003	LIFE SAFETY PLAN - LEVEL 3	X		X	X	X	X	X			
A004	LIFE SAFETY PLAN - ROOF	X		X	X	X	X	X			
A040	LIFE SAFETY AND CODE SUMMARY	X		X	X	X					
A050	UL ASSEMBLIES	X			X	X					
A051	UL ASSEMBLIES	X			X	X					
A052	UL ASSEMBLIES - PENETRATIONS - WALL ASSEMBLY	X			X	X					
A053	UL ASSEMBLIES - PENETRATIONS - WALL / FLOOR ASSEMBLIES	X			X	X					
A054	UL ASSEMBLIES - PENETRATIONS - FLOOR ASSEMBLIES	X			X	X					
A055	UL ASSEMBLIES - JOINTS - CONCRETE / GYPSUM SHAFT WALLS	X			X	X					
A056	UL ASSEMBLIES - JOINTS - GYPSUM WALLS	X			X	X					
A057	UL ASSEMBLIES – JOINTS – CONCRETE / GYSPUM SHAFT WALLS	X			X	X					
A058	UL ASSEMBLIES – JOINTS – CONCRETE / GYPSUM SHAFT WALLS	X			X	X					
A059	UL ASSEMBLIES – JOINTS – GYPSUM WALLS	X			X	X					
A060	UL ASSEMBLIES – FLOOR	X			X	X					
A070	PARTITION TYPES	X			X	X					
A080	LIFE SAFETY ELEVATIONS & SECTIONS	X		X	X	X					
A081	LIFE SAFETY RCP – LEVEL 1	X			X	X					
A082	FIREPROOFING PLAN – LEVEL 1	X			O	X					
A083	FIREPROOFING PLAN – LEVEL 2	X			O	X					
A084	FIREPROOFING PLAN – LEVEL 3	X			O	X					
AD090	STRUCTURE DEMOLITION SITE PLAN										
A090	ARCHITECTURAL SITE CONTEXT PLAN	X		X	X	X					
A091	ARCHITECTURAL SITE PLAN	X		X	X	X					
A092	ARCHITECTURAL SITE - ENLARGED PLANS & DETAILS	X			O	X					
A093	ARCHITECTURAL SITE - ENLARGED PLANS & DETAILS	X			O	X					
A094	MILLWORK DETAILS – TEAK BENCH	X			X	X					
A095	ARCHITECTURAL SITE -ACOUSTICAL BARRIER WALL DETAILS					X					
A100	SECURE PERIMETER PLANS	X			O	X					

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A101	FLOOR PLAN – LEVEL 1	X	X	X	X	X					
A101A	FLOOR PLAN – LEVEL 1 – DETAILED CONSTRUCTION	X		X	X	X					
A101B	FLOOR PLAN – LEVEL 1 – DIMENSIONING PLAN	X	X		X	X					
A102	FLOOR PLAN – LEVEL 2	X	X	X	X	X					
A102A	FLOOR PLAN – LEVEL 2 – DETAILED CONSTRUCTION	X		X	X	X					
A102B	FLOOR PLAN – LEVEL 2 – DIMENSIONING PLAN	X	X		X	X					
A103	FLOOR PLAN – LEVEL 3	X	X	X	X	X					
A103A	FLOOR PLAN – LEVEL 3 – DETAILED CONSTRUCTION	X		X	X	X					
A103B	FLOOR PLAN – LEVEL 3 – DIMENSIONING PLAN	X	X		X	X					
A104	FLOOR PLAN – LOWER ROOF	X		X	X	X					
A105	FLOOR PLAN – ROOF	X		X	X	X					
A106	ENLARGED PLANS – LOWER ROOF	X			O	X					
A111	REFLECTED CEILING PLAN – LEVEL 1	X	X		X	X					
A112	REFLECTED CEILING PLAN – LEVEL 2	X	X		X	X					
A113	REFLECTED CEILING PLAN – LEVEL 3 & ROOFTOP STRUCTURES	X	X		X	X					
A116	MOCK-UP WALL	X				X					
A201	BUILDING ELEVATIONS	X				X					
A202	BUILDING ELEVATIONS	X				X					
A203	MISC ELEVATIONS	X				X					
A204	COURSING DETAILS	X				X					
A205	COURSING DETAILS	X				X					
A206	PRECAST SIGNAGE					X					
A301	BUILDING SECTIONS	X			O	X					
A302	BUILDING SECTIONS	X			O	X					
A303	BUILDING SECTIONS	X			O	X					
A304	BUILDING SECTIONS	X			O	X					
A305	BUILDING SECTIONS	X			O	X					
A306	BUILDING SECTIONS – ROOF	X			O	X					
A311	WALL SECTIONS	X			X	X					
A312	WALL SECTIONS	X			X	X					
A313	WALL SECTIONS	X			X	X					
A314	WALL SECTIONS	X			X	X					
A315	WALL SECTIONS	X			X	X					
A316	WALL SECTIONS	X		X	X	X					
A317	WALL SECTIONS	X		X	X	X					
A318	WALL SECTIONS	X			X	X					
A319	WALL SECTIONS	X			X	X					
A321	WALL SECTION DETAILS	X		X	X	X					
A322	WALL SECTION DETAILS	X			X	X					
A323	WALL SECTION DETAILS	X			X	X					

Sheet Number	Sheet Name	10	11	12	13	14	15	16	17	18	19
A324	WALL SECTION DETAILS	X			X	X					
A325	WALL SECTION DETAILS	X			X	X					
A326	WALL SECTION DETAILS	X			X	X					
A327	TYPICAL ENCLOSURE DETAILS	X			X	X					
A328	TYPICAL ENCLOSURE DETAILS	X			X	X					
A329	TYPICAL CAST STONE & PRECAST DETAILS	X				X					
A330	TYPICAL CAST STONE & PRECAST DETAILS	X				X					
A331	EXTERIOR WALL PLAN DETAILS - LEVEL 1	X			X	X					
A332	EXTERIOR WALL PLAN DETAILS - LEVEL 2 & 3	X		X	X	X					
A333	EXTERIOR WALL PLAN DETAILS - ROOF	X			X	X					
A334	EXTERIOR WALL PLAN DETAILS – EXPANSION JOINT	X		X	X	X					
A335	EXTERIOR WALL PLAN DETAILS - EXPANSION JOINT	X		X	X	X					
A340	ELEVATIONS - ROOF SCREEN	X				X					
A341	DETAILS - ROOF	X			O	X					
A342	DETAILS – ROOF	X			O	X					
A401	LOBBY ENLARGED PLANS – LEVELS 1 & 2	X			X	X					
A402	LOBBY RCP – LEVELS 1 & 2	X	X		X	X					
A403	LOBBY ELEVATIONS – LEVEL 1	X			X	X					
A404	LOBBY ELEVATIONS – LEVEL 2	X			X	X					
A411	ENLARGED PLAN & RCP - PUBLIC CORRIDORS	X			X	X					
A412	INTERIOR ELEVATIONS - PUBLIC CORRIDORS	X			X	X					
A413	ENLARGED PLAN & RCP - PUBLIC CORRIDORS	X	X		X	X					
A414	INTERIOR ELEVATIONS - PUBLIC CORRIDORS	X			X	X					
A415	ENLARGED PLAN & RCP - PUBLIC CORRIDORS	X			X	X					
A416	ENLARGED PLAN & RCP - PUBLIC CORRIDORS	X	X		X	X					
A417	INTERIOR ELEVATIONS - PUBLIC CORRIDORS	X			X	X					
A418	INTERIOR ELEVATIONS - PUBLIC CORRIDORS	X			X	X					
A421	COURTROOM ENLARGED PLAN & RCP	X	X		X	X					
A422	COURTROOM ELEVATIONS	X	X		X	X					
A423	TRUANCY COURTROOM & REMOTE TESTIMONY ROOMS ENLARGED PLANS & ELEVATIONS	X			X	X					
A431	ENLARGED PLANS & ELEVATIONS – HOLDING AREA	X	X		X	X					
A432	ENLARGED PLANS & ELEVATIONS – HOLDING AREA	X	X		X	X					
A441	ENLARGED PLANS & ELEVATIONS – PUBLIC WAITING	X			X	X					
A442	ENLARGED PLANS & ELEVATIONS – WAITING & RECEPTION	X			X	X					
A443	ENLARGED PLANS & ELEVATIONS – WAITING, RECEPTION & CONFERENCE ROOMS	X			X	X					
A444	ENLARGED PLANS & ELEVATIONS – ADMINISTRATIVE SPACE	X			X	X					
A445	ENLARGED PLANS & ELEVATIONS – ADMINISTRATIVE SPACE	X			X	X					

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A446	ENLARGED PLANS & ELEVATIONS – ADMINISTRATIVE SPACE	X			X	X					
A450	MOUNTING HEIGHTS, TOILET ROOM NOTES & DETAILS	X			X	X					
A451	ENLARGED PLANS & ELEVATIONS - PUBLIC TOILET ROOMS	X			X	X					
A452	ENLARGED PLANS & ELEVATIONS - PUBLIC TOILET ROOMS	X			X	X					
A453	ENLARGED PLANS & ELEVATIONS - TOILET ROOMS	X			X	X					
A454	ENLARGED PLANS & ELEVATIONS - TOILET ROOMS	X			X	X					
A455	ENLARGED PLANS & ELEVATIONS - TOILET ROOMS	X			X	X					
A456	ENLARGED PLANS & ELEVATIONS - TOILET ROOMS	X			X	X					
A501	INTERIOR ELEVATIONS & SECTIONS – MISC	X	X		X	X					
A502	MILLWORK PLANS & ELEVATIONS – PUBLIC LOBBY	X			X	X					
A503	MILLWORK PLANS & ELEVATIONS – COURTROOMS	X			X	X					
A504	MILLWORK PLANS & ELEVATIONS – COURTROOMS	X			X	X					
A505	MILLWORK PLANS & ELEVATIONS – PUBLIC CORRIDORS	X			X	X					
A506	MILLWORK PLANS & ELEVATIONS – PUBLIC COUNTERS	X			X	X					
A507	MILLWORK PLANS & ELEVATIONS – PUBLIC COUNTER CORRIDOR	X			X	X					
A508	MILLWORK PLANS & ELEVATIONS – ENTRY FRAMES	X			X	X					
A511	MILLWORK SECTIONS	X			X	X					
A512	MILLWORK SECTIONS	X			X	X					
A513	MILLWORK DETAILS	X			X	X					
A514	MILLWORK DETAILS	X			X	X					
A515	MILWORK PLANS & ELEVATIONS – WAITING	X			X	X					
A516	MILWORK PLANS & ELEVATIONS – WAITING	X			X	X					
A520	WALL SECTIONS	X			X	X					
A521	COURTROOMS MILLWORK DETAILS	X			X	X					
A522	COURTROOMS MILLWORK DETAILS	X			X	X					
A523	COURTROOMS MILLWORK DETAILS	X			X	X					
A531	MILLWORK DETAILS – WAITING	X			X	X					
A532	MILLWORK DETAILS – WAITING	X			X	X					
A534	INTERIOR DETAILS	X			X	X					
A535	DETENTION DETAILS	X			X	X					
A542	DETAILS – CEILING	X			X	X					
A543	DETAILS – CEILING	X			X	X					
A544	DETAILS – CEILING	X			X	X					
A545	DETAILS – CEILING	X	X		X	X					
A551	INTERIOR PLAN DETAILS	X			X	X					
A552	INTERIOR PLAN DETAILS	X			X	X					

Sheet Number	Sheet Name	10	11	12	13	14	15	16	17	18	19
A553	INTERIOR PLAN DETAILS	X			X	X					
A601	DOOR SCHEDULE AND DETAILS - EXTERIOR	X		X	X	X					
A602	DOOR SCHEDULE AND DETAILS - EXTERIOR	X			X	X					
A603	DOOR SCHEDULE AND DETAILS – INTERIOR DETENTION	X			X	X					
A604	DOOR SCHEDULE – INTERIOR DOORS LEVELS 1	X	X		X	X					
A605	DOOR SCHEDULE – INTERIOR DOORS LEVELS 2 & 3	X	X		X	X					
A606	INTERIOR DOOR & WINDOW TYPES & DETAILS	X	X		X	X					
A607	INTERIOR DOOR DETAILS	X			X	X					
A608	INTERIOR WINDOW TYPES	X	X		X	X					
A609	INTERIOR WINDOW DETAILS	X	X		X	X					
A611	EXTERIOR WINDOW / CURTAIN WALLS / STOREFRONT TYPES	X	X		X	X					
A612	WINDOW DETAILS – EXTERIOR	X			X	X					
A613	WINDOW DETAILS - EXTERIOR	X			X	X					
A614	DETAILED BUILDING ELEVATIONS	X	X		X	X					
A615	DETAILED BUILDING ELEVATIONS	X	X		X	X					
A701	LOBBY STAIR – ENLARGED PLAN	X			X	X					
A702	ENLARGED PLANS - STAIR 1	X			X	X					
A703	ENLARGED PLANS - STAIR 2	X			X	X					
A704	ENLARGED PLANS - STAIR 3	X			X	X					
A705	LOBBY STAIR DETAILS	X			X	X					
A706	DETAILS – STAIRS	X			X	X					
A711	ENLARGED PLANS & SECTIONS – LOBBY ELEVATORS	X			O	X					
A712	ENLARGED PLANS & SECTIONS – STAFF ELEVATOR	X			O	X					
A713	ENLARGED PLANS & SECTIONS – DETENTION ELEVATOR 1	X			O	X					
A714	ENLARGED PLANS & SECTIONS – SERVICE ELEVATOR	X			O	X					
A715	ENLARGED PLANS & SECTIONS – DETENTION ELEVATOR 2	X			O	X					
A716	DETAILS – ELEVATOR	X			O	X					
A717	ELEVATOR CAB INTERIOR ELEVATIONS	X			X	X					
A801	FINISH PLAN - LEVEL 1	X	X		X	X					
A802	FINISH PLAN - LEVEL 2	X	X		X	X					
A803	FINISH PLAN - LEVEL 3	X	X		X	X					
A810	FINISH SCHEDULE – FIRST FLOOR	X	X		X	X					
A811	FINISH SCHEDULE – SECOND & THIRD FLOORS	X	X		X	X					
A812	INTERIOR DETAILS	X	X		X	X					
A820	FINISH LEGEND & DETAILS	X	X		X	X					
A821	CASEWORK SECTIONS	X			X	X					
A822	CASEWORK SECTIONS	X			X	X					

Sheet Number	Sheet Name	10	11	12	13	14	15	16	17	18	19
A823	CASEWORK SECTIONS	X			X	X					
A901	FURNITURE PLAN - LEVEL 1	X			O	X					
A902	FURNITURE PLAN - LEVEL 2	X			O	X					
A903	FURNITURE PLAN - LEVEL 3	X			O	X					
A911	EQUIPMENT PLAN – LEVEL 1	X			O	X					
A912	EQUIPMENT PLAN – LEVEL 2	X			O	X					
A913	EQUIPMENT PLAN – LEVEL 3	X			O	X					
W001	SIGNAGE GENERAL SPECIFICATIONS						X	X			
W002	SIGNAGE GENERAL						X	X			
W003	FIRST FLOOR SIGNAGE SCHEDULE						X	X			
W004	SECOND FLOOR & EXTERIOR SIGNAGE SCHEDULE						X	X			
W005	THIRD FLOOR & ROOF SIGNAGE SCHEDULE						X	X			
W011	WAYFINDING PLAN - LEVEL 1						X	X			
W012	WAYFINDING PLAN - LEVEL 2						X	X			
W013	WAYFINDING PLAN - LEVEL 3						X	X			
W014	WAYFINDING PLAN - ROOF						X	X			
W015	WAYFINDING SITE PLAN						X	X			
W100	EXTERIOR SIGNAGE ELEVATIONS						X	X			
W101	EXTERIOR SIGNAGE						X	X			
W102	INTERIOR SIGNAGE ELEVATIONS						X	X			
W103	INTERIOR SIGNAGE ELEVATIONS						X	X			
W104	INTERIOR SIGNAGE ELEVATIONS						X	X			
W105	INTERIOR SIGNAGE ELEVATIONS						X	X			
W106	INTERIOR SIGNAGE ELEVATIONS						X	X			
W200	INTERIOR SIGNAGE ELEVATIONS						X	X			
W201	INTERIOR SIGNAGE ELEVATIONS						X	X			
W202	INTERIOR SIGNAGE ELEVATIONS							X			
W203	INTERIOR SIGNAGE ELEVATIONS							X			

MECHANICAL

M000	MECHANICAL LEGEND, CONVENTIONS AND ABBREVIATIONS	X				X					
M201	FIRST FLOOR COMPOSITE - NEW WORK - HVAC	X				X					
M201A	PART FIRST FLOOR PLAN - NEW WORK - HVAC	X				X					
M201B	PART FIRST FLOOR PLAN - NEW WORK - HVAC	X				X					
M201C	PART FIRST FLOOR PLAN - NEW WORK - HVAC	X				X					
M201D	PART FIRST FLOOR PLAN - NEW WORK - HVAC	X				X					
M202	SECOND FLOOR COMPOSITE - NEW WORK HVAC	X				X					
M202A	PART SECOND FLOOR PLAN - NEW WORK - HVAC	X				X					
M202B	PART SECOND FLOOR PLAN - NEW WORK - HVAC	X				X					
M202C	PART SECOND FLOOR PLAN - NEW WORK - HVAC	X				X					
M203	THIRD FLOOR COMPOSITE - NEW WORK HVAC	X				X					

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M203A	PART THIRD FLOOR PLAN - NEW WORK - HVAC	X				X					
M203B	PART THIRD FLOOR PLAN - NEW WORK - HVAC	X				X					
M204	ROOF PLAN - NEW WORK - MECHANICAL	X				X					
M301	SITE PLAN - NEW WORK - MECHANICAL	X				X					
M501	MECHANICAL SCHEDULES	X				X					
M502	MECHANICAL SCHEDULES	X				X					
M503	MECHANICAL SCHEDULES	X				X					
M601	MECHANICAL DETAILS	X				X					
M602	MECHANICAL DETAILS	X				X					
M603	MECHANICAL DETAILS	X				X					
M701	MECHANICAL RISER DIAGRAMS	X				X					
M702	MECHANICAL RISER DIAGRAMS	X				X					
M801	AUTOMATIC TEMPERATURE CONTROLS	X				X					
M802	AUTOMATIC TEMPERATURE CONTROLS	X				X					
M803	AUTOMATIC TEMPERATURE CONTROLS	X				X					
M804	AUTOMATIC TEMPERATURE CONTROLS	X				X					
MPP000	MECHANICAL LEGEND, CONVENTIONS, AND ABBREVIATIONS	X				X					
MPP201	PART FIRST FLOOR PLAN - NEW WORK - MECHANICAL	X				X					
MPP202	ROOF PLAN – NEW WORK -MECHANICAL	X				X					
MPP501	MECHANICAL SCHEDULES	X				X					
MPP801	AUTOMATIC TEMPERATURE CONTROLS	X				X					

ELECTRICAL

E000	ELECTRICAL LEGEND, CONVENTIONS AND ABBREVIATIONS	X	O		O	X					
E1	UTILITY RELOCATION SITE PLAN										
E2	UTILITY RELOCATION SITE PART PLAN										
E3	DETAILS										
E201	FIRST FLOOR PLAN - LIGHTING CONTROLS	X				X					
E201A	PART FIRST FLOOR PLAN - NEW WORK - LIGHTING	X				X					
E201B	PART FIRST FLOOR PLAN - NEW WORK - LIGHTING	X				X					
E201C	PART FIRST FLOOR PLAN - NEW WORK - LIGHTING	X				X					
E202	SECOND FLOOR PLAN - LIGHTING CONTROLS	X				X					
E202A	PART SECOND FLOOR PLAN - NEW WORK - LIGHTING	X				X					
E202B	PART SECOND FLOOR PLAN - NEW WORK - LIGHTING	X				X					
E202C	PART SECOND FLOOR PLAN - NEW WORK - LIGHTING	X				X					
E203	THIRD FLOOR PLAN - LIGHTING CONTROLS	X				X					
E203A	PART THIRD FLOOR PLAN - NEW WORK - LIGHTING	X				X					
E203B	PART THIRD FLOOR PLAN - NEW WORK - LIGHTING	X				X					
E203C	PART THIRD FLOOR PLAN - NEW WORK - LIGHTING	X				X					

Sheet Number	Sheet Name	10	11	12	13	14	15	16	17	18	19
E204	ROOF – LIGHTING CONTROLS	X				X					
E204A	ROOF – NEW WORK – LIGHTING	X				X					
E211B	PART FIRST FLOOR PLAN - NEW WORK – POWER AND COMMUNICATIONS	X	O		O	X					
E211C	PART FIRST FLOOR PLAN - NEW WORK – POWER AND COMMUNICATIONS	X	O		O	X					
E212A	PART SECOND FLOOR PLAN - NEW WORK – POWER AND COMMUNICATIONS	X	O		O	X					
E212B	PART SECOND FLOOR PLAN - NEW WORK – POWER AND COMMUNICATIONS	X	O		O	X					
E212C	PART SECOND FLOOR PLAN - NEW WORK – POWER AND COMMUNICATIONS	X	O		O	X					
E213A	PART THIRD FLOOR PLAN - NEW WORK – POWER AND COMMUNICATIONS	X	O		O	X					
E213B	PART THIRD FLOOR PLAN - NEW WORK – POWER AND COMMUNICATIONS	X	O		O	X					
E213C	PART THIRD FLOOR PLAN - NEW WORK – POWER AND COMMUNICATIONS	X	O		O	X					
E214	ROOF PLAN - NEW WORK - POWER	X	O		O	X					
E221A	PART FIRST FLOOR PLAN - NEW WORK – FIRE ALARM	X				X					
E221B	PART FIRST FLOOR PLAN - NEW WORK - FIRE ALARM	X				X					
E221C	PART FIRST FLOOR PLAN - NEW WORK - FIRE ALARM	X				X					
E222A	PART SECOND FLOOR PLAN - NEW WORK - FIRE ALARM	X				X					
E222B	PART SECOND FLOOR PLAN - NEW WORK - FIRE ALARM	X				X					
E222C	PART SECOND FLOOR PLAN - NEW WORK - FIRE ALARM	X				X					
E223A	PART THIRD FLOOR PLAN - NEW WORK - FIRE ALARM	X				X					
E223B	PART THIRD FLOOR PLAN - NEW WORK - FIRE ALARM	X				X					
E223C	PART THIRD FLOOR PLAN - NEW WORK - FIRE ALARM	X				X					
E224	ROOF - NEW WORK - FIRE ALARM	X				X					
E301	SITE PLAN - NEW WORK – ELECTRICAL	X				X					
E401	PART ELECTRICAL ROOM PLAN - NEW WORK - POWER	X				X					
E402	ENLARGED PART PLAN - NEW WORK - POWER & COMMUNICATION	X				X					
E403	ELECTRICAL – CONDUIT PLANS – STAIR 1	X				X					
E404	ELECTRICAL – CONDUIT PLANS – STAIR 2	X				X					
E405	ELECTRICAL – CONDUIT PLANS – STAIR 3	X				X					
E406	PART FIRST FLOOR – DETENTION AREA CONDUIT PLAN	O				X					
E501	ELECTRICAL SINGLE LINE DIAGRAMS	X				X					
E601	ELECTRICAL DETAILS	X				X					
E602	ELECTRICAL DETAILS	X				X					

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E603	ELECTRICAL DETAILS	X				X					
E604	ELECTRICAL DETAILS	X				X					
E606	ELECTRICAL DETAILS	X				X					
E701	ELECTRICAL LIGHTING SCHEDULES	X				X					
E702	ELECTRICAL SCHEDULES	X				X					
E703	ELECTRICAL SCHEDULES	X				X					
E704	ELECTRICAL SCHEDULES	X				X					
E705	ELECTRICAL SCHEDULES	X				X					
E706	ELECTRICAL SCHEDULES	X				X					
EPP000	ELECTRICAL LEGEND, CONVENTIONS AND ABBREVIATIONS	X				X					
EPP401	ELECTRICAL PART PLANS	X				X					
EPP501	ELECTRICAL SINGLE LINE DIAGRAM AND SCHEDULES	X				X					

PLUMBING

P000	PLUMBING LEGEND, CONVENTIONS, AND ABBREVIATIONS	X				X					
P200	UNDERSLAB PLAN – NEW WORK – PLUMBING	X				X					
P201	FIRST FLOOR COMPOSITE – NEW WORK – PLUMBING	X				X					
P201A	PART FIRST FLOOR PLAN – NEW WORK – PLUMBING	X				X					
P201B	PART FIRST FLOOR PLAN – NEW WORK – PLUMBING	X				X					
P201C	PART FIRST FLOOR PLAN – NEW WORK – PLUMBING	X				X					
P202	SECOND FLOOR COMPOSITE – NEW WORK – PLUMBING	X				X					
P202A	PART SECOND FLOOR PLAN – NEW WORK – PLUMBING	X				X					
P202B	PART SECOND FLOOR PLAN – NEW WORK – PLUMBING	X				X					
P202C	PART SECOND FLOOR PLAN – NEW WORK – PLUMBING	X				X					
P203	THIRD FLOOR COMPOSITE – NEW WORK – PLUMBING	X				X					
P203A	PART THIRD FLOOR PLAN – NEW WORK – PLUMBING	X				X					
P203B	PART THIRD FLOOR PLAN – NEW WORK – PLUMBING	X				X					
P203C	PART THIRD FLOOR PLAN – NEW WORK – PLUMBING	X				X					
P204	ROOF PLAN – NEW WORK – PLUMBING	X				X					
P501	PLUMBING SCHEDULES	X				X					
P601	PLUMBING DETAILS	X				X					
P602	PLUMBING DETAILS	X				X					
P700	SANITARY RISERS	X				X					
P701	PLUMBING RISER DIAGRAMS	X				X					
P702	PLUMBING RISER DIAGRAMS	X				X					
P703	PLUMBING RISER DIAGRAMS	X				X					

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FIRE PROTECTION											
FP000	FIRST FLOOR PLAN GENERAL NOTES	X				X					
FP101	FIRST FLOOR PLAN – NEW WORK – FIRE PROTECTION	X				X					
FP102	SECOND FLOOR PLAN – NEW WORK – FIRE PROTECTION	X				X					
FP103	THIRD FLOOR PLAN – NEW WORK – FIRE PROTECTION	X				X					
FP104	ROOF PLAN – NEW WORK – FIRE PROTECTION	X				X					
FP105	PART FIRST FLOOR PLAN – NEW WORK – FIRE PUMP LAYOUT	X				X					
FP601	FIRE PROTECTION DETAILS	X				X					
AUDIOVISUAL											
TA001	AUDIOVISUAL LEGEND	X				X	X	X			
TA101	AUDIOVISUAL OVERALL PLAN – LEVEL 1	X				X	X	X			
TA102	AUDIOVISUAL OVERALL PLAN – LEVEL 2	X				X	X	X			
TA103	AUDIOVISUAL OVERALL PLAN – LEVEL 3	X				X	X	X			
TA104	AUDIOVISUAL OVERALL PLAN – ROOF	X				X	X	X			
TA201	AUDIOVISUAL OVERALL RCP – LEVEL 1	X				X	X	X			
TA202	AUDIOVISUAL OVERALL RCP – LEVEL 2	X				X	X	X			
TA203	AUDIOVISUAL OVERALL RCP – LEVEL 3	X				X	X	X			
TA401	AUDIOVISUAL RISERS	X				X	X	X			
TA501	AUDIOVISUAL DETAILS	X				X	X	X			
SECURITY											
TY001	SECURITY TITLE SHEET	X				X	X	X			
TY101	SECURITY OVERALL PLAN – LEVEL 1	X				X	X	X			
TY102	SECURITY OVERALL PLAN – LEVEL 2	X				X	X	X			
TY103	SECURITY OVERALL PLAN – LEVEL 3	X				X	X	X			
TY104	SECURITY OVERALL PLAN – ROOF	X				X	X	X			
TY202	SECURITY ENLARGED PLANS						X	X			
TY301	SECURITY ELEVATIONS	X				X	X	X			
TY501	SECURITY SCHEDULES	X				X	X	X			
TY502	SECURITY SCHEDULES	X				X	X	X			
TY503	SECURITY SCHEDULES	X				X	X	X			
TY504	SECURITY SCHEDULES	X				X	X	X			
TY505	SECURITY SCHEDULES	X				X	X	X			
TY506	SECURITY SCHEDULES						X	X			
TY507	SECURITY SCHEDULES						X	X			
TYS001	SECURITY TITLE SHEET	X				X	X	X			
TYS100	SECURITY SITE PLAN	X				X	X	X			
TYS501	SECURITY SCHEDULES	X				X	X	X			

END OF SECTION

NOT FOR BID

SECTION 00 11 16A
ADVERTISEMENT FOR BIDS

Sealed bids for **OMB/DFM Contract No. MJ0208000002L – New Sussex County Family Court Building – Bid Pack 5R**, will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, at 122 Martin Luther King Jr. Blvd. South, Dover, Delaware 19901 until 2:00PM local time on Thursday, December 05, 2024, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.

Project involves, but is not limited to, Interior and Exterior Signage, Landscaping and Maintenance on the existing site located in Georgetown, Delaware. This is a construction management project. Bids are for the following contracts:

5.1R: Signage

5.2R: Landscaping & Maintenance

A **MANDATORY** Pre-Bid Meeting will be held on Wednesday, November 13, 2024, at 10:00AM at the Division of Facilities Management in Conference Room 133 at the Haslet Armory, 122 Martin Luther King Jr. Blvd. South, Dover, Delaware for the purpose of establishing the listing of subcontractors and to answer questions. Representatives of each part to any Joint Venture must attend this meeting. **ATTENDANCE OF THIS MEETING IS A PREREQUISITE FOR BIDDING ON THIS CONTRACT.**

Sealed bids shall be addressed to the Division of Facilities Management, 122 Martin Luther King Jr. Blvd. South, Dover, Delaware 19901. The outer envelope should clearly indicate: **"OMB/DFM CONTRACT NO. MJ0208000002L – NEW SUSSEX COUNTY FAMILY COURT BUILDING – BID PACK 5R – THE CONTRACT NUMBER YOU ARE BIDDING - SEALED BID - DO NOT OPEN."**

Contract documents may be examined at the office of the construction manager, Wohlsen Construction Company, 501 Carr Road, Suite 101, Wilmington, Delaware 19809, on or after October 31, 2024. Documents may be viewed and downloaded at Wohlsen's Building Connected site on or after October 31, 2024. Interested bidders are to register as bidders with Wohlsen Construction by contacting David Vandegrift dvandegrift@wohlsen.com. Reference the contract number and Bid Package you are interested in bidding. Upon registering, the bidder will receive electronic access to the bidding documents via an email notice. It is the responsibility of each bidder to review and coordinate all project documents. This includes plans, specifications, and addendums. Contract documents may be purchased after bidders register with Wohlsen Construction from RCI Printing and Graphics, 298 Churchmans Road, New Castle, DE 19720; Phone: 302-328-5019.

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business

Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Each bid must be accompanied by a bid security equivalent to ten percent of the bid amount and all additive alternates. The successful bidder must post a performance bond and payment bond in a sum equal to 100 percent of the contract price upon execution of the contract. The Owner reserves the right to reject any or all bids and to waive any informalities therein. The Owner may extend the time and place for the opening of the bids from that described in the advertisement, with not less than two calendar days notice by certified delivery, facsimile machine or other electronic means to those bidders receiving plans.

END OF ADVERTISEMENT FOR BIDS

NOT FOR BID

SECTION 00 21 13

INSTRUCTIONS TO BIDDERS

TABLE OF ARTICLES

1. GENERAL
2. BIDDER'S REPRESENTATION
3. BIDDING DOCUMENTS
4. BIDDING PROCEDURES
5. CONSIDERATION OF BIDS
6. POST-BID INFORMATION
7. PERFORMANCE BOND AND PAYMENT BOND
8. FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

ARTICLE 1: GENERAL

1.1 DEFINITIONS

1.1.1 Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

1.2 STATE: The State of Delaware.

1.3 AGENCY: Contracting State Agency as noted on cover sheet.

1.4 DESIGNATED OFFICIAL: The agent authorized to act for the Agency.

1.5 BIDDING DOCUMENTS: Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement for Bid, Invitation to Bid, Instructions to Bidders, Supplementary Instructions to Bidders (if any), General Conditions, Supplementary General Conditions, General Requirements, Special Provisions (if any), the Bid Form (including the Non-collusion Statement), and other sample bidding and contract forms. The proposed Contract Documents consist of the form of Agreement between the Owner and Contractor, as well as the Drawings, Specifications (Project Manual) and all Addenda issued prior to execution of the Contract.

1.6 CONTRACT DOCUMENTS: The Contract Documents consist of the, Instructions to Bidders, Supplementary Instructions to Bidders (if any), General Conditions, Supplementary General Conditions, General Requirements, Special Provisions (if any), the form of agreement between the Owner and the Contractor, Drawings (if any), Specifications (Project Manual), and all addenda.

1.7 AGREEMENT: The form of the Agreement shall be AIA Document A101, Standard Form of Agreement between Owner and Contractor where the basis of payment is a STIPULATED SUM. In the case of conflict between the instructions contained therein and the General Requirements herein, these General Requirements shall prevail.

1.8 GENERAL REQUIREMENTS (or CONDITIONS): General Requirements (or conditions) are instructions pertaining to the Bidding Documents and to contracts in general. They contain, in summary, requirements of laws of the State; policies of the Agency and instructions to bidders.

1.9 SPECIAL PROVISIONS: Special Provisions are specific conditions or requirements peculiar to the bidding documents and to the contract under consideration and are supplemental to the General Requirements. Should the Special Provisions conflict with the General Requirements, the Special Provisions shall prevail.

1.10 ADDENDA: Written or graphic instruments issued by the Owner/Architect prior to the execution of the contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.

1.11 BIDDER OR VENDOR: A person or entity who formally submits a Bid for the material or Work contemplated, acting directly or through a duly authorized representative who meets the requirements set forth in the Bidding Documents.

1.12 SUB-BIDDER: A person or entity who submits a Bid to a Bidder for materials or labor, or both for a portion of the Work.

1.13 BID: A complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

- 1.14 BASE BID: The sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids (if any are required to be stated in the bid).
- 1.15 ALTERNATE BID (or ALTERNATE): An amount stated in the Bid, where applicable, to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents is accepted.
- 1.16 UNIT PRICE: An amount stated in the Bid, where applicable, as a price per unit of measurement for materials, equipment or services or a portion of the Work as described in the Bidding Documents.
- 1.17 SURETY: The corporate body which is bound with and for the Contract, or which is liable, and which engages to be responsible for the Contractor's payments of all debts pertaining to and for his acceptable performance of the Work for which he has contracted.
- 1.18 BIDDER'S DEPOSIT: The security designated in the Bid to be furnished by the Bidder as a guaranty of good faith to enter into a contract with the Agency if the Work to be performed or the material or equipment to be furnished is awarded to him.
- 1.19 CONTRACT: The written agreement covering the furnishing and delivery of material or work to be performed.
- 1.20 CONTRACTOR: Any individual, firm or corporation with whom a contract is made by the Agency.
- 1.21 SUBCONTRACTOR: An individual, partnership or corporation which has a direct contract with a contractor to furnish labor and materials at the job site, or to perform construction labor and furnish material in connection with such labor at the job site.
- 1.22 CONTRACT BOND: The approved form of security furnished by the contractor and his surety as a guaranty of good faith on the part of the contractor to execute the work in accordance with the terms of the contract.
- 1.23 CUSTOM FABRICATION: As defined in 29 Del. C. § 6902, the term "custom fabrication" means the offsite fabrication, assembly, or other production of non-standard goods or materials, including components, fixtures or parts thereof, specifically for a public works project. Such goods and materials shall include those used in the following trades or systems: (1) Plumbing or pipe fitting systems, including heating, ventilating, air-conditioning, refrigeration systems, sheet metal or other duct systems; (2) Electrical systems; (3) Mechanical insulation work; (4) Ornamental iron work; and (5) Commercial signage that does not attempt or appear to direct the movement of traffic on highways or roadways or interfere with, imitate, or resemble any official traffic sign, signal or device.

ARTICLE 2: BIDDER'S REPRESENTATION

- 2.1 PRE-BID MEETING
- 2.1.1 A pre-bid meeting for this project will be held at the time and place designated. Attendance at this meeting is a pre-requisite for submitting a Bid, unless this requirement is specifically waived elsewhere in the Bid Documents.
- 2.2 By submitting a Bid, the Bidder represents that:
- 2.2.1 The Bidder has read and understands the Bidding Documents and that the Bid is made in accordance therewith.

2.2.2 The Bidder has visited the site, become familiar with existing conditions under which the Work is to be performed, and has correlated the Bidder's personal observations with the requirements of the proposed Contract Documents.

2.2.3 The Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception.

2.3 JOINT VENTURE REQUIREMENTS

2.3.1 For Public Works Contracts, each Joint Venturer shall be qualified and capable to complete the Work with their own forces.

2.3.2 Included with the Bid submission, and as a requirement to bid, a copy of the executed Joint Venture Agreement shall be submitted and signed by all Joint Venturers involved.

2.3.3 All required Bid Bonds, Performance Bonds, Material and Labor Payment Bonds must be executed by both Joint Venturers and be placed in both of their names.

2.3.4 All required insurance certificates shall name both Joint Venturers.

2.3.5 Both Joint Venturers shall sign the Bid Form.

2.3.6 Both Joint Venturers shall include their Federal E.I. Number with the Bid.

2.3.7 In the event of a mandatory Pre-bid Meeting, each Joint Venturer shall have a representative in attendance.

2.3.8 Due to exceptional circumstances and for good cause shown, one or more of these provisions may be waived at the discretion of the State.

2.4 ASSIGNMENT OF ANTITRUST CLAIMS

2.4.1 As consideration for the award and execution by the Owner of this contract, the Contractor hereby grants, conveys, sells, assigns and transfers to the State of Delaware all of its right, title and interests in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, relating to the particular goods or services purchased or acquired by the Owner pursuant to this contract.

ARTICLE 3: BIDDING DOCUMENTS

3.1 COPIES OF BID DOCUMENTS

3.1.1 Bidders may obtain complete sets of the Bidding Documents from the Architectural/Engineering firm designated in the Advertisement or Invitation to Bid in the number and for the deposit sum, if any, stated therein.

3.1.2 Bidders shall use complete sets of Bidding Documents for preparation of Bids. The issuing Agency nor the Architect assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

3.1.3 Any errors, inconsistencies or omissions discovered shall be reported to the Architect immediately.

3.1.4 The Agency and Architect may make copies of the Bidding Documents available on the above terms for the purpose of obtaining Bids on the Work. No license or grant of use is conferred by issuance of copies of the Bidding Documents.

3.2 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

3.2.1 The Bidder shall carefully study and compare the Bidding Documents with each other, and with other work being bid concurrently or presently under construction to the extent that it relates to the Work for which the Bid is submitted, shall examine the site and local conditions, and shall report any errors, inconsistencies, or ambiguities discovered to the Architect.

3.2.2 Bidders or Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make a written request to the Architect at least seven days prior to the date for receipt of Bids. Interpretations, corrections and changes to the Bidding Documents will be made by written Addendum. Interpretations, corrections, or changes to the Bidding Documents made in any other manner shall not be binding.

3.2.3 The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specification compliance will be the responsibility of the Bidder.

3.2.4 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for all permits, labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of the Work.

3.2.5 The Owner will bear the costs for all impact and user fees associated with the project.

3.3 SUBSTITUTIONS

3.3.1 The materials, products and equipment described in the Bidding Documents establish a standard of quality, required function, dimension, and appearance to be met by any proposed substitution. The specification of a particular manufacturer or model number is not intended to be proprietary in any way. Substitutions of products for those named will be considered, providing that the Vendor certifies that the function, quality, and performance characteristics of the material offered is equal or superior to that specified. It shall be the Bidder's responsibility to assure that the proposed substitution will not affect the intent of the design, and to make any installation modifications required to accommodate the substitution.

3.3.2 Requests for substitutions shall be made in writing to the Architect at least ten days prior to the date of the Bid Opening. Such requests shall include a complete description of the proposed substitution, drawings, performance and test data, explanation of required installation modifications due the substitution, and any other information necessary for an evaluation. The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval shall be final. The Architect is to notify Owner prior to any approvals.

3.3.3 If the Architect approves a substitution prior to the receipt of Bids, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding.

3.3.4 The Architect shall have no obligation to consider any substitutions after the Contract award.

3.4 ADDENDA

- 3.4.1 Addenda will be mailed or delivered to all who are known by the Architect to have received a complete set of the Bidding Documents.
- 3.4.2 Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.
- 3.4.3 No Addenda will be issued later than 2 calendar days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which extends the time or changes the location for the opening of bids.
- 3.4.4 Each bidder shall ascertain prior to submitting his Bid that they have received all Addenda issued, and shall acknowledge their receipt in their Bid in the appropriate space. Not acknowledging an issued Addenda could be grounds for determining a bid to be non-responsive.

ARTICLE 4: BIDDING PROCEDURES

4.1 PREPARATION OF BIDS

- 4.1.1 Submit the bids on the Bid Forms included with the Bidding Documents.
- 4.1.2 Submit the original Bid Form for each bid. Bid Forms may be removed from the project manual for this purpose.
- 4.1.3 Execute all blanks on the Bid Form in a non-erasable medium (typewriter or manually in ink).
- 4.1.4 Where so indicated by the makeup on the Bid Form, express sums in both words and figures, in case of discrepancy between the two, the written amount shall govern.
- 4.1.5 Interlineations, alterations or erasures must be initialed by the signer of the Bid.
- 4.1.6 BID ALL REQUESTED ALTERNATES AND UNIT PRICES, IF ANY. If there is no change in the Base Bid for an Alternate, enter "No Change". The Contractor is responsible for verifying that they have received all addenda issued during the bidding period. Work required by Addenda shall automatically become part of the Contract.
- 4.1.7 Make no additional stipulations on the Bid Form and do not qualify the Bid in any other manner.
- 4.1.8 Each copy of the Bid shall include the legal name of the Bidder and a statement whether the Bidder is a sole proprietor, a partnership, a corporation, or any legal entity, and each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current Power of Attorney attached, certifying agent's authority to bind the Bidder.
- 4.1.9 Bidder shall complete the Non-Collusion Statement form included with the Bid Forms and include it with their Bid.
- 4.1.10 In the construction of all Public Works projects for the State of Delaware or any agency thereof, preference in employment of laborers, workers or mechanics shall be given to bona fide legal citizens of the State who have established citizenship by residence of at least 90 days in the State.
- 4.1.11 Each bidder shall include a signed Affidavit for the Bidder certifying compliance with OMB Regulation 4104 - "Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on "Large Public Works Projects." "Large Public Works" is based upon

the current threshold required for bidding Public Works as set by the Purchasing and Contracting Advisory Council.

4.2 BID SECURITY

4.2.1 All bids shall be accompanied by a deposit of either a good and sufficient bond to the agency for the benefit of the agency, with corporate surety authorized to do business in this State, the form of the bond and the surety to be approved by the agency, or a security of the bidder assigned to the agency, for a sum equal to at least 10% of the bid plus all add alternates, or in lieu of the bid bond a security deposit in the form of a certified check, bank treasurer's check, cashier's check, money order, or other prior approved secured deposit assigned to the State. The bid bond need not be for a specific sum, but may be stated to be for a sum equal to 10% of the bid plus all add alternates to which it relates and not to exceed a certain stated sum, if said sum is equal to at least 10% of the bid. The Bid Bond form used shall be the standard OMB form (attached).

4.2.2 The Agency has the right to retain the bid security of Bidders to whom an award is being considered until either a formal contract has been executed and bonds have been furnished or the specified time has elapsed so the Bids may be withdrawn or all Bids have been rejected.

4.2.3 In the event of any successful Bidder refusing or neglecting to execute a formal contract and bond within 20 days of the awarding of the contract, the bid bond or security deposited by the successful bidder shall be forfeited.

4.3 SUBCONTRACTOR LIST

4.3.1 In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, each Bidder shall submit with their Bid a completed List of Sub-Contractors included with the Bid Form. NAME ONLY ONE SUBCONTRACTOR FOR EACH TRADE. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the Bidder will be using to perform the work and provide material for that subcontractor category. Should the Bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the Bidder shall list that third-tier contractor's full name and address (City & State). **If the Bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the Bidder intends to perform the work themselves, the Bidder **may not** insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

4.3.2 It is the responsibility of the Contractor to ensure that their Subcontractors are in compliance with the provisions of this law. Also, if a Contractor elects to list themselves as a Subcontractor for any category, they must specifically name themselves on the Bid Form and be able to document their capability to act as Subcontractor in that category in accordance with this law.

4.4 AFFIDAVIT OF CONTRACTOR QUALIFICATIONS

4.4.1 In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, each Bidder shall submit with their Bid the Affidavit of Contractor Qualifications certifying that the Bidder will abide by the contractor's qualifications outlined in the construction bid

specifications for the duration of the contract term. After a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

4.5 AFFIDAVIT OF CRAFT TRAINING COMPLIANCE

4.5.1 In accordance with Title 29, Chapter 69, Section 6962(c)(13) of the Delaware Code, contractors and subcontractors must provide craft training for journeyman and apprentice levels if **all** of the following apply:

- A. A project meets the prevailing wage requirement under Title 29, Chapter 69, Section 6960 of the Delaware Code.
- B. The contractor employs 10 or more total employees.
- C. The project is not a federal highway project

Failure to provide required craft training on the project may subject the successful contractor and/or subcontractor(s) to penalties as outlined in Title 29, Chapter 69, Section 6962(c)(13) of the Delaware Code.

Bidders shall submit the Affidavit of Craft Training Compliance prior to contract execution.

4.6 EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS

4.6.1 During the performance of this contract, the contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, sex, color, sexual orientation, gender identity or national origin. The Contractor will take affirmative action to ensure the applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, sexual orientation, gender identity or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting agency setting forth this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, sex, color, sexual orientation, gender identity or national origin."

4.7 PREVAILING WAGE REQUIREMENT

4.7.1 Wage Provisions: For renovation and new construction projects whose costs exceed the thresholds contained in Delaware Code, Title 29, Section 6960, the minimum wage rates for various classes of laborers and mechanics shall be as determined by the Department of Labor, Division of Industrial Affairs of the State of Delaware.

4.7.2 The employer shall pay all mechanics and labors employed directly upon the site of work, or engaged in custom fabrication work, as that term is defined in Article 1.23 herein and as also as defined in 29 Del. C. § 6902 and described in 29 Del. C. § 6960(b), regardless of where the work is performed, unconditionally and not less often than once a week and without subsequent deduction or rebate on any account, the full amounts accrued at time of

payment, computed at wage rates not less than those stated in the specifications, regardless of any contractual relationship which may be alleged to exist between the employer and such laborers and mechanics.

4.7.3 As per 29 Del. C. § 6960(b), the scale of the wages to be paid must be posted by the employer in a prominent and easily accessible place at the site of the work. There may be withheld from the employer so much of accrued payments as may be considered necessary by the Department of Labor to pay laborers and mechanics employed by the employer the difference between the rates of wages required by the contract to be paid laborers and mechanics on the work and rates of wages received by such laborers and mechanics to be remitted to the Department of Labor for distribution upon resolution of any claims.

4.7.4 Every contract based upon these specifications shall contain a stipulation that sworn payroll information, as required by the Department of Labor, be furnished weekly. The Department of Labor shall keep and maintain the sworn payroll information for a period of 6 months from the last day of the work week covered by the payroll.

4.8 SUBMISSION OF BIDS

4.8.1 Enclose the Bid, the Bid Security, and any other documents required to be submitted with the Bid in a sealed opaque envelope. Address the envelope to the party receiving the Bids. Identify with the project name, project number, and the Bidder's name and address. If the Bid is sent by mail, enclose the sealed envelope in a separate mailing envelope with the notation "BID ENCLOSED" on the face thereof. The State is not responsible for the opening of bids prior to bid opening date and time that are not properly marked.

4.8.2 Deposit Bids at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for Bids. Bids received after the time and date for receipt of bids will be marked "LATE BID" and returned.

4.8.3 Bidder assumes full responsibility for timely delivery at location designated for receipt of bids.

4.8.4 Oral, telephonic or telegraphic bids are invalid and will not receive consideration.

4.8.5 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids, provided that they are then fully in compliance with these Instructions to Bidders.

4.9 MODIFICATION OR WITHDRAW OF BIDS

4.9.1 Prior to the closing date for receipt of Bids, a Bidder may withdraw a Bid by personal request and by showing proper identification to the Architect. A request for withdraw by letter or fax, if the Architect is notified in writing prior to receipt of fax, is acceptable. A fax directing a modification in the bid price will render the Bid informal, causing it to be ineligible for consideration of award. Telephone directives for modification of the bid price shall not be permitted and will have no bearing on the submitted proposal in any manner.

4.9.2 Bidders submitting Bids that are late shall be notified as soon as practicable and the bid shall be returned.

4.9.3 A Bid may not be modified, withdrawn or canceled by the Bidder during a thirty (30) day period following the time and date designated for the receipt and opening of Bids, and Bidder so agrees in submitting their Bid. Bids shall be binding for 30 days after the date of the Bid opening.

ARTICLE 5: CONSIDERATION OF BIDS

5.1 OPENING/REJECTION OF BIDS

5.1.1 Unless otherwise stated, Bids received on time will be publicly opened and will be read aloud. An abstract of the Bids will be made available to Bidders.

5.1.2 The Agency shall have the right to reject any and all Bids. A Bid not accompanied by a required Bid Security or by other data required by the Bidding Documents, or a Bid which is in any way incomplete or irregular is subject to rejection.

5.1.3 If the Bids are rejected, it will be done within thirty (30) calendar day of the Bid opening.

5.2 COMPARISON OF BIDS

5.2.1 After the Bids have been opened and read, the bid prices will be compared and the result of such comparisons will be made available to the public. Comparisons of the Bids may be based on the Base Bid plus desired Alternates. The Agency shall have the right to accept Alternates in any order or combination.

5.2.2 The Agency reserves the right to waive technicalities, to reject any or all Bids, or any portion thereof, to advertise for new Bids, to proceed to do the Work otherwise, or to abandon the Work, if in the judgment of the Agency or its agent(s), it is in the best interest of the State.

5.2.3 An increase or decrease in the quantity for any item is not sufficient grounds for an increase or decrease in the Unit Price.

5.2.4 The prices quoted are to be those for which the material will be furnished F.O.B. Job Site and include all charges that may be imposed during the period of the Contract.

5.2.5 No qualifying letter or statements in or attached to the Bid, or separate discounts will be considered in determining the low Bid except as may be otherwise herein noted. Cash or separate discounts should be computed and incorporated into Unit Bid Price(s).

5.3 DISQUALIFICATION OF BIDDERS

5.3.1 An agency shall determine that each Bidder on any Public Works Contract is responsible before awarding the Contract. Factors to be considered in determining the responsibility of a Bidder include:

- A. The Bidder's financial, physical, personnel or other resources including Subcontracts;
- B. The Bidder's record of performance on past public or private construction projects, including, but not limited to, defaults and/or final adjudication or admission of violations of the Prevailing Wage Laws in Delaware or any other state;
- C. The Bidder's written safety plan;
- D. Whether the Bidder is qualified legally to contract with the State;
- E. Whether the Bidder supplied all necessary information concerning its responsibility; and,
- F. Any other specific criteria for a particular procurement, which an agency may establish; provided however, that, the criteria be set forth in the Invitation to Bid and is otherwise in conformity with State and/or Federal law.

- 5.3.2 If an agency determines that a Bidder is nonresponsive and/or nonresponsible, the determination shall be in writing and set forth the basis for the determination. A copy of the determination shall be sent to the affected Bidder within five (5) working days of said determination.
- 5.3.3 In addition, any one or more of the following causes may be considered as sufficient for the disqualification of a Bidder and the rejection of their Bid or Bids.
- 5.3.3.1 More than one Bid for the same Contract from an individual, firm or corporation under the same or different names.
- 5.3.3.2 Evidence of collusion among Bidders.
- 5.3.3.3 Unsatisfactory performance record as evidenced by past experience.
- 5.3.3.4 If the Unit Prices are obviously unbalanced either in excess or below reasonable cost analysis values.
- 5.3.3.5 If there are any unauthorized additions, interlineation, conditional or alternate bids or irregularities of any kind which may tend to make the Bid incomplete, indefinite or ambiguous as to its meaning.
- 5.3.3.6 If the Bid is not accompanied by the required Bid Security and other data required by the Bidding Documents.
- 5.3.3.7 If any exceptions or qualifications of the Bid are noted on the Bid Form.
- 5.4 ACCEPTANCE OF BID AND AWARD OF CONTRACT
- 5.4.1 A formal Contract shall be executed with the successful Bidder within twenty (20) calendar days after the award of the Contract.
- 5.4.2 Per Section 6962(d)(13)a., Title 29, Delaware Code, "The contracting agency shall award any public works contract within thirty (30) days of the bid opening to the lowest responsive and responsible Bidder, unless the Agency elects to award on the basis of best value, in which case the election to award on the basis of best value shall be stated in the Invitation To Bid. Any public school district and its board shall award public works contracts in accordance with this section's requirements except it shall award the contract within 60 days of the bid opening."
- 5.4.3 Each Bid on any Public Works Contract must be deemed responsive by the Agency to be considered for award. A responsive Bid shall conform in all material respects to the requirements and criteria set forth in the Contract Documents and specifications.
- 5.4.4 The Agency shall have the right to accept Alternates in any order or combination, and to determine the low Bidder on the basis of the sum of the Base Bid, plus accepted Alternates.
- 5.4.5 The successful Bidder shall execute a formal contract, submit the required Insurance Certificate, and furnish good and sufficient bonds, unless specifically waived in the General Requirements, in accordance with the General Requirement, within twenty (20) days of official notice of contract award. The successful Bidder shall provide, at least two business days prior to contract execution, copies of the Employee Drug Testing Program for the Bidder and all listed Subcontractors. Bonds shall be for the benefit of the Agency with surety in the amount of 100% of the total contract award. Said Bonds shall be conditioned upon the faithful performance of the contract. Bonds shall remain in affect for period of two (2) years after the date of the Certificate of Final Payment.

- 5.4.6 If the successful Bidder fails to execute the required Contract, Bond and all required information, as aforesaid, within twenty (20) calendar days after the date of official Notice of the Award of the Contract, their Bid guaranty shall immediately be taken and become the property of the State for the benefit of the Agency as liquidated damages, and not as a forfeiture or as a penalty. Award will then be made to the next lowest qualified Bidder of the Work or readvertised, as the Agency may decide.
- 5.4.7 Each bidder shall supply with its bid its taxpayer identification number (i.e., federal employer identification number or social security number) and should the vendor be awarded a contract, such vendor shall provide to the agency the taxpayer identification license numbers of such subcontractors. Such numbers shall be provided on the later of the date on which such subcontractor is required to be identified or the time the contract is executed. The successful Bidder shall provide to the agency to which it is contracting, within 30 days of entering into such public works contract, copies of all Delaware Business licenses of subcontractors and/or independent contractors that will perform work for such public works contract. However, if a subcontractor or independent contractor is hired or contracted more than 20 days after the Bidder entered the public works contract the Delaware Business license of such subcontractor or independent contractor shall be provided to the agency within 10 days of being contracted or hired.
- 5.4.8 The Bid Security shall be returned to the successful Bidder upon the execution of the formal contract. The Bid Securities of unsuccessful bidders shall be returned within thirty (30) calendar days after the opening of the Bids.

ARTICLE 6: POST-BID INFORMATION

- 6.1 CONTRACTOR'S QUALIFICATION STATEMENT
- 6.1.1 Bidders to whom an award of a Contract is under consideration shall, if requested by the Agency, submit a properly executed AIA Document A305, Contractor's Qualification Statement, unless such a statement has been previously required and submitted.
- 6.2 Bidders to whom an award of a Contract has been made must produce their Delaware Business License before the Contract can be executed.

ARTICLE 7: PERFORMANCE BOND AND PAYMENT BOND

- 7.1 BOND REQUIREMENTS
- 7.1.1 The cost of furnishing the required Bonds, that are stipulated in the Bidding Documents, shall be included in the Bid.
- 7.1.2 If the Bidder is required by the Agency to secure a bond from other than the Bidder's usual sources, changes in cost will be adjusted as provide in the Contract Documents.
- 7.1.3 The Performance and Payment Bond forms used shall be the standard OMB forms (attached).
- 7.2 TIME OF DELIVERY AND FORM OF BONDS
- 7.2.1 The bonds shall be dated on or after the date of the Contract.
- 7.2.2 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix a certified and current copy of the power of attorney.

ARTICLE 8: FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

- 8.1 Unless otherwise required in the Bidding Documents, the Agreement for the Work will be written on AIA Document A101, Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment is a Stipulated Sum.

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SECTION 00 40 00

PROCUREMENT FORMS AND SUPPLEMENTS

1.1 ADMINISTRATIVE FORMS

- A. Administrative Forms: Additional administrative forms are specified in Division 01 General Requirements.
- B. Copies of AIA standard forms may be obtained from the American Institute of Architects; <http://www.aia.org/contractdocs/purchase/index.htm>; docspurchases@aia.org; (800) 942-7732.
- C. 00 41 00 Bid Forms:
 - 1. 00 41 13 Bid Form, included in the Project Manual, and includes the following:
 - i Allowances
 - ii Alternates
 - iii Unit Prices
 - iv Sub-Contractor List
 - v Non-Collusion Statement
 - vi Affidavit of Employee Drug Testing Program
- D. 00 43 00 Procurement Forms:
 - 1. 00 43 13 Bid Bond Form, included in the Project Manual.
 - 2. 00 43 21 Allowance Authorization Form, included in the Project Manual

END OF SECTION

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NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002

BID FORM

**To: State of Delaware, Office of Management and Budget, Division of Facilities Management
Haslet Armory
122 Martin Luther King Jr. Blvd. South
Dover, DE 19901**

ALLOWANCE NO. 1 – Construction Manager Discretion and approved by the Owner Twenty Nine Thousand Dollars (\$29,000) included in above bid.

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002L BID PACK 5 - Contract 5R.1 – Interior & Exterior Signage

BID FORM

I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), 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 complete all the work required in conformance with the Pre-Bid Construction Schedule , or with the then current and approved Project Construction Schedules as amended from time to time by the Construction Manager.

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
Affidavit of Employee Drug Testing Program
Affidavit of Contractor Qualifications
Bid Security
(Others as Required by Project Manuals)

BID FORM
00 41 13-2

TEVEBAUGH ARCHITECTURE
TA PROJECT NO. 20004.2

NOT FOR BID

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002L BID PACK 5 - Contract 5R.1 – Interior & Exterior Signage

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1.			
A.			
B.			
C.			
2.			
A.			
B.			
C.			

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002L BID PACK 5 - Contract 5R.1 – Interior & Exterior Signage

BID FORM (Continued)

3.			
A.			
B.			
C.			
4.			
A.			
B.			
C.			
5.			
A.			
B.			
C.			

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002L BID PACK 5 - Contract 5R.1 – Interior & Exterior Signage

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 (*MJ0208000002L Bid Pack 5R.1*) have been thoroughly examined and are understood.

NAME OF BIDDER:

**AUTHORIZED REPRESENTATIVE
(TYPED):**

**AUTHORIZED REPRESENTATIVE
(SIGNATURE):**

TITLE:

ADDRESS OF BIDDER:

E-MAIL:

PHONE NUMBER:

Sworn to and Subscribed before me this _____ day of _____, 20____.

My Commission expires _____. NOTARY PUBLIC _____.

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

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002L BID PACK 5 - Contract 5R.1 – Interior & Exterior Signage

BID FORM

**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors, that complies with this regulation:

Contractor/Subcontractor Name:

Contractor/Subcontractor Address:

Authorized Representative (typed or printed):

Authorized Representative (signature):

Title:

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

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

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002L BID PACK 5 - Contract 5R.1 – Interior & Exterior Signage

BID FORM

**AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name:

Contractor Address:

Authorized Representative (typed or printed):

Authorized Representative (signature):

Title:

Sworn to and Subscribed before me this _____ day of _____, 20____.

My Commission expires _____. NOTARY PUBLIC _____.

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

END OF SECTION

THIS PAGE INTENTIONALLY LEFT BLANK

NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002

BID FORM

**To: State of Delaware, Office of Management and Budget, Division of Facilities Management
Haslet Armory
122 Martin Luther King Jr. Blvd. South
Dover, DE 19901**

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

\$ _____
(\$ _____)

ALLOWANCE NO. 1 – Construction Manager Discretion and approved by the Owner Fifteen Thousand Dollars (\$15,000) included in above bid.

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002L BID PACK 5 - Contract 5R.2 – Landscaping & Maintenance

BID FORM

I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), 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 complete all the work required in conformance with the Pre-Bid Construction Schedule, or with the then current and approved Project Construction Schedules as amended from time to time by the Construction Manager.

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
Affidavit of Employee Drug Testing Program
Affidavit of Contractor Qualifications
Bid Security
(Others as Required by Project Manuals)

BID FORM
00 41 13-2

TEVEBAUGH ARCHITECTURE
TA PROJECT NO. 20004.2

NOT FOR BID

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002L BID PACK 5 - Contract 5R.2 – Landscaping & Maintenance

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1.			
A.			
B.			
C.			
2.			
A.			
B.			
C.			

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002L BID PACK 5 - Contract 5R.2 – Landscaping & Maintenance

BID FORM (Continued)

3.			
A.			
B.			
C.			
4.			
A.			
B.			
C.			
5.			
A.			
B.			
C.			

100 E. MARKET ST. GEORGETOWN, DE 19947
OCTOBER 16, 2024

NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002L BID PACK 5 - Contract 5R.2 – Landscaping & Maintenance

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 (*MJ0208000002L Bid Pack 5R.2*) have been thoroughly examined and are understood.

NAME OF BIDDER:

**AUTHORIZED REPRESENTATIVE
(TYPED):**

**AUTHORIZED REPRESENTATIVE
(SIGNATURE):**

TITLE:

ADDRESS OF BIDDER:

E-MAIL:

PHONE NUMBER:

Sworn to and Subscribed before me this _____ day of _____, 20____.

My Commission expires _____. NOTARY PUBLIC _____.

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

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002 BID PACK 5 - Contract 5R.2 – Landscaping & Maintenance

BID FORM

**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors, that complies with this regulation:

Contractor/Subcontractor Name:

Contractor/Subcontractor Address:

Authorized Representative (typed or printed):

Authorized Representative (signature):

Title:

Sworn to and Subscribed before me this _____ day of _____, 20____.

My Commission expires _____. NOTARY PUBLIC _____.

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

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002L BID PACK 5 - Contract 5R.2 – Landscaping & Maintenance

BID FORM

**AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name:

Contractor Address:

Authorized Representative (typed or printed):

Authorized Representative (signature):

Title:

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

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

END OF SECTION

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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 _____ percent not to
exceed _____
Dollars (\$_____) of amount of bid on Contract No. **MJ0208000002L**, to be paid to
the **State** for the use and benefit of the 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 bonded
Principal who has submitted to the 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 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

END OF SECTION



SECTION 00 50 00

CONTRACTING FORMS AND SUPPLEMENTS

1.1 FORM OF AGREEMENT AND GENERAL CONDITIONS

- A. The following form of Owner/Contractor Agreement and form of the General Conditions shall be used for Project:
1. 00 52 13 AIA Document A132-2019, "Standard Form of Agreement between Owner and Contractor", sample copy included in the Project Manual.
 2. 00 54 13 The Supplement to the Agreement between Owner and Contractor for this Project are included in the Project Manual.
 3. 00 72 13 The General Conditions for Project are AIA Document A232, "General Conditions of the Contract for Construction", sample copy included in the Project Manual.
 4. 00 73 13 The Supplementary General Conditions for Project are included in the Project Manual.
 5. Owner's document(s) bound following this Document.
- B. Copies of AIA standard forms may be obtained from the American Institute of Architects; <http://www.aia.org/contractdocs/purchase/index.htm>; docspurchases@aia.org; (800) 942-7732.

END OF SECTION

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SECTION 00 52 13

STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR A132-2019

The contract to be utilized on this project shall be the "Standard Form of Agreement Between Owner and Contractor" AIA Document A132-2019, including AIA Document A132 – 2019 Exhibit A, as well as Supplements to A132-2019 and Exhibit A and the State of Delaware's General Requirements.

END OF SECTION

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NOT FOR BID



AIA® Document A132™ – 2019

Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition

AGREEMENT made as of the _____ day of _____ in the year _____
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

and the Contractor:
(Name, legal status, address, and other information)

for the following Project:
(Name, location, and detailed description)

The Construction Manager:
(Name, legal status, address, and other information)

The Architect:
(Name, legal status, address, and other information)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; B132™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition; and C132™–2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser.

AIA Document A232™–2019 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

The Owner and Contractor agree as follows.

Init.

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NOT FOR BID

TABLE OF ARTICLES

1	THE CONTRACT DOCUMENTS
2	THE WORK OF THIS CONTRACT
3	DATE OF COMMENCEMENT AND DATES OF SUBSTANTIAL COMPLETION
4	CONTRACT SUM
5	PAYMENTS
6	DISPUTE RESOLUTION
7	TERMINATION OR SUSPENSION
8	MISCELLANEOUS PROVISIONS
9	ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

EXHIBIT B DETERMINATION OF THE COST OF THE WORK

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than Modifications, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND DATES OF SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

- ☐ The date of this Agreement.
- ☐ A date set forth in a notice to proceed issued by the Owner.
- ☐ Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion of the Project or Portions Thereof

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the date of Substantial Completion of the Work of all of the Contractors for the Project will be:

(Insert the date of Substantial Completion of the Work of all Contractors for the Project.)

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work of all of the Contractors for the Project are to be completed prior to Substantial Completion of the entire Work of all of the Contractors for the Project, the Contractors shall achieve Substantial Completion of such portions by the following dates:

Portion of Work

Substantial Completion Date

§ 3.4 When the Work of this Contract, or any Portion Thereof, is Substantially Complete

§ 3.4.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall substantially complete the entire Work of this Contract:

(Check one of the following boxes and complete the necessary information.)

☐ Not later than _____ (__) calendar days from the date of commencement of the Work.

☐ By the following date: _____

§ 3.4.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work of this Contract are to be substantially complete prior to when the entire Work of this Contract shall be substantially complete, the Contractor shall substantially complete such portions by the following dates:

Portion of Work

Date to be substantially complete

§ 3.4.3 If the Contractor fails to substantially complete the Work of this Contract, or portions thereof, as provided in this Section 3.4, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be one of the following:

(Check the appropriate box.)

☐ Stipulated Sum, in accordance with Section 4.2 below

☐ Cost of the Work plus the Contractor's Fee, in accordance with Section 4.3 below

☐ Cost of the Work plus the Contractor's Fee with a Guaranteed Maximum Price, in accordance with Section 4.4 below

(Based on the selection above, complete Section 4.2, 4.3, or 4.4 below.)

Init.

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3

NOT FOR BID

§ 4.2 Stipulated Sum

§ 4.2.1 The Contract Sum shall be _____ (\$ ____), subject to additions and deductions as provided in the Contract Documents.

§ 4.2.2 Alternates

§ 4.2.2.1 Alternates, if any, included in the Contract Sum:

Item	Price

§ 4.2.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance

§ 4.2.3 Allowances, if any, included in the Contract Sum:
(Identify each allowance.)

Item	Price

§ 4.2.4 Unit prices, if any:
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)

§ 4.3 Cost of the Work Plus Contractor's Fee without a Guaranteed Maximum Price

§ 4.3.1 The Cost of the Work is as defined in Exhibit B, Determination of the Cost of the Work.

§ 4.3.2 The Contractor's Fee:

(State a lump sum, percentage of Cost of the Work or other provision for determining the Contractor's Fee.)

Init.

§ 4.3.3 The method of adjustment of the Contractor's Fee for changes in the Work:

§ 4.3.4 Limitations, if any, on a Subcontractor's overhead and profit for increases in the cost of its portion of the Work:

§ 4.3.5 Rental rates for Contractor-owned equipment shall not exceed _____ percent (__ %) of the standard rental rate paid at the place of the Project.

§ 4.3.6 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)

§ 4.3.7 The Contractor shall prepare and submit to the Construction Manager, within 14 days of executing this Agreement, a written Control Estimate for the Owner's review and approval. The Control Estimate shall include the items in Section B.1 of Exhibit B, Determination of the Cost of the Work.

§ 4.4 Cost of the Work Plus Contractor's Fee with a Guaranteed Maximum Price

§ 4.4.1 The Cost of the Work is as defined in Exhibit B, Determination of the Cost of the Work.

§ 4.4.2 The Contractor's Fee:

(State a lump sum, percentage of Cost of the Work or other provision for determining the Contractor's Fee.)

§ 4.4.3 The method of adjustment of the Contractor's Fee for changes in the Work:

§ 4.4.4 Limitations, if any, on a Subcontractor's overhead and profit for increases in the cost of its portion of the Work:

§ 4.4.5 Rental rates for Contractor-owned equipment shall not exceed _____ percent (__ %) of the standard rental rate paid at the place of the Project.

§ 4.4.6 Unit Prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)

Init.

NOT FOR BID

§ 4.4.7 Guaranteed Maximum Price

§ 4.4.7.1 The Contract Sum is guaranteed by the Contractor not to exceed _____ (\$ __), subject to additions and deductions by Change Order as provided in the Contract Documents. This maximum sum is referred to in the Contract Documents as the Guaranteed Maximum Price. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Contractor without reimbursement by the Owner.

§ 4.4.7.2 Alternates

§ 4.4.7.2.1 Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price

§ 4.4.7.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance

§ 4.4.7.3 Allowances, if any, included in the Guaranteed Maximum Price:
(Identify each allowance.)

Item	Price

§ 4.4.7.4 Assumptions, if any, upon which the Guaranteed Maximum Price is based:
(Identify each assumption.)

§ 4.4.8 To the extent that the Contract Documents are anticipated to require further development, the Guaranteed Maximum Price includes the costs attributable to such further development consistent with the Contract Documents and reasonably inferable therefrom. Such further development does not include changes in scope, systems, kinds and quality of materials, finishes, or equipment, all of which, if required, shall be incorporated by Change Order.

§ 4.4.9 The Owner shall authorize preparation of revisions to the Contract Documents that incorporate the agreed-upon assumptions contained in Section 4.4.7.4. The Owner shall promptly furnish such revised Contract Documents to the Contractor. The Contractor shall notify the Owner and Architect of any inconsistencies between the agreed-upon assumptions contained in Section 4.4.7.4 and the revised Contract Documents.

Init.

§ 4.5 Liquidated damages, if any:

(Insert terms and conditions for liquidated damages, if any, to be assessed in accordance with Section 3.4.)

§ 4.6 Other:

(Insert provisions for bonus, cost savings or other incentives, if any, that might result in a change to the Contract Sum.)

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Construction Manager by the Contractor, and Certificates for Payment issued by the Construction Manager and Architect, the Owner shall make progress payments on account of the Contract Sum, to the Contractor, as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Construction Manager not later than the _____ day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the _____ day of the _____ month. If an Application for Payment is received by the Construction Manager after the application date fixed above, payment of the amount certified shall be made by the Owner not later than _____ () days after the Construction Manager receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Progress Payments Where the Contract Sum is Based on a Stipulated Sum

§ 5.1.4.1 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Construction Manager and Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.4.2 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.4.3 In accordance with AIA Document A232™-2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.4.3.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.4.3.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A232-2019;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;

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- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A232–2019; and
- .5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.5 Progress Payments Where the Contract Sum is Based on the Cost of the Work without a Guaranteed Maximum Price

§ 5.1.5.1 With each Application for Payment, the Contractor shall submit the cost control information required in Exhibit B, Determination of the Cost of the Work, along with payrolls, petty cash accounts, receipted invoices, or invoices with check vouchers attached, and any other evidence required by the Owner, Construction Manager or Architect to demonstrate that payments already made by the Contractor on account of the Cost of the Work equal or exceed progress payments already received by the Contractor, plus payrolls for the period covered by the present Application for Payment, less that portion of the payments attributable to the Contractor's Fee.

§ 5.1.5.2 Applications for Payment shall show the Cost of the Work actually incurred by the Contractor through the end of the period covered by the Application for Payment and for which the Contractor has made or intends to make actual payment prior to the next Application for Payment.

§ 5.1.5.3 In accordance with AIA Document A232-2019 and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.5.3.1 The amount of each progress payment shall first include:

- .1 The Cost of the Work as described in Exhibit B, Determination of the Cost of the Work;
- .2 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified; and
- .3 The Contractor's Fee computed upon the Cost of the Work described in the preceding Section 5.1.5.3.1.1 at the rate stated in Section 4.3.2; or if the Contractor's Fee is stated as a fixed sum in Section 4.3.2 an amount which bears the same ratio to that fixed-sum Fee as the Cost of the Work included in Section 5.1.5.3.1.1 bears to a reasonable estimate of the probable Cost of the Work upon its completion.

§ 5.1.5.3.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A232–2019;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A232–2019;
- .5 The shortfall, if any, indicated by the Contractor in the documentation required by Section 5.1.5.1 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and
- .6 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.5.4 The Owner, Construction Manager and Contractor shall agree upon a mutually acceptable procedure for review and approval of payments to Subcontractors and the percentage of retainage held on Subcontracts, and the Contractor shall execute subcontracts in accordance with those agreements.

§ 5.1.5.5 In taking action on the Contractor's Applications for Payment, the Construction Manager and Architect shall be entitled to rely on the accuracy and completeness of the information furnished by the Contractor, and such action shall not be deemed to be a representation that (1) the Construction Manager and Architect have made a detailed examination, audit or arithmetic verification of the documentation submitted in accordance with Article 5 or other supporting data; (2) that the Construction Manager and Architect have made exhaustive or continuous on-site inspections; or (3) that the Construction Manager and Architect have made examinations to ascertain how or for what purposes the Contractor has used amounts previously paid on account of the Contract. Such examinations, audits and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

§ 5.1.5.6 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.1.5.7 If final completion of the Work is materially delayed through no fault of the Contractor, then the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A232-2019.

§ 5.1.6 Progress Payments Where the Contract Sum is Based on the Cost of the Work with a Guaranteed Maximum Price

§ 5.1.6.1 With each Application for Payment, the Contractor shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner, Construction Manager or Architect to demonstrate that payments already made by the Contractor on account of the Cost of the Work equal or exceed progress payments already received by the Contractor plus payrolls for the period covered by the present Application for Payment, less that portion of the progress payments attributable to the Contractor's Fee.

§ 5.1.6.2 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Guaranteed Maximum Price among: (1) the various portions of the Work; (2) any contingency for costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order; and (3) the Contractor's Fee.

§ 5.1.6.2.1 The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Construction Manager and Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.6.2.2 The allocation of the Guaranteed Maximum Price under this Section 5.1.6.2 shall not constitute a separate guaranteed maximum price for the Cost of the Work of each individual line item in the schedule of values.

§ 5.1.6.2.3 When the Contractor allocates costs from a contingency to another line item in the schedule of values, the Contractor shall submit supporting documentation to the Architect and Construction Manager.

§ 5.1.6.3 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed; or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Contractor on account of that portion of the Work and for which the Contractor has made payment or intends to make payment prior to the next Application for Payment by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

§ 5.1.6.4 In accordance with AIA Document A232-2019, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.4.1 The amount of each progress payment shall first include:

- .1 That portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the most recent schedule of values;
- .2 That portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction or, if approved in writing in advance by the Owner, suitably stored off the site at a location agreed upon in writing;
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified; and
- .4 The Contractor's Fee, computed upon the Cost of the Work described in the preceding Sections 5.1.6.4.1.1 and 5.1.6.4.1.2 at the rate stated in Section 4.4.2 or, if the Contractor's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work included in Sections 5.1.6.4.1.1 and 5.1.6.4.1.2 bears to a reasonable estimate of the probable Cost of the Work upon its completion.

§ 5.1.6.4.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A232-2019;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;

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- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A232-2019;
- .5 The shortfall, if any, indicated by the Contractor in the documentation required by Section 5.1.6.1 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and
- .6 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.6.5 The Owner and the Contractor shall agree upon a mutually acceptable procedure for review and approval of payments to Subcontractors and the percentage of retainage held on Subcontracts, and the Contractor shall execute subcontracts in accordance with those agreements.

§ 5.1.6.6 In taking action on the Contractor's Applications for Payment, the Construction Manager and Architect shall be entitled to rely on the accuracy and completeness of the information furnished by the Contractor and such action shall not be deemed to be a representation that (1) the Construction Manager or Architect have made a detailed examination, audit, or arithmetic verification of the documentation submitted in accordance with Section 5.1.6.1 or other supporting data; (2) that the Construction Manager or Architect have made exhaustive or continuous on-site inspections; or (3) that the Construction Manager or Architect have made examinations to ascertain how or for what purposes the Contractor has used amounts previously paid on account of the Contract. Such examinations, audits, and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

§ 5.1.6.7 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.1.6.8 If final completion of the Work is materially delayed through no fault of the Contractor, then the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A232-2019.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to when the Work of this Contract is substantially complete, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

§ 5.1.7.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 5.1.7.1 is to be modified prior to when the entire Work of this Contract is substantially complete, including modifications for completion of portions of the Work as provided in Section 3.4.2, insert provisions for such modifications.)

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, when the Work of this Contract is substantially complete, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted when the Work of this Contract is substantially complete shall not include retainage as follows:

(Insert any other conditions for release of retainage when the Work of this Contract is substantially complete, or upon Substantial Completion of the Work of all Contractors on the Project or portions thereof.)

§ 5.2 Final Payment

§ 5.2.1 Final Payment Where the Contract Sum is Based on a Stipulated Sum

§ 5.2.1.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A232-2019, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment or Project Certificate for Payment has been issued by the Architect.

§ 5.2.1.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the final Certificate for Payment or Project Certificate for Payment, or as follows:

§ 5.2.2 Final Payment Where the Contract Sum is Based on the Cost of the Work with or without a Guaranteed Maximum Price

§ 5.2.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A232-2019, and to satisfy other requirements, if any, which extend beyond final payment;
- .2 the Contractor has submitted a final accounting for the Cost of the Work, pursuant to Exhibit B, Determination of the Cost of the Work and a final Application for Payment; and
- .3 a final Certificate for Payment or Project Certificate for Payment has been issued by the Architect in accordance with Exhibit B, Determination of the Cost of the Work.

§ 5.2.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the final Certificate for Payment or Project Certificate for Payment, or as follows:

§ 5.3 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located. *(Insert rate of interest agreed upon, if any.)*

_____ %

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as Initial Decision Maker pursuant to Article 15 of AIA Document A232-2019, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker.

(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A232-2019, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

- ☐ Arbitration pursuant to Article 15 of AIA Document A232-2019.
- ☐ Litigation in a court of competent jurisdiction.
- ☐ Other: *(Specify)*

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If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 Where the Contract Sum is a Stipulated Sum

§ 7.1.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A232–2019.

§ 7.1.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A232–2019, then the Owner shall pay the Contractor a termination fee as follows:

(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

§ 7.1.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A232–2019.

§ 7.2 Where the Contract Sum is Based on the Cost of the Work with or without a Guaranteed Maximum Price

§ 7.2.1 Termination

§ 7.2.1.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A232–2019.

§ 7.2.1.2 Termination by the Owner for Cause

§ 7.2.1.2.1 If the Owner terminates the Contract for cause as provided in Article 14 of AIA Document A232–2019, the Owner shall then only pay the Contractor an amount as follows:

- .1 Take the Cost of the Work incurred by the Contractor to the date of termination;
- .2 Add the Contractor's Fee, computed upon the Cost of the Work to the date of termination at the rate stated in Section 4.3.2 or 4.4.2, as applicable, or, if the Contractor's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract the costs and damages incurred, or to be incurred, by the Owner under Article 14 of AIA Document A232–2019.

§ 7.2.1.2.2 When the Contract Sum is based on the Cost of the Work with a Guaranteed Maximum Price, if the Owner terminates the Contract for cause as provided in Article 14 of AIA Document A232–2019, the amount, if any, to be paid to the Contractor under Article 14 of AIA Document A232–2019 shall not cause the Guaranteed Maximum Price to be exceeded, nor shall it exceed the amount calculated in Section 7.2.1.2.1.

§ 7.2.1.2.3 The Owner shall also pay the Contractor fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Contractor that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 7.2.1.2.1.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Contractor shall, as a condition of receiving the payments referred to in this Article 7, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Contractor, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Contractor under such subcontracts or purchase orders. All Subcontracts, purchase orders and rental agreements entered into by the Contractor will contain provisions allowing for assignment to the Owner as described above.

§ 7.2.1.3 Termination by the Owner for Convenience

If the Owner terminates the Contract for convenience in accordance with Article 14 of AIA Document A232–2019, then the Owner shall pay the Contractor a termination fee as follows:

(Insert the amount of or method for determining the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

§ 7.3 Suspension

The Work may be suspended by the Owner as provided in Article 14 of AIA Document A232–2019; in such case, the Contract Sum and Contract Time shall be increased as provided in Article 14 of AIA Document A232–2019, except that the term “profit” shall be understood to mean the Contractor’s Fee as described in Section 4.3.2 or 4.4.2, as applicable, of this Agreement.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A232–2019 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner’s representative:

(Name, address, email address, and other information)

§ 8.3 The Contractor’s representative:

(Name, address, email address, and other information)

§ 8.4 Neither the Owner’s nor the Contractor’s representative shall be changed without ten days’ prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A132™–2019, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A132™–2019, Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A232–2019, may be given in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 8.7 Relationship of the Parties

Where the Contract is based on the Cost of the Work plus the Contractor’s Fee, with or without a Guaranteed Maximum Price, the Contractor accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Contractor’s skill and judgment in furthering the interests of the Owner; to furnish efficient business administration and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner’s interests. The Owner agrees to furnish and approve, in a timely manner, information required by the Contractor and to make payments to the Contractor in accordance with the requirements of the Contract Documents.

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§ 8.8 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A132™–2019, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition
- .2 AIA Document A132™–2019, Exhibit A, Insurance and Bonds Exhibit
- .3 AIA Document A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition
- .4 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013 incorporated into this Agreement.)

.5 Drawings

Number	Title	Date

.6 Specifications

Section	Title	Date	Pages

.7 Addenda, if any:

Number	Date	Pages

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

- ☐ AIA Document A132™–2019, Exhibit B, Determination of the Cost of the Work
- ☐ AIA Document E235™–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, dated as indicated below:
(Insert the date of the E235-2019 incorporated into this Agreement.)

☐ The Sustainability Plan:

Title	Date	Pages

☐ Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

.9 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A232-2019 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

This Agreement is entered into as of the day and year first written above.

OWNER (Signature)

CONTRACTOR (Signature)

(Printed name and title)

(Printed name and title)

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AIA[®] Document A132[™] – 2019 Exhibit A

Insurance and Bonds

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Contractor, dated the _____ day of _____ in the year _____
(In words, indicate day, month, and year.)

for the following **PROJECT**:
(Name and location or address)

THE OWNER:
(Name, legal status, and address)

THE CONTRACTOR:
(Name, legal status, and address)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Document A232[™]–2019, General Conditions of the Contract for Construction. Article 11 of A232[™]–2019 contains additional insurance provisions.

TABLE OF ARTICLES

- A.1 GENERAL
- A.2 OWNER'S INSURANCE
- A.3 CONTRACTOR'S INSURANCE AND BONDS
- A.4 SPECIAL TERMS AND CONDITIONS

ARTICLE A.1 GENERAL

The Owner and Contractor shall purchase and maintain insurance, and provide bonds, as set forth in this Exhibit. As used in this Exhibit, the term General Conditions refers to AIA Document A232[™]–2019, General Conditions of the Contract for Construction.

ARTICLE A.2 OWNER'S INSURANCE

§ A.2.1 General

Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Article A.2 and, upon the Contractor's request, provide a copy of the property insurance policy or policies required by Section A.2.3. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

§ A.2.2 Liability Insurance

The Owner shall be responsible for purchasing and maintaining the Owner's usual general liability insurance.

§ A.2.3 Required Property Insurance

§ A.2.3.1 Unless this obligation is placed on the Contractor pursuant to Section A.3.3.2.1, the Owner shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis. The Owner's property insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and labor performed and materials or equipment supplied by others. The property insurance shall be maintained until Substantial Completion and thereafter as provided in Section A.2.3.1.3, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.

§ A.2.3.1.1 **Causes of Loss.** The insurance required by this Section A.2.3.1 shall provide coverage for direct physical loss or damage, and shall not exclude the risks of fire, explosion, theft, vandalism, malicious mischief, collapse, earthquake, flood, or windstorm. The insurance shall also provide coverage for ensuing loss or resulting damage from error, omission, or deficiency in construction methods, design, specifications, workmanship, or materials. Sub-limits, if any, are as follows:

(Indicate below the cause of loss and any applicable sub-limit.)

Causes of Loss	Sub-Limit

§ A.2.3.1.2 **Specific Required Coverages.** The insurance required by this Section A.2.3.1 shall provide coverage for loss or damage to falsework and other temporary structures, and to building systems from testing and startup. The insurance shall also cover debris removal, including demolition occasioned by enforcement of any applicable legal requirements, and reasonable compensation for the Architect's, Construction Manager's, and Contractor's services and expenses required as a result of such insured loss, including claim preparation expenses. Sub-limits, if any, are as follows:

(Indicate below type of coverage and any applicable sub-limit for specific required coverages.)

Coverage	Sub-Limit

§ A.2.3.1.3 Unless the parties agree otherwise, upon Substantial Completion, the Owner shall continue the insurance required by Section A.2.3.1 or, if necessary, replace the insurance policy required under Section A.2.3.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 12.2.2 of the General Conditions.

§ A.2.3.1.4 **Deductibles and Self-Insured Retentions.** If the insurance required by this Section A.2.3 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions.

§ A.2.3.2 **Occupancy or Use Prior to Substantial Completion.** The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section A.2.3.1 have consented in writing to the continuance of coverage. The Owner and the Contractor shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing.

§ A.2.3.3 Insurance for Existing Structures

If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure against direct physical loss or damage from the causes of loss identified in Section A.2.3.1, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

§ A.2.4 Optional Extended Property Insurance.

The Owner shall purchase and maintain the insurance selected and described below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. For each type of insurance selected, indicate applicable limits of coverage or other conditions in the fill point below the selected item.)

- ☐ **§ A.2.4.1 Loss of Use, Business Interruption, and Delay in Completion Insurance**, to reimburse the Owner for loss of use of the Owner's property, or the inability to conduct normal operations due to a covered cause of loss.
- ☐ **§ A.2.4.2 Ordinance or Law Insurance**, for the reasonable and necessary costs to satisfy the minimum requirements of the enforcement of any law or ordinance regulating the demolition, construction, repair, replacement or use of the Project.
- ☐ **§ A.2.4.3 Expediting Cost Insurance**, for the reasonable and necessary costs for the temporary repair of damage to insured property, and to expedite the permanent repair or replacement of the damaged property.
- ☐ **§ A.2.4.4 Extra Expense Insurance**, to provide reimbursement of the reasonable and necessary excess costs incurred during the period of restoration or repair of the damaged property that are over and above the total costs that would normally have been incurred during the same period of time had no loss or damage occurred.
- ☐ **§ A.2.4.5 Civil Authority Insurance**, for losses or costs arising from an order of a civil authority prohibiting access to the Project, provided such order is the direct result of physical damage covered under the required property insurance.
- ☐ **§ A.2.4.6 Ingress/Egress Insurance**, for loss due to the necessary interruption of the insured's business due to physical prevention of ingress to, or egress from, the Project as a direct result of physical damage.
- ☐ **§ A.2.4.7 Soft Costs Insurance**, to reimburse the Owner for costs due to the delay of completion of the Work, arising out of physical loss or damage covered by the required property insurance: including construction loan fees; leasing and marketing expenses; additional fees, including those of architects, engineers, consultants, attorneys and accountants, needed for the completion of the construction, repairs, or reconstruction; and carrying costs such as property taxes, building permits, additional interest on loans, realty taxes, and insurance premiums over and above normal expenses.

§ A.2.5 Other Optional Insurance.

The Owner shall purchase and maintain the insurance selected below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance.)

- ☐ **§ A.2.5.1 Cyber Security Insurance** for loss to the Owner due to data security and privacy breach, including costs of investigating a potential or actual breach of confidential or private information.
(Indicate applicable limits of coverage or other conditions in the fill point below.)

- ☐ **§ A.2.5.2 Other Insurance**
(List below any other insurance coverage to be provided by the Owner and any applicable limits.)

Coverage

Limits

ARTICLE A.3 CONTRACTOR'S INSURANCE AND BONDS

§ A.3.1 General

§ A.3.1.1 Certificates of Insurance. The Contractor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article A.3 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of commercial liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the periods required by Section A.3.2.1 and Section A.3.3.1. The certificates will show the Owner as an additional insured on the Contractor's Commercial General Liability and excess or umbrella liability policy or policies.

§ A.3.1.2 Deductibles and Self-Insured Retentions. The Contractor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Contractor.

§ A.3.1.3 Additional Insured Obligations. To the fullest extent permitted by law, the Contractor shall cause the commercial general liability coverage to include (1) the Owner, the Architect and the Architect's consultants, and the Construction Manager and the Construction Manager's consultants, as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's consultants, and the Construction Manager and the Construction Manager's consultants, CG 20 32 07 04.

§ A.3.2 Contractor's Required Insurance Coverage

§ A.3.2.1 The Contractor shall purchase and maintain the following types and limits of insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:
(If the Contractor is required to maintain insurance for a duration other than the expiration of the period for correction of Work, state the duration.)

§ A.3.2.2 Commercial General Liability

§ A.3.2.2.1 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than _____ (\$ __) each occurrence, _____ (\$ __) general aggregate, and _____ (\$ __) aggregate for products-completed operations hazard, providing coverage for claims including

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal injury and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Contractor's indemnity obligations under Section 3.18 of the General Conditions.

§ A.3.2.2.2 The Contractor's Commercial General Liability policy under this Section A.3.2.2 shall not contain an exclusion or restriction of coverage for the following:

- .1 Claims by one insured against another insured, if the exclusion or restriction is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim.
- .2 Claims for property damage to the Contractor's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor.
- .3 Claims for bodily injury other than to employees of the insured.
- .4 Claims for indemnity under Section 3.18 of the General Conditions arising out of injury to employees of the insured.
- .5 Claims or loss excluded under a prior work endorsement or other similar exclusionary language.
- .6 Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language.
- .7 Claims related to residential, multi-family, or other habitational projects, if the Work is to be performed on such a project.
- .8 Claims related to roofing, if the Work involves roofing.
- .9 Claims related to exterior insulation finish systems (EIFS), synthetic stucco or similar exterior coatings or surfaces, if the Work involves such coatings or surfaces.
- .10 Claims related to earth subsidence or movement, where the Work involves such hazards.
- .11 Claims related to explosion, collapse and underground hazards, where the Work involves such hazards.

§ A.3.2.3 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than _____ (\$ __) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

§ A.3.2.4 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as the coverages required under Section A.3.2.2 and A.3.2.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ A.3.2.5 Workers' Compensation at statutory limits.

§ A.3.2.6 Employers' Liability with policy limits not less than _____ (\$ __) each accident, _____ (\$ __) each employee, and _____ (\$ __) policy limit.

§ A.3.2.7 Jones Act, and the Longshore & Harbor Workers' Compensation Act, as required, if the Work involves hazards arising from work on or near navigable waterways, including vessels and docks

§ A.3.2.8 If the Contractor is required to furnish professional services as part of the Work, the Contractor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than _____ (\$ __) per claim and _____ (\$ __) in the aggregate.

§ A.3.2.9 If the Work involves the transport, dissemination, use, or release of pollutants, the Contractor shall procure Pollution Liability insurance, with policy limits of not less than _____ (\$ __) per claim and _____ (\$ __) in the aggregate.

§ A.3.2.10 Coverage under Sections A.3.2.8 and A.3.2.9 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of not less than _____ (\$ __) per claim and _____ (\$ __) in the aggregate.

§ A.3.2.11 Insurance for maritime liability risks associated with the operation of a vessel, if the Work requires such activities, with policy limits of not less than _____ (\$ __) per claim and _____ (\$ __) in the aggregate.

§ A.3.2.12 Insurance for the use or operation of manned or unmanned aircraft, if the Work requires such activities, with policy limits of not less than _____ (\$ __) per claim and _____ (\$ __) in the aggregate.

§ A.3.3 Contractor's Other Insurance Coverage

§ A.3.3.1 Insurance selected and described in this Section A.3.3 shall be purchased from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:

(If the Contractor is required to maintain any of the types of insurance selected below for a duration other than the expiration of the period for correction of Work, state the duration.)

§ A.3.3.2 The Contractor shall purchase and maintain the following types and limits of insurance in accordance with Section A.3.3.1.

(Select the types of insurance the Contractor is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. Where policy limits are provided, include the policy limit in the appropriate fill point.)

- ☐ **§ A.3.3.2.1** If there is only one Contractor performing the Work on the Project, property insurance of the same type and scope satisfying the requirements identified in Section A.2.3, which, if selected in this section A.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section A.2.3.1.3 and Section A.2.3.3. The Contractor shall comply with all obligations of the Owner under Section A.2.3 except to the extent provided below. The Contractor shall disclose to the Owner the amount of any deductible, and the Owner shall be responsible for losses within the deductible. Upon request, the Contractor shall provide the Owner with a copy of the property insurance policy or policies required. The Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the property insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below:

(Where the Contractor's obligation to provide property insurance differs from the Owner's obligations as described under Section A.2.3, indicate such differences in the space below. Additionally, if a party other than the Owner will be responsible for adjusting and settling a loss with the insurer and acting as the trustee of the proceeds of property insurance in accordance with Article 11 of the General Conditions, indicate the responsible party below.)

- ☐ **§ A.3.3.2.2 Railroad Protective Liability Insurance**, with policy limits of not less than _____ (\$ __) per claim and _____ (\$ __) in the aggregate, for Work within fifty (50) feet of railroad property.

- ☐ **§ A.3.3.2.3 Asbestos Abatement Liability Insurance**, with policy limits of not less than _____ (\$ __) per claim and _____ (\$ __) in the aggregate, for liability arising from the encapsulation, removal, handling, storage, transportation, and disposal of asbestos-containing materials.

- ☐ **§ A.3.3.2.4** Insurance for physical damage to property while it is in storage and in transit to the construction site on an “all-risks” completed value form.
- ☐ **§ A.3.3.2.5** Property insurance on an “all-risks” completed value form, covering property owned by the Contractor and used on the Project, including scaffolding and other equipment.
- ☐ **§ A.3.3.2.6 Other Insurance**
(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)

Coverage

Limits

§ A.3.4 Performance Bond and Payment Bond

The Contractor shall provide surety bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, as follows:
(Specify type and penal sum of bonds.)

Type

Penal Sum (\$0.00)

Payment Bond

Performance Bond

Payment and Performance Bonds shall be AIA Document A312™, Payment Bond and Performance Bond, or contain provisions identical to AIA Document A312™, current as of the date of this Agreement.

ARTICLE A.4 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Insurance and Bonds Exhibit, if any, are as follows:

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NOT FOR BID

SECTION 00 54 13

SUPPLEMENT TO AGREEMENT BETWEEN OWNER AND CONTRACTOR A132-2019

The following supplements modify the "Standard Form of Agreement Between Owner and Contractor, Construction Manager as Advisor Edition" AIA Document A132-2019. Where a portion of the Standard Form of Agreement is modified or deleted by the following, the unaltered portions of the Standard Form of Agreement shall remain in effect.

ARTICLE 3: DATE OF COMMENCEMENT AND DATES OF SUBSTANTIAL COMPLETION

- 3.1 Delete paragraph 3.1 in its entirety and replace with the following:
- "The date of Commencement of the Work shall be a date set forth in a notice to proceed issued by the Owner."
- 3.3.1 In the space provided, insert "As defined in Article 9.8 of AIA Document A232-2019 and amended by the Owner's 'Supplementary General Conditions A232-2019'"

ARTICLE 4: CONTRACT SUM

- 4.1 Delete paragraph 4.1 in its entirety and replace with the following:
- "The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be a Stipulated Sum, in accordance with Section 4.2 below.
- 4.3 Delete paragraph 4.3 in its entirety.
- 4.4 Delete paragraph 4.4 in its entirety.

ARTICLE 5: PAYMENTS

- 5.1 PROGRESS PAYMENTS
- 5.1.3 Delete paragraph 5.1.3 in its entirety and replace with the following:
- "Provided that a valid Application for Payment is received by the Architect that meets all requirements of the Contract, payment shall be made by the Owner not later than 30 days after the Owner receives the valid Application for Payment."
- 5.1.5 Delete paragraph 5.1.5 in its entirety.
- 5.1.6 Delete paragraph 5.1.6 in its entirety.
- 5.2.2 Delete paragraph 5.2.2 in its entirety.
- 5.3 Insert the interest rate of "1% per month not to exceed 12% per annum."

ARTICLE 6: DISPUTE RESOLUTION

6.2 BINDING DISPUTE RESOLUTION

Check the box "Other" – and add the following sentence:

"Any remedies available in law or in equity."

ARTICLE 7: TERMINATION or SUSPENSION

7.1.1.1 Delete paragraph 7.1.1.1 in its entirety.

7.2 Delete paragraph 7.2 in its entirety.

ARTICLE 8: MISCELLANEOUS PROVISIONS

8.4 Delete paragraph 8.4 in its entirety and replace with the following:

"The Contractor's representative shall not be changed without ten days written notice to the Owner."

8.7 Delete paragraph 8.7 in its entirety.

ARTICLE 9: ENUMERATION OF CONTRACT DOCUMENTS

9.1.9 Insert "Supplement to Agreement Between Owner and Contractor A132-2019"

9.1.9 Insert "Supplementary General Conditions A232-2019"

END OF SECTION

SECTION 00 54 13.A

SUPPLEMENT TO A132-2019 – EXHIBIT A, INSURANCE AND BONDS

The following supplements modify the "Standard Form of Agreement Between Owner and Contractor, *Construction Manager as Adviser Edition*" AIA Document A132-2019 Exhibit A Insurance and Bonds. Where a portion of the Standard Form of Agreement, Exhibit A is modified or deleted by the following, the unaltered portions of the Standard Form of Agreement, Exhibit A shall remain in effect.

ARTICLE A.2 OWNER'S INSURANCE

A.2.1 General

Delete paragraph A.2.1 in its entirety.

A.2.2 Liability Insurance

Delete paragraph A.2.2 in its entirety, except in the case of school projects this paragraph shall remain.

A.2.3 Required Property Insurance

Delete paragraph A.2.3 in its entirety.

A.2.4 Optional Extended Property Insurance

Delete paragraph A.2.4 in its entirety.

A.2.5 Other Optional Insurance

Delete paragraph A.2.5 in its entirety.

ARTICLE A.3 CONTRACTORS INSURANCE AND BONDS

A.3.1.1 Strike the last sentence of the paragraph.

A.3.1.3 Additional Insured Obligations

In the first sentence after "coverage to include (1)" delete "(1) the Owner,".

Strike the remainder of the first sentence beginning at the semicolon "; and (2) the Owner" through the end of the sentence.

Delete the second sentence in its entirety.

- A.3.2.2.1 Insert "\$1,000,000.00" in the blank for each occurrence.
Insert "\$3,000,000.00" in the blank for general aggregate.
Insert "\$3,000,000.00" in the blank for aggregate for products-completed operations hazard.

- A.3.2.3 Insert "\$1,000,000.00" in the blank for per accident.

- A.3.2.6 Insert "\$500,000.00" in the blank for each accident.
Insert "\$500,000.00" in the blank for each employee.
Insert "\$500,000.00" in the blank for policy limit.
- A.3.2.8 Insert "\$1,000,000.00" in the blank for per claim.
Insert "\$3,000,000.00" in the blank for in the aggregate.
- A.3.2.9 Insert "\$1,000,000.00" in the blank for per claim.
Insert "\$3,000,000.00" in the blank for in the aggregate.
- A.3.2.10 Insert "\$2,000,000.00" in the blank for per claim.
Insert "\$4,000,000.00" in the blank for in the aggregate.
- A.3.2.11 Strike in its entirety.
- A.3.2.12 Strike in its entirety.
- A.3.3.2.1 Delete paragraph 3.3.2.1 in its entirety
- A.3.3.2.2 Strike in its entirety.
- A.3.3.2.3 Insert "\$1,000,000.00" in the blanks for per claim.
Insert "\$3,000,000.00" in the blanks for in the aggregate.
- A.3.4 Insert the actual contract price in both the Payment Bond and the Performance Bond Penal Sum blanks. It must be 100% of the contract price.
- Strike the last sentence in this section and replace with "Payment and Performance Bonds shall be in the standard form issued by the Delaware Office of Management and Budget."

SUPPLEMENT TO A132-2019 – EXHIBIT A INSURANCE AND BONDS

END OF SECTION

NOT FOR BID

SECTION 00 60 00

PROJECT FORMS

1.1 FORM OF AGREEMENT AND GENERAL CONDITIONS

- A. The following form of Owner/Contractor Agreement and form of the General Conditions shall be used for Project:
 - 1. AIA Document A132-2019, "Standard Form of Agreement between Owner and Contractor", sample copy included in the Project Manual.
 - 2. The Supplementary Conditions to the Agreement for Project are included in the Project Manual.
 - 3. The General Conditions for Project are AIA Document A232, "General Conditions of the Contract for Construction", are incorporated by reference.
 - 4. The Supplementary General Conditions for Project are included in the Project Manual.
 - 5. Owner's document(s) bound following this Document.

1.2 ADMINISTRATIVE FORMS

- A. Administrative Forms: Additional administrative forms are specified in Division 01 General Requirements.
- B. Copies of AIA standard forms may be obtained from the American Institute of Architects; <http://www.aia.org/contractdocs/purchase/index.htm>; docspurchases@aia.org; (800) 942-7732.
- C. 00 61 00 Bond Forms:
 - 1. 00 61 13 .13 Performance Bond is included in the project manual.
 - 2. 00 61 13 .16 Payment Bond is included in the project manual.
- D. Construction Forms:
 - 1. 00 81 14 "Employee Drug Testing Report Form", is included in the Project Manual.
 - 1. 00 82 00 "CAD Release Form" is included in the Project Manual.
 - 2. 01 74 19 Waste Management Progress Report is included at the back of the "Construction Waste Management and Disposal" specification section in this project manual.
- F. 00 62 00 Certificates and Other Forms:
 - 1. 00 62 11 Submittal Cover Sheet is included in the project manual.

2. 00 62 76 Payment Application: AIA Document G732, "Application and Certificate for Payment and Continuation Sheet.", sample copies are included in the Project Manual.

G. 00 63 00 Clarification and Modification Forms:

1. 00 63 13 Request for Interpretation Form is included in the project manual.
2. 00 63 25 Substitution Request Form (During Construction) is included in the project manual.
3. 00 63 33 Supplemental Instruction Form: AIA Document G710/G714, "Architect's Supplemental Instructions" and "Construction Change Directive", sample copies are included in the Project Manual.
4. 00 63 63 Change Order Form: AIA Document G731, "Change Order.", sample copy is included in the Project Manual.

H. 00 65 00 Closeout Forms:

1. 00 65 16 Certificate of Substantial Completion Form: AIA Document G734, "Certificate of Substantial Completion", sample copy is included in the Project Manual.
2. 00 65 19 .13 Form of Contractor's Affidavit: AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims.", sample copy is included in the Project Manual.
3. 00 65 19 .16 Form of Affidavit of Release of Liens: AIA Document G706A, "Contractor's Affidavit of Payment of Release of Liens.", sample copy is included in the Project Manual.
4. 00 65 19 .19 Form of Consent of Surety: AIA Document G707, "Consent of Surety to Final Payment.", sample copy is included in the Project Manual.

END OF SECTION

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET

PERFORMANCE BOND

Bond Number: _____

KNOW ALL PERSONS BY THESE PRESENTS, that we, _____, as principal ("**Principal**"), and _____, a _____ corporation, legally authorized to do business in the State of Delaware, as surety ("**Surety**"), are held and firmly bound unto the Office of Management and Budget ("**Owner**"), in the amount of _____ (\$_____), to be paid to **Owner**, for which payment well and truly to be made, we do bind ourselves, our and each and every of our heirs, executors, administrations, successors and assigns, jointly and severally, for and in the whole, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20__.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, that if **Principal**, who has been awarded by **Owner** that certain contract known as Contract No. _____ dated the _____ day of _____, 20__ (the "Contract"), which Contract is incorporated herein by reference, shall well and truly provide and furnish all materials, appliances and tools and perform all the work required under and pursuant to the terms and conditions of the Contract and the Contract Documents (as defined in the Contract) or any changes or modifications thereto made as therein provided, shall make good and reimburse **Owner** sufficient funds to pay the costs of completing the Contract that **Owner** may sustain by reason of any failure or default on the part of **Principal**, and shall also indemnify and save harmless **Owner** from all costs, damages and expenses arising out of or by reason of the performance of the Contract and for as long as provided by the Contract; then this obligation shall be void, otherwise to be and remain in full force and effect.

Surety, for value received, hereby stipulates and agrees, if requested to do so by **Owner**, to fully perform and complete the work to be performed under the Contract pursuant to the terms, conditions and covenants thereof, if for any cause **Principal** fails or neglects to so fully perform and complete such work.

Surety, for value received, for itself and its successors and assigns, hereby stipulates and agrees that the obligation of **Surety** and its bond shall be in no way impaired or affected by any extension of time, modification, omission, addition or change in or to the Contract or the work to be performed thereunder, or by any payment thereunder before the time required therein, or by any waiver of any provisions thereof, or by any assignment, subletting or other transfer thereof or of any work to be performed or any monies due or to become due thereunder; and **Surety** hereby waives notice of any and

all such extensions, modifications, omissions, additions, changes, payments, waivers, assignments, subcontracts and transfers and hereby expressly stipulates and agrees that any and all things done and omitted to be done by and in relation to assignees, subcontractors, and other transferees shall have the same effect as to **Surety** as though done or omitted to be done by or in relation to **Principal**.

Surety hereby stipulates and agrees that no modifications, omissions or additions in or to the terms of the Contract shall in any way whatsoever affect the obligation of **Surety** and its bond.

Any proceeding, legal or equitable, under this Bond may be brought in any court of competent jurisdiction in the State of Delaware. Notices to **Surety** or Contractor may be mailed or delivered to them at their respective addresses shown below.

IN WITNESS WHEREOF, **Principal** and **Surety** have hereunto set their hand and seals, and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their duly authorized officers, the day and year first above written.

PRINCIPAL

Name: _____

Witness or Attest: Address: _____

_____	By: _____(SEAL)
Name:	Name:
(Corporate Seal)	Title:

SURETY

Name: _____

Witness or Attest: Address: _____

_____	By: _____(SEAL)
Name:	Name:
(Corporate Seal)	Title:

END OF SECTION

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET

PAYMENT BOND

Bond Number: _____

KNOW ALL PERSONS BY THESE PRESENTS, that we, _____, as principal ("**Principal**"), and _____, a _____ corporation, legally authorized to do business in the State of Delaware, as surety ("**Surety**"), are held and firmly bound unto the Office of Management and Budget ("**Owner**"), in the amount of _____ (\$_____), to be paid to **Owner**, for which payment well and truly to be made, we do bind ourselves, our and each and every of our heirs, executors, administrations, successors and assigns, jointly and severally, for and in the whole firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20__.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, that if **Principal**, who has been awarded by **Owner** that certain contract known as Contract No. _____ dated the _____ day of _____, 20__ (the "Contract"), which Contract is incorporated herein by reference, shall well and truly pay all and every person furnishing materials or performing labor or service in and about the performance of the work under the Contract, all and every sums of money due him, her, them or any of them, for all such materials, labor and service for which **Principal** is liable, shall make good and reimburse **Owner** sufficient funds to pay such costs in the completion of the Contract as **Owner** may sustain by reason of any failure or default on the part of **Principal**, and shall also indemnify and save harmless **Owner** from all costs, damages and expenses arising out of or by reason of the performance of the Contract and for as long as provided by the Contract; then this obligation shall be void, otherwise to be and remain in full force and effect.

Surety, for value received, for itself and its successors and assigns, hereby stipulates and agrees that the obligation of **Surety** and its bond shall be in no way impaired or affected by any extension of time, modification, omission, addition or change in or to the Contract or the work to be performed thereunder, or by any payment thereunder before the time required therein, or by any waiver of any provisions thereof, or by any assignment, subletting or other transfer thereof or of any work to be performed or any monies due or to become due thereunder; and **Surety** hereby waives notice of any and all such extensions, modifications, omissions, additions, changes, payments, waivers, assignments, subcontracts and transfers and hereby expressly stipulates and agrees that any and all things done and omitted to be done by and in relation to assignees,

subcontractors, and other transferees shall have the same effect as to **Surety** as though done or omitted to be done by or in relation to **Principal**.

Surety hereby stipulates and agrees that no modifications, omission or additions in or to the terms of the Contract shall in any way whatsoever affect the obligation of **Surety** and its bond.

Any proceeding, legal or equitable, under this Bond may be brought in any court of competent jurisdiction in the State of Delaware. Notices to **Surety** or Contractor may be mailed or delivered to them at their respective addresses shown below.

IN WITNESS WHEREOF, **Principal** and **Surety** have hereunto set their hand and seals, and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their duly authorized officers, the day and year first above written.

PRINCIPAL

Name: _____

Witness or Attest: Address: _____

Name:

(Corporate Seal)

By: _____(SEAL)
Name:
Title:

SURETY

Name: _____

Witness or Attest: Address: _____

Name:

(Corporate Seal)

By: _____(SEAL)
Name:
Title:

END OF SECTION

CONTRACTOR

Submittal No.	
Spec Section	
Paragraph	
Description	

Project

New Sussex County
Family Court Building
100 East Market Street
Georgetown, DE. 19947

Owner

State of Delaware
OMB
Division of Facilities Management

Architect

Tevebaugh Architecture
2 Mill Road, Suite 210
Wilmington, DE 19806

TEVEBAUGH

Architect's review is for conformance with project design concepts. The contractor is responsible for confirming and correlating all quantities and dimensions relating to fabrication process, techniques of construction, and coordination of the work of all trades.

Review neither extends nor alters any contractual obligations of the Architect or Contractor.

- ☐ Reviewed
- ☐ Reviewed with Notations
- ☐ Revise & Resubmit
- ☐ Rejected

By:

Date:

Comments:

CONSULTANT

Comments:

NOT FOR BID

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NOT FOR BID

AIA® Document G732™ – 2019

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	PROJECT:	APPLICATION NO:	DISTRIBUTION TO:
FROM	VIA CONSTRUCTION	PERIOD TO:	OWNER
CONTRACTOR:	MANAGER:	CONTRACT DATE:	CONSTRUCTION MANAGER
		PROJECT NOS: / /	ARCHITECT
			CONTRACTOR
CONTRACT FOR:	VIA ARCHITECT:		FIELD
			OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$
2. NET CHANGES IN THE WORK.....	\$
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$
5. RETAINAGE:	
a. _____ % of Completed Work (Column D + E on G703)	\$
b. _____ % of Stored Material (Column F on G703)	\$
Total Retainage (Lines 5a + 5b, or Total in Column I on G703)	\$
6. TOTAL EARNED LESS RETAINAGE.....	\$
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 minus Line 6)	\$

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month, including Construction Change Directives	\$	\$
TOTALS	\$	\$
NET CHANGES IN THE WORK	\$	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____

State of: _____

County of: _____

Subscribed and sworn to before
me this _____ day of _____

Notary Public: _____

My Commission expires: _____

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By: _____ Date: _____

ARCHITECT: (NOTE: If multiple contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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**Continuation Sheet**

AIA Document G702™, Application and Certification for Payment; G702™CMa-1992, Application and Certificate for Payment; or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Subcontractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO:

[illegible]

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REQUEST FOR INFORMATION

PROJECT:	New Sussex County Family Court Building	RFI NUMBER:	
NUMBER:	TEVEBAUGH #20004.2	DATE:	
SUBJECT:			
REFERENCE:			
REQUEST:			

By: _____ Date Reply Requested: _____

REPLY: _____

By: _____ Date: _____

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SECTION 00 63 25

SUBSTITUTION REQUEST FORM

To: Tevebaugh Associates, Inc.

Two Mill Road, Suite 210

Wilmington, DE 19806

Project _____

Prime Contract _____

Contractor Company Name _____

The following product is submitted in lieu of the specified product(s) for the above-referenced project:

Specification Section or Drawing _____

Paragraph or Detail _____

Specified Item _____

Substituted Manufacturer _____

Substituted Product Name _____

Substituted product manufacturer's contact information

Company Address _____

Company Telephone _____

Technical Contact _____

Technical Email _____

Local Rep Name _____

Local Rep Telephone _____

Local Rep Email _____

Reason for not giving priority to specified items:

The attached data includes descriptions, specifications, drawings, photographs, performance, and test data adequate for the evaluation of the proposed substitution request. The applicable portions of the data have been highlighted, and non-applicable information has been redacted or clearly omitted from the documentation. The documentation has been provided in a line-by-line comparison to the basis of design product performance criteria established by the drawings and specifications.

The undersigned prime contractor certifies that the following statements are correct, unless specifically clarified in writing, via the substitution request form in this section:

1. The proposed substitution has been reviewed and coordinated with the Contract Documents.
2. The proposed substitution does not affect dimensions required by the drawings or specifications

3. The proposed substitution does not affect the work of other prime contractors
4. The undersigned will be responsible for changes to the design, including architectural and engineering design, detailing, or construction costs associated with the proposed substitution.
5. The proposed substitution will have no adverse effect on the construction schedule, or specified warranty requirements.
6. Maintenance and service parts are readily available to local suppliers servicing the site location at the time of bid.
7. The function, appearance, and quality of the proposed substitution is better than or equal to the specified item.

Attachments (Provide description of attachments next to applicable heading)

Drawings

Specifications

Technical Data

Submitted by:

(Signature of Prime Contractor's Representative)

(Prime Contract)

(Printed Name of Prime Contractor's Representative)

(Date)

Drawings affected by proposed substitution: (☐ No effect / or describe below)

Description of changes to the contract documents as a result of proposed substitution:

(☐ No effect / or describe below)

List of applicable building codes that apply to the implementation of proposed substitution for this project: (☐ No effect / or describe below)

Effects that this substitution has on other prime contracts: (☐ No effect / or describe below)

List any differences between basis of design and proposed substitution:

(☐ No difference / or describe below)

END OF SECTION



AIA[®] Document G710[™] – 2017

Architect's Supplemental Instructions

PROJECT: *(name and address)*

CONTRACT INFORMATION:

Contract For:

Date:

ASI INFORMATION:

ASI Number:

Date:

OWNER: *(name and address)*

ARCHITECT: *(name and address)*

CONTRACTOR: *(name and address)*

The Contractor shall carry out the Work in accordance with the following supplemental instructions without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgment that there will be no change in the Contract Sum or Contract Time.

(Insert a detailed description of the Architect's supplemental instructions and, if applicable, attach or reference specific exhibits.)

ISSUED BY THE ARCHITECT:

ARCHITECT *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

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AIA[®] Document G733[™] – 2019

Construction Change Directive, Construction Manager as Adviser Edition

PROJECT: (name and address):	CONTRACT INFORMATION: Contract For: Date:	CERTIFICATE INFORMATION: Certificate Number: Date:
OWNER: (name and address):	ARCHITECT: (name and address):	CONSTRUCTION MANAGER: (name and address):
CONTRACTOR: (name and address)		

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

- ☐ Lump Sum (increase) (decrease) of \$
- ☐ Unit Price of \$ per
- ☐ Cost, as defined below, plus the following fee:
(Insert a definition of, or method for determining, cost)
- ☐ as follows:

2. The Contract Time is proposed to (be adjusted) (remain unchanged). The proposed adjustment, if any, is
(an increase of days) (a decrease of days).

Signature by the Contractor indicates the Contractor's agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this Construction Change Directive.

CONTRACTOR (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE:

NOTE: The Owner, Construction Manager, Architect, and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner, Construction Manager and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

OWNER (Firm name)

CONSTRUCTION MANAGER (Firm name)

ARCHITECT (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

DATE

DATE

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AIA[®] Document G731[™] – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: <i>(name and address):</i>	CONTRACT INFORMATION: Contract For: Date:	CHANGE ORDER INFORMATION: Change Order Number: Date:
OWNER: <i>(name and address):</i>	ARCHITECT: <i>(name and address):</i>	CONSTRUCTION MANAGER: <i>(name and address):</i>
CONTRACTOR: <i>(name and address):</i>		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	_____
Net change by previously authorized Change Orders	\$	_____
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	_____
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by	\$	_____
this Change Order in the amount of	\$	_____
The new Contract Sum including this Change Order will be	\$	_____

The Contract Time will be (increased) (decreased) (unchanged) by () days.
The Contractor's Work shall be substantially complete on

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

ARCHITECT <i>(Firm name)</i>	CONSTRUCTION MANAGER <i>(Firm name)</i>
SIGNATURE	SIGNATURE
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
DATE:	DATE:
CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
SIGNATURE	SIGNATURE
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
DATE:	DATE:

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SECTION 00 63 73

ALLOWANCE AUTHORIZATION FORM

Project: NEW SUSSEX COUNTY FAMILY COURT BUILDING

Architect: Tevebaugh Architecture Project No. MJ0208000002

Contractor: _____

AAA No.: _____ Initiation Date: _____

The Allowance is allocated as follows:

There are no current allowances for this project.

Total original Contract Allowance was: \$ _____
Amount of Contract Allowance Access previously authorized: \$ _____
Adjusted Contract Allowance prior to this authorization is: \$ _____
The amount of available Allowance will Decrease by this Access Authorization: \$ _____
The remaining Contract Allowance, after this Access Authorization will be: \$ _____

**Recommended by:
Architect**

By (Signature): _____

Date: _____

**Accepted by:
Contractor**

By (Signature): _____

Date: _____

**Approved by:
Owner**

By (Signature): _____

Date: _____

END OF SECTION

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 AIA Document G734™ – 2019***Certificate of Substantial Completion, Construction Manager as Adviser Edition***

PROJECT: <i>(name and address):</i>	CONTRACT INFORMATION: Contract For: Date:	CERTIFICATE INFORMATION: Certificate Number: Date:
OWNER: <i>(name and address):</i>	ARCHITECT: <i>(name and address):</i>	CONSTRUCTION MANAGER: <i>(name and address):</i>

CONTRACTOR(S):
(Enter names and addresses for all Contractors)

The Work identified below has been reviewed and found, to the Construction Manager's and Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work of all of the Contractors, or designated portion thereof, is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project, or portion thereof designated below, is the date established by this Certificate *(Identify the Work of all of the Contractors, or portion thereof, that is substantially complete.)*

For all Contractors, the date of Substantial Completion of the Project, or portion thereof, is:
(Insert the date of Substantial Completion for all Contractors of the Work described above.)

CONSTRUCTION MANAGER <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE
ARCHITECT <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE

WARRANTIES

The date of Substantial Completion of the Project, or portion designated above, is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected by each of the Contractors, including a cost estimate, is attached hereto or transmitted as agreed upon by the parties, and identified as follows:
(Attach a list of items to be completed or corrected by each of the Contractors and provide an identification of each list.)

The failure to include any items on such list does not alter the responsibility of a Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached lists will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. Each Contractor will complete or correct the Work on the appropriate list of items attached hereto within () days from the above date of Substantial Completion.

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As of the date of Substantial Completion, the Owner shall be responsible for security, maintenance, heat, utilities, damage to the Work, and insurance, except as noted below:
(Identify any responsibilities that are assigned to the Contractors.)

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

CONTRACTOR <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE
OWNER <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE



AIA[®] Document G706[™] – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*

ARCHITECT'S PROJECT NUMBER:

OWNER ☐

CONTRACT FOR:

ARCHITECT ☐

CONTRACTOR ☐

TO OWNER: *(Name and address)*

CONTRACT DATED:

SURETY ☐

OTHER ☐

STATE OF:

COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

CONTRACTOR: *(Name and address)*

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707[™], Consent of Surety to Final Payment, may be used for this purpose.

Indicate attachment: ☐ Yes ☒ No

BY:

The following supporting documents should be attached hereto if required by the Owner:

(Signature of authorized representative)

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof
3. Contractor's Affidavit of Release of Liens (AIA Document G706A[™])

(Printed name and title)

Subscribed and sworn to before me on this date:

Notary Public:

My Commission Expires:

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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 AIA[®] Document G706A[™] – 1994**Contractor's Affidavit of Release of Liens****PROJECT:** *(Name and address)***ARCHITECT'S PROJECT NUMBER:**OWNER ☐**CONTRACT FOR:**ARCHITECT ☐CONTRACTOR ☐**TO OWNER:** *(Name and address)***CONTRACT DATED:**SURETY ☐OTHER ☐**STATE OF:****COUNTY OF:**

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS:**SUPPORTING DOCUMENTS ATTACHED HERETO:**

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR: *(Name and address)***BY:***(Signature of authorized representative)**(Printed name and title)*

Subscribed and sworn to before me on this date:

Notary Public:

My Commission Expires:

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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AIA[®] Document G707[™] – 1994

Consent of Surety to Final Payment

PROJECT: *(Name and address)*

ARCHITECT'S PROJECT NUMBER:

OWNER ☐

CONTRACT FOR:

ARCHITECT ☐

CONTRACTOR ☐

TO OWNER: *(Name and address)*

CONTRACT DATED:

SURETY ☐

OTHER ☐

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

on bond of
(Insert name and address of Contractor)

, SURETY,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve
the Surety of any of its obligations to
(Insert name and address of Owner)

, CONTRACTOR,

as set forth in said Surety's bond.

, OWNER,

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date:
(Insert in writing the month followed by the numeric date and year.)

(Surety)

(Signature of authorized representative)

Attest:
(Seal)

(Printed name and title)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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SECTION 00 72 13

GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION A232-2019

The General Conditions of this Contract are as stated in the American Institute of Architects Document AIA A232 (2019 Edition) entitled General Conditions of the Contract for Construction as revised by the Supplementary General Conditions and is part of this project manual as if herein written in full.

END OF SECTION

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AIA® Document A232™ – 2019

General Conditions of the Contract for Construction, Construction Manager as Adviser Edition

for the following PROJECT:

(Name, and location or address)

THE CONSTRUCTION MANAGER:

(Name, legal status, and address)

THE OWNER:

(Name, legal status, and address)

THE ARCHITECT:

(Name, legal status, and address)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132™–2019, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; B132™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition; and C132™–2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser.

TABLE OF ARTICLES

- 1 GENERAL PROVISIONS**
- 2 OWNER**
- 3 CONTRACTOR**
- 4 ARCHITECT AND CONSTRUCTION MANAGER**
- 5 SUBCONTRACTORS**
- 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS**
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- 12 UNCOVERING AND CORRECTION OF WORK**
- 13 MISCELLANEOUS PROVISIONS**
- 14 TERMINATION OR SUSPENSION OF THE CONTRACT**
- 15 CLAIMS AND DISPUTES**

Init.

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ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Basic Definitions

§ 1.1.1 The Contract Documents. The Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of addenda relating to bidding or proposal requirements.

§ 1.1.2 The Contract. The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and the Construction Manager or the Construction Manager's consultants, (3) between the Owner and the Architect or the Architect's consultants, (4) between the Contractor and the Construction Manager or the Construction Manager's consultants, (5) between the Owner and a Subcontractor or Sub-subcontractor (6) between the Construction Manager and the Architect, or (7) between any persons or entities other than the Owner and Contractor. The Construction Manager and Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of their duties.

§ 1.1.3 The Work. The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

§ 1.1.4 The Project. The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by other Contractors, and by the Owner's own forces and Separate Contractors.

§ 1.1.5 Contractors. Contractors are persons or entities, other than the Contractor or Separate Contractors, who perform Work under contracts with the Owner that are administered by the Architect and Construction Manager.

§ 1.1.6 Separate Contractors. Separate Contractors are persons or entities who perform construction under separate contracts with the Owner not administered by the Architect and Construction Manager.

§ 1.1.7 The Drawings. The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

§ 1.1.8 The Specifications. The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

§ 1.1.9 Instruments of Service. Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 1.1.10 Initial Decision Maker. The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 1.2 Correlation and Intent of the Contract Documents

§ 1.2.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as

binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

§ 1.2.1.1 The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

§ 1.2.2 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

§ 1.2.3 Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

§ 1.3 Capitalization

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

§ 1.4 Interpretation

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

§ 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

§ 1.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.5.2 The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

§ 1.6 Notice

§ 1.6.1 Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.

§ 1.6.2 Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

§ 1.7 Digital Data Use and Transmission

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.8 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 OWNER

§ 2.1 General

§ 2.1.1 The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Construction Manager and the Architect do not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 2.1.2 The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

§ 2.2 Evidence of the Owner's Financial Arrangements

§ 2.2.1 Prior to commencement of the Work, and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.

§ 2.2.2 Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.

§ 2.2.3 After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

§ 2.2.4 Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

§ 2.3 Information and Services Required of the Owner

§ 2.3.1 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities. Unless otherwise provided under the Contract Documents, the Owner, assisted by the Construction Manager, shall secure and pay for the building permit.

§ 2.3.2 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 2.3.3 The Owner shall retain a construction manager adviser lawfully practicing construction management in the jurisdiction where the Project is located. That person or entity is identified as the Construction Manager in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 2.3.4 If the employment of the Construction Manager or Architect terminates, the Owner shall employ a successor construction manager or architect to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Construction Manager or Architect, respectively.

§ 2.3.5 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 2.3.6 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

§ 2.3.7 Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

§ 2.3.8 The Owner shall forward all communications to the Contractor through the Construction Manager. Other communication shall be made as set forth in Section 4.2.6.

§ 2.4 Owner's Right to Stop the Work

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

§ 2.5 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to review by the Construction Manager and prior approval of the Architect, and the Construction Manager or Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Construction Manager's and Architect's and their respective consultants' additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

ARTICLE 3 CONTRACTOR

§ 3.1 General

§ 3.1.1 The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

§ 3.1.2 The Contractor shall perform the Work in accordance with the Contract Documents.

§ 3.1.3 The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Construction Manager or Architect in their administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

§ 3.2 Review of Contract Documents and Field Conditions by Contractor

§ 3.2.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

§ 3.2.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.5, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Construction Manager and Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information submitted to the Construction Manager in such form as the Construction Manager and Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

§ 3.2.3 The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Construction Manager and Architect any nonconformity discovered by or made known to the Contractor as a request for information submitted to Construction Manager in such form as the Construction Manager and Architect may require.

§ 3.2.4 If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

§ 3.3 Supervision and Construction Procedures

§ 3.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner, the Construction Manager, and the Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. The Construction Manager shall review the proposed alternative for sequencing, constructability, and coordination impacts on the other Contractors. Unless the Architect or the Construction Manager objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.

§ 3.3.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

§ 3.3.3 The Contractor shall be responsible for inspection of portions of the Project already performed to determine that such portions are in proper condition to receive subsequent Work.

§ 3.4 Labor and Materials

§ 3.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

§ 3.4.2 Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect, in consultation with the Construction Manager, and in accordance with a Change Order or Construction Change Directive.

§ 3.4.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

§ 3.5 Warranty

§ 3.5.1 The Contractor warrants to the Owner, Construction Manager, and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Construction Manager or Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

§ 3.5.2 All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

§ 3.6 Taxes

The Contractor shall pay sales, consumer, use and similar taxes for the Work or portions thereof provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

§ 3.7 Permits, Fees, Notices, and Compliance with Laws

§ 3.7.1 Unless otherwise provided in the Contract Documents, the Owner, assisted by the Construction Manager, shall secure and pay for the building permit. The Contractor shall secure and pay for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 3.7.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

§ 3.7.3 If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 3.7.4 Concealed or Unknown Conditions. If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner, Construction Manager, and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect and Construction Manager will promptly investigate such conditions and, if the Architect, in consultation with the Construction Manager, determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect, in consultation with the Construction Manager, determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of

the Contract is justified, the Architect shall promptly notify the Owner, Construction Manager, and Contractor, stating the reasons. If the Owner or Contractor disputes the Architect's determination or recommendation, either party may submit a Claim as provided in Article 15.

§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner, Construction Manager, and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

§ 3.8 Allowances

§ 3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

§ 3.8.2 Unless otherwise provided in the Contract Documents:

- .1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
- .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
- .3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.

§ 3.8.3 Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

§ 3.9 Superintendent

§ 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.

§ 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect, through the Construction Manager, of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Construction Manager may notify the Contractor, stating whether the Owner, the Construction Manager, or the Architect (1) has reasonable objection to the proposed superintendent or (2) require additional time for review. Failure of the Construction Manager to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner, Construction Manager, or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

§ 3.10 Contractor's Construction and Submittal Schedules

§ 3.10.1 The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information, and the Construction Manager's use in developing the Project schedule, a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project. The Contractor shall cooperate with the Construction Manager in scheduling and performing the Contractor's Work to avoid conflict with, and as to cause no delay in, the work or activities of other Contractors, or the construction or operations of the Owner's own forces or Separate Contractors.

§ 3.10.2 The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Construction Manager's and Architect's approval. The Architect and Construction Manager's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Construction Manager and Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

§ 3.10.3 The Contractor shall participate with other Contractors, the Construction Manager, and the Owner in reviewing and coordinating all schedules for incorporation into the Project schedule that is prepared by the Construction Manager. The Contractor shall make revisions to the construction schedule and submittal schedule as deemed necessary by the Construction Manager to conform to the Project schedule.

§ 3.10.4 The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner, Construction Manager, and Architect, and incorporated into the approved Project schedule.

§ 3.11 Documents and Samples at the Site

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Construction Manager, Architect, and Owner, and delivered to the Construction Manager for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

§ 3.12 Shop Drawings, Product Data, and Samples

§ 3.12.1 Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.

§ 3.12.2 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

§ 3.12.3 Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.

§ 3.12.4 Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect and Construction Manager is subject to the limitations of Sections 4.2.10 through 4.2.12. Informational submittals upon which the Construction Manager and Architect are not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Construction Manager or Architect without action.

§ 3.12.5 The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Construction Manager, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the Project submittal schedule approved by the Construction Manager and Architect or, in the absence of an approved Project submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of other Contractors, Separate Contractors, or the Owner's own forces. The Contractor shall cooperate with the Construction Manager in the coordination of the Contractor's Shop Drawings, Product Data, Samples, and similar submittals with related documents submitted by other Contractors.

§ 3.12.6 By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner, Construction Manager, and Architect, that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

§ 3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been reviewed and approved by the Architect.

§ 3.12.8 The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Construction Manager and Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.

§ 3.12.9 The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Construction Manager and Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.

§ 3.12.10 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.

§ 3.12.10.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner, the Architect, and the Construction Manager shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Construction Manager shall review submittals for sequencing, constructability, and coordination impacts on other Contractors.

§ 3.12.10.2 If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Construction Manager and Architect at the time and in the form specified by the Architect.

§ 3.13 Use of Site

§ 3.13.1 The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

§ 3.13.2 The Contractor shall coordinate the Contractor's operations with, and secure the approval of, the Construction Manager before using any portion of the site.

§ 3.14 Cutting and Patching

§ 3.14.1 The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.

§ 3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner, Separate Contractors, or of other Contractors by cutting, patching, or otherwise altering such

construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner, Separate Contractors, or by other Contractors except with written consent of the Construction Manager, Owner, and such other Contractors or Separate Contractors. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Separate Contractors, other Contractors, or the Owner, its consent to cutting or otherwise altering the Work.

§ 3.15 Cleaning Up

§ 3.15.1 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.

§ 3.15.2 If the Contractor fails to clean up as provided in the Contract Documents, the Owner, or Construction Manager with the Owner's approval, may do so and the Owner shall be entitled to reimbursement from the Contractor.

§ 3.16 Access to Work

The Contractor shall provide the Owner, Construction Manager, and Architect with access to the Work in preparation and progress wherever located.

§ 3.17 Royalties, Patents and Copyrights

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner, Construction Manager, and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner, Architect, or Construction Manager. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect through the Construction Manager.

§ 3.18 Indemnification

§ 3.18.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Construction Manager, Architect, Construction Manager's and Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

§ 3.18.2 In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

ARTICLE 4 ARCHITECT AND CONSTRUCTION MANAGER

§ 4.1 General

§ 4.1.1 The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

§ 4.1.2 The Construction Manager is the person or entity retained by the Owner pursuant to Section 2.3.3 and identified as such in the Agreement.

§ 4.1.3 Duties, responsibilities, and limitations of authority of the Construction Manager and Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Construction Manager, Architect, and Contractor. Consent shall not be unreasonably withheld.

§ 4.2 Administration of the Contract

§ 4.2.1 The Construction Manager and Architect will provide administration of the Contract as described in the Contract Documents and will be the Owner's representatives during construction until the date the Architect issues the final Certificate for Payment. The Construction Manager and Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 4.2.2 The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect will keep the Owner and the Construction Manager reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner and Construction Manager known deviations from the Contract Documents and defects and deficiencies observed in the Work.

§ 4.2.3 The Construction Manager shall provide one or more representatives who shall be in attendance at the Project site whenever the Work is being performed. The Construction Manager will determine in general if the Work observed is being performed in accordance with the Contract Documents, will keep the Owner and Architect reasonably informed of the progress of the Work, and will promptly report to the Owner and Architect known deviations from the Contract Documents and the most recent Project schedule, and defects and deficiencies observed in the Work.

§ 4.2.4 The Construction Manager will schedule and coordinate the activities of the Contractor and other Contractors in accordance with the latest approved Project schedule.

§ 4.2.5 The Construction Manager, except to the extent required by Section 4.2.4, and Architect will not have control over, charge of, or responsibility for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents, and neither will be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. Neither the Construction Manager nor the Architect will have control over or charge of, or be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or of any other persons or entities performing portions of the Work.

§ 4.2.6 Communications. The Owner shall communicate with the Contractor and the Construction Manager's consultants through the Construction Manager about matters arising out of or relating to the Contract Documents. The Owner and Construction Manager shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Construction Manager otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with other Contractors shall be through the Construction Manager. Communications by and with the Owner's own forces and Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

§ 4.2.7 The Construction Manager and Architect will review and certify all Applications for Payment by the Contractor, in accordance with the provisions of Article 9.

§ 4.2.8 The Architect and Construction Manager have authority to reject Work that does not conform to the Contract Documents, and will notify each other about the rejection. Whenever the Construction Manager considers it necessary or advisable, the Construction Manager will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, upon written authorization of the Owner, whether or not the Work is fabricated, installed or completed. The foregoing authority of the Construction Manager will be subject to the provisions of Sections 4.2.18 through 4.2.20 inclusive, with respect to interpretations and decisions of the Architect. However, neither the Architect's nor the Construction Manager's authority to act under this Section 4.2.8 nor a decision made by either of them in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect or the Construction Manager to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons performing any of the Work.

§ 4.2.9 Utilizing the submittal schedule provided by the Contractor, the Construction Manager shall prepare, and revise as necessary, a Project submittal schedule incorporating information from other Contractors, the Owner, Owner's

consultants, Owner's Separate Contractors and vendors, governmental agencies, and participants in the Project under the management of the Construction Manager. The Project submittal schedule and any revisions shall be submitted to the Architect for approval.

§ 4.2.10 The Construction Manager will receive and promptly review for conformance with the submittal requirements of the Contract Documents, all submittals from the Contractor such as Shop Drawings, Product Data, and Samples. Where there are other Contractors, the Construction Manager will also check and coordinate the information contained within each submittal received from the Contractor and other Contractors, and transmit to the Architect those recommended for approval. By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Construction Manager represents to the Owner and Architect that the Construction Manager has reviewed and recommended them for approval. The Construction Manager's actions will be taken in accordance with the Project submittal schedule approved by the Architect or, in the absence of an approved Project submittal schedule, with reasonable promptness while allowing sufficient time to permit adequate review by the Architect.

§ 4.2.11 The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Upon the Architect's completed review, the Architect shall transmit its submittal review to the Construction Manager.

§ 4.2.12 Review of the Contractor's submittals by the Construction Manager and Architect is 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. The Construction Manager and Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Construction Manager and Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 4.2.13 The Construction Manager will prepare Change Orders and Construction Change Directives.

§ 4.2.14 The Construction Manager and the Architect will take appropriate action on Change Orders or Construction Change Directives in accordance with Article 7, and the Architect will have authority to order minor changes in the Work as provided in Section 7.4. The Architect, in consultation with the Construction Manager, will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

§ 4.2.15 Utilizing the documents provided by the Contractor, the Construction Manager will maintain at the site for the Owner one copy of all Contract Documents, approved Shop Drawings, Product Data, Samples, and similar required submittals, in good order and marked currently to record all changes and selections made during construction. These will be available to the Architect and the Contractor, and will be delivered to the Owner upon completion of the Project.

§ 4.2.16 The Construction Manager will assist the Architect in conducting inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion in conjunction with the Architect pursuant to Section 9.8; and receive and forward to the Owner written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10. The Construction Manager will forward to the Architect a final Application and Certificate for Payment or final Project Application and Project Certificate for Payment upon the Contractor's compliance with the requirements of the Contract Documents.

§ 4.2.17 If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Construction Manager of any change in the duties, responsibilities and limitations of authority of the Project representatives.

§ 4.2.18 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of the Construction Manager, Owner, or Contractor through the Construction Manager. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 4.2.19 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions so rendered in good faith.

§ 4.2.20 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

§ 4.2.21 The Construction Manager will receive and review requests for information from the Contractor, and forward each request for information to the Architect, with the Construction Manager's recommendation. The Architect will review and respond in writing, through the Construction Manager, to requests for information about the Contract Documents. The Construction Manager's recommendation and the Architect's response to each request will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

ARTICLE 5 SUBCONTRACTORS

§ 5.1 Definitions

§ 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include other Contractors or Separate Contractors or the subcontractors of other Contractors or Separate Contractors.

§ 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

§ 5.2 Award of Subcontracts and Other Contracts for Portions of the Work

§ 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Construction Manager, for review by the Owner, Construction Manager and Architect, of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Construction Manager may notify the Contractor whether the Owner, the Construction Manager or the Architect (1) has reasonable objection to any such proposed person or entity or, (2) requires additional time for review. Failure of the Construction Manager to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner, Construction Manager or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

§ 5.2.3 If the Owner, Construction Manager or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner, Construction Manager or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

§ 5.2.4 The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner, Construction Manager or Architect makes reasonable objection to such substitution.

§ 5.3 Subcontractual Relations

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work, that the Contractor, by these Contract Documents, assumes toward the Owner, Construction Manager and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner, Construction Manager and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically

provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

§ 5.4 Contingent Assignment of Subcontracts

- § 5.4.1** Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that
- .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
 - .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

§ 5.4.2 Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

§ 5.4.3 Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor Contractor or other entity. If the Owner assigns the subcontract to a successor Contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor Contractor's obligations under the subcontract.

ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

§ 6.1 Owner's Right to Perform Construction with Own Forces and to Award Other Contracts

§ 6.1.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

§ 6.1.2 When the Owner performs construction or operations with the Owner's own forces or Separate Contractors, the Owner shall provide for coordination of such forces and Separate Contractors with the Work of the Contractor, who shall cooperate with them.

§ 6.1.3 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

§ 6.2 Mutual Responsibility

§ 6.2.1 The Contractor shall afford the Owner's own forces, Separate Contractors, Construction Manager and other Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

§ 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner's own forces, Separate Contractors or other Contractors, the Contractor shall, prior to proceeding with that portion of the Work, promptly notify the Construction Manager and Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor or other Contractors that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Construction Manager and the Architect of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's or other Contractors' completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for

discrepancies or defects in the construction or operations by the Owner or Separate Contractors or other Contractors that are not apparent.

§ 6.2.3 The Contractor shall reimburse the Owner for costs the Owner incurs, including costs that are payable to a Separate Contractors or to other Contractors, because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of delays, improperly timed activities, damage to the Work or defective construction by the Owner's own forces, Separate Contractors, or other Contractors.

§ 6.2.4 The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction, or to property of the Owner, Separate Contractors, or other Contractors as provided in Section 10.2.5.

§ 6.2.5 The Owner, Separate Contractors, and other Contractors shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

§ 6.3 Owner's Right to Clean Up

If a dispute arises among the Contractor, Separate Contractors, other Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Construction Manager, with notice to the Architect, will allocate the cost among those responsible.

ARTICLE 7 CHANGES IN THE WORK

§ 7.1 General

§ 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

§ 7.1.2 A Change Order shall be based upon agreement among the Owner, Construction Manager, Architect and Contractor. A Construction Change Directive requires agreement by the Owner, Construction Manager and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.

§ 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

§ 7.2 Change Orders

A Change Order is a written instrument prepared by the Construction Manager and signed by the Owner, Construction Manager, Architect, and Contractor, stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

§ 7.3 Construction Change Directives

§ 7.3.1 A Construction Change Directive is a written order prepared by the Construction Manager and signed by the Owner, Construction Manager and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

§ 7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

§ 7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;

- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- .4 As provided in Section 7.3.4.

§ 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Construction Manager shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Construction Manager may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:

- .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Construction Manager and Architect;
- .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed;
- .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
- .5 Costs of supervision and field office personnel directly attributable to the change.

§ 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.

§ 7.3.6 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Construction Manager of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

§ 7.3.7 A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

§ 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Construction Manager and Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

§ 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Construction Manager and Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Construction Manager and Architect determine to be reasonably justified. The interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

§ 7.3.10 When the Owner and Contractor agree with a determination made by the Construction Manager and Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Construction Manager shall prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

§ 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Construction Manager and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor

change without prior notice to the Construction Manager that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

ARTICLE 8 TIME

§ 8.1 Definitions

§ 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 8.1.2 The date of commencement of the Work is the date established in the Agreement.

§ 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

§ 8.1.4 The term “day” as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 8.2 Progress and Completion

§ 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.

§ 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

§ 8.3 Delays and Extensions of Time

§ 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner, Architect, Construction Manager, or an employee of any of them, or of the Owner’s own forces, Separate Contractors, or other Contractors; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor’s control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts and the Architect, based on the recommendation of the Construction Manager, determines justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.

§ 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

ARTICLE 9 PAYMENTS AND COMPLETION

§ 9.1 Contract Sum

§ 9.1.1 The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 9.1.2 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

§ 9.2 Schedule of Values

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Construction Manager, before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Construction Manager and the Architect. This schedule, unless objected to by the Construction Manager or Architect, shall be used as a basis for reviewing the Contractor’s Applications for Payment. The Construction Manager shall forward to the Architect the Contractor’s schedule of values. Any changes to the schedule of values shall be submitted to the Construction Manager and supported by such data to substantiate its

accuracy as the Construction Manager and the Architect may require, and unless objected to by the Construction Manager or the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

§ 9.3 Applications for Payment

§ 9.3.1 At least fifteen days before the date established for each progress payment, the Contractor shall submit to the Construction Manager an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner, Construction Manager or Architect require, such as copies of requisitions, and releases of waivers of lien from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.

§ 9.3.1.1 As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Construction Manager and Architect, but not yet included in Change Orders.

§ 9.3.1.2 Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.

§ 9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.

§ 9.3.3 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials and equipment relating to the Work.

§ 9.4 Certificates for Payment

§ 9.4.1 Where there is only one Contractor, the Construction Manager will, within seven days after the Construction Manager's receipt of the Contractor's Application for Payment, review the Application, certify the amount the Construction Manager determines is due the Contractor, and forward the Contractor's Application and Certificate for Payment to the Architect. Within seven days after the Architect receives the Contractor's Application for Payment from the Construction Manager, the Architect will either (1) issue to the Owner a Certificate for Payment, in the full amount of the Application for Payment, with a copy to the Construction Manager; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Construction Manager and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Construction Manager and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1. The Construction Manager will promptly forward to the Contractor the Architect's notice of withholding certification.

§ 9.4.2 Where there is more than one Contractor performing portions of the Project, the Construction Manager will, within seven days after the Construction Manager receives all of the Contractors' Applications for Payment: (1) review the Applications and certify the amount the Construction Manager determines is due each of the Contractors; (2) prepare a Summary of Contractors' Applications for Payment by combining information from each Contractor's application with information from similar applications for progress payments from the other Contractors; (3) prepare a Project Application and Certificate for Payment; (4) certify the amount the Construction Manager determines is due all Contractors; and (5) forward the Summary of Contractors' Applications for Payment and Project Application and Certificate for Payment to the Architect.

§ 9.4.2.1 Within seven days after the Architect receives the Project Application and Project Certificate for Payment and the Summary of Contractors' Applications for Payment from the Construction Manager, the Architect will either (1)

issue to the Owner a Project Certificate for Payment, with a copy to the Construction Manager; or (2) issue to the Owner a Project Certificate for Payment for such amount as the Architect determines is properly due, and notify the Construction Manager and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Project Application for Payment, and notify the Construction Manager and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1. The Construction Manager will promptly forward the Architect's notice of withholding certification to the Contractors.

§ 9.4.3 The Construction Manager's certification of an Application for Payment or, in the case of more than one Contractor, a Project Application and Certificate for Payment, shall be based upon the Construction Manager's evaluation of the Work and the data in the Application or Applications for Payment. The Construction Manager's certification will constitute a representation that, to the best of the Construction Manager's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is, or Contractors are, entitled to payment in the amount certified.

§ 9.4.4 The Architect's issuance of a Certificate for Payment or, in the case of more than one Contractor, Project Application and Certificate for Payment, shall be based upon the Architect's evaluation of the Work, the recommendation of the Construction Manager, and data in the Application for Payment or Project Application for Payment. The Architect's certification will constitute a representation that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is, or Contractors are, entitled to payment in the amount certified.

§ 9.4.5 The representations made pursuant to Sections 9.4.3 and 9.4.4 are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Construction Manager or Architect.

§ 9.4.6 The issuance of a Certificate for Payment or a Project Certificate for Payment will not be a representation that the Construction Manager or Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 9.5 Decisions to Withhold Certification

§ 9.5.1 The Construction Manager or Architect may withhold a Certificate for Payment or Project Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Construction Manager's or Architect's opinion the representations to the Owner required by Section 9.4.3 and 9.4.4 cannot be made. If the Construction Manager or Architect is unable to certify payment in the amount of the Application, the Construction Manager will notify the Contractor and Owner as provided in Section 9.4.1 and 9.4.2. If the Contractor, Construction Manager and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment or a Project Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Construction Manager or Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment or Project Certificate for Payment previously issued, to such extent as may be necessary in the Construction Manager's or Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from the acts and omissions described in Section 3.3.2 because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor or other Contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.

§ 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.

§ 9.5.3 When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.

§ 9.5.4 If the Architect or Construction Manager withholds certification for payment under Section 9.5.1, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Construction Manager, and both will reflect such payment on the next Certificate for Payment.

§ 9.6 Progress Payments

§ 9.6.1 After the Architect has issued a Certificate for Payment or Project Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Construction Manager and Architect.

§ 9.6.2 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

§ 9.6.3 The Construction Manager will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Owner, Construction Manager and Architect on account of portions of the Work done by such Subcontractor.

§ 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner, Construction Manager nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.

§ 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

§ 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

§ 9.7 Failure of Payment

If the Construction Manager and Architect do not issue a Certificate for Payment or a Project Certificate for Payment, through no fault of the Contractor, within fourteen days after the Construction Manager's receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the

Contract Documents, the amount certified by the Construction Manager and Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner, Construction Manager and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents.

§ 9.8 Substantial Completion

§ 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

§ 9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall notify the Construction Manager, and the Contractor and Construction Manager shall jointly prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

§ 9.8.3 Upon receipt of the list, the Architect, assisted by the Construction Manager, will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect, assisted by the Construction Manager, to determine Substantial Completion.

§ 9.8.4 When the Architect, assisted by the Construction Manager, determines that the Work of all of the Contractors, or designated portion thereof, is substantially complete, the Construction Manager will prepare, and the Construction Manager and Architect shall execute, a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 9.8.5 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

§ 9.9 Partial Occupancy or Use

§ 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor and Construction Manager shall jointly prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect after consultation with the Construction Manager.

§ 9.9.2 Immediately prior to such partial occupancy or use, the Owner, Construction Manager, Contractor, and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

§ 9.10 Final Completion and Final Payment

§ 9.10.1 Upon completion of the Work, the Contractor shall forward to the Construction Manager a notice that the Work is ready for final inspection and acceptance, and shall also forward to the Construction Manager a final Contractor's Application for Payment. Upon receipt, the Construction Manager shall perform an inspection to confirm the completion of Work of the Contractor. The Construction Manager shall make recommendations to the Architect when the Work of all of the Contractors is ready for final inspection, and shall then forward the Contractors' notices and Application for Payment or Project Application for Payment, to the Architect, who will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Construction Manager and Architect will promptly issue a final Certificate for Payment or Project Certificate for Payment stating that to the best of their knowledge, information and belief, and on the basis of their on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Construction Manager's and Architect's final Certificate for Payment or Project Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

§ 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect through the Construction Manager (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6), if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

§ 9.10.3 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Construction Manager and Architect so confirm, the Owner shall, upon application by the Contractor and certification by the Construction Manager and Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect through the Construction Manager prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

§ 9.10.4 The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

- .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents;
- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

§ 9.10.5 Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

§ 10.1 Safety Precautions and Programs

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. The Contractor shall submit the Contractor's safety program to the Construction Manager for review and coordination with the safety programs of other Contractors. The Construction Manager's responsibilities for review and coordination of safety programs shall not extend to direct control over or charge of the acts or omissions of the Contractors, Subcontractors, agents or employees of the Contractors or

Subcontractors, or any other persons performing portions of the Work and not directly employed by the Construction Manager.

§ 10.2 Safety of Persons and Property

§ 10.2.1 The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor;
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction; and
- .4 construction or operations by the Owner, Separate Contractors, or other Contractors.

§ 10.2.2 The Contractor shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss.

§ 10.2.3 The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.

§ 10.2.4 When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

§ 10.2.5 The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2, 10.2.1.3 and 10.2.1.4 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2, 10.2.1.3 and 10.2.1.4. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner, Construction Manager or Architect or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.

§ 10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner, Construction Manager and Architect.

§ 10.2.7 The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

§ 10.2.8 Injury or Damage to Person or Property

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

§ 10.3 Hazardous Materials

§ 10.3.1 The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner, Construction Manager and Architect of the condition.

§ 10.3.2 Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor, Construction Manager and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor, the Construction Manager and the Architect will promptly reply to the Owner in writing stating whether or not any of them has reasonable objection to the persons or entities proposed by the Owner. If the Contractor, Construction Manager or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor, the Construction Manager and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

§ 10.3.3 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Construction Manager, Architect, their consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 10.3.4 The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

§ 10.3.5 The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

§ 10.3.6 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

§ 10.4 Emergencies

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

ARTICLE 11 INSURANCE AND BONDS

§ 11.1 Contractor's Insurance and Bonds

§ 11.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Construction Manager and Construction Manager's consultants, and the Architect and Architect's consultants, shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.

§ 11.1.2 The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 11.1.3 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

§ 11.1.4 **Notice of Cancellation or Expiration of Contractor's Required Insurance.** Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice directly to the Owner, and separately to the Construction Manager, of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

§ 11.2 Owner's Insurance

§ 11.2.1 The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

§ 11.2.2 **Failure to Purchase Required Property Insurance.** If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform both the Contractor and the Construction Manager, separately and in writing, prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.

§ 11.2.3 **Notice of Cancellation or Expiration of Owner's Required Property Insurance.** Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice directly to the Contractor, and separately to the Construction Manager, of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

§ 11.3 Waivers of Subrogation

§ 11.3.1 The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Construction Manager and Construction Manager's consultants; (3) the Architect and Architect's consultants; (4) other Contractors and any of their subcontractors, sub-subcontractors, agents, and employees; and (5) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Construction Manager, Construction Manager's consultants, Architect, Architect's consultants, other Contractors, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this Section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 11.3.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

§ 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance

The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor, Architect, and Construction Manager for loss of use of the Owner's property, due to fire or other hazards however caused.

§ 11.5 Adjustment and Settlement of Insured Loss

§ 11.5.1 A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Construction Manager, Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Construction Manager, Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

§ 11.5.2 Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

§ 12.1 Uncovering of Work

§ 12.1.1 If a portion of the Work is covered contrary to the Construction Manager's or Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by either, be uncovered for their examination and be replaced at the Contractor's expense without change in the Contract Time.

§ 12.1.2 If a portion of the Work has been covered that the Construction Manager or Architect has not specifically requested to examine prior to its being covered, the Construction Manager or Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

§ 12.2 Correction of Work

§ 12.2.1 Before Substantial Completion

The Contractor shall promptly correct Work rejected by the Construction Manager or Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion, and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Construction Manager's and Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

§ 12.2.2 After Substantial Completion

§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof, or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the

Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner, Construction Manager or Architect, the Owner may correct it in accordance with Section 2.5.

§ 12.2.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

§ 12.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

§ 12.2.3 The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

§ 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner, Separate Contractors, or other Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

§ 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

§ 12.3 Acceptance of Nonconforming Work

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

ARTICLE 13 MISCELLANEOUS PROVISIONS

§ 13.1 Governing Law

The Contract shall be governed by the law of the place where the Project is located excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

§ 13.2 Successors and Assigns

§ 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 13.2.2 The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

§ 13.3 Rights and Remedies

§ 13.3.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

§ 13.3.2 No action or failure to act by the Owner, Construction Manager, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

§ 13.4 Tests and Inspections

§ 13.4.1 Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Construction Manager and Architect timely notice of when and where tests and inspections are to be made so that the Construction Manager and Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 13.4.2 If the Construction Manager, Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Construction Manager and Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Construction Manager and Architect of when and where tests and inspections are to be made so that the Construction Manager and Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.

§ 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Construction Manager's and Architect's services and expenses, shall be at the Contractor's expense.

§ 13.4.4 Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Construction Manager for transmittal to the Architect.

§ 13.4.5 If the Construction Manager or Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Construction Manager or Architect will do so promptly and, where practicable, at the normal place of testing.

§ 13.4.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

§ 13.5 Interest

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

§ 14.1 Termination by the Contractor

§ 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:

- .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- .2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
- .3 Because the Construction Manager has not certified or the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- .4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.

§ 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

§ 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner, Construction Manager and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

§ 14.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, or their agents or employees, or any other persons performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner, Construction Manager and Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

§ 14.2 Termination by the Owner for Cause

§ 14.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

§ 14.2.2 When any of the reasons described in Section 14.2.1 exist, after consultation with the Construction Manager, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

§ 14.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Construction Manager's and Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall, upon application, be certified by the Initial Decision Maker after consultation with the Construction Manager, and this obligation for payment shall survive termination of the Contract.

§ 14.3 Suspension by the Owner for Convenience

§ 14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.

§ 14.3.2 The Contract Sum and the Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent:

- .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of this Contract.

§ 14.4 Termination by the Owner for Convenience

§ 14.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

§ 14.4.2 Upon receipt of notice from the Owner of such termination for the Owner's convenience, the Contractor shall

- .1 cease operations as directed by the Owner in the notice;
- .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
- .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

§ 14.4.3 In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 Claims

§ 15.1.1 Definition. A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

§ 15.1.2 Time Limits on Claims

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

§ 15.1.3 Notice of Claims

§ 15.1.3.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Construction Manager and Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

§ 15.1.3.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

§ 15.1.4 Continuing Contract Performance

§ 15.1.4.1 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 15.1.4.2 The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

§ 15.1.5 Claims for Additional Cost. If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

§ 15.1.6 Claims for Additional Time

§ 15.1.6.1 If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay only one Claim is necessary.

§ 15.1.6.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction.

§ 15.1.7 Waiver of Claims for Consequential Damages. The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

§ 15.2 Initial Decision

§ 15.2.1 Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

§ 15.2.2 The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

§ 15.2.3 In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.

§ 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

§ 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties, the Construction Manager, and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

§ 15.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.

§ 15.2.6.1 Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days of receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

§ 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

§ 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

§ 15.3 Mediation

§ 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.

§ 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 15.3.3 Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.

§ 15.3.4 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 15.4 Arbitration

§ 15.4.1 If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The Arbitration shall be conducted in the place where the Project is located, unless another location is mutually agreed upon. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

§ 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

§ 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

§ 15.4.4 Consolidation or Joinder

§ 15.4.4.1 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 15.4.4.2 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 15.4.4.3 The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as those of the Owner and Contractor under this Agreement.

SECTION 00 73 13

SUPPLEMENTARY GENERAL CONDITIONS A232-2019

The following supplements modify the "General Conditions of the Contract for Construction, Construction Manager as Advisor Edition." AIA Document A232-2019. Where a portion of the General Conditions is modified or deleted by the Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

TABLE OF ARTICLES

1. GENERAL PROVISIONS
2. OWNER
3. CONTRACTOR
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6. CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS
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15. CLAIMS AND DISPUTES

ARTICLE 1: GENERAL PROVISIONS

1.1 BASIC DEFINITIONS

1.1.1 THE CONTRACT DOCUMENTS

Delete the last sentence in its entirety and replace with the following:

"The Contract Documents also include Advertisement for Bid, Instructions to Bidder, sample forms, the Bid Form, the Contractor's completed Bid and the Award Letter."

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

Add the following Paragraphs:

1.2.4 In the case of an inconsistency between the Drawings and the Specifications, or within either document not clarified by addendum, the better quality or greater quantity of work shall be provided in accordance with the Architect's interpretation.

1.2.5 The word "PROVIDE" as used in the Contract Documents shall mean "FURNISH AND INSTALL" and shall include, without limitation, all labor, materials, equipment, transportation, services and other items required to complete the Work.

1.2.6 The word "PRODUCT" as used in the Contract Documents means all materials, systems and equipment.

1.5 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE

Delete Paragraph 1.5.1 in its entirety and replace with the following:

"All pre-design studies, drawings, specifications and other documents, including those in electronic form, prepared by the Architect under this Agreement are, and shall remain, the property of the Owner whether the Project for which they are made is executed or not. As for the Project for which the Architect is hired, the Architect still remain liable for any claim relating to the design that arises from the Project.

However, such documents may be used by the Owner to construct one or more like projects without the approval of, or additional compensation to, the Architect. The Contractor, Subcontractors, Sub-subcontractors and Material or Equipment Suppliers are authorized to use and reproduce applicable portions of the Drawings, Specifications and other documents prepared by the Architect and the Architect's consultants appropriate to and for use in the execution of their Work under the Contract Documents. They are not to be used by the Contractor or any Subcontractor, Sub-subcontractor or Material and Equipment Supplier on other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and Architect's consultants.

The Architect shall not be liable for injury or damage resulting from the re-use of drawings and specifications if the Architect is not involved in the re-use Project."

1.6 NOTICE

1.6.1 Insert the following sentence at the end of the paragraph:

"Electronic mail, also known as email, is an acceptable form of electronic transmission of notices under this Agreement."

ARTICLE 2: OWNER

2.1 General

2.1.2 Delete Paragraph 2.1.2 in its entirety.

2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER

2.2.1 Delete the second sentence in this paragraph and replace with the following: "The Contractor shall have no obligation to commence the Work until the Owner issues a Purchase Order for the Project."

2.2.2 Delete the last three sentences in this paragraph.

ARTICLE 3: CONTRACTOR

3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

3.2.4 Delete the third sentence in Paragraph 3.2.4.

3.3 SUPERVISION AND CONSTRUCTION PROCEDURES

Add the following Paragraphs:

3.3.2.1 The Contractor shall immediately remove from the Work, whenever requested to do so by the Owner, any person who is considered by the Owner or Architect to be incompetent or disposed to be disorderly, or who for any reason is not satisfactory to the Owner, and that person shall not again be employed on the Work without the consent of the Owner or the Architect.

3.3.4 The Contractor must provide suitable storage facilities at the Site, or an alternative site as approved by the Owner, for the proper protection and safe storage of their materials. Consult the Owner and the Architect before storing any materials.

3.3.5 When any room is used as a shop, storeroom, office, etc., by the Contractor or Subcontractor(s) during the construction of the Work, the Contractor making use of these areas will be held responsible for any repairs, patching or cleaning arising from such use.

3.4 LABOR AND MATERIALS

3.4.1.1 Add a new section 3.4.1.1:

"The Contractor, at their expense shall bear the costs to accurately identify the location of all underground utilities in the area of their excavation and shall bear all cost for any repairs required, out of failure to accurately identify said utilities."

Add the Following Paragraphs:

3.4.4 Before starting the Work, each Contractor shall carefully examine all preparatory Work that has been executed to receive their Work. Check carefully, by whatever means are required, to insure that its Work and adjacent, related Work, will finish to proper contours, planes and levels. Promptly notify the General Contractor/Construction Manager of any defects or imperfections in preparatory Work which will in any way affect satisfactory completion of its Work. Absence of such notification will be construed as an acceptance of preparatory Work and later claims of defects will not be recognized.

3.4.5 Under no circumstances shall the Contractor's Work proceed prior to preparatory Work having been completely cured, dried and/or otherwise made satisfactory to receive this Work. Responsibility for timely installation of all materials rests solely with the Contractor responsible for that Work, who shall maintain coordination at all times.

3.5 WARRANTY

Add the following Paragraphs:

3.5.3 The Contractor will warrant all materials and workmanship against original defects, except injury from proper and usual wear when used for the purpose intended, for two years after Substantial Completion of the project in accordance with Section 9.8.4 of this Agreement, and will maintain all items in condition that conforms with the Contract Documents during the period of warranty.

3.5.4 Non-conforming work during the period of warranty will be corrected by the Contractor at its expense upon demand of the Owner, it being required that the Work conforms to the Contract Documents at the expiration of the warranty period.

3.5.5 In addition to the General Warranty there are other warranties required for certain items for different periods of time than the two years as above and are particularly so stated in that part of the specifications referring to same. The said warranties will commence at the same time as the General Warranty.

3.5.6 If the Contractor fails to remedy any failure, defect or damage within a reasonable time after receipt of notice, the Owner will have the right to replace, repair, or otherwise remedy the failure, defect or damage at the Contractor's expense.

3.11 DOCUMENTS AND SAMPLES AT THE SITE

Add the following Paragraphs:

- 3.11.1 During the course of the Work, the Contractor shall maintain a record set of drawings on which the Contractor shall mark the actual physical location of all piping, valves, equipment, conduit, outlets, access panels, controls, actuators, including all appurtenances that will be concealed once construction is complete, etc., including all invert elevations.
- 3.11.2 At the completion of the project, the Contractor shall obtain a set of reproducible drawings from the Architect, and neatly transfer all information outlined in 3.11.1 to provide a complete record of the as-built conditions.
- 3.11.3 The Contractor shall provide two (2) prints of the as-built conditions, along with the reproducible drawings themselves, to the Owner and one (1) set to the Architect. In addition, attach one complete set to each of the Operating and Maintenance Instructions/Manuals.

3.15 CLEANING UP

3.15.2 Strike sentence in its entirety and replace with the following:

"If the Contractor fails to clean up as provided in the Contract Documents, the Owner, or Construction Manager with the Owner's approval, may do so and the Owner shall withhold the amount that reflects the cost of the cleanup from any moneys owed the Contractor. If the cost of cleanup exceeds the moneys owed to the Contractor, the Owner shall be entitled to reimbursement from the Contractor for the amount exceeding what is withheld.

3.17 In the second sentence of 3.17, insert "indemnify and" between "shall" and "hold".

ARTICLE 4: ARCHITECT AND CONSTRUCTION MANAGER

4.2 Administration of the Contract

Delete the first sentence of Paragraph 4.2.11 and replace with the following:

The Architect will review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples for the purpose of checking for conformance with the Contract Documents.

Delete the second sentence of Paragraph 4.2.11 and replace with the following:

The Architect's action will be taken with such reasonable promptness as to cause no delay in the Work in the activities of the Owner, Contractor or separate Contractors, while allowing sufficient time in the Owner's professional judgment to permit adequate review.

Add the following to Paragraph 4.2.17:

There will be no full-time Project representative provided by the Owner or Architect on site for this Project.

Add to Paragraph 4.2.20 "and in compliance with all applicable codes, regulations and ordinances." to the end of the sentence.

ARTICLE 5: SUBCONTRACTORS

5.2 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK

Delete Paragraph 5.2.3 in its entirety and replace with the following:

- 5.2.3 If the Owner, Architect or Construction Manager has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner, Architect or Construction Manager has no reasonable objection, subject to the statutory requirements of 29 Delaware Code § 6962(d)(10)b.3 and 4.

ARTICLE 6: CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

6.1 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

- 6.1.1 Delete "and waiver of subrogation" from the last sentence.

- 6.1.3 Delete Paragraph 6.1.3 in its entirety and replace with the following:

"When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Constructor who executes each separate Owner-Contractor Agreement."

6.2 MUTUAL RESPONSIBILITY

- 6.2.3 In the second sentence, strike the word "shall" and insert the word "may".

ARTICLE 7: CHANGES IN THE WORK

(SEE ARTICLE 7: CHANGES IN WORK IN THE GENERAL REQUIREMENTS)

ARTICLE 8: TIME

8.2 PROGRESS AND COMPLETION

Add the following Paragraphs:

- 8.2.1.1 Refer to Specification Section SUMMARY OF WORK for Contract time requirements.

- 8.2.4 If the Work falls behind the Progress Schedule as submitted by the Contractor, the Contractor shall employ additional labor and/or equipment necessary to bring the Work into compliance with the Progress Schedule at no additional cost to the Owner.

8.3 DELAYS AND EXTENSION OF TIME

- 8.3.1 Strike "binding dispute resolution" and insert "remedies at law or in equity".

Add the following Paragraph:

- 8.3.2.1 The Contractor shall update the status of the suspension, delay, or interruption of the Work with each Application for Payment. (The Contractor shall report the termination of such cause immediately upon the termination thereof.) Failure to comply with this procedure shall constitute a waiver for any claim for adjustment of time or price based upon said cause.

Delete Paragraph 8.3.3 in its entirety and replace with the following:

8.3.3 Except in the case of a suspension of the Work directed by the Owner, an extension of time under the provisions of Paragraph 8.3.1 shall be the Contractor's sole remedy in the progress of the Work and there shall be no payment or compensation to the Contractor for any expense or damage resulting from the delay.

Add the following Paragraph:

8.3.4 By permitting the Contractor to work after the expired time for completion of the project, the Owner does not waive its rights under the Contract.

8.3.5 The parties agree that Paragraph 8.3.3 of the Supplementary General Conditions does not apply to the Construction Manager in the event of a delay caused by a party other than the Construction Manager.

ARTICLE 9: PAYMENTS AND COMPLETION

9.1 CONTRACT SUM

9.1.2 Strike Section 9.1.2 in its entirety.

9.2 SCHEDULE OF VALUES

Add the following Paragraphs:

9.2.1 The Schedule of Values shall be submitted using AIA Document G732, Continuation Sheet to G703.

9.3 APPLICATIONS FOR PAYMENT

Add the following Paragraph:

9.3.1.3 Application for Payment shall be submitted on AIA Document G732 "Application and Certificate for Payment", supported by AIA Document G703 "Continuation Sheet". Said Applications shall be fully executed and notarized.

Add the following Paragraphs:

9.3.4 Until Closeout Documents have been received and outstanding items completed the Owner will pay 95% (ninety-five percent) of the amount due the Contractor on account of progress payments.

9.3.5 The Contractor shall provide a current and updated Progress Schedule to the Architect with each Application for Payment. Failure to provide Schedule will be just cause for rejection of Application for Payment.

9.5 DECISIONS TO WITHHOLD CERTIFICATION

Add the following to 9.5.1:

- .8 failure to provide a current Progress Schedule;
- .9 a lien or attachment is filed;
- .10 failure to comply with mandatory requirements for maintaining Record Documents.

9.6 PROGRESS PAYMENTS

Delete Paragraph 9.6.1 in its entirety and replace with the following:

9.6.1 After the Architect and the Construction Manager have approved and issued a Certificate for Payment, payment shall be made by the Owner within 30 days after Owner's receipt of the Certificate for Payment.

9.6.8 Strike "Provided the Owner has fulfilled its payment obligations under the Contract Documents, the" and replace with "The".

9.7 FAILURE OF PAYMENT

In first sentence, strike the first reference to "seven" and insert "thirty (30)". Also strike "binding dispute resolution" and insert "remedies at law or in equity".

9.8 SUBSTANTIAL COMPLETION

9.8.5 In the second sentence, strike "shall" and insert "may".

ARTICLE 10: PROTECTION OF PERSONS AND PROPERTY

10.1 SAFETY PRECAUTIONS AND PROGRAMS

Add the following Paragraphs:

10.1.1 Each Contractor shall develop a safety program in accordance with the Occupational Safety and Health Act of 1970. A copy of said plan shall be furnished to the Owner and Architect prior to the commencement of that Contractor's Work.

10.1.2 Each Contractor shall appoint a Safety Representative. Safety Representatives shall be someone who is on site on a full-time basis. If deemed necessary by the Owner or Architect, Contractor Safety meetings will be scheduled. The attendance of all Safety Representatives will be required. Minutes will be recorded of said meetings by the Contractor and will be distributed to all parties as well as posted in all job offices/trailers etc.

10.2 SAFETY OF PERSONS AND PROPERTY

Add the following Paragraph:

10.2.4.1 As required in the Hazardous Chemical Act of June 1984, all vendors supplying any material that may be defined as hazardous must provide Material Safety Data Sheets for those products. Any chemical product should be considered hazardous if it has a caution warning on the label relating to a potential physical or health hazard, if it is known to be present in the workplace, and if employees may be exposed under normal conditions or in foreseeable emergency situations. Material Safety Data Sheets shall be provided directly to the Owner or its designee, along with the shipping slips that include those products.

10.3 HAZARDOUS MATERIALS

Delete Paragraph 10.3.3 in its entirety.

Delete Paragraphs 10.3.6 in its entirety.

ARTICLE 11: INSURANCE AND BONDS

11.1 CONTRACTOR'S INSURANCE AND BONDS

11.1.1 Strike "Owner," at the beginning of the third sentence.

11.1.2 Add the following sentence at the end of the paragraph: "The bonds will conform to those forms approved by the Office of Management and Budget."

11.2 OWNER'S INSURANCE

Delete Paragraph 11.2 in its entirety and replace with the following:

11.2 The Owner will not provide Builder's All Risk Insurance for the Project. The Construction Manager will provide Builder's All Risk Insurance for the Project. The Contractor and all Subcontractors shall provide coverage for materials, fixtures and/or equipment being used in the construction or renovation of a building or structure should those items sustain physical loss or damage from a covered cause.

11.3 WAIVERS OF SUBROGATION

Delete Paragraph 11.3 and its subparagraphs in their entirety. Substitute the following:

The Construction Manager and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, consultants and employees, each of the other; (2) the Architect and Architect's consultants; (3) other Contractors and any of their subcontractors, sub-subcontractors, agents, and employees; and (4) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this Article shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property. For clarity, the Owner does not waive any of its subrogation rights.

11.4 LOSS OF USE, BUSINESS INTERRUPTION, AND DELAY IN COMPLETION INSURANCE

Delete Paragraph 11.4 in its entirety.

11.5 ADJUSTMENT AND SETTLEMENT OF INSURED LOSS

Delete Paragraph 11.5 in its entirety. Substitute the following:

A loss insured under the property insurance required by the Agreement shall be adjusted by the Construction Manager and made payable to the Construction Manager. The Construction Manager shall pay the Architect and Contractor their just shares of insurance proceeds received by the Construction Manager, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner. Prior to settlement of an insured loss, the Construction Manager shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Construction Manager shall settle the loss and the Contractor shall be bound by the settlement and allocation. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Construction Manager may proceed to settle the insured loss, and any dispute between the Construction Manager and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant remedies at law and in equity. For

clarity, the Owner shall be listed as an Additional Insured to protect the Owner's property interest on the Project under the Builder's Risk Insurance.

ARTICLE 12: UNCOVERING AND CORRECTION OF WORK

12.2.2 AFTER SUBSTANTIAL COMPLETION

12.2.2.1 In the first sentence, strike "within one year after the date of Substantial Completion of the Work or designated portion thereof" and replace with "within two years after the date of Substantial Completion of the Project in accordance with Section 9.8.4 of this Agreement or designated portion thereof".

12.2.2.1 In the third sentence of the paragraph, strike "one year period" and replace it with "two year period".

Add the following Paragraph:

12.2.2.1.1 At any time during the progress of the Work, or in any case where the nature of the defects will be such that it is not expedient to have corrected, the Owner, at its option, will have the right to deduct such sum, or sums, of money from the amount of the Contract as it considers justified to adjust the difference in value between the defective work and that required under contract including any damage to the structure.

12.2.2.2 Strike "one" and insert "two".

12.2.2.3 Strike "one" and insert "two".

12.2.5 In second sentence, strike "one" and insert "two".

ARTICLE 13: MISCELLANEOUS PROVISIONS

13.1 GOVERNING LAW

13.1 Strike the second sentence in its entirety.

13.5 INTEREST

13.5 Strike 13.5 in its entirety and replace with the following:
"Payments are due 30 days after receipt of a valid Application for Payment. After that 30 day period, interest may be charged at the rate of 1% per month not to exceed 12% per annum."

Add the following Paragraph:

13.6 CONFLICTS WITH FEDERAL STATUTES OR REGULATIONS

13.6.1 If any provision, specifications or requirement of the Contract Documents conflict or is inconsistent with any statute, law or regulation of the government of the United State of America, the Contractor shall notify the Architect and Owner immediately upon discovery.

ARTICLE 14: TERMINATION OR SUSPENSION OF THE CONTRACT

14.4 TERMINATION BY THE OWNER FOR CONVENIENCE

Delete Paragraph 14.4.3 in its entirety and replace with the following:

- 14.4.3 In case of such termination for the Owner's convenience, the Contractor shall be entitled to receive payment for Work executed, and cost incurred by reason of such termination along with reasonable overhead.

ARTICLE 15: CLAIMS AND DISPUTES

15.1.2 TIME LIMITS ON CLAIMS.

15.1.2 Strike "in accordance with the requirements of the binding dispute resolution method selected in the Agreement and" from the first sentence.
Strike the second sentence in its entirety.

15.1.4 CONTINUING CONTRACT PERFORMANCE

15.1.4.2 Strike in its entirety.

15.1.7 CLAIMS FOR CONSEQUENTIAL DAMAGES

Delete Paragraph 15.1.7 and its subparagraphs in their entirety.

15.2 INITIAL DECISION

15.2.1 Delete "and binding dispute resolution"

15.2.5 Delete in its entirety and replace with the following:

15.2.5 The Architect will approve or reject Claims by written decision, which shall state the reasons therefore and shall notify the parties of any change in the Contract Sum or Contract Time or both. The approval or rejection of a Claim by the Architect shall be subject to mediation and other remedies at law or in equity.

Delete Paragraph 15.2.6 and its subparagraphs in their entirety.

15.3 MEDIATION

15.3.1 Strike "binding dispute resolution" and insert "any or all remedies at law or in equity".

15.3.2 In the first sentence, delete "administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedure in effect on the date of the Agreement,". Also strike "binding dispute resolution" and insert "remedies at law and in equity".

15.3.3 Strike in its entirety.

15.4 ARBITRATION

Delete Paragraph 15.4 and its subparagraphs in their entirety.

END OF SECTION

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SECTION 00 73 46

WAGE DETERMINATION SCHEDULE

1.1 STATE OF DELWARE DEPARTMENT OF LABOR PREVAILING WAGES FOR BUILDING
CONSTRUCTION

END OF SECTION

STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF INDUSTRIAL AFFAIRS
OFFICE OF LABOR LAW ENFORCEMENT
PHONE: (302) 318-2769

Mailing Address:
252 Chapman Road
Suite 210
Newark, DE 19702

Located at:
252 Chapman Road
Suite 210
Newark, DE 19702

PREVAILING WAGES FOR BUILDING CONSTRUCTION EFFECTIVE MARCH 15, 2024

CLASSIFICATION	NEW CASTLE	KENT	SUSSEX
ASBESTOS WORKERS	29.03	35.74	52.03
BOILERMAKERS	86.90	44.09	64.81
BRICKLAYERS	65.24	65.24	65.24
CARPENTERS	61.06	61.06	49.30
CEMENT FINISHERS	91.66	65.19	50.55
ELECTRICAL LINE WORKERS	57.72	49.50	37.74
ELECTRICIANS	81.62	81.62	81.62
ELEVATOR CONSTRUCTORS	113.66	81.88	103.45
GLAZIERS	83.30	83.30	71.92
INSULATORS	67.20	67.20	67.20
IRON WORKERS	75.32	75.32	75.32
LABORERS	55.65	55.65	55.65
MILLWRIGHTS	85.36	85.36	68.57
PAINTERS	57.60	57.60	57.60
PILEDRIERS	88.62	49.97	40.41
PLASTERERS	37.89	37.89	28.08
PLUMBERS/PIPEFITTERS/STEAMFITTERS	77.30	80.57	71.11
POWER EQUIPMENT OPERATORS	81.29	81.29	81.29
ROOFERS-COMPOSITION	29.45	29.41	31.82
ROOFERS-SHINGLE/SLATE/TILE	23.34	27.77	21.83
SHEET METAL WORKERS	84.53	84.53	84.53
SOFT FLOOR LAYERS	60.12	60.12	60.12
SPRINKLER FITTERS	70.52	70.52	70.52
TERRAZZO/MARBLE/TILE FNRS	71.53	71.53	79.54
TERRAZZO/MARBLE/TILE STRS	68.47	68.47	88.22
TRUCK DRIVERS	55.25	34.83	27.11

CERTIFIED: 06/07/2024

BY: [Signature]

ADMINISTRATOR, OFFICE OF LABOR LAW ENFORCEMENT

NOTE: THESE RATES ARE PROMULGATED AND ENFORCED PURSUANT TO THE PREVAILING WAGE REGULATIONS ADOPTED BY THE DEPARTMENT OF LABOR ON APRIL 3, 1992.

CLASSIFICATIONS OF WORKERS ARE DETERMINED BY THE DEPARTMENT OF LABOR. FOR ASSISTANCE IN CLASSIFYING WORKERS, OR FOR A COPY OF THE REGULATIONS OR CLASSIFICATIONS, PHONE (302) 318-2769.

NON-REGISTERED APPRENTICES MUST BE PAID THE MECHANIC'S RATE.

PROJECT: MJ0208000002 Sussex County Family Courthouse And Parking garage, County

NOT FOR BID



PREVAILING WAGE DEBARMENT LIST

The following contractors have been debarred for violations of the prevailing wage law 29Del.C. §6960 or other applicable State statutes.

Therefore, no public construction contract in this State shall be bid on, awarded to, or received by contractors and individuals on this list for a period of (3) three years from the date of the judgment or as deemed by a court of competent jurisdiction.

Contractor	Address	Date of Debarment
Mullen Brothers, Inc. and Daniel Mullen, individually	3375 Garnett Road, Boothwyn, PA 19060	Indefinite/ Civil Contempt
State Contractors Corporation, and Jose Oscar Rivera, individually	13004 Hathaway Drive Silver Spring, MD 20906	Indefinite/ 19 <u>Del.C. 2374(f)</u>
Green Granite and Jason Green, individually	604 Heatherbrooke Court Avondale, PA 19311	Indefinite/ Civil Contempt
Pro Image Landscaping, Inc. and Owner(s) individually	23 Commerce Street Wilmington, DE 19801 and/or 2 Cameo Road Claymont, DE 19703	Indefinite/19 <u>Del.C. §108 & 10 Del.C. 542(c)</u>
Liberty Mechanical, LLC and Owner(s), individually	2032 Duncan Road Wilmington, DE 19801	Indefinite/ 19 <u>Del.C. 2374(f)</u>
Integrated Mechanical and Fire Systems Inc. and Allison Sheldon, individually	4601 Governor Printz Boulevard Wilmington, DE 19809	Indefinite/19 <u>Del.C. §108 & 10 Del.C. 542(c)</u>
ACH 1, INC.	873 Salem Church Road Newark, DE 19702	Indefinite/19 <u>Del.C.6960</u>

Updated: July 6, 2022

NOT FOR BID

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NOT FOR BID

EMPLOYEE DRUG TESTING REPORT FORM

Period Ending: _____

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors who work on Large Public Works Contracts funded all or in part with public funds maintain testing data that includes but is not limited to the data elements below.

Project Number: _____

Project Name: _____

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Number of employees who worked on the jobsite during the report period: _____

Number of employees subject to random testing during the report period: _____

Number of Negative Results _____ Number of Positive Results _____

Action taken on employee(s) in response to a failed or positive random test:

Date: _____

This form is not required to be submitted to the Owner. Included as a reference to show information required to be maintained by the Contractor. The Owner shall have the right to periodically audit all Contractor and Subcontractor test results at the Contractor's or Subcontractor's offices (or by other means to make the data available for inspection by the Owner).

**EMPLOYEE DRUG TESTING
REPORT OF POSITIVE RESULTS**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors who work on Large Public Works Contracts funded all or in part with public funds to notify the Owner in writing of a positive random drug test.

Project Number: _____

Project Name: _____

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Name of employee with positive test result: _____

Last 4 digits of employee SSN: _____

Date test results received: _____

Action taken on employee in response to a positive test result:

Authorized Representative of Contractor/Subcontractor: _____
(typed or printed)

Authorized Representative of Contractor/Subcontractor: _____
(signature)

Date: _____

This form shall be sent by mail to the Owner within 24 hours of receipt of test results.

Enclose this test results form in a sealed envelope with the notation "Drug Testing Form – DO NOT OPEN" on the face thereof and place in a separate mailing envelope.

100 E MARKET ST GEORGETOWN, DE 19947
FEBRUARY 4, 2022

NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002

END OF SECTION

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NOT FOR BID

100 E. MARKET ST. GEORGETOWN, DE. 19947
NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002

**AFFIDAVIT OF
CRAFT TRAINING COMPLIANCE**

We, the contractor, hereby certify that we and all applicable subcontractors will abide by the contractor and subcontractor craft training requirements outlined below for the duration of the contract. Craft training must be provided by a contractor and/or subcontractor for each craft on a project for which there are Delaware Department of Labor approved and registered training programs or, if the contractor and/or subcontractor meets the requirements under Title 29, Chapter 69, Section 6960A.(b)(1)c.1.-3., payment may be made in accordance with Title 29, Chapter 69, Section 6960A.(b)(1)d. A list of crafts for which there are approved and registered training programs is maintained by the Delaware Department of Labor and can be found at:

<https://laborfiles.delaware.gov/main/det/apprenticeship/DE%20Craft%20Training%20Occupation%20List%20Effective%20March%201%202022.pdf> If you have questions regarding craft training programs, please submit all questions in writing to the Delaware Department of Labor at: apprenticeship@delaware.gov. ***This Affidavit of Craft Training Compliance must be submitted prior to contract execution.***

In accordance with Title 29, Chapter 69, Section 6960A.(a)(1), a contract relating to a public works project under § 6962 of Title 29 must include a craft training program for each craft in the project if at the time the contractor executes a public works contract, all of the following apply:

- a. A project meets the prevailing wage requirement under Section 6960 of Title 29.
- b. The contractor employs 10 or more total employees.
- c. The project is not a federal highway project, except for the project under Section 6962(c)(11) of Title 29.
- d. There is an apprenticeship program for a craft in the project on the list of crafts under Section 204(b)(2) of Title 19.

Pursuant to Title 29, Chapter 69, Section 6960A.(a)(2), ***a contractor must commit that all subcontractors provide craft training*** if paragraph (a)(1) of this section applies to the subcontractor. Failure to provide required craft training or payment on the project may subject the successful contractor and/or subcontractor(s) to penalties as outlined in Title 29, Chapter 69, Section 6960A.(d)(1)-(3).

Craft(s):

Contractor Name:

Contractor Address:

Contractor Program

Registration Number(s)

On this line also indicate whether DE, Other State (identify) or US Registration Number

TEVEBAUGH ARCHITECTURE
TA PROJECT NO. 20004.2

NOT FOR BID

DIGITAL RELEASE FORM

The undersigned receiving entity ("Recipient") owning, occupying, performing work, furnishing materials or providing services in connection with the Project agrees to the terms and conditions in the following document which shall govern the undersigned's access to, receipt and use of Digital Files prepared by Tevebaugh Architecture, its consultants, and sub-consultants ("Transferor").

END OF SECTION

NOT FOR BID

DOCUMENT TRANSFER AGREEMENT

Client: State of Delaware

Project: New Sussex County Family Court Building

The undersigned receiving entity ("Recipient") owning, occupying, performing work, furnishing materials or providing services in connection with the above Project agrees to the following terms and conditions which shall govern the undersigned's access to, receipt and use of Digital Files prepared by Tevebaugh Architecture, its consultants, and sub-consultants ("Transferor"):

- A. Digital files furnished to Recipient in regard to the Project ("DIGITAL FILES"), including but not limited to Computer Aided Design (CAD) or Building Information Model (BIM) files may be used by the Recipient for informational and reference purposes solely in connection with the Recipient's ownership of, occupancy of, or performance of its independent contractual obligations with respect to the Project, pursuant to this Document Transfer Agreement (the "Agreement") and subject to the limitations set forth herein. The requested electronic file(s) (the "Digital Files") shall remain the property of Transferor or its consultants as applicable.
- B. Transferor makes no warranties or guarantees that the Files transferred represent or reflect the complete scope of work and/or as-built conditions of the Project.
- C. Transferor assumes no responsibility for files that remain a work in progress or files released in an electronic format. Such data is being provided as an accommodation to the Recipient only and may be labeled "For Reference Only – Not for Construction".
- D. The Recipient receiving the Files and users thereof acknowledge much of the Files represent work in progress. DIGITAL FILES, in the form of Autodesk Revit Building Information Model (BIM) files, will be formatted prior to transfer to Recipient in a manner so as to display certain information in pre-defined view ("PRE-DEFINED VIEWS") in the Project Browser. From and after the completion of Construction Documents, Recipient may rely on information displayed in the "PRE-DEFINED VIEWS" in the DIGITAL FILES but only to the extent such information is visible and identical to the two-dimensional copy of the hard copy of completed Construction Documents. In all cases, the two-dimensional hard copy of the Construction Documents shall control in the event of any discrepancy between the two-dimensional Construction Documents and the Digital Files. As such, the Recipient accepts full responsibility for verifying the accuracy and completeness of the Digital Files and shall to the fullest extent permitted by law, defend, indemnify, and hold Transferor, its subsidiaries, its officers, employees, consultants, and agents harmless from any claims or damages arising from any use of the Digital Files by the Recipient or any third party who receives the Digital Files from the Recipient, including any use on this or other projects. Such claims include without limitation, any claims which may arise due to deletions, omissions, or variations of data due to mechanical or technical failure in connection with the transmission of the DIGITAL FILES or design changes which were not incorporated into the DIGITAL files.
- E. The Digital Files should not be relied upon to reflect the present conditions of the site, and Recipient is cautioned to obtain an updated review of the Digital Files by an appropriately licensed professional.
- F. The Digital Files shall not be utilized for any other purpose other than that for which they were originally intended without the express written consent of Transferor. The use of Digital Files to alter or revise the scope of work is not permitted unless authorized by change orders.

- G. Should any Digital Files transferred electronically contain any electronic copies of permits or professional seals, these Digital Files must be returned immediately to Transferor and all copies thereof destroyed.
- H. No retransmission of the Files in any form to any third party is permitted unless authorized in writing by Transferor. No such retransmission shall be authorized unless and until the Recipient executes an agreement containing all the terms and conditions of this Agreement.
- I. The undersigned has read and understands the terms and conditions set forth above, and in exchange for Transferor providing the requested Digital Files and e-copies, the undersigned hereby agrees to be bound by the terms and conditions set forth herein.
- J. The Files are requested for the purpose of providing convenience in the preparation of submittals, such as shop drawings and coordination drawings or construction modeling / clash detection. This does not eliminate or reduce your responsibility to verify any information relevant to your work and responsibilities on the project. Contractor agrees that the use of the Files does not reduce nor modify the Contractor's contract responsibilities for submitting complete and coordinated services.
- K. The above requested Digital Files will only be released upon receipt by Transferor of an original of this Agreement signed by a duly authorized representative of the company requesting the files. Transferor reserves the right to deny any request for copies of electronic files. By signing this Agreement, Recipient confirms that they have read, understood, and agree to the terms contained herein. The individual signing this document on behalf of the Recipient represents that they are duly authorized to bind the Recipient to the terms hereof. This Agreement, once executed and returned to Transferor, shall govern all future transfers of DIGITAL FILES, and need not be re-executed prior to each such transfer. Recipient further agrees that, before Recipient forwards DIGITAL FILES to third parties for their use in connection with the Project, Recipient shall first obligate each such third party to execute a copy of this Document Transfer Agreement, and shall deliver a duplicate original of such executed Agreement to Transferor.

We hereby agree to the conditions outlined above.

Receiver:

Signature of Authorized Agent

Title of Authorized Agent

Company

Date

Tevebaugh Architecture
Bill Lenihan
President

THA Consulting
Todd Helmer
CEO

Baker, Ingram, & Associates
Paynter Ingram
Principal

Shen, Milsom, & Wilke LLC
Thomas Edge
Principal

CGL
W. Robert Glass
Executive Vice President

Duffield Associates
Deirdre Smith
COO

WSP
Chris McCarthy
Principal

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DOCUMENT TRANSFER AGREEMENT

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SECTION 01 10 00

SUMMARY OF WORK

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 WORK COVERED BY CONTRACT DOCUMENTS

- A. The project involves, but not limited to, Interior and Exterior Signage, Landscaping and Maintenance on the existing site located in Georgetown, Delaware.
 - 1. Project Location: The Southeast corner of East Market Street & South Race Street
 - 2. Owner: State of Delaware. Office of Management and Budget, Division of Facilities Management, Haslet Armory, 122 Martin Luther King Jr. Blvd., South, Dover, DE 19901.
- B. Contract Documents, dated October 16, 2024 were prepared for the Project by Tevebaugh Architecture: Two Mill Road, Suite #210, Wilmington, DE 19806
- C. The Work will be constructed under multiple contracts.

1.3 WORK UNDER OTHER CONTRACTS

- A. Separate Contract: The Owner may have work relating to this project. Those operations may be conducted simultaneously with work under this Contract.
- B. Cooperate fully with separate contractors so that work under those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.

1.4 WORK SEQUENCE

- A. The Work will be constructed under a construction manager and involves multiple contracts.

1.5 CONTRACTOR USE OF PREMISES

- A. General: During the construction period the Contractor shall have use of designated areas of the premises for construction operations, including use of designated areas of the site.

- B. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.
1. Owner Occupancy: There is no owner occupancy.
 2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

1.6 OWNER-FURNISHED PRODUCTS

- A. None

1.7 MISCELLANEOUS PROVISIONS

1. Start and stop times each day for construction to be as specified by the Owner in specification Section 01 14 00 "Work Restrictions".
2. Contractor to protect areas noted on drawings including all areas noted as Existing to Remain or Not In Contract that they must pass through.

PART 2 - PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

SECTION 01 12 00
MULTIPLE CONTRACT SUMMARY

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Description of Contracts
- B. General Coordination and distribution of work between Contractors
- C. Refer to other Sections and Drawings for further descriptions of work and coordination

1.2 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.

1.3 SUMMARY

- A. Section includes a summary of each contract, including responsibilities for coordination and temporary facilities and controls.
- B. Specific requirements for Work of each contract are also indicated in individual Specification Sections and on Drawings.
- C. Related Requirements:
 - 1. Section 01 10 00 "Summary of Work" for the Work covered by the Contract Documents, restrictions on use of Project site, coordination with occupants, and work restrictions.

1.4 CONSTRUCTION MANAGER

- A. Construction Manager shall be responsible for coordination between the Contractors noted herein.
- B. Scheduling: The Construction Manager shall coordinate the scheduling activities of the multiple contractors, shall prepare an overall project schedule, and will monitor and update Project schedule periodically, utilizing construction schedules provided by each of the Contractors.
 - 1. Prepare a combined contractors' construction schedule for entire Project. Base schedule on preliminary construction schedule. Secure time commitments for performing critical construction activities from contractors. Show activities of each contract on a separate sheet. Prepare a simplified summary sheet indicating combined construction activities of contracts.
 - a. Submit schedules for approval.
 - b. Distribute copies of approved schedules to contractors.

C. Coordination activities of the Construction Manager include the following:

1. Provide overall coordination of the Work.
2. Coordinate shared access to workspaces.
3. Provide overall coordination of temporary facilities and controls.
4. Coordinate, schedule, and approve interruptions of permanent and temporary utilities, including those necessary to make connections for temporary services.
5. Coordinate construction and operations of the Work with work performed by each Contract.
6. Prepare coordination drawings in collaboration with each contractor to coordinate work by more than one contract.
7. Coordinate sequencing and scheduling of the Work. Include the following:
 - a. Initial Coordination Meeting: At earliest possible date, arrange and conduct a meeting with contractors for sequencing and coordinating the Work; negotiate reasonable adjustments to schedules.
8. Provide photographic documentation.
9. Coordinate sequence of activities to accommodate tests and inspections, and coordinate schedule of tests and inspections.
10. Provide information necessary to adjust, move, or relocate existing utility structures affected by construction.
11. Locate existing permanent benchmarks, control points, and similar reference points, and establish permanent benchmarks on Project site.
12. Provide field surveys of in-progress construction and site work progress.
13. Coordinate completion of interrelated punch list items.
14. Coordinate preparation of Project record documents if information from more than one contractor is to be integrated with information from other contractors to form one combined record.
15. Collect record Specification Sections from contractors, collate Sections into numeric order, and submit complete set.
16. Coordinate preparation of operation and maintenance manuals if information from more than one contractor is to be integrated with information from other contractors to form one combined record.

D. Responsibilities of 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, except trade contractors.
2. Provide telephone service for common-use facilities.

1.5 GENERAL REQUIREMENTS OF CONTRACTS

- A. Extent of Contract: Unless the Agreement contains a more specific description of the Work of each Contract, requirements indicated on Drawings and in Specification Sections determine which contract includes a specific element of Project.
- B. Temporary Facilities and Controls: In addition to specific responsibilities for temporary facilities and controls indicated in this Section and in Section 01 50 00 "Temporary Facilities and Controls," each contractor 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 to be coordinated with the logistics plan.
 4. Its own storage and fabrication sheds to be coordinated with the logistics plan.
 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 (2000 kg).
 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.
- C. Temporary Heating, Cooling, and Ventilation: The HVAC Contract is responsible for temporary heating, cooling, and ventilation, temporary meters, and temporary connections, NOT including utility-use charges. Each contractor is responsible for any heating measures prior to building enclosure is weathertight and controlled for their portion of the work.
- D. Temporary Heating, Cooling, and Ventilation: The HVAC Contract is responsible for temporary heating, cooling, and ventilation after permanent enclosure of building is complete and Owner will pay utility-use charges. Each contractor is responsible for any heating measures for their portion prior to building enclosure is weathertight and controlled.
- E. Use Charges: Comply with the following:
1. Sewer Service: Include the cost for sewer service use by all parties engaged in construction activities at Project site in the Sitework Contract. Owner to pay use charges.
 2. Water Service: The Sitework Contractor shall provide for the cost for water service, whether metered or otherwise, for water used by all entities engaged in construction activities at Project site. Owner to pay use charges.
 3. Electric Power Service: The Electrical Contractor shall provide for the cost for electric power service, whether metered or otherwise, for electricity used by all entities engaged in construction activities at Project site. Owner to pay use charges.
- F. GENERAL STANDARD SCOPE OF WORK ITEMS:
1. Bids will be based on the entire set of drawings and specifications. All Bidders are responsible to have reviewed all specifications and drawings to provide a complete scope of work. Bidders are responsible for any item of work that falls within their scope but may not be shown anywhere in the contract documents, including

- Divisions 00 and 01 of the specifications.
2. Provide all hoisting, rigging, scaffolding, conveyance & other material/equipment necessary
 3. Complete all engineering layout to accomplish work from control lines & benchmarks established by others
 4. Contractor is responsible for the payment of all applicable taxes.
 5. Provide all cutting and patching required for installation of the work.
 6. Contractor will be required to have a representative present at all project meetings. Representative must be able to represent the contractor in all matters, including costs.
 7. Contractor to have competent full-time supervision onsite while own work is being performed.
 8. Contractor has carefully reviewed the milestone schedule attached hereto and has included all costs to meet the schedule. These costs may include, but are in no way limited to, expediting of material delivery, sufficient manpower and supervision and work outside of normal work hours.
 9. Contractor has carefully reviewed all Contract Documents as they relate to the work of this contract. All Contract Drawings and Specifications are part of the contract.
 10. The Construction Manager shall obtain the building permit. Contractor shall be responsible for obtaining and paying for all other licenses, fees and permits, as applicable. This will include, but not be limited to, all submittals and other costs associated with securing all other licenses, permits, etc.
 11. Contractor acknowledges the requirement for out-of-sequence work due to the location requirements of temporary items, and the timing of their removal.
 12. Contractor has visited the site and is familiar with all work conditions. Contractor has reviewed existing conditions in the field and is familiar with security requirements, parking and traffic regulations, loading / trash removal logistics and limitations, elevator sizes, and extents of existing finishes and other restrictions affecting access to the work. Contractor shall supervise all deliveries and coordinate those deliveries with the Construction Manager.
 13. All items and specification sections listed in bid packages are to be furnished and installed, unless noted otherwise. Where the word "Provide" is used in a scope item it means that the item is furnished and installed.
 14. Contractor required to coordinate with the Construction Manager prior to any penetrations in the slabs.
 15. Provide all mockups, warranties, and extra materials as required by the specifications. Warranties will commence at Owner acceptance or final substantial completion, as determined by the Construction Manager/Owner.
 16. Provide all submittals and engineering required per specifications.
 17. Provide all labor, material, accessories, equipment, and supervision necessary to complete the Work, as per the Contract Documents and as further highlighted in this scope of work.
 18. In the event there is a conflict between drawings and / or specifications, the more stringent of the two shall be included in the base bid price.

G. CONTRACTOR'S USE OF CONSTRUCTION SITE AND/OR PREMISES:

1. Normal work hours for the Project site are 7 AM to 3:30 PM Monday through Friday. If necessary, 8 AM to 3:30 PM Saturday and 8 AM to 3:30 PM Sunday, with prior

NOT FOR BID

owner/CM approval. Any Work outside of available work hours must be scheduled with and approved in advance by the owner and Construction Manager. The Contractor will be responsible for any additional Construction Manager supervision costs if the Contractor is working outside of the normal work hours due to Contractor's inability to maintain its schedule obligations.

2. Contractor shall include all required premium time or shift work required to meet the schedule and for tie-ins and shut downs.
3. Access into the construction site is only at locations designated by the Construction Manager as shown in logistics plan.
4. Deliveries must be scheduled one week in advance and coordinated with the Construction Manager supervisory personnel. The Construction Manager reserves the right to refuse all deliveries not scheduled in advance. This Contractor shall supervise all deliveries and coordinate those deliveries with the Construction Manager. The Contractor is at all times responsible for the protection of all of its materials and equipment.
5. Parking for workers is limited. Offsite parking will be required and coordinated with areas designated by the Construction Manager.
6. At no time shall areas designated for emergency use be blocked.
7. The Contractor is responsible for any scheduling and costs required for the use of the local Police Department for the Contractor's Work.
8. The consumption/use of controlled substances, including alcoholic beverages, is not permitted on the Project. Smoking is not allowed on the jobsite.
9. The Contractor will be liable to the Construction Manager for all costs incurred by the Contractor due to the Contractor's failure to keep all surrounding streets clean and free from mud, dirt and debris from its operations.

H. TEMPORARY FACILITIES:

1. Temporary power for small tools and temporary light will be supplied at locations designated by the Construction Manager during normal working hours. Contractor is responsible for providing generators as needed prior to the installation of the incoming temporary electric service. Any connections of Contractor's equipment and supplemental lighting will be Contractor's responsibility at its own expense.
2. Temporary power for all equipment (e.g. welding machines) will be the responsibility of the Contractor.
3. Temporary water will be provided at locations designated by the Construction Manager during normal working hours. Contractor shall provide temporary water for their work prior to the installation of the temporary water service.
4. No company or manufacturer signs, logos, slogans, etc. will be erected or installed at the Project site nor permitted on components being installed without approval by the owner.
5. Contractor understands that temporary lighting needs to be at levels required by OSHA. Any additional lighting required for trade specific tasks shall be provided by this Contractor.

I. EXISTING CONDITIONS AND MEASUREMENTS:

1. Work includes all layout and engineering as required for the installation of the Contractor's Work from survey control points provided by the Construction Manager.

2. Information pertaining to the locations of existing, utilities, drains, etc. indicated on the Contract Documents is not guaranteed. The Construction Manager assumes no responsibility for actual conditions.
3. Provide As-Built documentation of all U/G Utilities installed.

J. INTERRUPTION OF EXISTING UTILITIES:

1. Any utility shut-off as required by Contractor must be scheduled through the Construction Manager at least three (3) days prior to the required utility shut-off. Contractor shall be responsible for the notification of applicable utility companies.
2. Contractor will replace any fencing, temporary barricades and/ or fall protection damaged or removed by its field Work force or operations at its expense.

K. COORDINATION OF THE WORK:

1. Contractor shall attend progress meetings conducted by the Construction Manager with a responsible representative on a regular basis to review job progress, update construction schedules and establish trade priorities and the sequence of Work.
2. It is understood that the Construction Manager uses BIM modeling for all coordination and that all Contractors need to have Autodesk Navisworks Manage 2022 or Autodesk Navisworks Freedom 2022 as indicated in BIM spec section 01 37 00 in order to prepare shop drawings to be used for coordination and clash detection. A responsible representative of the Contractor shall attend coordination meetings as directed by the Construction Manager.
3. This contract includes performing "out-of-sequencing" Work as required by the Construction Manager.
4. Contractor will be required to submit daily reports to the Construction Manager's field office, by the time required, each day including an accurate total manpower count of its work force along with a brief description & location of the Work that is being performed.
5. Contractor is responsible to coordinate with the Construction Manager and other Contractors working on the project on matters including, but not limited to, site logistics, blocking requirements, safety issues and scheduling.
6. Contractor shall provide all equipment, hoisting, rigging, scaffolding and man-lifts required for this scope of work for equipment and materials.
7. Contractor is responsible for attending construction meetings with representatives capable of decision making for Pre-Installation Meetings, Employee Safety Orientation, Weekly Foreman's Meetings, and Weekly Contractor Meetings / Pull Planning Schedule Meetings.
8. Provide receiving, offloading, and uncrating for all materials and equipment. The Construction Manager will not provide equipment to off load trucks or to complete any work of this trade.
9. Provide all fire stopping, fire caulking, sealing, fire collars, fire safing angle, and sleeves for all penetrations through UL, fire, smoke or sound rated partitions, floor and / or ceilings. This includes penetrations through new and existing assemblies.
10. Provide all scope related cutting and patching.
11. Provide welding qualifications and certifications as required.
12. Provide all hangers and miscellaneous hanging materials for this scope of work.
13. Contractor shall protect adjacent finishes during installation of work of this trade. This Contractor will be responsible for any damage caused by this Contractor to new or

existing finishes.

L. GENERAL SAFETY AND PROTECTION:

1. There will be a mandatory Safety Orientation for ALL new workers on their first day of work on this jobsite.
2. Contractor will submit a comprehensive Site-Specific Safety Program to the Construction Manager prior to commencing Work onsite. This Program will include the Contractor's Hazard Communication Program and site-specific GHS/MSDS sheets for materials to be used during construction. Do not provide GHS/MSDS sheets that do not apply to this Project.
3. ALL personnel (including but not limited to onsite workers, road superintendents, delivery persons, office staff and others representing this Contractor) shall wear ANSI-approved hard hats, safety glasses, Work boots, and OSHA approved safety vest or High-visibility shirt or jacket when they enter the site.
4. Contractor shall conduct weekly Safety Training for its workers and submit the Toolbox Meeting Minutes to Contractor by the end of the week.
5. When requested or required by the Construction Manager, a Job Safety Analysis Form will be completed by Contractor and submitted to the Construction Manager as early as possible, but not later than 2 weeks prior to undertaking the Work.
6. It is the Contractor's responsibility to attend Pre-Installation Meetings as scheduled by Contractor to make sure that all safety and site utilization issues related to the performance of their Work, and the Work of others, is reviewed.
7. Contractors shall install OSHA compliant safety railing and toe kicks in any area where their work creates a fall hazard.
8. Contractor shall be responsible for securing or removing from open floors all materials subject to possible wind damage or being blow off the building. Contractor will maintain adequate monitoring of its Work and material and provide personnel for wind patrol as necessary.
9. Contractor may temporarily remove safety rails/cables, floor/wall opening protection, and any other safety equipment with permission from, and for a duration as agreed to by, the Construction Manager. Contractor shall return safety equipment to its original condition upon completion of Work requiring its removal.
10. Contractor may temporarily remove safety rails/cables, floor/wall opening protection, and any other safety equipment with permission from, and for a duration as agreed to by, the Construction Manager. Contractor shall return safety equipment to its original condition upon completion of Work requiring its removal Contractor shall designate a competent person as their safety representative for the project.
11. Obtain Hot Work Permit and provide fire watch as required daily. Contractors' safety plan or OSHA requirements (whichever is more stringent) must be met.
12. Contractor may temporarily remove safety rails/cables, floor/wall opening protection, and any other safety equipment with permission from, and for a duration as agreed to by, the Construction Manager. Contractor shall return safety equipment to its original condition upon completion of Work requiring its removal. Contractor must attend a pre-lift meeting for all activities as outlined in the Construction Manager's site safety plan.
13. Provide hole covers and labeling of any holes over 2" diameter per OSHA for holes created by this Contractor.
14. Contractor shall be responsible to provide and maintain all required OSHA, Sussex County, Town of Georgetown, and/or DelDOT required traffic cones, traffic signs,

- warning lights, pedestrian barriers, flag men, police protection, etc.
15. Contractor shall refrain from using abusive language, horseplay, fraternizing with employees and patrons of surrounding businesses, behaving inappropriately, etc. while on-site. Any report of offensive or inappropriate behavior will result in immediate removal from the project.
 16. All cords shall be picked up at the end of each day. Any cords that are damaged shall be removed from the project by the Contractor.
 17. Smoking is prohibited on the jobsite.
 18. This contractor will comply with the Construction Manager's Safety Manual for all operations at this jobsite. It is understood that in some instances the safety manual is more stringent than what OSHA requires.

M. SUBMITTALS:

1. Included in this contract are all submittals, shop drawings, product data and samples per the specifications. Basis of communications will be thru PROCORE.
2. All product data and shop drawings shall be submitted electronically to the Construction Manager in accordance with the Contract Documents. Submit to the Construction Manager within two (2) weeks of receipt of executed subcontract. Submit (7) copies of samples that cannot be submitted electronically. Paper copies of submittals will not be accepted, unless specifically required.
3. For each submission, the Contractor shall fill out and include a Submittal Review Form (copy attached). The Contractor must fill out this form in its entirety and include it with EVERY submittal sent to Construction Manager for review and/or approval.
4. Submit four (4) physical samples of all items required.
5. Once submittals are approved, provide actual delivery dates within five (5) days.
6. All RFI's shall be sent to the Construction Manager via email, referencing drawing number and detail in question as well as providing field dimensions and photos where required.
7. PROCORE will be utilized on this project to communicate safety and workmanship deficiencies throughout the duration of the project. This Contractor is responsible to respond to and address deficiencies related to work of this trade that are documented in PROCORE.
8. Contractor shall include in their proposal the most expensive manufacturer's product listed in the contract documents.
9. Provide all close-out documents, O & M manuals, as-built drawings in PDF and CAD format (where applicable), and (2) hard copies within 2 weeks of substantial completion of each phase.

N. CLEAN-UP

1. Dumpsters will be provided by the Construction Manager for use by this Contractor. This Contractor is responsible for getting debris from the area of work to the dumpsters. The Construction Manager will not provide any equipment or labor for this Contractor's use.
2. Contractor shall complete all clean-up for the scope of this contract. All trash and debris resulting from the work of this Subcontract shall be removed by this Contractor to dumpsters provided by Construction Manager on a daily basis.
3. Contractor shall maintain the adjacent areas, both interior and exterior, in a clean condition free from debris, dust, and other materials resulting from this Scope of

NOT FOR BID

Work while this Contractor is on site. This includes but is not limited to elevator lobbies, elevator cabs, hallways, stairwells and other areas within the building.

4. If Contractor does not provide clean-up, the Construction Manager shall notify this Contractor providing 24 hours for clean-up to occur. After 24 hours, the Construction Manager reserves the right to provide laborers to complete the clean-up and back-charge this Contractor.
5. No food is allowed in the building.
6. All egress corridors must remain clear during construction.
7. The Construction Manager reserves the right to require this Contractor to take breaks and lunch off site if food trash is left on-site.

O. MISCELLANEOUS:

1. Any changes to the subcontractor list submitted with your proposal shall not be made without written approval from the Construction Manager and the State of Delaware.
2. Contract includes providing access to Contractor's Work for any and all testing agencies and/or inspectors.
3. Scheduling constraints may require temporary omissions and leapfrogging of portions of the Contractor's Work at locations to be designated by Construction Manager. All patching, repairs, fill-in and "comeback" required for these previously omitted areas of openings shall be completed at the direction of Construction Manager and are included in this Subcontract.
4. Contractor shall provide all premium time and costs in connection with tie-ins to existing facilities or equipment crane picks, or any other Work of this nature that is required to be completed outside normal working hours.
5. Where supports are to be mounted on fireproofed members, the Contractor shall assure that the mounting hardware is in place prior to fireproofing.
6. Record documents/As-Built drawings are to be maintained throughout the duration of the Project and may need to be produced for Construction Manager inspection as a condition of progress payment. Noncompliance in maintaining these records up to date will be unacceptable. Final record documents will be indexed and submitted in both hard and electronic format no later than two weeks after Substantial Completion of the Work.
7. Contractor includes all systems check out testing, start-up and training provided under this agreement and as outlined in the specifications with all necessary equipment, materials, and labor to accomplish the same. During this period the Contractor shall train the owner-designated representatives in the proper operation, adjustment, and maintenance of all systems as described in the specifications. Training will be performed on site and as required.
8. Contractor is not allowed to advertise at any time on this project.

1.6 DESCRIPTION OF BID PACKAGES & CONTRACTS

- A. The work of this project shall be performed under separate Contracts as defined in this section.
- B. The following is a list of the Contracts to be bid for this project under Bid Pack #5 documents:
 1. Contract 5.1R.....Signage
 2. Contract 5.2R Landscaping & Maintenance

1.0 CONTRACT No. 5.1R – Signage

A. The work of this Contract includes, but is not limited to, the Work detailed by the following Specification Sections and as shown or implied and indicated on the Drawings and as described in the narrative Description of Contract below. The work is not restricted by division of Drawings or Specification. Unless otherwise specifically noted, all work to be performed shall consist of providing all labor, materials, equipment and whatever is necessary to complete the work in accordance with the Specifications and applicable Codes.

B. Specification Sections:

Division 00 – Procurement and Contracting Requirements
All sections

Division 01 – General Requirements
All sections

Division 02 – Existing Conditions
All sections

NEW SUSSEX COUNTY FAMILY COURT BUILDING

10 14 00 Signage
10 14 19 Dimensional Letter Signage
10 14 26 Post and Panel/Pylon Signage

NEW SUSSEX COUNTY FAMILY COURT GARAGE

10 14 40 Parking Garage Signs

Narrative Description of Contract No. 5.1R – Interior & Exterior Signage

Provide all Interior & Exterior Signage work at Courthouse Building and Parking Garage in accordance with this contract, including the drawings, specifications and addenda.

Scope of Work includes but is not limited to:

1. Provide supervision and mobilization costs.
2. Provide daily fine cleanup of the work is the responsibility of each individual Contractor which includes broom cleaning of their debris as required. Daily Fine clean up, on a daily basis, shall be defined as those means/methods utilized to perform the daily cleaning tasks without producing dust, noise and stacking of stored materials. Furnish fine clean up on a daily basis. All debris must be removed from the work area at the end of each work day to the appropriate dumpster.
3. Provide at least a 48 hour notice prior to any delivery. All deliveries are to be between 7:00 A.M. and 3:30 P.M.
4. This is not a secure site. All contractors are responsible for concealing, locking and/or removing any materials on a daily basis. The State of Delaware and/or Wohlsen Construction will not be responsible for any lost tools, materials or equipment.
5. Provide attic stock as indicated for all above items provided by this contractor. Coordinate delivery with State of Delaware requirements.
6. Provide all mockups related to the work of this trade package in accordance with the specification.
7. Fabricator is responsible for engineering of all elements.

NOT FOR BID

8. Provide all interior and exterior signage at per contract documents.
9. Provide all site signage and Wayfinding.
10. Include installation of signage, posts and foundations.
11. Digital number signage at Courthouse to be provided by the AV Contractor. Coordinate for installation.
12. Coordinate with Electrical Contractor.
13. This Contractor responsible for repair of walls opened or damaged during this installation.
14. Drawing W100, X2 is to be cast aluminum. P1 for the raised graphics color and P2 for the recessed areas.
15. Review "Sign Type Construction" on the right hand side of each sheets and reference the material key on Sheet W002 for colors and finishes, i.e., V2 (3M Controltac graphic fill with comply adhesive in color matte white for Sign Types X4-7 & X12.
16. Drawing W101; X10 – Provide black metal panel to return and only the reveal in the middle with Non-Glare P-95 Frosted Acrylic for light transmission, reference Drawing W203.
17. Drawing W104; B6 Courtroom seal, reference Specification Section 101400 page 3 for B6 Courtroom Seal etched plaque. BOD: NLNY-487 annealed laminated decorative glass, glass construction from front surface to back; 1/8" Low iron acid etch. Interlayer: Seal graphics printed on acrylic film in 80% opacity of white color. 1/4" Low iron mirror. Back screen printed with non-reflective bronze color to match samples.
18. Sign X10 (Refer to A4/W101) – Delegated design requirements include, but are not limited to, X10. Review Specifications and Drawings for full list of sign types requiring delegated design and what that entails. Design professional must be a "qualified professional engineer" (licensed as a P.E. and able to seal), but does not have to be licensed in the State of Delaware as a P.E.
19. Provide a \$29,000.00 allowance, included in base bid, to be used at the discretion of the Construction Manager and approved by the Owner.

ALTERNATES: None

2.0 CONTRACT No. 5.2R – Landscaping & Maintenance.

A. The work of this Contract includes, but is not limited to, the Work detailed by the following Specification Sections and as shown or implied and indicated on the Drawings and as described in the narrative Description of Contract below. The work is not restricted by division of Drawings or Specification. Unless otherwise specifically noted, all work to be performed shall consist of providing all labor, materials, equipment and whatever is necessary to complete the work in accordance with the Specifications and applicable Codes.

B. Specification Sections:

Division 00 – Procurement and Contracting Requirements
All sections

Division 01 – General Requirements
All sections

Division 02 – Existing Conditions
All sections

NEW SUSSEX COUNTY FAMILY COURT BUILDING:

Division 32 – Exterior Improvements

NOT FOR BID

32 91 13 Soil Preparation
32 91 19 Landscape Grading
32 92 23 Sodding
32 93 00 Plants
32 94 00 Tree Grates
32 94 21 Tree Anchors

Narrative Description of Contract No. 5.2R – Landscaping & Site Amenities

Provide all Landscaping & Site Amenities work at Courthouse Building and Parking Garage in accordance with this contract, including the drawings, specifications and addenda.

Scope of Work includes but is not limited to:

1. Provide supervision and mobilization costs.
2. Provide daily fine cleanup of the work is the responsibility of each individual Contractor which includes broom cleaning of their debris as required. Daily Fine clean up, on a daily basis, shall be defined as those means/methods utilized to perform the daily cleaning tasks without producing dust, noise and stacking of stored materials. Furnish fine clean up on a daily basis. All debris must be removed from the work area at the end of each work day to the appropriate dumpster.
3. Provide at least a 48 hour notice prior to any delivery. All deliveries are to be between 7:00 A.M. and 3:30 P.M.
4. This is not a secure site. All contractors are responsible for concealing, locking and/or removing any materials on a daily basis. The State of Delaware and/or Wohlsen Construction will not be responsible for any lost tools, materials or equipment.
5. Acceptance of subgrade provided by others.
6. Provide restoration of final grade and removal of unsuitable soils / spoils.
7. Provide all sodding, including the following:
 - a. Preparation of subsoil
 - b. Placement of topsoil
 - c. Fertilization
 - d. Sod installation in all areas that are shown as grass seed.
 - e. Maintenance including water during two (2) year warranty period from the date of substantial completion.
8. Provide all site trees and plantings, including the following:
 - f. Preparation of subsoil for ALL plantings.
 - g. Placement of topsoil bedding.
 - h. Provide all plantings as scheduled.
 - i. Provide all ground cover including mulch or stone.
 - j. Provide Street Trees in bid where shown on plans.
 - i. Include removal and replacement of tree grates (furnished and installed by others) at street trees. Subsurface drainage is by others.
 - ii. Provide inspection tube as indicated on plans and details at each tree. Coordinate installation with drainage tube and cleanouts, provided by site contractor.
 - iii. Include tree anchors as indicated on plans and specifications.
 - iv. Fertilizer
 - v. Pruning
 - vi. Maintenance including water during warranty period.
9. Provide soil amendments as specified.
10. Provide mulch as indicated.
11. Provide river stone as indicated.

NOT FOR BID

12. Provide temporary protection (plywood or other means) over all pavers around the landscaping work. Damage to pavers, from work associated with this contract will be assessed to this contractor.
13. Provide all warranties as required.
14. Fine grade and hydroseed 14,000 SF with crimped straw to restore temporary stockpile area at Stevenson Lane.
15. Provide a \$15,000.00 allowance, included in base bid, to be used at the discretion of the Construction Manager and approved by the Owner.

ALTERNATES: None

END OF SECTION

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SECTION 01 14 00

WORK RESTRICTIONS

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 CONTRACTOR USE OF PREMISES

- A. General: During the construction period the Contractor shall have use of designated areas of the premises for construction operations, including use of designated areas of the site.
- B. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.
 - 1. Owner Occupancy: There is no owner occupancy.
 - 2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to emergency vehicles at all times. Do not block adjacent driveways and entrances except as expressly noted on the plans as acceptable to block during construction. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

1.3 OCCUPANCY REQUIREMENTS

- A. Partial Owner Occupancy: Partial owner occupancy is not anticipated for this project.

1.4 RESTRICTIONS

- A. Work Hours: 7:00 A.M. - 3:30 P.M., Monday thru Friday. Work between 3:30 P.M. and 6:00 P.M. shall need to be approved by the Construction Manager. No work between the hours of 6:00 PM and 7:00 AM shall be permitted without first obtaining written permission of the Owner. Approval must then be received from the Town of Georgetown.

1.5 LEGAL HOLIDAYS

- A. The Contractor will not be permitted to work on Saturdays or Sundays or days which are legal holidays in the State of Delaware, except in cases of emergency, and only with the written permission of the Owner and the town of Georgetown.
- B. If the Contractor desires to work upon any such legal holidays, he or she shall notify the Construction Manager and the town of Georgetown in writing at least two (2) days in

advance of such holiday stating that he or she desires to work and the location of the proposed work.

- C. The owner or the town of Georgetown reserves the right to deny or approve the Contractor's request. Any requests would be addressed to the Town Manager.

1.6 CONTRACTOR ACCESS, STORAGE, AND STAGING

- A. Access, storage, and staging shall be coordinated with the site planning plan.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

SECTION 01 21 00

ALLOWANCES

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 administrative and procedural requirements for allowances.

1.3 DEFINITIONS

- A. Allowance: An amount set aside in a construction contract for work that is not fully defined.
 - 1. Allowances described in this Section are part of the Work only if an "Allowance Authorization Form" is submitted and approved.

1.4 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the allowance into Project.
- B. Notification: When an allowance is needed to be used in accordance with the schedule following, the "Allowance Authorization Form" must be filled out by the Contractor and submitted to the Construction Manager and the Architect. If the usage of the allowance is approved, the Owner and Architect shall sign-off on the form and return a copy to the Contractor.
- C. Execute accepted allowance work under the same conditions as other work of the Contract.
- D. Schedule: A schedule of allowances is included at the end of this Section.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALLOWANCES

The value of these allowances are included in the bid form as part of the contract amount.

A. Contract 5R.1 Signage

1. This allowance is to be utilized for work as directed by CM and approved by Owner.
The value of this allowance is Twenty Nine Thousand Dollars (\$29,000).

B. Contract 5R.2 Landscaping Maintenance

1. This allowance is to be utilized for work as directed by CM and approved by Owner.
The value of this allowance is Fifteen Thousand Dollars (\$15,000).

END OF SECTION

NOT FOR BID

SECTION 01 25 00
SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Substitutions.

1.2 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.3 ACTION SUBMITTALS

- A. Substitution Requests: Identify product, fabrication, and installation method to be replaced. Include affected Specification Section number and title and Drawing numbers and titles. Indicate specific Drawing detail, where applicable.
 - 1. Submit PDF electronic files of each request for consideration. No post-bid substitution requests will be permitted.
 - 2. Substitution Request Form: Use CSI Form 13.1A.
 - 3. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product, fabrication, and installation cannot be provided, if applicable.
 - b. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner, that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements

- indicated. Indicate deviations, if any, from the Work specified. Indicate modifications to Work in place required to accommodate substitution.
- d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
 - h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with specified requirements.
 - i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES or other organization acceptable to authority having jurisdiction.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
 - n. Draft Change Order documenting substitution acceptance prepared on form specified in Section 01 26 00 "Contract Modification Procedures."
4. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.
 - c. Architect will consider only one request for substitution for each product. If substitution request is not accepted, provide specified product.

1.4 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.5 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

- A. Conditions for Consideration: Architect will consider Contractor's request for substitution when the following conditions are satisfied. When any condition for consideration is not satisfied, Architect will return request without action, except to record noncompliance with these requirements:
1. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 2. Requested substitution provides sustainable design characteristics that specified product provided.
 3. Substitution request is fully documented and properly submitted.
 4. Requested substitution will not adversely affect Contractor's construction schedule.
 5. Requested substitution has received necessary approvals of authorities having jurisdiction.
 6. Requested substitution is compatible with other portions of the Work.
 7. Requested substitution has been coordinated with other portions of the Work.
 8. Requested substitution provides specified warranty.
 9. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- B. Substitutions will not be considered:
1. When indicated or implied on Shop Drawing or Product Data submittals, without separate written request.
 2. When acceptance will require Contract Documents revision.
 3. When request is not from Contractor.
- C. Substitutions for Cause: Submit requests for substitution required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
1. Submit requests immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
 2. Additional Conditions for Consideration:
 - a. Specified product, through no fault of Contractor, is not available or cannot be delivered in time to meet Project schedule. Failure of Contractor to

- order specified product in time to meet schedule is not a condition necessitating substitution.
- b. Specified product, through no fault of Contractor, cannot comply with changed Project conditions.
- D. Substitutions for Convenience: Architect will consider requests for substitution if received prior to bid in accordance with the Instruction to Bidders specification section 00 21 13. Requests received after that time may be considered or rejected at discretion of Architect.
- 1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 - b. Requested substitution does not require extensive revisions to the Contract Documents.
 - c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - d. Substitution request is fully documented and properly submitted.
 - e. Requested substitution will not adversely affect Contractor's construction schedule.
 - f. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - g. Requested substitution is compatible with other portions of the Work.
 - h. Requested substitution has been coordinated with other portions of the Work.
 - i. Requested substitution provides specified warranty.
 - j. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

PART 3 - EXECUTION (Not Used)

END OF SECTION

SECTION 01 26 00

CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Minor changes in the Work.
2. Proposal requests.
3. Administrative Change Orders.
4. Change Orders.
5. Construction Change Directives.

1.2 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on form included in Project Manual.

1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
1. Work Change Proposal Requests are not instructions either to stop work in progress or to execute the proposed change.
 2. Within 20 days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits 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 costs of labor and supervision directly attributable to the change.
 - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 - e. Quotation Form: Use forms acceptable to Architect.

- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits 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. Include costs of labor and supervision directly attributable to the change.
 5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 6. Comply with requirements in Section 01 25 00 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
 7. Proposal Request Form: Use form acceptable to Architect.

1.4 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Work Changes Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G731.

1.5 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Construction Change Directive Form: AIA Document G733 or other Architect accepted form.
 2. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

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SECTION 01 29 00
PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Applications for Payment.

1.2 DEFINITIONS

- A. Schedule of Values:** A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.3 SCHEDULE OF VALUES

- A. Coordination:** Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.

1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with continuation sheets.
 - b. Submittal schedule.
 - c. Items required to be indicated as separate activities in Contractor's construction schedule.
2. Submit the schedule of values to Construction Manager at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
3. The construction manager will manage sub-contractors and collect documents required within this specification. The construction manager will complete their review of the payment documents, then supply documentation to the Architect and Owner for review.

- B. Format and Content:** Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.

1. Identification: Include the following Project identification on the schedule of values:

- a. Project name and location.
 - b. Name of Architect.
 - c. Architect's project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
2. Arrange schedule of values consistent with format of AIA Document G703 or other Architect accepted form with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or Division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
 - 1) Labor.
 - 2) Materials.
 - 3) Equipment.
3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
6. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, for closeout documents (two-percent (2%) of total contract value), and for total installed value of that part of the Work.
7. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
8. Site Mobilization: Provide a separate line item in the schedule of values for site mobilization including initial installation of temporary facilities and utilities.
9. Insurance and Bonds: Provide a separate line item in the schedule of values for Insurance and bonds, when required.
10. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.

11. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.4 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
 1. Submit draft copy of Application for Payment seven days prior to due date for review by Construction Manager.
- C. Application for Payment Forms: Use AIA Document G732 and AIA Document G703 as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute each copy of application by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed, only if they are stored in a bonded warehouse or on site. Materials or equipment stored off-site not in a bonded warehouse shall not be included in the Application for Payment.
 1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.
 2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 3. Provide proof that the warehouse where the materials are being stored is bonded.
 4. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.

- b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
 - d. Photographic documentation.
- F. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Construction Manager by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
 - 1. Submit one duplicate set of PDF electronic files for each Application for Payment.
 - 2. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's 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 in previous application, after deduction for retainage, on each item.
 - 2. When an application shows completion of an item, submit conditional final or full waivers.
 - 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 - 4. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- H. As-built Drawings: At the end of project, submit the final set of as-built drawings for review and approval before final release of retainage.
- I. Initial Application for Payment: Submittals that must precede submittal of first Application for Payment include the following:
 - 1. List of subcontractors.
 - 2. Schedule of values.
 - 3. Contractor's construction schedule (preliminary if not final).
 - 4. Products list (preliminary if not final).
 - 5. Schedule of unit prices.
 - 6. Submittal schedule (preliminary if not final).
 - 7. List of Contractor's staff assignments.
 - 8. List of Contractor's principal consultants.
 - 9. Copies of building permits.
 - 10. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 - 11. Initial progress report.
 - 12. Report of preconstruction conference.
- J. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.

1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- K. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Evidence that claims have been settled.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

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SECTION 01 31 00

PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. General coordination procedures.
2. Coordination drawings.
3. Requests for Interpretation (RFIs).
4. Project Web site.
5. Project meetings.

1.2 DEFINITIONS

- A. RFI:** Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.3 INFORMATIONAL SUBMITTALS

- A. Submittals:** Make initial submittals within 15 days of starting construction operations and before first Application for Payment. Update list and resubmit when information changes and when new information becomes available.
1. Submit PDF electronic files of each list.
 2. Submittal Schedule.
- B. Subcontract List:** Submit list of 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:
- a. Name, address, and telephone number of entity performing subcontract or supplying products.
 - b. Number and title of related Specification Section(s) covered by subcontract.
 - c. Drawing number and detail references, as appropriate, covered by subcontract.
- C. Key Personnel Names:** Submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names,

addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

1. Post copies of list in project meeting room, in temporary field office, on Project Web site, and by each temporary telephone. Keep list current at all times.

1.4 GENERAL COORDINATION PROCEDURES

- 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 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 Owner if coordination of Owner's Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work.
 1. Administrative activities include, but are not limited to, the following:
 - a. Preparation of Contractor's construction schedule.
 - b. Preparation of the schedule of values.
 - c. Installation and removal of temporary facilities and controls.
 - d. Delivery and processing of submittals.
 - e. Progress meetings.
 - f. Preinstallation conferences.
 - g. Project closeout activities.
 - h. Startup and adjustment of systems.

1.5 COORDINATION DRAWINGS

- A. Before materials are purchased, fabricated or work is begun, prepare coordination drawings for all floors and areas, including buried systems and services, showing the size and location of Contractor's equipment and systems size, location and routing. Coordination drawings to be no less than 1/4 inch scale and generated from a computer

CAD program compatible with AutoCAD Release 2013. Base architectural and MEP drawings will be available from the Architect and/or Engineer in .DWG format. Electronic backgrounds in .DWG format will be distributed to Contractor after award of contract and receipt by professional release forms. At Contractor's option, .RVT files from the architectural and structural models can be provided for the benefit of preparing a 3D Revit coordination model in lieu of 2D Revit coordination drawings.

- B. Take basic coordination drawings prepared for the HVAC scope of work and add (draft) each subsequent trade, in locations decided upon at coordination meetings. Add items to the coordination drawings only after all present at the coordination meetings agree to their location. Sequencing of drawing additions to be as follows:
HVAC>Plumbing>Electrical>Fire Protection.
- C. Documents will be used as a guide, with the final approved coordination drawings governing installation sequence. Adjustments will be made as required at coordination meetings. All drawings will be prepared in accordance with all applicable rules, regulations, and governing authorities.
- D. Once reviewed and approved by each trade subcontractor, coordinate the final reproducible Systems Coordination Drawings, illustrating the work of all trades. The reproducible drawings will be via shop drawings submittal procedures with sufficient time to review and resolve coordination items so as not to affect the critical path of construction operations. The Architect will review the coordination model and/or drawings for conformance with the design intent.
- E. Coordination of Installed Work:
 - 1. In case of interferences with work of other trades or scheduling problems during any portions of actual construction, decide which work will be relocated or adjusted. These minor adjustments will be made at no additional cost to the Owner. The Architect and Engineer may direct minor architectural location changes during installation of the Work. All adjustments will be made at no additional cost to the Owner.
 - 2. Contractor is responsible for coordinating the work of subcontractors and subcontractors' work in conjunction with Owner's own forces. This may involve minor adjustments or modifications in the work to accommodate the work of other trades.
 - 3. Commencement of any work in any section indicates that previous work has been inspected and meets Contractor's full satisfaction.
 - 4. It is Contractor's responsibility to ensure that all work is completed prior to commencement of the following work.
 - 5. Contractor is required to schedule and coordinate his activities with the subcontractors and the Owner's separate prime contractors to ensure proper fit of the various elements of the work in common.
 - 6. Schedule: Contractor is responsible for establishing the schedule of coordination drawings so as not to affect the critical path of construction operations.
- F. General: Prepare coordination drawings according to requirements in individual Sections, and additionally 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. Include the following information, as applicable:
 - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
 - b. Coordinate the addition of trade-specific information to the coordination drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
 - c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - d. Indicate space requirements for normal operations, routine maintenance, and for anticipated replacement of components during the life of the installation.
 - e. Show location and size of access doors and clearances required for access to concealed dampers, valves, and other controls.
 - f. Indicate required installation sequences.
 - g. 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.

G. 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. Supplement plan drawings with section drawings where required to adequately represent the Work.
2. Plenum Space: Indicate subframing and bracing 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. Indicate areas of conflict between light fixtures and other components.
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 other Work.
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. Mechanical and Plumbing Work: Show the following:

- a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
 - b. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
 - c. Fire-rated enclosures around ductwork.
7. Electrical Work: Show the following:
 - a. Runs of vertical and horizontal conduit 1-1/4 inches in diameter and larger and cable trays.
 - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire-alarm device locations.
 - c. Motion detector, occupancy sensor, daylight sensor, and other electrical system control device locations.
 - d. Panel board, switch board, switchgear, transformer, busway, generator, and motor control center locations.
 - e. Location of pull boxes and junction boxes, dimensioned from column center lines.
8. Fire-Protection System: Show the following:
 - a. Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.
9. Review: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make changes as directed and resubmit.
- H. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
 1. File Submittal Format: Submit or post coordination drawing files using Portable Data File (PDF) format.
 2. BIM File Incorporation (Optional): Develop and incorporate coordination drawing files into Building Information Model established for Project.
 - a. Perform three-dimensional component conflict analysis as part of preparation of coordination drawings. Resolve component conflicts prior to submittal. Indicate where conflict resolution requires modification of design requirements by Architect.
 3. Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
 - a. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.

- b. Digital Data Software Program: Drawings are available in AutoCAD Version 2010.

1.6 REQUESTS FOR INTERPRETATION (RFIs)

- A. General: Immediately on discovery of the need for interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 - 1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
 - 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing interpretation and the following:
 - 1. Project name.
 - 2. Project number.
 - 3. Date.
 - 4. Name of Contractor.
 - 5. Name of Architect.
 - 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. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 - 12. Contractor'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.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: Software-generated form with substantially the same content as indicated above, acceptable to Architect.
 - 1. Attachments shall be electronic files in Adobe Acrobat PDF format.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
 - 1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.

- b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
 3. 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 Section 01 26 00 "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within **10** days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log bi-weekly. Software log with not less than the following:
 1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect.
 4. RFI number including RFIs that were returned without action or withdrawn.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Architect's response was received.
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.
 1. Indicate resulting Minor Change in the Work, Construction Change Directive, and Proposal Request in RFI log.

1.7 PROJECT WEB SITE

- A. Use Owner's or Architect's Project Web site for purposes of hosting and managing project communication and documentation until Final Completion. Project Web site will include the following functions:
 1. Project directory.
 2. Project correspondence.
 3. Meeting minutes.
 4. Contract modifications forms and logs.
 5. RFI forms and logs.
 6. Task and issue management.
 7. Photo documentation.

8. Schedule and calendar management.
 9. Submittals forms and logs.
 10. Payment application forms.
 11. Drawing and specification document hosting, viewing, and updating.
 12. Online document collaboration.
 13. Reminder and tracking functions.
 14. Archiving functions.
- B. On completion of Project, provide one complete archive copy of Project Web site files to Owner and to Architect in a digital storage format acceptable to Architect.
- C. Project Web Site Software Package:
1. Procore Technologies Inc.

1.8 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at 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 Owner and Architect of scheduled meeting dates and times.
 2. Coordinate meeting times with Architect's regularly scheduled site visits.
 3. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 4. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.
- B. Preconstruction Conference: Schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than **15** days after execution of the Agreement.
1. Conduct the conference to review responsibilities and personnel assignments.
 2. Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, and Architect, and their consultants; Contractor and its superintendent; major subcontractors; 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.
 3. 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. Lines of communications.

- f. Procedures for processing field decisions and Change Orders.
 - g. Procedures for RFIs.
 - h. Procedures for testing and inspecting.
 - i. Procedures for processing Applications for Payment.
 - j. Distribution of the Contract Documents.
 - k. Submittal procedures.
 - l. Sustainable design requirements.
 - m. Preparation of record documents.
 - n. Use of the premises.
 - o. Work restrictions.
 - p. Working hours.
 - q. Owner's occupancy requirements.
 - r. Responsibility for temporary facilities and controls.
 - s. Procedures for moisture and mold control.
 - t. Procedures for disruptions and shutdowns.
 - u. Construction waste management and recycling.
 - v. Parking availability.
 - w. Office, work, and storage areas.
 - x. Equipment deliveries and priorities.
 - y. First aid.
 - z. Security.
 - aa. Progress cleaning.
 - bb. Commissioning activities.
4. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Sustainability Coordination Conference: Architect will schedule and conduct a sustainability coordination conference before starting construction, at a time convenient to Owner, Architect, and Contractor.
- 1. Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, Architect, and their consultants; Contractor and its superintendent and sustainability coordinator; major subcontractors; 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 meeting requirements for sustainability certification, including the following:
 - a. Sustainability Project Checklist.
 - b. General requirements for sustainability-related procurement and documentation.
 - c. Project closeout requirements and sustainability certification procedures.
 - d. Role of sustainability coordinator.
 - e. Construction waste management.
 - f. Construction operations and sustainability requirements and restrictions.
 - 3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

- D. 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 Architect, and Owner's Commissioning Authority 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. Sustainable design requirements.
 - i. Review of mockups.
 - j. Possible conflicts.
 - k. Compatibility requirements.
 - l. Time schedules.
 - m. Weather limitations.
 - n. Manufacturer's written instructions.
 - o. Warranty requirements.
 - p. Compatibility of materials.
 - q. Acceptability of substrates.
 - r. Temporary facilities and controls.
 - s. Space and access limitations.
 - t. Regulations of authorities having jurisdiction.
 - u. Testing and inspecting requirements.
 - v. Installation procedures.
 - w. Coordination with other work.
 - x. Required performance results.
 - y. Protection of adjacent work.
 - z. Protection of construction and personnel.
 - aa. Startup and adjusting procedures.
 - bb. Commissioning activities.
 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.

- E. Project Closeout Conference: Schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 90 days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
 2. Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, and Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
 - a. Preparation of record documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Submittal of written warranties.
 - d. Requirements for completing sustainable design documentation.
 - e. Requirements for preparing operations and maintenance data.
 - f. Requirements for delivery of material samples, attic stock, and spare parts.
 - g. Requirements for demonstration and training.
 - h. Preparation of Contractor's punch list.
 - i. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - j. Submittal procedures.
 - k. Coordination of Owner's work.
 - l. Owner's partial occupancy requirements.
 - m. Responsibility for removing temporary facilities and controls.
 4. Minutes: Entity conducting meeting will record and distribute meeting minutes.
- F. Progress Meetings: Conduct progress meetings at two-week intervals.
1. Coordinate dates of meetings with preparation of payment requests.
 2. Attendees: In addition to representatives of Owner, Owner's Commissioning Authority and Architect, each contractor, subcontractor, supplier, and other entity concerned with 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.
 3. 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. Contractor'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 Contractor'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) Resolution of BIM component conflicts (BIM will be optional).
 - 4) Status of submittals.
 - 5) Status of sustainable design documentation.
 - 6) Deliveries.
 - 7) Off-site fabrication.
 - 8) Access.
 - 9) Site utilization.
 - 10) Temporary facilities and controls.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.
 - 15) Status of RFIs.
 - 16) Status of proposal requests.
 - 17) Pending changes.
 - 18) Status of Change Orders.
 - 19) Pending claims and disputes.
 - 20) Documentation of information for payment requests.
4. 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 Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- G. Coordination Meetings: Conduct Project coordination meetings at weekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
 1. Attendees: In addition to representatives of Owner, Owner's Commissioning Authority and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meetings shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

- a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor'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
 - b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
 - c. Review present and future needs of each contractor present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Resolution of BIM component conflicts (BIM is optional).
 - 4) Status of submittals.
 - 5) Deliveries.
 - 6) Off-site fabrication.
 - 7) Access.
 - 8) Site utilization.
 - 9) Temporary facilities and controls.
 - 10) Work hours.
 - 11) Hazards and risks.
 - 12) Progress cleaning.
 - 13) Quality and work standards.
 - 14) Change Orders.
3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

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SECTION 01 32 00

CONSTRUCTION PROGRESS DOCUMENTATION

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 administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Startup construction schedule.
 - 2. Contractor's construction schedule.
 - 3. Construction schedule updating reports.
 - 4. Construction reports.
 - 5. Material location reports.
 - 6. Site condition reports.
 - 7. Special reports.
- B. Related Requirements:
 - 1. Section 01 33 00 "Submittal Procedures" for submitting schedules and reports.
 - 2. Section 01 40 00 "Quality Requirements" for submitting a schedule of tests and inspections.

1.3 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. Baseline: The complete schedule that has been set prior to the beginning of the project. The project baseline is to be saved and restricted from being changed after the project has begun. The schedule baseline is to be saved in such a manner that it can be displayed for comparison to the current live schedule.

- C. Cost Loading: The allocation of the schedule of values for the completion of an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum unless otherwise approved by Architect.
- D. 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 Project.
- E. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- F. Event: The starting or ending point of an activity.
- F. Float: The measure of leeway in starting and completing an activity.
 - 1. Float time belongs to Owner.
 - 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
 - 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
- G. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

1.4 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:
 - 1. Working electronic copy of schedule file, where indicated.
 - 2. PDF electronic file.
- B. Startup construction schedule.
 - 1. Approval of cost-loaded, startup construction schedule will not constitute approval of schedule of values for cost-loaded activities.
- C. Startup Network Diagram: Of size required to display entire network for entire construction period. Show logic ties for activities.
- D. Contractor'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.

- E. CPM Reports: Concurrent with CPM schedule, submit each of the following reports. Format for each activity in reports shall contain activity number, activity description, cost and resource loading, 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 Contractor's total earnings from commencement of the Work until most recent Application for Payment.
- F. Construction Schedule Updating Reports: Submit with Applications for Payment.
- G. Construction Reports: Submit at weekly intervals.
- H. Material Location Reports: Submit at weekly intervals.
- I. Site Condition Reports: Submit at time of discovery of differing conditions.
- J. Special Reports: Submit at time of unusual event.
- K. Qualification Data: For scheduling consultant.

1.5 QUALITY ASSURANCE

- A. Scheduling Consultant Qualifications: An experienced specialist in CPM scheduling and reporting, with capability of producing CPM reports and diagrams within 24 hours of Architect's request.
- B. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Section 01 31 00 "Project Management and Coordination." Review methods and procedures related to the preliminary construction schedule and Contractor's construction schedule, including, but not limited to, the following:
 - 1. Review software limitations and content and format for reports.
 - 2. Verify availability of qualified personnel needed to develop and update schedule.
 - 3. Review delivery dates for Owner-furnished products.
 - 4. Review schedule for work of Owner's separate contracts.
 - 5. Review submittal requirements and procedures.
 - 6. Review time required for review of submittals and resubmittals.
 - 7. Review requirements for tests and inspections by independent testing and inspecting agencies.
 - 8. Review time required for Project closeout and Owner startup procedures.

9. Review and finalize list of construction activities to be included in schedule.
10. Review procedures for updating schedule.

1.6 COORDINATION

- A. Coordinate Contractor's construction schedule with the schedule of values 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 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Time Frame: Extend schedule from date established for the Notice of Award 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 main element of the Work. Comply with the following:
 1. Activity Duration: Define activities so no activity is longer than 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 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 Section 01 33 00 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's construction schedule with submittal schedule.
 4. Startup and Testing Time: Include no fewer than 15 days for startup and testing.
 5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
 6. Punch List and Final Completion: Include not more than 30 days for completion of punch list items 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 Contract: Include a separate activity for each contract.
 3. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
 4. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Section 01 10 00 "Summary of Work." Delivery dates indicated stipulate the earliest possible delivery date.
 5. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Section 01 100 0 "Summary of Work." Delivery dates indicated stipulate the earliest possible delivery date.
 6. 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.
 7. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
 - a. Subcontract awards.
 - b. Submittals.
 - c. Purchases.
 - d. Mockups.
 - e. Fabrication.
 - f. Sample testing.
 - g. Deliveries.
 - h. Installation.
 - i. Tests and inspections.
 - j. Adjusting.
 - k. Curing.
 - l. Building flush-out.
 - m. Startup and placement into final use and operation.
 8. Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
 - a. Structural completion.
 - b. Temporary enclosure and space conditioning.

- c. Permanent space enclosure.
 - d. Completion of mechanical installation.
 - e. Completion of electrical installation.
 - f. Substantial Completion.
- 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. Cost Correlation: Superimpose a cost correlation timeline, indicating planned and actual costs. On the line, show planned and actual dollar volume of the Work performed as of planned and actual dates used for preparation of payment requests.
 - 1. See Section 01 29 00 "Payment Procedures" for cost reporting and payment procedures.
- F. 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 Requests for Information.
 - 3. Rejected or unreturned submittals.
 - 4. Notations on returned submittals.
 - 5. Pending modifications affecting the Work and Contract Time.
- G. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, and equipment required to achieve compliance, and date by which recovery will be accomplished.
- H. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.
 - 1. Use Microsoft Project or Primavera by Oracle, for Windows operating system.

2.2 STARTUP CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Submit startup, horizontal, bar-chart-type construction schedule within seven days of date established for the Notice of Award.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities for first 90 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.

2.3 CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart-type, Contractor's construction schedule within 30 days of date established for the Notice of Award. Base schedule on the startup construction schedule and additional information received since the start of Project.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.
 - 1. For construction activities that require three months or longer to complete, indicate an estimated completion percentage in 10 percent increments within time bar.

2.4 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE)

- A. General: Prepare network diagrams using AON (activity-on-node) format.
- B. Startup Network Diagram: Submit diagram within 14 days of date established for the Notice of Award. Outline significant construction activities for the first 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 Contractor's construction schedule using a cost- and resource-loaded, time-scaled CPM network analysis diagram for the Work.
 - 1. Develop network diagram in sufficient time to submit CPM schedule so it can be accepted for use no later than 30 days after date established for the Notice of Award.
 - a. Failure to include any work item required for performance of this Contract shall not excuse Contractor from completing all work within applicable completion dates, regardless of Architect's approval of the schedule.
 - 2. Conduct educational workshops to train and inform key Project personnel, including subcontractors' personnel, in proper methods of providing data and using CPM schedule information.
 - 3. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
 - 4. Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule in order to coordinate with the Contract Time.
- D. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the startup 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 Owner that may affect or be affected by Contractor'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.
 5. Cost- and Resource-Loading of CPM Schedule: Assign cost to construction activities on the CPM schedule. Do not assign costs to submittal activities. Obtain Architect's approval prior to assigning costs to fabrication and delivery activities. Assign costs under main subcontracts for testing and commissioning activities, operation and maintenance manuals, punch list activities, Project record documents, and demonstration and training (if applicable), in the amount of 5 percent of the Contract Sum.
 - a. Each activity cost shall reflect an appropriate value subject to approval by Architect.
 - b. Total cost assigned to activities shall equal the total Contract Sum.
- 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. Main events of activity.
 4. Immediate 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 making revisions to 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.
- H. Value Summaries: Prepare two cumulative value lists, sorted by finish dates.
1. In first list, tabulate activity number, early finish date, dollar value, and cumulative dollar value.
 2. In second list, tabulate activity number, late finish date, dollar value, and cumulative dollar value.
 3. In subsequent issues of both lists, substitute actual finish dates for activities completed as of list date.
 4. Prepare list for ease of comparison with payment requests; coordinate timing with progress meetings.
 - a. In both value summary lists, tabulate "actual percent complete" and "cumulative value completed" with total at bottom.
 - b. Submit value summary printouts one week before each regularly scheduled progress meeting.

2.5 REPORTS

- A. Construction Reports: Prepare construction reports recording the following information concerning events at Project site:

1. List of subcontractors at Project site.
2. List of separate contractors at Project site.
3. Approximate count of personnel at Project site.
4. Equipment at 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 significant decisions.
9. Unusual events (see special reports).
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. Material Location Reports: At monthly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site. Indicate the following categories for stored materials:

1. Material stored prior to previous report and remaining in storage.
2. Material stored prior to previous report and since removed from storage and installed.
3. Material stored following previous report and remaining in storage.

- C. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

2.6 SPECIAL REPORTS

- A. General: Submit special reports directly to Owner within one day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel,

evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
 - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 - 2. Include a report with 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 final completion percentage for each activity.
- B. Distribution: Distribute copies of approved schedule to Architect Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
 - 1. Post copies in 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.

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SECTION 01 32 33
PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Preconstruction photographs.
 - 2. Periodic construction photographs.
 - 3. Final completion construction photographs.
- B. Photographic Documentation included within this section is to be the responsibility of the Construction Manager.

1.2 UNIT PRICES

- A. Basis for Bids: Base number of construction photographs on average of 20 photographs per week over the duration of Project.

1.3 INFORMATIONAL SUBMITTALS

- A. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each photograph. Indicate elevation or story of construction. Include same information as corresponding photographic documentation.
- B. Digital Photographs: Submit image files within three days of taking photographs.
 - 1. Digital Camera: Minimum sensor resolution of 8 megapixels.
 - 2. Format: Minimum 3200 by 2400 pixels, in unaltered original files, with same aspect ratio as the sensor, uncropped, date and time stamped, in folder named by date of photograph, accompanied by key plan file.
 - 3. Identification: Provide the following information with each image description in file metadata tag:
 - a. Name of Project.
 - b. Name and contact information for photographer.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Date photograph was taken.
 - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
 - g. Unique sequential identifier keyed to accompanying key plan.

1.4 QUALITY ASSURANCE

- A. Photographer Qualifications: An individual who has been regularly engaged as a professional photographer of construction projects for not less than three years.

1.5 USAGE RIGHTS

- A. Obtain and transfer copyright usage rights from photographer to Owner for unlimited reproduction of photographic documentation.

PART 2 - PRODUCTS

2.1 PHOTOGRAPHIC MEDIA

- A. Digital Images: Provide images in JPG format, produced by a digital camera with minimum sensor size of 8 megapixels, and at an image resolution of not less than 3200 by 2400 pixels.

PART 3 - EXECUTION

3.1 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified photographer to take construction photographs.
- B. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.
 - 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- C. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
 - 1. Date and Time: Include date and time in file name for each image.
 - 2. Field Office Images: Maintain one set of images accessible in the field office at Project site, available at all times for reference. Identify images in the same manner as those submitted to Architect.
- D. Preconstruction Photographs: Before commencement of work, take photographs of Project site, building perimeter, hardscape, paving, building elevations, and interior photographs of floor, ceiling, and each wall or each interior room/space, including existing items to remain during construction, from different vantage points, as directed by Architect.

1. Flag excavation areas before taking construction photographs.
 2. Take 20 photographs to show existing conditions adjacent to property before starting the Work.
 3. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.
- E. Periodic Construction Photographs: Take 20 photographs weekly, with timing each month adjusted to coincide with the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken.
- F. Architect-Directed Construction Photographs: From time to time, Architect will instruct photographer about number and frequency of photographs and general directions on vantage points. Select actual vantage points and take photographs to show the status of construction and progress since last photographs were taken.
- G. Time-Lapse Sequence Construction Photographs: Take 20 photographs as indicated, to show status of construction and progress since last photographs were taken.
1. Frequency: Take photographs monthly, coinciding with the cutoff date associated with each Application for Payment.
- H. Final Completion Construction Photographs: Take 20 color photographs after date of Substantial Completion for submission as project record documents. Architect will inform photographer of desired vantage points.
1. Do not include date stamp.
- I. Additional Photographs: Architect may request photographs in addition to periodic photographs specified. Additional photographs will be paid for by Change Order and are not included in the Contract Sum.
1. Three days' notice will be given, where feasible.
 2. In emergency situations, take additional photographs within 24 hours of request.
 3. Circumstances that could require additional photographs include, but are not limited to, the following:
 - a. Special events planned at Project site.
 - b. Immediate follow-up when on-site events result in construction damage or losses.
 - c. Photographs to be taken at fabrication locations away from Project site. These photographs are not subject to unit prices or unit-cost allowances.
 - d. Substantial Completion of a major phase or component of the Work.
 - e. Extra record photographs at time of final acceptance.
 - f. Owner's request for special publicity photographs.

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SECTION 01 33 00
SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
1. Shop Drawings.
 2. Product Data.
 3. Samples.
 4. Other submittals.

1.2 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.

1.3 ACTION SUBMITTALS

- A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing 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. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 2. Initial Submittal: Submit concurrently with startup construction schedule. Include submittals required during the first 60 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
 3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.

- a. Submit revised submittal schedule to reflect changes in current status and timing for submittals.
4. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.
 - c. Submittal category: Action; informational.
 - d. Name of subcontractor.
 - e. Description of the Work covered.
 - f. Scheduled date for Architect's final release or approval.
 - g. Scheduled date of fabrication.
 - h. Scheduled dates for purchasing.
 - i. Scheduled dates for installation.
 - j. Activity or event number.

1.4 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Architect's Digital Data Files: Electronic digital data files of the Contract Drawings will be provided by Architect for Contractor's use in preparing submittals.
 1. Architect will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing Shop Drawings.
 - a. Architect makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
 - b. Digital Drawing Software Program: The Contract Drawings are available in AutoCAD 2013 format.
 - c. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Architect.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Contractor or CM shall use Architect's cover sheet for all submittal correspondences. Architect reserves the right to withhold action on any submittal where said cover sheet is omitted.
 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 4. 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.

- C. Processing Time: Allow time for submittal review, including time for resubmittals. Time for review shall commence on Architect's receipt of submittal. 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.
1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 15 days for review of each resubmittal.
 4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 15 days for initial review of each submittal.
 5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 15 days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor.
- D. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:
1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 2. Name file with submittal number or other unique identifier, including revision identifier.
 - a. File name shall use project identifier and Specification Section number followed by a dash, then a sequential number, then Section Name, and ten a submittal type (PD=Product Data, SD=Shop Drawing, or SA=Sample) (e.g., 05 50 00-01-Misc. Metals-PD, SD, or SA). Resubmittals shall include an alphabetic suffix after another dash (e.g., 05 50 00-01-Misc. Metals-PD, SD, or SA-A).
 3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect.
 4. Transmittal Form for Electronic Submittals: Use software-generated form from electronic project management software acceptable to Owner, containing the following information:
 - a. Project name.
 - b. Date.
 - c. Name and address of Architect.
 - d. Name of Contractor.
 - e. Name of firm or entity that prepared submittal.
 - f. Names of subcontractor, manufacturer, and supplier.
 - g. Category and type of submittal.
 - h. Submittal purpose and description.
 - i. Specification Section number and title.

- j. Specification paragraph number or drawing designation and generic name for each of multiple items.
 - k. Drawing number and detail references, as appropriate.
 - l. Location(s) where product is to be installed, as appropriate.
 - m. Related physical samples submitted directly.
 - n. Indication of full or partial submittal.
 - o. Transmittal number.
 - p. Submittal and transmittal distribution record.
 - q. Other necessary identification.
 - r. Remarks.
- E. Options: Identify options requiring selection by Architect.
- F. Deviations and Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.
- G. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
- 1. Note date and content of previous submittal.
 - 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 - 3. Resubmit submittals until they are marked with approval notation from Architect's action stamp.
- H. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- I. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
- 1. Post electronic submittals as PDF electronic files directly to Project Web site specifically established for Project.

- a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
2. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
 - a. Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.
 - b. Provide a notarized statement on original paper copy certificates and certifications where indicated.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams showing factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Submit Product Data before or concurrent with Samples.
 6. Submit Product Data in the following format:
 - a. PDF electronic file.
- C. 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.

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 coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 30 by 42 inches.
 3. Submit Shop Drawings in the following format:
 - a. PDF electronic file.
- D. 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. Take photos of physical samples and upload with cover sheet to Submittal Exchange for comments and record purposes. Either mail or hand deliver physical samples concurrently with Submittal Exchange submission.
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.
 - e. Specification paragraph number and generic name of each item.
 3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
 4. 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.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.

5. 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 one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
6. 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 four sets of Samples. Architect will retain one Sample sets, one sample set will be sent to the Owner; remainder will be returned.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) 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.
- 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.
 4. Location within room or space.
 5. Submit product schedule in the following format:
 - a. PDF electronic file.
- F. Coordination Drawing Submittals: Comply with requirements specified in Section 01 31 00 "Project Management and Coordination."
- G. Application for Payment and Schedule of Values: Comply with requirements specified in Section 01 29 00 "Payment Procedures."
- H. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Section 01 40 00 "Quality Requirements."

- I. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Section 01 77 00 "Closeout Procedures."
- J. Maintenance Data: Comply with requirements specified in Section 01 78 23 "Operation and Maintenance Data."
- K. 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.
- L. 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.
- M. 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.
- N. 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.
- O. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- P. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- Q. 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.
- R. 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.
- S. 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. Include the following information:
 - 1. Name of evaluation organization.
 - 2. Date of evaluation.
 - 3. Time period when report is in effect.
 - 4. Product and manufacturers' names.
 - 5. Description of product.
 - 6. Test procedures and results.
 - 7. Limitations of use.

- T. 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.
- U. 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.
- V. 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.
- W. 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.

2.2 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.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF electronic file and three paper copies of 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.

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. Mark with approval stamp before submitting to Architect and Construction Manager.

- B. Project Closeout and Maintenance Material Submittals: See requirements in Section 01 77 00 "Closeout Procedures."
- C. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

- A. Action Submittals: Architect will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- B. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Submittals not required by the Contract Documents may be returned by the Architect without action.

END OF SECTION

CRANE LIFTING PLAN/CHECKLIST

1. PROJECT DATA

PROJECT NAME:	DATE:
JOB NUMBER:	
Main Crane Lifting Points:	Main Boom: Jib Point:
Lift Accomplishment Date:	
Work Performed:	
Attachments: (Site Maps, Layout, Crane Location(s) etc.) () Yes () No	

2. CRANE DEFINITION

3. LOAD DATA

Manufacturer: _____ Model: _____ Serial No.: _____ Crane Description: _____ Rated Capacity: _____ Area of Operation: _____ Crane Yearly Inspection: _____ Date: _____	A. Lift Description: _____ 1. Equipment No./Name: _____ 2. Dimensions (L/W/H): _____ 3. Total Gross Weight: _____ 4. From Location to Location: _____ B. Maximum Operating Radius To Be Used During Lift (ft.): _____

4. CRANE CONFIGURATION

MAIN BOOM	JIB to be Used () YES () NO
No. of Sections: _____	No. of Sections: _____
Boom Size: _____	Jib Size: _____
Boom Length: _____	Jib Length: _____
Boom Type: _____	Jib Type: _____
Hoisting from Main Boom: _____	Jib Offset Angle: _____
Main boom Parts of Line: _____	Jib Capacity of line @ Parts: _____
Main Boom Line Size (Dia.): _____	Jib Max. Load Radius: _____
Capacity of line @ Parts: _____	Jib Max. Capacity of Lift Point: _____
Max. Load Radius: _____	Jib Length of Boom: _____
Main Boom Max. Capacity Of Lift Point: _____	Jib Angle of Boom at Pick (Deg.) _____
Length of Main Boom: _____	Jib Angle of Boom at Set (Deg.) _____
Angle of Main Boom at Pick (Deg.) _____	Ground Compact & Type of Stable () Yes () No Surface: _____
Angle of Main Boom at Set (Deg.) _____	Structural Supports Required: () Yes () No Size: _____

5. LIFT WEIGHT DATA AND CALCULATIONS

Weight of Load to be Lifted: _____	Other: _____ # _____
Max. Load Line Weight: _____	Down Haul Weight: _____ # _____
Load Block Weight: _____ # _____	Jib Stow: () Yes () No _____ # _____
Rigging-Lifting Beams Qty: _____ # _____	Weight of Crane Components: _____ # _____
Rigging-Slings: Qty: _____ # _____	Total Weight of Lifted Load & _____
Type: _____ Capacity: _____ # _____	Crane Components: _____ # _____
Rigging-Shackles: Qty: _____ # _____	
Type: _____ Capacity _____ # _____	

Total Weight Plus Factor Of 1.10 # _____

PERCENT CAPACITY THIS LIFT: _____ % _____

*** If total weight percentage capacity is 75% of the rated capacity of the selected crane (or greater), the following lift is considered a Critical Lift ***

6. LIFT ADMINISTRATION CHECKLIST

Has pre-lift meeting been held with signal person(s)/rigger/operator/site superintendent? () Yes () No

Operators Name: _____ print: _____ sign: _____

Operators Certification Card (must be current) _____ () Yes () No

Signal Person Name: _____ print: _____ sign: _____

Rigging Person Name: _____ print: _____ sign: _____

Communication will be held by: **HAND / RADIO** or **OTHER** (please insert on line) _____

Has JHA been Completed? _____ () Yes () No

Has Swing Clearance been Checked? _____ () Yes () No

Has Area been Checked for Safety Entry and Exit? _____ () Yes () No

Tag Lines are to be used: Description () Diameter () Length Location: _____

Pre-Lift Huddle performed for last minute safety check? _____ () Yes () No

Does this lift meet the definition of a Critical Lift (see definable critical lift reg. below) _____ () Yes () No

Potential Hazards To Be Addressed:

Weather: () Yes () No If Yes, please explain: _____

Electricity: () Yes () No If Yes, please explain: _____

What is the Wind Speed? _____ () 15 mph consider shutting down lift () 20 mph cancel lift

Ground: () Yes () No If Yes, please explain: _____

Surrounding Obstacles: () Yes () No If Yes, please explain: _____

Is evacuation of areas inside the building necessary to facilitate the lift? () Yes () No If Yes, please explain: _____

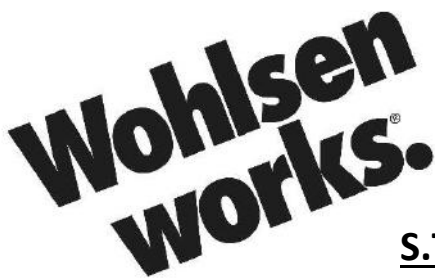
Person Responsible for the Lift (Operator) _____

7. Signatures of Plan Developers

	Print	Signature	Date
Site Superintendent:	_____	_____	_____
Other:	_____	_____	_____

Critical Lifts: **a.** Lifts involving hazardous materials (e.g., explosives, highly volatile substances); **b.** Hoisting personnel with a crane or hoist; **c.** Lifts made with more than one crane; **d.** Lifts where the center of gravity could change; **e.** Lifts the operator believes should be considered critical; **f.** Lifts made when the load weight is 75% of the rated capacity of the crane load chart or more (not applicable to gantry, overhead or bridge cranes); **g.** Lifts without the use of outriggers using rubber tire load charts; **h.** Lifts using more than one hoist on the same crane or trolleys; **i.** Lifts involving non-routine or technically difficult rigging arrangement (to include lifts involving Multiple Lift Rigging; **j.** Lifts involving submerged loads (EXCEPTION: lifts that were engineered to travel in guided slots throughout the lift and have fixed rigging and/or lifting beams, i.e., intake gates, roller gates, tailgates/logs,); **k.** Lifts out of the operator's view; EXCEPTION: if hand signals via a signal person in view of the operator or radio communications are available and in use, load does not exceed two tons AND is determined a routine lift by the lift supervisor.

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PROJECT NAME – PROJECT #

S.T.A.R (STOP - THINK - AND REVIEW) SHEET

Daily Safety Review of Planned Work

Company _____ Foreman _____ Date _____

(Weather Conditions) – Clear – Rainy – Windy – Snow/Ice – Freezing

Today's Work _____

Stop, Think, & Review Checklist:

1. Any new workers on site today? _____
2. Does your work involve any high hazard activities? _____
3. Does your work today involve trenching/Confined Space? _____
4. If Yes, do you need Trench Boxes or Confined Space Approval? _____
5. Does your work today require fall protection? _____
6. If yes, what methods will be used? _____
7. Does your work today involve Utilities? _____
8. If yes, are lockout/tagout procedures required? _____
9. Does your work today involve GFCI Protection? _____
10. If yes, have all cords and connections been inspected? _____
11. Does your work today affect any other trades? _____
12. If yes, have those trades been informed and coordinated? _____
13. Does your work today require inspection? _____
14. Will your work today require any coordination with others? _____
15. Does your work today involve any coordination with site traffic? _____
16. Have you inspected all of your equipment, tools, safety checks and/or any Pre-Operation checks? _____
17. What other jobsite safety hazards exist that you may encounter?

18. Please describe any other safety considerations for your work today:
19. _____

WCC Super/PM _____

Date: _____



NOT FOR BID

[illegible]

NOT FOR BID

Wohlsen Competent/Qualified Person Designations Form



An evaluation has determined that the person named below has knowledge of the systems, equipment, conditions and procedures, proper use, inspection, manufacturer's recommendations, and maintenance for the activities designated below. Consequently, this person has been designated as a "Competent and/or Qualified Person" per OSHA/state-plan/USACE/in-country requirements and delegated the responsibility and authority for coordinating activities and operations covered by the designation(s).

Company: _____

Name: _____

Employee ID No.: _____

Competent Person Designation(s)

check as appropriate:

- ☐ Aerial Lift Trainer
- ☐ Asbestos
- ☐ Cadmium
- ☐ Compressed Air (tunneling)
- ☐ Confined Space Entry
- ☐ Crane Operator
- ☐ Other _____

- ☐ Demolition
- ☐ Excavation, Trenching, & Shoring
- ☐ Fall Protection Equipment Inspection
- ☐ Fall Protection User Training
- ☐ Hazardous Materials Usage
- ☐ Ionizing Radiation
- ☐ Ladder Inspection (portable)
- ☐ Lead Abatement

- ☐ Respiratory Protection
- ☐ Respirable Crystalline Silica
- ☐ Rigging Inspector
- ☐ Roof Inspection
- ☐ Safety Monitor (roof)
- ☐ Scaffolds – Erection/Inspection
- ☐ Scaffolds – Erection Only
- ☐ Steel Erection

Qualified Person Designation(s) *check as appropriate:*

☐ Fall Protection System Design	☐ (excavation/trenching) Shoring Design	☐ Personnel Platform Design
☐ Scaffold Design	☐ Concrete and Masonry Construction	☐ Crane Maintenance/Repair
☐ Active First Aid Training	☐ Active CPR Training	☐ Blood Borne Pathogens Training
☐ Other _____		

Credentials Reviewed and Verified for Designation

- ☐ Union Apprenticeship _____
- ☐ Formal Training (describe, with year completed) _____
- ☐ Years of Experience (give number of years) _____
- ☐ On-The-Job Performance (OJT, OJE) _____

The employee has reviewed the following standard(s) and safety and health practice(s), and understands the roles, responsibilities, and authority he/she will be expected to execute in accordance with the standard(s) and practice(s). *check as appropriate:*

Standard

☐ Aerial Lift Trainer	
☐ Asbestos	
☐ Concrete and Masonry	29 CFR 1926, Subpart Q (Qualified Person Only)
☐ Confined Space Entry	
☐ Crane	
☐ Demolition	
☐ Excavation, Trenching, and Shoring	29 CFR 1926, Subpart P (Qualified Person Only)
☐ Fall Protection and Safety Monitor	29 CFR 1926, Subpart M (Qualified Person Only)
☐ Forklift	
☐ Hazardous Materials Usage	
☐ Heavy Equipment Operator/Inspector	
☐ Ladders	
☐ Lead Abatement	
☐ Respiratory Protection	
☐ Rigging/Rigging Inspection	29 CFR 1926.753
☐ Respirable Crystalline Silica	29 CFR 1926.1153
☐ Scaffolds (all designations)	29 CFR 1926, Subpart L (Qualified Person Only)
☐ Steel Erection	29 CFR 1926, Subpart R (Wohlsen's policy is 100% tie-off, not 15' as stated in the standard)

Signatures: _____	Date: _____
Competent/Qualified Person	
_____	Date: _____
Foreman/General Foreman/Superintendent/Supervisor	
_____	Date: _____
Construction Manager/Project Manager/Engineering Manager	



COMPETENT/QUALIFIED PERSON DESIGNATION FORM INSTRUCTIONS

Read the statement at the top of the Competent/Qualified Person Designation Form.

Employee Information:

Company: Write the name of the company.
Name: Print the employee's full name.
Employee ID No.: Clearly write the employee's Company ID, Social Security number, or other personal identifier in the space provided.

Competent Person Designation(s):

Check the box to indicate which area the employee is being designated as a "Competent Person."
(More than one box may be checked.)

Qualified Person Designation(s):

Check the box to indicate which area the employee is being designated as a "Qualified Person."
(More than one box may be checked.)

Credentials Reviewed and Verified for Designation: **(Completion of this section is mandatory. Be as detailed as possible — list specifics.)**

Review and verify the credentials of the employee.

List any applicable formal training in the space provided.

List the number of years of experience the employee has relevant to the Competent and/or Qualified Person designations marked above.

Check the appropriate box if the employee has completed a union apprenticeship.

List any applicable informal training.

Check the appropriate box if the designation is based on "On-The-Job" Performance.

Standards and Practices Training: (Completion of this section is mandatory.)

Ensure the employee has read the relevant standards and safety and health practices governing the designations marked in the sections above.

Ensure the employee fully understands the roles, responsibilities, and authority he/she will be expected to execute.

Check the box indicating which standards and practices the employee read during the designation process.

Signatures:

The Competent/Qualified Person must sign and date the form accepting the responsibilities associated with the designations.

The employee's foreman, general foreman, or superintendent should sign and date the form acknowledging the designation. (This signature is not mandatory.)

The construction, project, or engineering manager must sign and date the form.

COMPETENT PERSON STRATEGY

BACKGROUND

1. Competent Person is a specifically defined designation from the U.S. Army Corps of Engineers, federal OSHA, state-plan OSHA standards, and in-country standards and **MUST NOT BE CONFUSED** with a person who is competent or qualified (proficient and/or trained) to perform a job/activity. The same is true for a Qualified Person.

2. Competent Persons must be designated in accordance with safety and health practice for the following tasks/activities:

▪ Aerial Lift Trainer ▪ Asbestos ▪ Cadmium ▪ Compressed Air (tunneling) ▪ Confined Space Entry ▪ Demolition (large scale) ▪ Excavation, Trenching and Shoring ▪ Fall Protection – Equipment Inspection ▪ Fall Protection – User Trainer ▪ Hazardous Materials Usage ▪ Hearing Protection/Conservation ▪ Ionizing Radiation	▪ Ladder Inspection (portable) ▪ Lead Abatement ▪ Respirable Crystalline Silica ▪ Respiratory Protection ▪ Rigging Inspector ▪ Roof Inspector ▪ Safety Manager ▪ Safety Monitor (roof) ▪ Safety Officer ▪ Safety Technician ▪ Safety Trainer ▪ Scaffold Erection ▪ Scaffold Inspection ▪ Steel Erection

3. Qualified Persons must be designated for the following tasks/activities:
 - Concrete/Masonry Construction
 - Crane Maintenance/Repair Person
 - (excavation and trenching) Shoring Design
 - Fall Protection System Design
 - Hoisting and Rigging – Personnel Platform Design
 - Scaffold Design

4. A Competent/Qualified Person designation is predicated on an individual being exceptionally well qualified in his/her subject area, and **NOT SIMPLY** training, education, experience, or on-the-job training in and of themselves.

5. A Competent/Qualified Person must demonstrate he/she is (a) highly knowledgeable on the subject, and (b) capable of using consistently good judgment in carrying out the appointed responsibilities in the subject area; one may be competent, and not be a Competent Person.

6. We should **LIMIT THE NUMBER** of Competent Persons to no more than three per craft, per subject area, per project – less if possible/appropriate. An exception may be in the subject areas such as scaffold inspection and excavation, trenching and shoring.

7. In most cases, a Competent/Qualified Person should be considered Competent from one project to another – however, this is the project/construction manager's call.

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“Nothing we do is more important than planning and conducting our activities safely.”

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WOHLSEN

CONSTRUCTION

Our Vision

A relentless pursuit of excellence, service and results for our clients.

Our Values

Safety *Nothing we do is more important than planning and conducting our activities safely.*

Integrity *Building trust through everything we do.*

Accountability *We deliver on our commitments.*

Continuous Improvement *We have a passion to improve our performance through listening, learning, and innovation.*

Collaboration *Generating success through a team oriented approach.*



Safety Vision Statement

We are uncompromising in our relentless commitment to the safety and health of our team members that include subcontractors, clients and communities.

Key components of our desired safety culture are listed below:

Leadership: All teammates are Empowered AND Motivated safety leaders

- Ensure Safety remains our #1 Value
- Personal commitment demonstrated through consistent actions, active participation in safety initiatives and teammate engagement
- Proactive approach towards safety in all areas of our business

Education: Wohlsen promotes and teammates pursue advancing safety knowledge

- Wohlsen's Safety Vision Statement is incorporated in all training and education programs
- Training programs designed to engage and motivate teammates
- Team driven training to develop and maintain knowledge, skills and safety attitude
- Continued education in safety is a requirement of career development

Processes: Clearly defined, communicated and understood

- Processes are aligned with our #1 value and promote the Safety Vision Statement
- Systems in place to monitor the level of execution of safety processes
- Processes focus on promoting safety behavior of all teammates to achieve an incident free environment
- Project Teams are empowered and encouraged to further enhance specific safety program requirements
- Pre-planning, operations and production are consistent with Safety Vision Statement

Evaluations: Performed consistently and timely with transparent reporting focused on improvement

- Periodic measurement of progress towards Safety Strategic Plan implementation
- Data captured through Inspections/Audits used to identify improvement opportunities
- On-going evaluation, rating and access to vendor performance data

Investigations: Excellent opportunity for team development through lessons learned

- Team driven investigations based on clearly defined expectations
- Investigations are conducted with a win – win approach
- Root cause and corrective actions identified on every incident and near miss
- Knowledge sharing system in place for efficient and timely communication of lessons learned

Goals: Relentless pursuit of Safety Vision Statement

- Goals clearly defined, communicated and in support of Safety Vision Statement
- Goals based on safety implementation performance, not incidents
- Incident free environment is a belief (commitment)

Wohlsen's Commitment to Safety

Nothing we do is more important than planning and conducting our activities safely.



Safety Program

Wohlsen has a formal Safety and Health Program which is administered by the Safety and Health Department (right) and executed by each project team in the field.

While the Safety and Health Department is responsible for the administration of the program, it is the responsibility of all Wohlsen Construction team members, from the senior executive level to field craft labor, to ensure that the requirements and provisions of the program are executed on a daily basis. Safety is our number one value as a company and it influences all our decisions.

Safety Culture

Wohlsen Construction has both a vision for the Safety and Health Program as well as a formal policy statement developed and endorsed by the senior management of the company. The vision and policy are as follows:

- Safety will be incorporated in all decisions and activities.
- Every employee is empowered to act and stop or prevent unsafe work activities.
- Wohlsen will be a preferred employer for workers seeking safe and healthy work conditions.
- Wohlsen's safety culture and results will help promote a favorable competitive position.

Safety Team



Adam Brown, CSP, CESCO
Safety Director
Lancaster, PA

BS in OSHM from Millersville University
15+ years construction safety experience



Jeff Bruso, CHST
Safety Manager
New Jersey/Connecticut

BA from Monmouth University
15+ years construction safety experience



Alan Houck, ASP, CHST
Safety Manager
Pennsylvania

BS from Mansfield University of PA
10+ years field safety & health experience



Wess Donahue, CUSP, CQCM
Safety Manager
Delaware/Maryland

BS & BAS from Rutgers University
12+ years of field safety experience

Wohlsen's Safety & Health Policy

Management considers no phase of operations or administration of greater importance than loss prevention and believes that incidents which result in personal injury and/or damage to property and equipment represent needless waste and loss. Therefore, it is Wohlsen's expectation to conduct all operations safely, thereby preventing injuries to employees and damage to property. Planning for safety will be incorporated into all phases of the company's work. A project-specific safety plan will be developed to improve understanding of expectations and execution of work being performed. Pre-installation meetings will be scheduled with subcontractors with emphasis on safety, scope of work and schedule.

It is the policy and primary responsibility of all Wohlsen employees to develop and maintain safe and healthy workplace conditions for all Wohlsen employees, Wohlsen subcontractors, the public and environment. Wohlsen is committed to planning and completing construction to protect the environment and communities where we are working. This will be accomplished through site-specific safety plans, safety training, information, programs, procedures and policies as outlined in this manual or as developed for job specific conditions. All subcontractors are expected to abide by the provisions of the Wohlsen Safety & Health Manual and site-specific safety program.

Loss Control Principle

Construction is a dangerous occupation. Situations involving potentially hazardous conditions can occur if preventative measures are not taken. It is important to be alert to these potential conditions and to respond with safety in mind at all times.

The principle of loss control is based on the importance of preventing injuries to our employees, promoting conservation of property and preserving the earning potential of employees and the company. It requires all employees to have a personal concern for the protection of life and property.

Incident and accident prevention and property conservation measures will be integrated with operating functions as prime responsibilities of all employees. Supervisors are responsible for maximizing the prevention of incidents in work areas or projects under their direction and are further responsible for thorough safety and incident control and instruction of their employees. In addition, all supervisory personnel are responsible for being alert to, identifying, and correcting potential safety hazards.

The basic objective of the policy is to establish, throughout the entire organization, the firm and fully accepted concept that people and property are our most important company assets, and conservation will receive top priority support and participation.

Wohlsen's Safety and Health Policy has been signed and endorsed by Senior Leadership.

Section 1 Roles & Responsibilities

Wohlsen Leadership – Clear and consistent direction of safety as Wohlsen’s #1 Value

Project Executive – Empower the Project Team to execute our Safety Vision and Values

Wohlsen Project Team – Ensure 100% implementation of Wohlsen’s safety program

Wohlsen Safety Team – Support the project team and administer Wohlsen’s safety program

Section 2 Fit for Duty

In order to provide a safe workplace, employees must be able to perform the essential duties of their jobs in a safe, secure, productive and effective manner without presenting safety hazards to themselves, other employees or the public. A fitness for duty exam can determine if the employee is physically and/or psychologically able to safely perform their current role.

Section 3 Ergonomics/Office Safety

Ergonomics - fitting a job to a person - can help prevent employees from experiencing musculoskeletal disorders. When working in an office environment, employees could experience injuries if they do not take the proper steps.

When working at a desk, position monitors slightly above your eye level. Increase the font size on your computer to avoid straining your eyes. Use an adjustable chair, stand and stretch periodically and reposition your keyboard, monitor or chair to stay flexible.

Never stand on a chair to reach something overhead. Always get a proper A-frame ladder or ask for help. Make sure all carpets are laid flat to prevent trips and falls. Use a headset for frequent or prolonged phone use to avoid neck strain. Be sure to maintain a clean and orderly work station to prevent tripping hazards. Avoid running electrical cords under carpet or through windows and doorways. Also, don’t fasten them with unapproved devices, such as staples. When handling materials, always bend with your knees, get help for heavy or bulky items and be sure you have a clear path of travel. Be sure to shut file cabinet doors after use to prevent a tripping hazard. Never block access to exit doors or prop open fire doors and know your emergency evacuation procedures.

Section 4 Wohlsen Safety Orientation

Wohlsen believes that communication and the understanding of expectations are critical components in any effective safety and health program. All Wohlsen employees are required to participate in Safety Orientation.

The orientation program is designed to provide company-specific safety information, requirements, rules, and expectations to Wohlsen employees.

Every project will also have a Site-Specific Safety Orientation. All Wohlsen employees, subcontractors, and client representatives will be required to participate in the orientation. The orientation program is not intended to represent or replace the safety training responsibilities of employers of employees working on a Wohlsen project. It is the responsibility of each subcontractor, lower-tier contractor, supplier and vendor to ensure that their employees have

been properly trained in accordance with any/all local, state and federal laws, codes or regulations covering their operations and scope of work.

Project-Specific Orientation Process

- A Wohlsen-authorized orientation trainer will provide the Project-Specific Safety Orientation to all Wohlsen employees, subcontractors, vendors and suppliers on the project PRIOR to their work beginning.
- The orientation trainer will ensure that all participants complete and sign the orientation acknowledgment form.
- A numbered site-specific orientation sticker will be provided to each attendee. The orientation sticker is valid for the length of the project and is not transferable to other Wohlsen projects.
- The sticker number and corresponding name will be entered in an orientation and observation tracking log.

Section 5 Hazard Communication Program

Wohlsen Construction Policy

It is the policy of Wohlsen Construction to ensure that information about the dangers of all hazardous chemicals used by Wohlsen Construction is known by all affected employees. The following hazardous communication program has been established to facilitate the dissemination of information. All field and office employees will participate in the hazard communication program. This written program will be available at the project site or Wohlsen office for review or reference.

Training Program

Employees will be provided with information and training on hazardous chemicals in their work area at the time of their initial assignment and/or whenever a new chemical hazard is introduced into their work area. Information on specific chemicals or categories of hazards is to be included in the training. Proper container labeling, including secondary containers, must be maintained and legible for all workers on the site. Safety Data Sheets (SDS) must be immediately available upon request and kept on file in the Wohlsen project trailer or office.

Container Labeling

All containers containing hazardous chemicals or potential hazardous chemicals must be clearly labeled. Manufacturers' labels must be maintained in such a manner that the information communicated from the manufacture is legible.

The Project Superintendent will verify that all containers are clearly labeled as to the contents, noting the appropriate hazard warning, and list the name and address of the manufacturer.

The superintendent at each project will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and the appropriate hazard warning.

Safety Data Sheets (SDS)

The Project Manager is responsible for establishing and monitoring the project's efforts relative to the collection and maintenance of SDS. They will make sure procedures are developed to obtain the necessary SDS's and will review incoming SDS's for new or significant health and safety information. They will further see that any new information is passed on to affected employees.

The Project Superintendent shall verify that all materials brought on to the site have a current SDS on digital storage. When an SDS is not received at the time of initial delivery, the Superintendent (or their designee) will:

1. Request an SDS from the subcontractor, product vendor; and/or,
2. Request an SDS from product manufacturer

Wohlsen SDS Management Process

- Request SDS from all Subcontractors as a submittal prior to work starting
- Review SDS status during pre-installation meeting (received or pending)
- Store and maintain SDS from all Subcontractors in Wohlsen trailer/office
 - Digital storage on P drive or Project Dashboard*
 - Subcontractor Foreman maintains SDS file on site

*OSHA requires SDS to be immediately accessible upon request. To have electronic storage, the project must have a backup in the event of a power loss or computer failure. Acceptable back up would be an iPad that can access SDS without being connected to a network. If any project does not have a backup, hard copies shall be maintained as the back up to electronic files.

Subcontractor Hazard Communication Programs

It is the responsibility of all Subcontractors working on a Wohlsen project to maintain a Hazard Communication Program in accordance with the requirements of OSHA CFR 1910.1200. Individual subcontractors are responsible for their own HAZCOM manuals. A copy of all subcontractors' HAZCOM programs and Safety Data Sheets are to be given to a Wohlsen Construction Project Representative and will then be located in the project trailer.

The Subcontractor Hazard Communication Programs and related SDS will be made available upon request to other site contractors who may come into contact with these materials during the course of operations.

Section 6 Accident/Incident Reporting

An accident is defined as any unscheduled event causing damage to property and/or persons. An incident is any unscheduled event, which results in delays of activities and presents the potential for damaging persons or property. These also include "Near Misses."

In the event of an accident/incident or near miss, regardless of the severity of the occurrence, a written report and a completed investigation form must be submitted within 24 hours by supervisory personnel to the Wohlsen Safety & Health Department. Notification is to be made immediately via phone.

Subcontractors must notify a Wohlsen Project Team member immediately and follow the 24-hour investigation and reporting requirements. Documentation of the investigation must be provided in report form.

Investigation is critical in determining the root cause and in the further elimination of any hazardous conditions or unsafe practices.

All site employees are required to notify their immediate supervisor in the event of an accident, injury or near miss. It is imperative that proper treatment and care is provided to any injured employee.

Section 7 Subcontractors

The term “subcontractor employee” is considered to mean a person who agrees to perform any part of the labor or material requirements of a contract for construction, alteration, or repair on behalf of a subcontractor. The definitions of project “subcontractor and subcontractor employee” will apply to every tier of sub subcontractor and their employees, suppliers and all workers who enter the project and perform a portion of the contract involving labor. Persons furnishing supplies, materials or technical support will also be considered a “subcontractor employee.” To the extent that a subcontractor of any tier agrees to perform any part of the contract, he also assumes responsibility for complying with the provisions of the safety management plan and will be referred to as site employees.

Prior to the commencement of work on the project, subcontractors will develop and submit to Wohlsen a Site-Specific Safety and Health Program that addresses the hazards associated with the subcontractor’s scope of work, as defined in Wohlsen’s Site-Specific Safety Plan Policy.

A safety representative (Competent Person) from each sub subcontractor will be designated to the project. The representative from each sub subcontractor must have the authority to stop work of their work force in the event of a safety issue.

The subcontractor project safety representative will ensure that their site employees, suppliers and technical support, regardless of tier, comply with the Wohlsen Safety Policy, their Company’s project-specific safety and health and HAZCOM programs, the contract documents, the project-specific safety plan, OSHA standards and all other federal, state and local codes, laws and regulations.

Each Subcontractors’ Superintendent/Foreman Will:

- Plan and execute all work operations so as to comply with stated objectives of the project’s site-specific safety plan.
- Ensure that all employees are scheduled for and complete project’s Safety Orientation prior to working on site.
- Complete, when requested or required by Wohlsen, a Job Hazard Analysis, or JHA, for any high-hazard scope of work. A JHA may be requested at any time in advance of the start of a particular scope of work associated with the contract documents.
- Good housekeeping is an important part of overall project safety. It is the responsibility and requirement of all site employees, supervisors and workers to keep the workplace clean.

- Provide and enforce the use of personal protective equipment for their site employees as is required by the project, federal, state and local regulations or codes.
- Complete an accurate investigation report of all injuries, losses to public property or personnel, equipment and material with submission to the Wohlsen project superintendent within 24 hours of occurrence.
- Attend all safety and project meetings as scheduled by the Wohlsen project management team.
- Schedule and complete weekly toolbox safety meetings with all their employees. The toolbox safety meetings will be held once per week. Toolbox safety meetings will be documented and cover topics pertinent to work being performed. Toolbox safety meetings will be conducted by the subcontractor superintendent or designated foreman and attended by all field subcontractor site employees. All subcontractor site employees will sign the meeting form and are encouraged to make topic suggestions. Copies of the weekly toolbox safety meetings must be provided to the Wohlsen project superintendent by the close of business each Friday.
- Report to the Wohlsen Project Team all unsafe conditions, practices and violations observed on the project, including those that are not within the subcontractor's direct control, to implement corrective action.
- Maintain and communicate the Contractor's Hazard Communication Program on site. The program must be current and up-to-date. A copy of the program will be provided to the Wohlsen Project Team and kept in the Wohlsen project trailer.

Section 8 Traffic Control/Site Logistics/Proper Work Attire

All material deliveries or heavy equipment that operates or travels on the existing roadways open to public traffic must have a flagman to accompany the load or equipment. It is the responsibility of each subcontractor to provide the required flagging and flag person to escort their equipment or deliveries to the destination of operation or storage.

All subcontractors should read and understand the site logistics plan.

Proper work attire is required on Wohlsen projects. Long pants (not sweatpants) and sleeved shirts must be worn. Prescription glasses must be ANSI-approved with side shields or be covered with safety goggles. Jewelry is not permitted on projects.

No music streaming of any kind is permitted on the project. This includes ear buds and radios.

Section 9 Personal Protective Equipment [Subpart E]

Wohlsen and our subcontractors must ensure that the correct personal protective equipment (PPE) is provided to and used by employees working on the project.

The planning process allows for the use of several methods of exposure elimination, reduction and control of the hazards. Those methods include engineering controls, work practices and administrative controls. When the use of engineering controls, work practices and administrative controls are not feasible or do not provide sufficient protection, Wohlsen and our subcontractors must ensure that the correct PPE is provided to and used by employees working on the project.

This policy does not eliminate the need for subcontractors to perform a Hazard Assessment to determine the full PPE needs of their employees. It is intended to communicate the minimum requirements for PPE for persons accessing or working on the project.

Wohlsen has established a list of required personal protective equipment for all projects:

- Hard Hats – Must meet the ANSI Z89.1 requirements
- Safety glasses with side shields – Must meet the ANSI Z87 requirements
- Work boots with ankle support and hard sole for puncture resistance
- High-visibility shirts with sleeves or vest

Specific tasks may require additional PPE such as gloves, a face shield, hearing protection, dust masks, respirators, etc.

All visitors to a Wohlsen project who will access construction areas are expected to follow the PPE requirements. If a visitor does not have the required PPE to access the construction area, Wohlsen may provide a hard hat, safety glasses and high-visibility vest. Proper footwear is expected and visitors wearing open toed shoes, high heels or sandals will not be permitted to walk the project. All visitors are expected to check in with the Wohlsen Project Team on site and be escorted while accessing construction areas.

Section 10 Tools & Equipment [Subpart I]

Unsafe or poorly maintained tools and equipment can lead to a poor-quality job, but also to injuries to the worker using those tools. To ensure that no injuries arise out of the use of a defect tool or the use of an improper tool, the following must be adhered to:

- Tools and equipment must be maintained in a safe condition and only used in the manner for which they are intended and designed.
- Any power-operated tool designed to accommodate a guard **MUST** be equipped with a guard. Any employee observed willfully disabling a guard will be suspended from the project.
- Employees are required to inspect tools and equipment prior to use and tag the equipment appropriately.
- Any damaged or defective tool must be removed from the project.

- Employers must permit only qualified/certified employees to operate machinery and equipment. Wohlsen requires all certified operators to present training cards issued by a qualified instructor prior to operating equipment. Training must be current within the past three years and refreshed when initial training expires. Operators found to be in violation of safety rules or involved in an incident must complete refresher training prior to being allowed to operate the equipment.
- Employees operating vehicles or equipment are solely responsible for the safe operation of the vehicle. This includes any transported personnel or loads, as well as the securement of loads and adherence to the lifting capacity of the equipment.
- Operators of vehicles and equipment will inspect for defects at the beginning of each shift. Defective vehicles or equipment must not be used.
- Equipment provided with only an operator's seat will not be used to carry passengers unless an approved personnel platform or seat has been provided.
- Vehicles with a restricted view to the rear will be equipped with an operable and audible backup alarm.
- Blades and buckets of earth-moving equipment will be lowered to the ground when unattended and at the end of the workday.
- Engines will be shut down during refueling operations. Smoking is prohibited in refueling areas. Refueling will be done while maintaining contact between the hose and tank. No open flames or combustible materials are to be in or around the refueling area. A spill kit will be maintained on site by the subcontractor/operator for use in the refueling area.
- All vehicles and equipment must be operated in accordance with the Wohlsen Site Logistics Plan and maintain a minimum clearance of 10 feet from any energized power lines (overhead lines). Any alterations to this plan must follow Section 12, Electrical Safety, with an appropriate completed JSA.
- Operators unloading equipment must ensure that trailers or delivery vehicles have tire chocks in place and are secured prior to unloading.
- Operators will set the emergency brake and shift into neutral or park prior to dismounting equipment.
- Operators will don appropriate personal protective equipment if the equipment they are using is not equipped with an enclosed cab. Hard hats and safety glasses are required to be with the operator during equipment operations and must be used if the cab does not provide adequate protection.

Section 11 Welding/Cutting and Hot Work [Subpart J]

All construction work involving the use of welding, cutting with torches or other heat sources requires a Hot Work Plan to be completed and approved by Wohlsen prior to the start of the

operation. The Hot Work Plan is to be completed by the Competent Person and include the following information:

- Identification and training verification for those employees performing the work
 - Employees performing welding, cutting or hot work must have documentation of training to address the safe operation and use of equipment and processes
- Identification of Qualified Personnel or Vendor for equipment repairs
 - Defective or unsafe equipment must not be used and removed from service
 - Repairs may only be completed by the Qualified Person or Vendor
 - Repaired equipment may only be returned to service after verification of repairs has been provided to Wohlsen
- Description of work to be performed and safety precautions to reduce fire hazards
 - Basic description of the work to be done and safety precautions
 - Alternative measures necessary
 - Removal of fire hazards (combustible materials) from the work area
 - Use of protective devices (guards, fire blankets, shields)
- Stop work conditions and identity of authorized personnel to issue order
 - Hot work will not be performed if hazards are not able to be moved to a safe location
 - Hot work will not be performed if guards or controls are not used to prevent fire hazards
- Ventilation or respiratory protection requirements for work involving metals
 - Identification of hazardous metals to be completed by the Competent Person
- Completion of a Hot Work Permit by the Competent Person
 - Use of Wohlsen's Hot Work Permit is required
 - Permit must be approved by Wohlsen to authorize work
 - Completed permits must be kept on site
- Identification of the designated Fire Watch (to be listed on the Hot Work Permit)
 - Fire Watch is required when performing Hot Work near combustible materials, in areas where a fire may develop or in compliance with Client requirements
 - Fire Watch personnel must provide verification of training in the operation of fire extinguishers and acknowledge the project Crisis Management Plan to sound an alarm
 - Must have appropriate fire extinguishers in the immediate work area
 - Fire Watch must remain in place for one hour after hot work has been completed
 - Additional time may be required for specific clients and listed on the Hot Work Permit

Section 12 Electrical Safety [Subpart K]

It is Wohlsen's policy to comply with Federal OSHA, applicable state regulations, the National Electrical Code and other established safety standards to reduce or eliminate the dangers

associated with the use of electrical energy. The electrical safety program is intended to give those persons who may come in proximity with energized electrical parts in their work activities the knowledge of safety and recommended practices necessary to protect against electrical shock or burns. It is Wohlsen's policy that all management, supervisors and employees follow the fundamental principles of Safe Work Practices described in this program. A clear understanding of these principles increases the safety of those who work with or around electricity.

It is very important that we recognize electrical hazards so that we can identify Safe Work Practices and methods to control those hazards. Electrical Hazards include:

- Electric Shock - Electricity is one of the most commonly encountered hazards. Under normal conditions, protection from shock is afforded by the safety features of the electrical equipment. Nonetheless, accidental contact with electricity can cause serious injury or death. Most electrical systems establish a voltage reference point by connecting a portion of the system to an earth ground. Because these systems use conductors that have voltages with respect to ground, a shock hazard exists for workers who are in contact with the earth and exposed to the conductors. If people come in contact with a "live" (ungrounded) conductor while they are in contact with the ground, they become part of the circuit and current passes through their bodies.
- Electrocution – A fatal electrical shock.
- Burns – There are three basic types of burns suffered in an electrical incident: electrical burns, arc burns and thermal contact burns. In electrical burns, tissue damage (whether skin deep or deeper) occurs because the body is unable to dissipate the heat from the current flow. Typically, electrical burns are slow to heal. Arc burns are caused by electric arcs and are similar to heat burns from high-temperature sources. Temperatures generated by electric arcs can melt nearby material, vaporize metal in close vicinity, burn flesh and ignite clothing at distances up to 10 feet. Thermal contact burns are those normally experienced from skin contact with the hot surfaces of overheated electric conductors.
- Fire – Electrical currents can cause fires either to clothing of an employee or other combustible material with which the electrical current may come into contact. If the material has a low conductive rate resulting high resistance, a fire is possible. Additionally, electrical fires can occur when circuits are overloaded and the circuit breaker is defective.

Electrical Safe Work Practices

- ONLY Qualified electricians are permitted to work on any electrical system or component of a system. **Qualified person (Electrical):** One familiar with the construction and operation of the equipment and the hazards involved (OSHA); an individual that has sufficient understanding of a device, system or piece of equipment to be able to positively control any hazards it may present. The individual must possess the experience and training necessary to execute the work per recognized and accepted technical standards.
- A Ground Fault Circuit Interrupter Program (GFCI) is in effect on all Wohlsen projects. GFCIs are required for use on any temporary, permanent or generator-supplied outlets that are not equipped with a GFCI. GFCIs ARE REQUIRED FOR USE AT ALL TIMES. GFCIs must be installed at the outlet, not the tool end of the extension cord.

- All temporary and permanent electrical work, installation and wire capacities will conform to the National Electrical Code and other applicable federal, state and local codes.
- Only qualified electricians familiar with code requirements will be allowed to perform electrical work.
- No employee will be permitted to work close enough to an unprotected electrical power circuit such that they may contact the same in the course of their work unless the employee is protected against electrical shock by de-energizing the circuit and grounding it or by guarding it with effective insulation or other means.
- All temporary electric wiring will be installed so that the wiring cannot be damaged when materials are moved as construction progresses.
- Suitable barriers or other means will be provided to ensure that the workspace for electrical equipment will not be used as a passageway during periods when energized parts of electrical equipment are exposed.
- Each temporary disconnect box will be legibly marked to indicate its purpose unless located and arranged so that the purpose is evident.
- Use electrical devices only as intended. Electrical devices may not be modified beyond the intent of their design. Electrical equipment is only safe when it is used according to its intended purpose. Some examples of misuse of electrical equipment are: constructing home-made extension cords or deforming a contact to enable it to fit a receptacle for which it was not intended.
- Always consider electrical equipment energized unless positively proven otherwise. When working on electrical equipment, treat the equipment as live until it is tested, locked, tagged, shorted, and /or grounded as appropriate.
- Reset circuit breakers only after the problem has been corrected. Do not attempt to reset a circuit breaker unless the problem has first been identified and corrected or isolated.
- Only those persons who are qualified and authorized may install, repair, test or calibrate electrical devices or equipment.
- Electrical equipment is considered safe only when it is used as specifically intended by its listing and design. Equipment must not be altered beyond the original design intent and must not be used for any purpose other than that for which it was constructed.
- Isolate all sources of dangerous voltage and current with covers and enclosures. Access to circuits must be guarded against accidental contact by either screw-on panels or interlocked doors, panels, covers, etc. The frame or chassis of the conductive enclosure must be connected to a good electrical ground with a conductor capable of handling any potential fault current.
- A minimum safe clearance distance of 10 feet will be maintained when working in an elevated position near energized power lines (overhead lines). Only Qualified Persons

may perform work inside the safe clearance distance after a Job Hazard Analysis (JSA) has been completed and the power lines have been de-energized or protected by other means, such as temporary blankets or barriers. The JSA must reference OSHA CFR 1910.333(c)(3)(ii) and list the approach distance to be followed per Table S-5 (Construction CFR 1926.403(i)(1)(i) table K-1).

- Protective measures, such as signage or protective shields/barriers, will be utilized to ensure that employees do not enter spaces with electrical hazards or exposed energized parts unless proper lighting is in place to allow them to work safely. OSHA CFR 1926.56 Illumination table D-3 will be followed for all areas of operation.
- Conductive items of clothing may not be worn in areas with potential electrical hazards unless they are protected by covering, wrapping, or other non-conductive measures. Jewelry, including wrist watches, is not to be worn while performing electrical work.
- All temporary lights will have basket type protection.

Extension Cord Safe Work Practices

- Extension cords used with portable electrical tools and appliances will be of the three-wire type. Cords with the ground probe removed or rendered ineffective will be removed from service.
- Electrical cords and trailing cables will be covered, elevated, or otherwise protected from damage that could create a hazard to employees or other persons in the area. A weekly cord roll up program will be utilized to prevent hazards and maintain work areas.
- Use only approved and properly maintained extension cords that have no exposed live parts, exposed ungrounded metal parts, damage or splices.
- Making repairs to extension cords is prohibited (repairing cord ends) as they alter the cord from the Manufacturer's approved state.
- Use extension cords that are protected by a ground fault circuit interrupter (GFCI) around construction sites, in damp areas or in an area where a person may be in direct contact with a solidly grounded conductive object. The GFCI can consist of a special circuit breaker, a GFCI outlet or an extension cord with a built-in GFCI.
- Always use three-conductor (grounded) extension cords – even if the device has a two-conductor cord. Never use two-conductor extension cords.
- Avoid running extension cords through doors, ceilings, windows or holes in the walls. If it is necessary for short-term use, make sure the cord is protected from damage, does not create a tripping hazard and is removed immediately when no longer in use.

Section 13 Lockout/Tagout (LOTO) [Subpart K]

In addition to the Electrical Safety program, additional areas have been identified for work specific to “Lockout/Tagout” procedures and are listed in this section.

Wohlsen Construction and our Subcontractors will utilize several methods to eliminate the hazards associated with electricity. This includes potential energy from sources such as hydraulic, stored energy (tension), pneumatic, thermal or other sources.

- ONLY qualified electricians are permitted to work on any electrical system or component of a system involving lockout/tagout procedures. **Qualified Person (Electrical):** One familiar with the construction and operation of the equipment and the hazards involved (OSHA). An individual that has sufficient understanding of a device, system or piece of equipment to be able to positively control any hazards it may present. The individual must possess the experience and training necessary to execute the work according to recognized and accepted technical standards. This training must include:
 - Recognition of hazardous energy source, type and magnitude of energy available
 - Methods and means necessary for energy isolation and control
 - Purpose and use of the energy control procedure
 - Directions for any other employee whose work operations are or may be in an area where energy control procedures may be utilized
 - When tagout systems are used including the limitations of a tag
 - Tags are not to be removed without authorization
 - The tag is never to be ignored or bypassed

Training is to be completed prior to initial assignment, when there is a change in job assignments or there is a change to the equipment/machine, energy control procedure or a new hazard is discovered.

- Qualification and authorization to perform electrical work involving lockout/tagout procedures are based upon a combination of formal training, experience and on-the-job training. Documented verification of training must be signed, certified and provided to the Wohlsen Project Team prior to any work being performed involving electrical work.

Lockout/Tagout and Energy Control Procedure

- Electrical equipment or machinery will be de-energized and rendered inoperative by locking out supply switches and using established procedures for that specific machine or equipment prior to performing work on such equipment or machinery unless power must be applied for the purpose of adjustment or electrical trouble-shooting. If lockout devices are not feasible, a tagout system will be used at all points where the equipment may be energized. A qualified electrician should assist other crafts to lock out or tag out electrical machinery.
- Prior to power shutdown, the qualified electrician must be aware of the energy source (type), magnitude, associated hazards and methods to control the energy.
- Controls of equipment or circuits to be deactivated during the course of work will be tagged out.
- Equipment or circuits that are de-energized will be locked out, or tagged out where locks are not feasible, at all points where such equipment or circuits can be energized to isolate the energy source.

- Locks and tags will be placed and marked to identify the equipment or circuit being worked on and include the name of the employee placing the device and their employer.
- After locks and/or tags have been placed, all potential energy must be rendered safe by relief, restraint or disconnect methods.
- Prior to starting work on machines or equipment that have been locked and/or tagged out, the qualified electrician will test and verify that the energy has been isolated. If the potential energy may build up during the work being performed, this verification will continue until the work is complete or the potential of buildup no longer exists.
- Lockout/tagout procedures will be limited to the trade performing the work during their scheduled shift as determined in the scope of work.
- In the event that multiple trades must perform lockout/tagout work on the same equipment or power source, each qualified electrician will place their own lock and/or tag to remain in place during their work and only be removed by the person who placed the lock and/or tag.
- The process of multiple trades using lockout/tagout procedures on the same equipment or power source must be coordinated by a designated qualified electrician. This person will be responsible for the exposure and protection of a set number of employees and include any personnel or shift changes.
- All Subcontractors performing electrical work are subject to periodic inspections conducted to verify that requirements for the energy control procedure are being followed. These inspections are to be documented and completed annually for the duration of the project.

Section 14 Fire Protection [Subpart F]

SMOKING is not permitted on the jobsite. Designated smoking areas will be provided if permitted by the client.

A fire extinguisher not less than 5# class ABC will be provided for each 3,000 square feet of building area and the maximum travel distance between extinguishers will not exceed 100 feet.

All fire extinguishers are subject to monthly visual inspection and annual maintenance record review by any member of the Wohlsen Project Team. Subcontractors providing portable fire extinguishers are responsible for maintaining inspections and maintenance on their equipment with documentation provided to the Wohlsen Project Team.

A fire extinguisher will be immediately available for use during any cutting, welding or burning, or other work that creates and ignition source.

A fire extinguisher rated at least 10# class ABC will be provided whenever more than five gallons of flammable or combustible liquid, or five pounds of flammable gas is being used on the project.

Combustible materials such as scrap lumber and debris will be removed 50 feet from areas where hot work activities are occurring.

Employee Training

Only employees trained and who feel confident should attempt to extinguish a fire. Training will include basics of fire extinguisher use and the P.A.S.S. (Pull Aim Squeeze Sweep) system along with hazards associated with basic firefighting procedures to be completed prior to initial assignment and then on an annual basis.

Note: The use of video or electronic training elements in replacement of a live fire are acceptable as part of a fire safety training program, provided they meet the same demonstration of competency by the employee.

Section 15 Scaffolds & Aerial Lifts [Subpart L]

Any subcontractor utilizing a scaffolding system to complete any part of their scope of work must identify their designated Competent Person in writing prior to the start of scaffolding erection.

Scaffolds

- The designated Competent Person will be responsible to ensure that the scaffold system is constructed in accordance with OSHA standards as well as manufacturer instruction for erection including all parts from the same manufacturer.
- The Competent Person will be required to complete daily pre-operational safety inspections and to determine the fall protection systems to be used during the construction, use, and disassembly of the scaffolding system.
- Only employees that have been trained by a qualified person to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize the hazards will be permitted to work on the scaffold. Wohlsen reserves the right to request scaffold training documentation from any subcontractor utilizing scaffolding systems.
- All scaffolds must have ladder access.
- The working areas of a scaffold must be fully decked.
- Guardrails should be installed at the proper levels as described in Section 18, Fall Protection.
- Toe-boards or other means of protection are required when falling object hazards are present.

Aerial Lifts

- Employees working from aerial lifts must be provided with and wear a full-body harness and lanyard attached to the anchor point provided in the lift basket.
- Only authorized and trained personnel may operate the lift.
- Never exceed aerial lift and basket load limits.

- The guardrail system on the lift must be maintained and the gate or chain opening used to access the equipment must be in the closed position.
- Do not stand on the boom lift mid-rail or top-rail. An employee's feet must remain on the platform of the equipment.
- Lift brakes will be set and when outriggers are used, will be positioned on pads or a solid surface.
- Upper and lower controls must be provided and employees working from the lift must be familiar with operating them.
- Lifts can only be moved with an employee inside if the equipment was designed for that use.
- Modifications of an aerial lift must not occur unless approved by the manufacturer.
- When lifts are used inside buildings, precautions must be taken to monitor carbon monoxide emissions and reduce hazardous levels of exposure.
- All lifts being used on a project must come with current service and inspection documents.
- Concrete slabs, bituminous paving and finished flooring will be protected from lift tire damage as needed.

Section 16 Ladder Safety [Subpart X]

- Each subcontractor working on the project will comply with the provisions of OSHA CFR 1926.1053 – 1926.1060.
- It is the employer's responsibility to provide training to each employee that ensures employees can recognize hazards related to ladders and the procedures to be followed to minimize those hazards.
- Only non-conductive ladders are permitted on Wohlsen projects.
- The type of ladder will be selected based on the task to be completed. The correct type of ladder and the correct rated capacity for the job must be used.
- Working from ladders, step or extension, at heights over six feet from the ground or working surface requires fall protection.
- The condition of the ladder will be inspected prior to set up and use. No defective or broken ladders will be used on the project.
- Ladders will be set up in accordance with the manufacturer instruction.

- All manufacturer labels, warning stickers, and other instructions will be present and legible.
- Ladders must be placed on a sound footing; they will not be placed on unstable objects such as loose bricks or mud.
- Employees will not carry tools, materials, or objects while climbing and will avoid leaning from side to side or away from the ladder and remain having three points of contact.
- Employees will face the ladder while climbing and only one worker at a time is permitted on a ladder.
- Step or A-frame type ladders will be used with the spreaders/locking bars fully engaged.
- Only 2-in-1 cross step ladders may be used in the closed position as recommended by the manufacturer.
- Ladders must not be used as a component for scaffolding.
- Straight and extension ladders:
 - Must have non-skid safety feet
 - Must be secured at the top when in use for accessing another level
 - Must be placed at an angle of one foot of run for every four feet of rise
 - Must extend a minimum of three feet above the landing surface
 - May not be separated into two ladders for any purpose

Section 17 Excavation Safety [Subpart P]

An excavation is any man-made cut, cavity, trench, or depression in the earth's surface formed by earth removal. This can include excavations for anything from cellars to highways. A trench is defined as a narrow underground excavation that is deeper than it is wide, and no wider than 15 feet at the bottom.

Excavation Safe Work Practices

- Prior to any excavation activities, the location of any underground utilities should be located by using the One-Call System (811) or designated utility company. Existing drawings, as built, or other document reviews will also be completed.
- A Competent Person as defined by OSHA must be present on-site anytime employees are working in an excavation. A Competent Person must inspect an excavation and the areas around it daily for possible cave-ins, failures of protective systems and equipment, hazardous atmospheres, or other hazardous conditions before allowing workers to enter and perform their tasks.
 - Inspections are also required after natural events such as heavy rains or manmade events, such as blasting that may increase the potential for hazards. If the inspector finds any unsafe conditions during an inspection, you must clear employees from the hazardous area until proper safety precautions are implemented.

- All excavations five feet or greater in depth must be protected by sloping, benching, shoring, or shielding. The protective measure to be used in an excavation less than five feet in depth will be determined by the Competent Person on the job.
- Keep materials or equipment that might fall or roll into an excavation at least two feet from the edge of excavations, use retaining devices, or both.
- Warning systems such as mobile equipment, barricades, hand or mechanical signals, or stop logs will be used to alert operators to the edge of an excavation when the operator may have difficulty visually seeing the edge of the excavation.
- Excavations that are to be left open during construction or unattended after work is complete for the day must be protected with a barricade and/or visual warning to protect workers. Stakes with orange fencing, flagging or rigid barriers are to be in place around edges of open excavations.
- Scaling will be provided when needed to remove loose rock or soil, or install protective barricades and other equivalent protection to protect employees against falling rock, soil, or materials.
- Employees are not permitted to work on faces of sloped or benched excavations at levels above other employees unless you provide the employees at the lower levels with adequate protection from the hazard of falling, rolling, or sliding material or equipment.
- Employees are prohibited from standing or working under loads being handled by lifting or digging equipment.
- Employees are required to stand away from vehicles being loaded or unloaded to protect them from being struck by any spillage or falling materials.
- Excavation operations must be free from water accumulation. A Competent Person must determine the best means to be utilized to eliminate water accumulation and direct the dispersion away from other areas where it could create hazards.
- Safe access and egress to all excavations, including ladders, steps, ramps, or other safe means of exit must be provided for employees working in trench excavations four feet or deeper. These devices must be located in the excavation within 25 feet of all workers.

Section 18 Fall Protection [Subpart M]

It is the responsibility of each Subcontractor employer completing any scope of work to assess the fall hazards/exposures related to that scope of work and ensure that they have planned for this exposure and apply the principals of pre-planning, engineering controls, guarding, fall restraint, and personal fall arrest systems to protect their employees. Work areas must also be kept clear of debris, materials or other materials that can create slip/trip/fall hazards.

Fall Protection Safe Work Practices

- All site employees exposed to an elevated fall of six feet or greater in height will be protected from falls to lower levels by guarding, fall restraint and/or personal fall arrest systems.

- A fall protection plan completed by a Competent Person is required when workers are exposed to fall hazards.
- All workers must be trained in fall protection hazards, methods of protection and all elements required in the fall protection plan.
- All components of fall protection systems (lanyards, harness, retractable, etc.) must be inspected prior to use.
 - Any damaged/defective equipment must be immediately removed from service.
 - Any equipment subjected to fall must also be removed from service.
- All fall protection equipment must be properly maintained and stored to protect against weather/project hazards.
- Tools and/or equipment being used at heights must be tethered or secured to prevent falling object hazards to workers below.
- Restricted access zones must be in place where elevated work is in place (setting steel and/or decking, demolition, re-roofing, etc.).
- Work being performed from step ladders next to edges, including open stairwells, must have secondary fall protection in place or be protected by additional guard rails being installed.
- All employees will be protected from being struck by falling objects using toe-boards, guardrails, safety nets or ground level barriers.
- All floor openings two inches or greater in size must be protected with a cover or barrier system.
 - Covers must be able to support at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.
 - To prevent accidental displacement resulting from wind, equipment, or workers' activities, all covers must be secured. All covers will be color coded and be marked "HOLE" or "COVER."
- No worker is to remove a cover or barrier system installed by any contractor without first contacting who installed it, planning work that is needed to remove the cover or barrier and proper methods of secondary fall protection is in place (fall restraint or fall arrest systems).
- Open-sided floors and platforms six feet or more in height must be guarded.
- Guardrail systems must have a top rail of 42 inches (plus or minus three inches) capable of withstanding 200 pounds of pressure, mid-rail halfway between the top rail and working surface capable of withstanding 150 pounds of pressure and toe board to protect against falling object hazards. Cable guardrail systems must meet all of these requirements, have the top rail flagged at every six feet for visibility and no more than two inches of deflection when force is applied in any direction.

- The use of a personal fall restraint or personal fall protection systems must be determined by a Competent Person.
- Only designated and trained personnel will be authorized to use personal fall restraint and/or personal fall arrest systems. Wohlsen reserves the right to request in writing the documented training of all subcontractor employees working with fall protection equipment.
- A Retrieval Plan must be included in the fall protection plan related to rescue of an employee in the event they suffer a fall. The Retrieval Plan must list all equipment and personnel to be utilized in the rescue.

Section 19 Crane Safety [Subpart CC]

Cranes are one of the most useful and productive pieces of equipment on a jobsite. Crane accidents, on the other hand, can be outright devastating to a project and the employees working on the job. OSHA standards **29 CFR 1926.1400 – 1442**, which set forth the requirements of crane regulations, must be complied with at all times on this project. Wohlsen reserves the right to increase the safety requirements relative to crane operations at any time if it will provide a safer work place.

Wohlsen does not own or operate cranes but our subcontractors are expected to use cranes on the project. Wohlsen's responsibilities as it relates to cranes on our jobs include:

- Site preparations for any subcontractor who informs us in advance that they will be utilizing a crane on the project (use must be agreed upon)
- Notification to the crane operator of any known underground hazards – utility locations, vaults, and history of sink holes or voids.

Crane Safe Work Practices

- Completed crane lift plan
- Crane safety procedures
- Name of the lift supervisor (if needed)
- Erection sequencing plan (if needed)
- Copy of the annual inspection
- Copy of the crane operator's license/certification
- Copies of the rigger's qualification
- Copies of the signalperson's certification

Section 20 Rigging Material Handling [Subpart H]

All construction work involving the use of rigging/material handling requires a Qualified Person to be operating machinery and approved by Wohlsen prior to the start of the operation. Verification of training will be provided to Wohlsen and identify those employees determined to be Qualified Persons for each Subcontractor on a Wohlsen project. The Qualified Person is responsible to ensure the following practices are in use and enforce compliance with all safety measures.

- Inspection for rigging equipment will be done to ensure it is safe for use
 - Employees should inspect all equipment prior to use on each shift
 - As necessary if equipment, material, etc., are changed
- Defective rigging or unsafe equipment must be identified
 - Defective or unsafe equipment must not be used and removed from service immediately
 - Repairs may only be completed by the Qualified Person or Vendor
 - Repaired equipment may only be returned to service after written verification of repairs has been provided to Wohlsen
- Rigging equipment will not be loaded beyond its recommended safe working load
 - Identification markings, indicating rated capacity for the type(s) of hitch(es) used
 - The angle upon which it is based
 - Number of legs, if more than one, will be permanently affixed to the rigging
- Rigging equipment must be properly stored/secured at all times
 - Rigging equipment not in use will be removed from the immediate work area
 - Rigging equipment should be stored as not to present a hazard to employees
 - Rigging equipment will be stored to protect from damage, including weather
- Tag lines will be used unless their use creates an unsafe condition
- Latches are in place to eliminate hook throat openings
 - Hooks on overhaul ball assemblies, lower load blocks, or other attachment assemblies will be a type that can be closed and locked.
 - An alloy anchor type shackle with a bolt, nut and retaining pin may be used as an alternative if determined to be necessary by the Qualified Person
- Suspended Loads
 - All employees will be clear of loads about to be lifted and of suspended loads

Section 21 Housekeeping [Subpart C]

All subcontractors are required to keep the work area clean and orderly. Poor housekeeping leads to a higher potential for slips and falls, creates potential fire hazards, attracts rodents and pests and lowers productivity. All workers are required to keep walking surfaces free from these hazards.

Garbage and other waste will be disposed of at frequent and regular intervals. Scrap and debris from work activities will be removed from work areas daily. Materials will be stored in an orderly fashion, clear of work areas and traffic lanes. Protruding nails will be removed or bent over in scrap lumber.

Every worker on the project is expected to clean up after themselves during the course of a workday. Subcontractors are expected to clean their work areas periodically throughout the day.

If a subcontractor does not meet the expectations associated with housekeeping practices, Wohlsen Project Team may:

1. Request that the subcontractor provide manpower to participate on a general clean-up crew.
2. Use Wohlsen manpower and apply back charges to the subcontractor.
3. Utilize the weekly cord roll up program for Friday afternoons.

Section 22 Crystalline Silica Safety [Subpart Z]

Crystalline silica is an important industrial material found abundantly in the earth's crust. Quartz, the most common form of silica, is a component of sand, stone, rock, concrete, brick, block, and mortar. Materials containing quartz are found in a wide variety of workplaces.

Silica dust is hazardous when very small (respirable) particles are inhaled. These respirable dust particles can penetrate deep into the lungs and bring about disabling and sometimes fatal conditions including cancer, silicosis, and other physical effects.

- A written plan is REQUIRED to be submitted which details the tasks that involve exposure to silica, the controls and respiratory protection used to prevent exposure for each task, housekeeping measures and procedures used to restrict access to work areas.
- Provide the name of the Competent Person that will implement the written plan.
- If duration of exposure is 15 minutes or less and the 8-hour time weighted average can reasonably be anticipated to remain under the permissible limit, please indicate this next to the tasks involving silica exposure and submit to Wohlsen on company letterhead.

Best Practices for Controlling Silica Exposure

1. Use water wherever and whenever possible. The best, easiest and most cost-effective system to controlling silica exposure is to utilize water when cutting concrete, block, brick, tile, etc.
2. Set up cutting stations close to the water supply and away from the majority of the work force. Try and maintain a single cutting area for all brick and block work.
3. Where water cannot be used, in a completed building or completed area, a properly filtered vacuum or other dust control system is to be used instead.

Section 23 Safety Inspections/Audits

A Safety Inspection Policy has been established for all Wohlsen projects. This policy does not replace the responsibilities of all Wohlsen employees from stopping unsafe acts or reporting unsafe conditions upon observation. Nor does it replace site supervisor's responsibilities to identify these conditions as a matter of daily standard operating procedure. It is intended to allow greater focus on these efforts and provide a set of means and methods to complete the process.

Documented safety inspections must be completed every week. Superintendents, project managers, and project engineers are required to complete two safety inspections per month. The Safety & Health Department will conduct unannounced visits to the project to complete and report Safety Inspections/Site Surveys.

Section 24 Stop Work Policy

Whenever an imminent danger is present to any person, including, but not limited to, Wohlsen employees, subcontractor employees, and third parties, all workers on site have the right to stop work so that hazards are abated or safe work practices are incorporated. For the purposes of this policy, an imminent danger includes, but is not limited to:

- A situation for which the individual is not properly trained or experienced
- A situation for which the individual is not equipped (i.e. safety or personal protective equipment)
- A hazard that is not typical to the individual's work activities or job
- A worker that is unfit for work due to the influence of alcohol or illegal or mind-altering substances
- A danger that would normally stop work in the affected area

Subcontractor's employees are required to report all "stop work" actions immediately to their supervisor and the Wohlsen project manager/engineer and/or safety manager for investigation. During the investigation, the employee(s) involved with the "stop work" action will not leave the site or return to the work activity without authorization.

If the "stop work" action is used for legitimate safety reasons, the individual initiating the action (employee or subcontractor) is protected from discipline, retribution, or discrimination by Wohlsen or their employer.

Section 25 Disciplinary Process

The prevention of accidents, injuries, and illnesses to the site employees is a prime objective of this project. The Wohlsen Project Team is committed to reducing unnecessary human suffering and the accompanying financial burdens, which the site employees could realize as a result of accidents. All project personnel are expected to take an active and constant interest in the prevention of accidents.

No group of safety rules can be so complete that they cover all conditions. For this reason, all site employees are to use good common sense and, in all their actions, take time to think of the consequences to your fellow subcontractor site employees.

Violations of Safety Rules will result in disciplinary action, up to and including termination of employment, based on severity. Every violation requires investigation to determine the root cause on why it happened and what corrective actions are needed to prevent future occurrences. Wohlsen Management will determine appropriate disciplinary action based on the severity of the violation and results of the investigation. Use of the progressive disciplinary program is at the discretion of Wohlsen Construction and may result in an immediate escalation to a higher step if the violation is deemed high risk and would therefore bypass a lower step.

Wohlsen Construction follows a progressive disciplinary action plan for the following offense(s):

First Offense – Written Warning

Second Offense – Three-Day Suspension from all Wohlsen projects

Third Offense – Termination from all Wohlsen projects

Note: Progressive discipline follows a rolling six-month time frame following the first offense. Violations will be communicated to Wohlsen's Safety Department and logged on a disciplinary action chart. All employees are empowered to report and address safety violations, however written notice of discipline will be issued by Foremen, Superintendents, Project Managers or any other designated Wohlsen employee in a managerial role. Written notices will be done using the Human Resources (HR) "Employee Performance Corrective Action Form" and be reviewed with the employee with a copy placed in their HR personnel file.

Advanced Violation – Violations of Fall Protection, Equipment Guarding or Lockout/Tagout result in Advanced Discipline as described in the "Advanced Discipline Policy Guidelines"

Advanced Discipline for Violations

- First Offense: 5-day suspension from all Wohlsen projects with minimum of 6 hours training* related to safety
- Second Offense: Termination

*Note: Training topics will focus on the violation observed and include additional topics on safety. Training will consist of classroom, online and hands on settings and be overseen by the employee(s) supervisor and Wohlsen's Safety Department.

Advanced Discipline Policy Guidelines:

Fall Protection: While performing construction work, any employee exposed to an elevated fall or fall to a lower level of six feet or more must be protected from falling through the use of fall protection systems. Examples of fall protection systems include, but are not limited to, guardrail systems, personal fall arrest systems, personal fall restraint systems, covers, safety nets, controlled access zones, warning lines, or a combination of these systems. Employees observed working without fall protection while exposed to fall hazards will be in violation of this policy.

- Duties associated with inspection, investigation, assessment or installation of fall protection systems require fall protection systems to be in place when employees performing these tasks are exposed to immediate fall hazards such as a steep sloped roof*, holes or openings, damaged or deteriorated deck/flooring or unprotected sides or edges within six feet.

*Note: A steep sloped roof is defined as having a 4-in-12 (or greater) slope, meaning for every 12 inches of horizontal run, it rises 4 inches (or greater).

Equipment Guarding/Disabling Guards – Equipment guarding/disabling a guard – no employee shall alter, change, or otherwise disable a machine or equipment guard. Employees observed using machines or equipment without the guards in place will be in violation of the policy – regardless if they themselves removed or disabled the guard.

Lockout/Tagout – No employee shall remove or disable a lock or tag placed on a piece of equipment, circuit breaker, valve, or any other energy control device. No employee is authorized to work on live or energized systems. Those systems can include electrical, pneumatic, hydraulic, chemical, or mechanical energy. Employees observed to have removed or disable a lock or tag from an energy control device or have performed work on energized systems without a lock or tag – regardless if they themselves removed or disabled the lock – will be in violation of this policy.

Section 26 COVID-19 Precautions and Protocols

- The following are general requirements, but more specific requirements are included in Wohlsen's COVID-19 Mitigation Plan and site-specific Mitigation Plans, which may be updated from time to time, and which are incorporated by reference
- All companies on site are to have COVID-19 mitigation plans for their workers
- All workers on site are expected to follow Wohlsen's COVID-19 Mitigation Plan and any mitigation plans specific to their companies.
- Daily health screening is required
 - All workers must complete the health screen using the QR code or paper form
 - Any "Yes" answers to the screen must be reviewed and the worker may not be permitted on site
- Temperature checks are required
- Workers should not report to the site if they are feeling ill
- Protocols include wearing face masks, eye protection, and gloves
 - Face shields with a Z87 stamp are approved for use in lieu of a mask
- Social Distancing should be followed to the fullest extent possible
- Follow signage and any directives applicable to work patterns
- Subcontractor must identify their Pandemic Safety Officer (PSO)
 - PSO responsible for enforcing compliance and working with Wohlsen
- No eating inside the building and no group breaks without social distancing

- Subcontractors are to establish their own space for drinking water
 - Responsible for preventing sharing of water
 - Responsible for cleaning up bottles
- Hand washing stations are provided on the project site
- Tools, equipment and vehicles shall be cleaned each day
- Subcontractors are expected to be aware of and adhere to travel guidance

Responding to potential or confirmed COVID-19 tests

- Supervisors must assess their employees for signs of illness
- All workers are required to report having symptoms or feeling ill to their Supervisor
- Supervisors are required to notify Wohlsen immediately of any potential cases
 - Companies should interview ill workers to determine close contacts, to extent practical
 - Wohlsen will follow protocols for potential or confirmed cases
 - Quarantine of worker and close contacts following CDC, federal, state, and local health and safety guidelines
 - Notification to Client and Contractors
 - Wohlsen will establish protocol for cleaning and re-opening project
 - Communication between Wohlsen and Contractor on return to work
 - Protocols following positive COVID-19 test will be put into place

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Specifications Regarding Project Safety Protocols Related To COVID-19 Pandemic

Section 01 35 23.G

As of the issuance of this contract, there is a continuing global pandemic, including in the state of Delaware, related to the 2019 novel coronavirus and the disease it causes, COVID-19. The COVID-19 pandemic has had widespread impacts to businesses in Delaware and throughout the world.

Federal, state, and local authorities have issued guidance for businesses to mitigate the spread of COVID-19 in the workplace. Contractor acknowledges and agrees to its ongoing obligation to monitor and comply with the most recent guidance of all federal, state, and local authorities related to the mitigation of infectious diseases such as COVID-19 and to take appropriate safety measures on site to protect the health and safety of workers from the spread of COVID-19.

Contractors, all Subcontractors and Sub-subcontractors on the Project Site shall comply with any orders, requirements or recommendations issued by the following entities regarding infectious or communicable diseases:

- Federal Department of Health and Human Services Centers for Disease Control (CDC)
- Federal Occupational Safety and Health Administration
- The State of Delaware
- Delaware Department of Health
- Any other applicable federal, state and local requirements.

Contractor recognizes that mitigation measures may be revised during the course of the Project and it will adopt any revisions to mitigation measures that may be established by applicable authorities, the Project Owner or the Construction Manager. Contractor shall only supply workers to the Project site that it can reasonably determine, in accordance with applicable guidance, are fit for duty, which may include requirements related to the vaccination of individuals on the site.

Contractor shall submit an Infectious/Communicable Disease Safety Plan to Construction Manager within 14 days of project award. The Plan shall include, at a minimum, infectious disease protocols required by applicable law as well as other reasonable and prudent measures to assist in the control of infectious disease, including requiring ill individuals to stay home, physical distancing, masking, and cleaning requirements. Contractor shall coordinate with Owner and Construction Manager regarding implementation of specific protocols in response to local conditions and most recent guidance from local, state, and federal health authorities.

Each Contractor, Subcontractor, and Sub-subcontractor is responsible for the minimum requirements set forth herein. Contractors shall ensure that adherence to site safety policies, including the control of infectious diseases, are incorporated into all subcontracts.

Contractor recognizes that impacts related to the COVID-19 pandemic may affect its work on the Project, including the need to provide safety and sanitizing equipment and materials, the progress of work activities, the timing of materials delivery, the availability of manpower, and the cost of materials or equipment. Contractor represents that it has taken impacts related to the COVID-19 pandemic into account in submitting its price and in agreeing to the Project schedule.

Contractor recognizes that adherence to health and safety measures related to the control of infectious disease protects not only its employees, but also protects other workers at the project. Contractor

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recognizes that its plan and work practices must be coordinated with other trades on the project, and that the number and activity of trades during the course of the Project may require revision to safety plans.

Where coordination is necessary, Construction Manager will schedule a Safety Plan Coordination Meeting to discuss comments, concerns, and potential revisions to Contractor plans, and to facilitate mutual agreement among Contractors to regarding site safety practices. In the event of disagreement among contractors, Construction Manager will issue final guidance to all contractors, which contractors shall adopt. Contractors shall not be entitled to additional cost or time in their schedules in order to implement additional protocols related to the control of infectious diseases.

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over flow parking area if church need there lot for a function. Need to define this area.

parking area discussed for subcontractor parking

keep this area clear for post office training.

Equipment and trailer overflow parking
Area would need fabric & crushed stone base
and need to be removed and restored at end of project. APPROX. 26,000SF.

Possible silt fence here 200 Lin. ft. needed

Stockpile topsoils from area 3 here 26,000SF.

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BIM 3D COORDINATION

Part 1 General

1.1 Summary of 3D Coordination Process

- A. Awarded trade contractors must submit one or more 3D Trade Contractor Models of their work as described in section 3.2 D per breakdown areas as provided by Wohlsen Construction 2D-only CAD files and/or non-CAD files (PDF, BMP, JPG, etc.) will not be accepted.
- B. All coordination models will be uploaded to BIM 360 Coordinate and made freely accessible to the construction team and Wohlsen Construction's designated Project BIM Coordinator for the purposes of coordination and clash detection. By accepting the award for the project, each trade contractor agrees to provide their models at no cost and without usage limitation by others.
- C. The Project BIM Coordinator will utilize Autodesk Navisworks Manage 2022 to aggregate all 3D models into a single master working file for the purposes of model review and Clash Detection services to expedite the coordination process and conflict resolution.
- D. These services will be performed per the BIM Coordination schedule for all systems and be reviewed at all scheduled coordination meetings to resolve all conflicts and achieve a clash-free coordination set.
- E. The process of Clash Detection determines if and by how much any two building components physically interfere with each other. In addition, Clash Detection can determine if any two elements are physically closer than an allowable clearance. The Project BIM Coordinator and Wohlsen Construction will determine allowable clearances for each type of building component (pipes, ducts, electrical panels, insulation, etc.) and publish a list of clearances to each applicable trade contractor for their use in 3D modeling and documentation.
- F. The Project BIM Coordinator will compile a standard list of Clash Tests which will include what two types of items are to be clashed together, their tolerance or clearance, and other rules by which the Clash Test will run. Results of each Clash Test will record the elements involved in each individual clash, how much they interfere with each other, their location relative to the building Shared Coordinate and/or nearest column grid, as well as the trade contractor responsible for fixing the clash.
- G. Upon completion of scheduled clash detection and coordination services, the Project BIM Coordinator will publish a comprehensive Navisworks .NWD file. This .NWD represents a "snapshot" of all model 3D data, model review, and coordination information gathered to that point. The .NWD will be made freely available to all trade contractors through BIM 360 Coordinate. Each trade contractor is responsible for reviewing the .NWD file, using either Navisworks Manage 2022 or Autodesk Navisworks Freedom 2022, which is a utility for review of .NWD files. Navisworks Freedom 2022 can be downloaded for free from Autodesk at [Navisworks 3D Viewer Free Download | Navisworks Freedom \(autodesk.com\)](https://www.autodesk.com/products/navisworks/freedom/overview)

1.2 Definitions and Parties

- A. BIM: Building Information Modeling.
- B. VDC: Virtual Design and Construction.

- C. 3D Trade Contractor Model: An electronic 3D geometric representation of the trade specific building elements to be installed for a specific contractor's scope of work.
- D. 3D Coordination Model: An electronic 3D geometric representation combining all trades involved in the coordination process.
- E. Clash Detection: The process of computationally determining what elements in a Building Model clash with other elements. Clash Detection can determine if and by how much two elements physically interfere with each other or determine if two elements are physically closer than allowable clearances.
- F. Shop Drawing: Submittal drawing to be used for approval by the owner, Wohlsen Construction, and the design team. Shop drawings shall be generated from the 3D Trade Contractor Model. These drawings shall be a 2D representation of the installation intent. These drawings shall be submitted per the contract documents prior to completion of the coordination process for each designated work breakdown area. Regardless of contract requirements, shop drawings will be submitted to Wohlsen Construction for each work breakdown area.
- G. Project BIM Coordinator: The appointed personnel responsible for working with the model and for guiding the 3D coordination process.
- H. Trade Contractor Model Manager: Trade contractor personnel responsible for working with the model and for interpreting the information provided within the model. Note: In addition, each awarded trade contractor must designate a lead person that will be present during coordination meetings so that coordination issues can be resolved and have proper direction relayed back to their respective contractor team.
- I. Coordination Team: Wohlsen Construction, Designers, Trade Contractors
- J. Construction Manager: Wohlsen Construction.

1.3 Submittals

- A. 3D Trade Contractor Model
 - 1. Each trade contractor will supply a 3D Trade Contractor Model, as outlined in Section 2.1, for their own scope of work separated by areas as directed by Wohlsen Construction.
 - 2. Each trade contractor will provide updated 3D Trade Contractor Models on a regular, scheduled basis, as clashes are found and resolved.
 - 3. Each trade contractor will be responsible for working in harmony with the other trade contractors to resolve coordination issues. If there is not a resolution agreed upon by all, then the Construction Manager will make the decision for them. A lead trade contractor may be appointed to control the process.
- B. As-Built 3D Trade Contractor Model
 - 1. Each trade contractor will supply a 3D As-Built Trade Contractor Model(s) with all clashes resolved and representing what was installed in the field for their own scope of work at the end of the coordination process.
 - a. One complete model representing the project as a whole.
 - b. One model per floor (or as designated by Wohlsen Construction).
- C. 2D Coordination Drawings

1. 2D Coordination drawings may still be required in certain areas as directed by Wohlsen Construction. All 2D coordination drawings shall be created and derived from the 3D Trade Contractor Model without exception.

D. 3D Aggregate Coordination Model

1. The Project BIM Coordinator will make available a complete 3D Aggregate Coordination Model in .NWD format representing the project as a whole or as designated by Wohlsen Construction and reviewed by the Project BIM Coordinator. Trade contractors can use this model to double check their own work in progress. This model can be made available in additional file formats as need arises.

Part 2 Products

2.1 Models

- A. 3D Trade Contractor Model: A computer generated 3D model used for coordination, conflict resolution, fabrication, and as-built.
 1. Each trade contractor will be responsible for producing a model(s) to represent the work of the contractor in accordance with the work breakdown structure to be provided by Wohlsen Construction in accordance with the requirements above.
 2. If the trade contractor does not have the in-house capability to produce the required model(s), the contractor must hire an outside entity to provide this service.
 3. If the trade contractor wishes to exclude the preparation of the model(s) from their scope of work, they must do so at bid time and must receive approval from Wohlsen Construction. The trade contractor must still provide electronic shop drawings files as directed by Wohlsen Construction to support the coordination process in AutoCAD .dwg file format. Wohlsen Construction will engage a third party on behalf of the trade contractor to model the information into one or more 3D Trade Contractor Models for use in coordination. All costs associated with this work on behalf of the trade contractor will become the responsibility of the trade contractor. This does not excuse or exclude the trade contractor from any of the coordination process as described in this specification.
 4. Each trade contractor is responsible for submitting both (a) their original 3D models in formats and (b) an exported .NWC file for each native 3D model that can be brought into Navisworks. Autodesk provides a free NWC Export utility that exports models from all AutoCAD and Revit based products, as well as Bentley Microstation® and Graphisoft ArchiCAD ®. It is available here: <https://www.autodesk.com/products/navisworks/3d-viewers>
 5. If original. DWGs are submitted that were created with a combination of AutoCAD and a third-party add-on utility specifically for the purposes of modeling construction fabrication, that trade contractor shall also submit the required third party "Object Enabler" software that is required by AutoCAD to create their models. For technical assistance in providing Object Enablers, please contact the Project BIM Coordinator.
 6. All building elements must be drawn to provide a true representation of what is to be installed in the field in all three dimensions. Dimensions locating components to be installed must be accurate to the nearest 1/8".
 7. To facilitate the easy collation of all 3D data, all models must be based off a common working

origin point, or "Shared Coordinate." After review of the original design models by the Project BIM Coordinator, a standard Shared Coordinate System will be established; and the Project BIM Coordinator will provide the location of this Shared Coordinate to all trade contractors. Each submitted model will in turn be properly based off this designated Shared Coordinate System.

8. For models created in AutoCAD, placement of all 2D architectural CAD backgrounds will be established such that this common Shared Coordinate in the background .DWG file will be placed at WCS 0,0,0 in the trade contractor model, at the project elevation. This standard point of origin must not be moved, so that all trade models align together correctly when brought into Navisworks. It is recommended to place this background in as an External Reference (XRef) on a layer that is locked. All modeling shall take place at the appropriate Z elevation with respect to the reference file's 0,0,0 origin. The Project BIM Coordinator can provide technical assistance in defining this point in your models.
9. Wohlsen Construction will hold the original Revit 3D design architectural, structural, and MEP models, and will distribute them to the subcontractors as needed.
10. For models created in AutoCAD, consistent layering from the beginning is key to ensuring consistent model preparation for clash detection in Navisworks. All parties are encouraged to use the AIA / National CAD Standards layering standards. Improper use of layering can hinder the coordination process and may result in inaccurate clash detection.
11. For models created in AutoCAD, please notify the Project BIM Coordinator of what AutoCAD release you are using, and any third-party add-ons which you use to complete your work, (SprinkCAD, CADDuct, CADPipe, etc.) and their versions. Each trade contractor using a third-party add-on shall provide sample test models and Object Enablers to the Project BIM Coordinator to determine model readability in Navisworks and identify any software compatibility issues.
12. A file naming convention shall be created and be maintained throughout the project. A Project abbreviation will be established followed by the discipline and then the level.
Example: PROJECT_DISCIPLINE_LEVEL.ext
Once the standard has been created for each firm, it is crucial that these are maintained as any coordination errors due to a failure to follow the above referenced naming convention will be the sole responsibility of the party at fault.
13. Wohlsen Construction and the Project BIM Coordinator will define specific areas and levels to be modeled and submitted by each trade once the original design models are reviewed.
14. Model coordination files will be saved to BIM 360 Coordinate for access by all trades, Wohlsen Construction, and the owner's representative. The specific folder structure will be determined by Wohlsen Construction and the Project BIM Coordinator and will be communicated to all parties. It will be the trade contractor's responsibility to maintain the latest models in the correct location.
15. With each revision to the model(s), the trade contractor shall issue a notification via email to each of the other coordination team members notifying them when new information is available.
16. Working units for all models, unless otherwise specified, shall be in inches. Revit models shall use Feet with Fractional Inches.
17. In the event the design changes are issued by bulletin which will result in changes in the

model(s), it is the responsibility of the trade contractor to make any and all changes required for coordination and compliance with the design. The trade contractor can and will include the cost of modeling and coordination if warranted into their request for change authorization.

Part 3 Execution

3.1 Model Coordination Process

- A. The 3D Model Coordination Process shall take place in accordance with Section 1.1, "Summary of 3D Coordination Process" and the following.
- B. Coordination Meetings
 1. A Mandatory Kick-Off Meeting will be scheduled to discuss and determine:
 - a. Introduction of the Project BIM Coordinator, coordination team, and each trade coordination team.
 - b. Update of what information is currently available from the A/E designers
 - c. Distribution of the base models and access to the project's BIM 360 Coordinate site.
 - d. General review of the building design models in Navisworks, showing relevant sections, special areas for consideration, available above ceiling space, etc.
 - e. Establishment trade modeling breakdown per "zones" and floors.
 - f. Schedule of coordination meetings.
 - g. Model and drawing posting deadlines.
 - h. Sign off schedule.
 - i. Standards for AutoCAD modeling: Color coding of systems for 2D drawings, layering, file naming conventions, etc.
 - j. Project phasing review.
 - k. Material fabrication and delivery times after sign-off for each area.
 - l. Agreement of adherence to the signed-off base model during installation.
 2. Each trade contractor is required to take part in regular coordination review meetings. The time and place for these meetings will established by Wohlsen Construction
 3. Each trade contractor shall supply a Trade Contractor Modeling Manager or person authorized act on behalf of their organization to solve coordination issues which may arise between trades.
 4. The Project BIM Coordinator will run all clash tests and create clash reports for each test. A new .NWD file will be published, and will be reviewed and made available at the next coordination meeting, and posted to the project's BIM 360 Coordinate site immediately after the coordination meeting.
 5. Each trade shall review the clash report and NWD file and coordinate the easy fixes and work together to resolve the clashes. In this manner the coordination meetings can focus on clashes that cannot be resolved by one trade alone.
 6. Each trade will upload updated 3D Trade Contractor Models in compatible formats to BIM 360 Coordinate for use at the trade coordination meetings. This will occur at least 24 hours prior to the next coordination meeting.
 7. If conflicts are identified and a resolution is agreed upon, it is the trade contractor's responsibility to have the necessary changes made in their model and republish their model

- to BIM 360 Coordinate in time for the next meeting. It will be established in the kick-off meeting the required timeframe that these models will need to be resolved and re-submitted for the next coordination meeting.
8. When an area/floor is clash free and ready for sign-off, the Project BIM Coordinator will bring one .NWD for the area for contractor signoff. This Navisworks .NWD will reference a dated file which will be housed on BIM 360 Coordinate.
 9. Above ceiling space and other tight allocation zones for each trade will be identified and established by the group and schedules adjusted to meet actual installation and coordination requirements between trades. Wohlsen Construction will work with each trade contractor to ensure that adequate timing of items placed in tight zones is properly managed and sequenced. Each trade is responsible to inform Wohlsen Construction and all other applicable trades of special installation requirements and potential work package conflicts with other trades.
 10. All trades will attend the scheduled coordination meetings, bringing any shop drawings or other materials required to solve potential conflicts. Wohlsen Construction will facilitate these meetings. If a dialog is required concerning architectural, engineering, or structural matters, Wohlsen Construction will request attendance by the appropriate discipline designers. Notice shall be given to Wohlsen Construction at least 48 hours in advance of the coordination meeting if a trade knows of a conflict that will require the participation of the lead architectural / mechanical / electrical designer or others that do not normally attend the coordination meetings.
 11. At the meeting, the model and the published clash report will be reviewed to identify the areas of concern, discuss possible solutions for conflicts, and decide on the solution that is the least impact to all trades. If any outstanding conflicts cannot be resolved at the meeting, the model sign-off can be delayed until the next coordination meeting. However, it is expected that the coordination schedule will be maintained despite the delay in the signoff. The sign-off represents each trade's confirmation and assurance their work is coordinated, and the field installation of their work will not conflict with any other trade.
 12. During the installation of each trade's work, Wohlsen Construction will refer to the signed-off 3D model to resolve any field conflicts. Each installing firm agrees to install all work per the signed-off drawings, without deviation. If a deviant installation takes place without prior approval from all detailing parties, it will be the responsibility of the installing contractor to remove the work and install it as shown on the signed off drawings. If a conflict does arise during installation that was not foreseen or solved during the coordination effort, each of the detailing firms will work together to find a solution that is the least impact to all trades. The cost of this work will be evaluated as the problems arise, however, the party responsible for the conflict will be responsible for the cost of the fix, including any additional detailing time of all parties involved.
 13. If the 3D Trade Coordination Models of an individual firm are not posted to BIM 360 Coordinate as scheduled, they will be responsible for any additional meeting time and/or the cost of delaying the process if sign-off dates are not met due to the delinquent posting.
 14. Coordination will include all work shown on the contract drawings at the time the base architectural model was created. Any new design work issued after the start of coordination will be dealt with as change order work and the coordination schedule will be adjusted.
 15. RFI responses required to be incorporated into the coordinated drawing for the upcoming

meeting shall be clouded within each trade's detail model to denote that the area is incomplete. All RFI that will potentially impact the trade coordination will be distributed to all the parties involved.

16. Trades not attending any coordination meeting or failing to post their electronic drawing files on the provided BIM 360 Coordinate site by the designated date and time, will relinquish the right to make changes to other trades' routing in an effort to coordinate their own work, and will execute their discipline without impact to the work coordinated at the meeting.
17. A representative of the A/E design team may attend the coordination meeting and will be authorized to assist in the resolution of clashes from a design perspective to expedite the process. If changes to the building design are requested, the RFI process must be followed. When submitted, the RFI must clearly state the problem, possible solutions and benefits to the project.

C. Record Information

1. Upon completion of coordination activities for a floor or area as deemed appropriate by Wohlsen Construction, a 2D drawing or series of drawings representing the floor or area will be printed and signed by all members participating in the coordination. This will become the record coordination document.
2. Additionally, Wohlsen Construction will archive these files to the project team site including all coordinated models, clearly labeled which will serve as the record set of model files for that floor or area.

D. Change Conditions

1. In that design changes are issued by bulletin the trade contractor will make the changes required in their model/models to support the coordination process without delay.
2. Change Order Requests must include costs for any associated coordination.

E. As-Built

1. The subcontractor is responsible for updating their coordination model with any deviations resulting from installation in the field. The final model should represent all as-built conditions and shall be uploaded to the BIM 360 Coordinate site when work is completed.

3.2 3D Modeling

A. Order of Modeling

1. All trades should start with the design Architectural and Structural models as a basis for constructing their 3D Trade Construction models.
2. The HVAC sheetmetal contractor should publish a base model with the major trunk lines which will serve as the basis for the other trades to begin their individual models. This is subject to change and will be further discussed at the BIM kickoff meeting.
3. When any system has an interference or clash with another system, the following hierarchy shall apply as a first course of action (subject to change):
 - a Structure
 - b Architecture (including lighting and clearance)

- c Equipment location and access (must RFI for changes)
 - d Vertical pipe risers (waste, sanitary, storm, vent stacks)
 - e Sloped piping
 - f Ductwork and associated devices
 - g Large diameter pipe mains (over 2") including fire protection mains
 - h Plumbing (other than gravity)
 - i Conduit (over 2") and power feeds to equipment
 - j HVAC piping
 - k Fire protection branch lines
 - l Registers, grilles, diffusers (with changes approved by design team)
- B. Stratification
1. Each trade will be assigned specific work zone elevations (top and bottom) to run racks and mains. The assigned trades will take precedence in these areas, when traveling outside of these areas the following rules apply. (Additional rules may be instituted at the first coordination meeting).
 - a. Immovable objects (equipment pads, hoods, shafts)
 - b. Graded piping routed throughout floors (waste, storm drainage, high purity)
 - c. Item coordinated with structure (duct penetrations shown on structural)
 - d. Items located in their designated area (piping zone, pipe rack, cable tray)
 - e. Items that require access (VAV's, shut off valves, fire/smoke dampers, etc.)
- C. System Models and Level of Detail
1. The level of detail defined in each section below (Modeling Standards) is the minimum level of detail required in the model. Greater detail than the minimum should be incorporated in the model whenever possible.
 2. To the extent that location can be determined from the construction documents, the model will reflect that location. The intent of this model is to show the ductwork and piping, etc. in as true representation of the actual condition at construction completion.
 3. Pre-purchased equipment shall be the responsibility of the contractor assigned to receive, install, and coordinate the equipment. This subcontractor shall be fully responsible for layout, 3D drawings and coordination of the pre-purchased equipment.
 4. Each trade contractor is responsible for protecting access zones within their models. Access zones should be modeled as solid boxes, typically tinted red at less than 100% shading as not to obscure the main fixture or element being protected. Solid shall extend from equipment to farthest required point of access, e.g., from VAV to ceiling.
- D. Modeling Standards - This Project will utilize the BIM Forum's Level of Development Specification for Building Information Models (bimforum.org/lod) as a means of defining the detailed modeling requirements for this Project.
- 1 Trade Modeling Scope: All geometry should be located to coordinate in type, location and dimension as indicated in the plans and specifications/product data submitted by the

subcontractor. When applicable, naming and type should coordinate with the standards established in the contract documents. Where deviations from the contract documents occur, or where no prior standard has been established, the respective subcontractor should receive approval from Wohlsen Construction prior to beginning the modeling process. Any issues or conflicts attributed to such previous outlined deviations will be fixed at the expense of the respective subcontractor. Scope descriptions listed below attempt to communicate expectations and should be looked at as a general guide. These descriptions in no way limit the model scope for the Project.

1.

a. HVAC (LOD 350)

- i Ductwork: including but not limited to supply, return, exhaust, outside air, grease, makeup air, hard duct, & flexible ductwork; all ductwork should include insulation, should include dampers, and should be sloped per applicable code requirements. System classification to be used in type/family or name.
- ii Fixtures/Diffusers: including but not limited to all registers, grilles, and linear diffusers.
- iii Mechanical Pipe and (Controls): all above ceiling and underground mechanical piping including but not limited to heating hot water, chill water, condenser, steam, and pump condensate; In-wall piping and piping below ceiling to be modeled in all service spaces (mechanical/electrical rooms etc.) All piping should include insulation, should include any valves, and should be sloped per applicable code requirements. Clearance zone indicating access should be provided. System classification to be used in type/family or name.
- iv Equipment: including but not limited to VAV boxes VRF's, AHU's, RTU's, exhaust fans, heating coils, split systems, chillers, boilers, expansion tanks, pumps, water treatment, water softeners, VFD's; all equipment should be modeled to the project specific dimensions and should include any clearance zones required for maintenance or installation. System classification to be used in type/family or name.
HVAC Sheet Metal Standards

b. Plumbing (LOD 350)

- i Pipe: all above ceiling and underground plumbing piping including but not limited to domestic water, waste/sanitary, vent, storm water/rainwater, natural gas, fuel oil, drain, and grease systems; In-wall piping and piping below ceiling to be modeled in all spaces. All piping should include required insulation, should include any valves, and should be sloped per applicable code requirements. System classification to be used in type/family or layer name.
- ii Fixtures: including but not limited to lavatories, water fountains, sinks, janitor sinks and drains.
- iii Equipment: including but not limited to pumps, compressors, tanks, hot water heaters, and valves; all equipment should be modeled to the project specific dimensions and should include clearance zones for maintenance or installation. System classification to be used in type/family or layer name.

c. Electrical (LOD 350)

- i Conduit: all conduit 1-1/2" and larger, and 1" conduits in groups of more than 4 conduits; junction boxes larger than the standard 4" x 4" box should be modeled and a clearance zone indicating access should be provided.
 - ii Cable Tray: including but not limited to rigid ladder tray, snake tray, and j-hooks; the tray can be modeled as a clearance zone and clashes will be assessed by the team during coordination; cable tray to include access zone for maintenance and installation.
 - iii Lighting Fixtures: all ceiling and wall mounted fixtures including but not limited to ceiling grid fixtures, hard ceiling fixtures, can lights, pendent lights, hanging fixtures, and sconces; all fixtures should include any clearance required for connection and installation per specification.
 - iv Equipment: including but not limited to panels, switchboards, switchgear, transformers, generators; all equipment to be sized per project specific data and include any access clearance required for maintenance or installation.
 - v Telecommunication Devices: including but not limited to display panels, speakers, nurse call devices, ceiling and wall box when deemed necessary by the team. All fixtures should include any clearance required for connection and installation per specification.
 - vi Electrical Devices: including but not limited to panels outlets, switches, speakers, strobes, alarms, chimes, exit signs below ceiling devices when deemed necessary by the team. All fixtures should include any clearance required for connection and installation per specification. Fire Protection (Sprinkler, Fire Alarm)
- d. Fire Suppression (LOD 350)
- i Pipe: including but not limited to mains, branches, risers, and underground piping. All piping should include any valves, and should be sloped per applicable code requirements
 - ii Heads: including but not limited to those in the ceiling, on wall, in elevator shafts, and those exposed on exterior.
 - iii Equipment: including but not limited to pumps, compressors, valves, PRV's, pre-action, dry-type systems, and expansion tanks; all equipment should be modeled to the project specific dimensions and should include clearance zones for maintenance or installation and should be designed and sloped per applicable code requirements. System classification to be used in type/family or name.
- e. Architecture (LOD 350)
- i Ceilings: including but not limited to ACT, gypsum board ceiling, decorative ceilings, soffits, bulkheads, and Fire Lids (Fire Rated Ceiling assemblies). Thickness consistent with specified ceiling construction.
 - ii Walls: interior and exterior walls on the project. Thickness consistent with specified wall construction.
 - iii Floors: flooring deemed necessary for coordination and all locations where structural slab has not been located.
 - iv Roofs: all roofing with accurate footprint and slope. Thickness consistent with

specified system.

- v Doors/Frames: all door frames including but not limited to wood/composite, hollow metal, sliding, automatic, overhead, and security; modeled for constructability.
 - vi Windows: all window and glazing opening including but not limited to openings, curtain wall, and skylights.
 - vii Casework: all built in casework & cabinetry necessary for coordination in all locations that drives design of the space.
- f. Structure (LOD 350)
- i Columns: all columns that serve both primary and tertiary structural roles.
 - ii Girders/Beams/Joists: all girders/beams/joists that serve both primary and tertiary structural roles.
 - iii Structural Walls: including but not limited to concrete and CMU; walls should include any major penetrations indicated by the contract documents.
 - iv Slabs: including slab on grade and slab on deck; slabs should include any shaft openings, ductwork penetrations and slab recesses indicated by the contract document.
 - v Footings: all structural footings including but not limited to isolated, pad, and strip footings.
 - vi Framing: all prefabricated wall/floor/truss structural systems that do not allow for onsite penetration or manipulation of system.

END OF SECTION

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SECTION 01 40 00
QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Quality assurance requirements.
 - 2. Quality control requirements.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
 - 4. Specific test and inspection requirements are not specified in 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 that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect.
- 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.

- D. Preconstruction Testing: Tests and inspections performed specifically for 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, e.g., 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(s).
- J. Experienced: When used with an entity or individual, "experienced" means having successfully completed a minimum of **five** 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 ACTION SUBMITTALS

- A. Shop Drawings: For integrated exterior mockups, provide plans, sections, and elevations, indicating materials and size of mockup construction.
 - 1. Indicate manufacturer and model number of individual components.
 - 2. Provide axonometric drawings for conditions difficult to illustrate in two dimensions.

1.5 INFORMATIONAL SUBMITTALS

- A. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.
- B. Qualification Data: For Contractor's quality-control personnel.
- C. 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.
- D. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
 - 1. Specification Section number and title.
 - 2. Entity responsible for performing tests and inspections.
 - 3. Description of test and inspection.
 - 4. Identification of applicable standards.
 - 5. Identification of test and inspection methods.
 - 6. Number of tests and inspections required.
 - 7. Time schedule or time span for tests and inspections.
 - 8. Requirements for obtaining samples.
 - 9. Unique characteristics of each quality-control service.

1.6 CONTRACTOR'S QUALITY-CONTROL PLAN

- A. Quality-Control Plan, General: Submit quality-control plan within 10 days of Notice of Award, and not less than five days prior to preconstruction conference. Submit in format acceptable to Architect. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities. Coordinate with Contractor's construction schedule.
- B. Quality-Control Personnel Qualifications: Engage qualified full-time personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
 - 1. Project quality-control manager may also serve as Project superintendent.

- C. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- D. Testing and Inspection: In quality-control plan, include a comprehensive schedule of Work requiring testing or inspection, including the following:
 - 1. Contractor-performed tests and inspections including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections.
 - 2. Special inspections required by authorities having jurisdiction and indicated on the "Statement of Special Inspections."
 - 3. Owner-performed tests and inspections indicated in the Contract Documents.
- E. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring work into compliance with standards of workmanship established by Contract requirements and approved mockups.
- F. Monitoring and Documentation: Maintain testing and inspection reports including log of approved and rejected results. Include work Architect has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

1.7 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 Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, and telephone number of technical representative making report.
 2. Statement on condition of substrates and their acceptability for installation of product.
 3. Statement that products at Project site comply with requirements.
 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 6. Statement whether conditions, products, and installation will affect warranty.
 7. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, and telephone number of factory-authorized service representative making report.
 2. Statement that equipment complies with requirements.
 3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 4. Statement whether conditions, products, and installation will affect warranty.
 5. Other required items indicated in individual Specification Sections.
- D. Permits, Licenses, and Certificates: For Owner's records, submit copies of 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 performance of the Work.

1.8 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 in material, design, and extent to those indicated for this Project.
- 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 Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- J. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:
 - 1. 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 site-assembled test assemblies and mockups using installers who will perform same tasks for Project.

- d. When testing is complete, remove test specimens, assemblies, and 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 Architect, with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
 - K. 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.
 - 2. Notify Architect seven days in advance of dates and times when mockups will be constructed.
 - 3. Employ supervisory personnel who will oversee mockup construction. Employ workers that will be employed during the construction at Project.
 - 4. Demonstrate the proposed range of aesthetic effects and workmanship.
 - 5. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
 - a. Allow seven days for initial review and each re-review of each mockup.
 - 6. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
 - 7. Demolish and remove mockups when directed unless otherwise specified to remain as part of complete Work.
 - L. Integrated Exterior Mockups: Construct integrated exterior mockup as indicated on Drawings. Coordinate installation of exterior envelope materials and products for which mockups are required in individual Specification Sections, along with supporting materials.
- 1.9 QUALITY CONTROL
- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
 - 1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
 - 2. Payment for these services will be made from testing and inspecting allowances, as authorized by Change Orders.
 - 3. 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 Contractor.

- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
 2. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
 - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
 4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 5. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 6. 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 factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 01 33 00 "Submittal Procedures."
- D. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- E. 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.
- F. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect and Contractor 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 Contractor.
 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 Contractor.
- G. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify 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.
- H. Coordination: Coordinate 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.
- I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Coordinate and submit concurrently with Contractor's construction schedule. Update as the Work progresses.
1. Distribution: Distribute schedule to Owner, Architect, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.
- 1.10 SPECIAL TESTS AND INSPECTIONS
- A. Special Tests and Inspections: Engage a qualified special inspector to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, as indicated in Statement of Special Inspections attached to this Section.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:
 - 1. Date test or inspection was conducted.
 - 2. Description of the Work tested or inspected.
 - 3. Date test or inspection results were transmitted to Architect.
 - 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's reference during normal working hours.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair 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 Section 01 73 00 "Execution."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION

SECTION 01 42 00

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": Unload, temporarily store, unpack, assemble, erect, place, anchor, apply, work to dimension, finish, cure, protect, clean, and similar operations at Project site.
- 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 except where a specific date is specified or is established by code.

C. Copies of Standards: When copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

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 Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States."

1. AABC - Associated Air Balance Council; www.aabc.com.
2. AAMA - American Architectural Manufacturers Association; www.aamanet.org.
3. AAPFCO - Association of American Plant Food Control Officials; www.aapfco.org.
4. AASHTO - American Association of State Highway and Transportation Officials; www.transportation.org.
5. AATCC - American Association of Textile Chemists and Colorists; www.aatcc.org.
6. ABMA - American Bearing Manufacturers Association; www.americanbearings.org.
7. ABMA - American Boiler Manufacturers Association; www.abma.com.
8. ACI - American Concrete Institute; (Formerly: ACI International); www.abma.com.
9. ACPA - American Concrete Pipe Association; www.concrete-pipe.org.
10. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
11. AF&PA - American Forest & Paper Association; www.afandpa.org.
12. AGA - American Gas Association; www.aga.org.
13. AHAM - Association of Home Appliance Manufacturers; www.aham.org.
14. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); www.ahrinet.org.
15. AI - Asphalt Institute; www.asphaltinstitute.org.
16. AIA - American Institute of Architects (The); www.aia.org.
17. AISC - American Institute of Steel Construction; www.aisc.org.
18. AISI - American Iron and Steel Institute; www.steel.org.
19. AITC - American Institute of Timber Construction; www.aitc-glulam.org.
20. AMCA - Air Movement and Control Association International, Inc.; www.amca.org.
21. ANSI - American National Standards Institute; www.ansi.org.
22. AOSA - Association of Official Seed Analysts, Inc.; www.aosaseed.com.
23. APA - APA - The Engineered Wood Association; www.apawood.org.
24. APA - Architectural Precast Association; www.archprecast.org.
25. API - American Petroleum Institute; www.api.org.
26. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
27. ARI - American Refrigeration Institute; (See AHRI).
28. ARMA - Asphalt Roofing Manufacturers Association; www.asphaltroofing.org.

29. ASCE - American Society of Civil Engineers; www.asce.org.
30. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
31. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; www.ashrae.org.
32. ASME - ASME International; (American Society of Mechanical Engineers); www.asme.org.
33. ASSE - American Society of Safety Engineers (The); www.asse.org.
34. ASSE - American Society of Sanitary Engineering; www.asse-plumbing.org.
35. ASTM - ASTM International; www.astm.org.
36. ATIS - Alliance for Telecommunications Industry Solutions; www.atis.org.
37. AWEA - American Wind Energy Association; www.awea.org.
38. AWI - Architectural Woodwork Institute; www.awinet.org.
39. AWMAC - Architectural Woodwork Manufacturers Association of Canada; www.awmac.com.
40. AWWPA - American Wood Protection Association; www.awpa.com.
41. AWS - American Welding Society; www.aws.org.
42. AWWA - American Water Works Association; www.awwa.org.
43. BHMA - Builders Hardware Manufacturers Association; www.buildershardware.com.
44. BIA - Brick Industry Association (The); www.gobrick.com.
45. BICSI - BICSI, Inc.; www.bicsi.org.
46. BIFMA - BIFMA International; (Business and Institutional Furniture Manufacturer's Association); www.bifma.org.
47. BISSC - Baking Industry Sanitation Standards Committee; www.bissc.org.
48. BWF - Badminton World Federation; (Formerly: International Badminton Federation); www.bissc.org.
49. CDA - Copper Development Association; www.copper.org.
50. CEA - Canadian Electricity Association; www.electricity.ca.
51. CEA - Consumer Electronics Association; www.ce.org.
52. CFFA - Chemical Fabrics and Film Association, Inc.; www.chemicalfabricsandfilm.com.
53. CFSEI - Cold-Formed Steel Engineers Institute; www.cfsei.org.
54. CGA - Compressed Gas Association; www.cganet.com.
55. CIMA - Cellulose Insulation Manufacturers Association; www.cellulose.org.
56. CISCA - Ceilings & Interior Systems Construction Association; www.cisca.org.
57. CISPI - Cast Iron Soil Pipe Institute; www.cispi.org.
58. CLFMI - Chain Link Fence Manufacturers Institute; www.chainlinkinfo.org.
59. CPA - Composite Panel Association; www.pbmdf.com.
60. CRI - Carpet and Rug Institute (The); www.carpet-rug.org.
61. CRRC - Cool Roof Rating Council; www.coolroofs.org.
62. CRSI - Concrete Reinforcing Steel Institute; www.crsi.org.
63. CSA - Canadian Standards Association; www.csa.ca.
64. CSA - CSA International; (Formerly: IAS - International Approval Services); www.csa-international.org.
65. CSI - Construction Specifications Institute (The); www.csinet.org.
66. CSSB - Cedar Shake & Shingle Bureau; www.cedarbureau.org.
67. CTI - Cooling Technology Institute; (Formerly: Cooling Tower Institute); www.cti.org.

68. CWC - Composite Wood Council; (See CPA).
69. DASMA - Door and Access Systems Manufacturers Association;
www.dasma.com.
70. DHI - Door and Hardware Institute; www.dhi.org.
71. ECA - Electronic Components Association; (See ECIA).
72. ECAMA - Electronic Components Assemblies & Materials Association; (See ECIA).
73. ECIA - Electronic Components Industry Association; www.eciaonline.org.
74. EIA - Electronic Industries Alliance; (See TIA).
75. EIMA - EIFS Industry Members Association; www.eima.com.
76. EJMA - Expansion Joint Manufacturers Association, Inc.; www.ejma.org.
77. ESD - ESD Association; (Electrostatic Discharge Association); www.esda.org.
78. ESTA - Entertainment Services and Technology Association; (See PLASA).
79. EVO - Efficiency Valuation Organization; www.evo-world.org.
80. FCI - Fluid Controls Institute; www.fluidcontrolsinstitute.org.
81. FIBA - Federation Internationale de Basketball; (The International Basketball Federation); www.fiba.com.
82. FIVB - Federation Internationale de Volleyball; (The International Volleyball Federation); www.fivb.org.
83. FM Approvals - FM Approvals LLC; www.fmglobal.com.
84. FM Global - FM Global; (Formerly: FMG - FM Global); www.fmglobal.com.
85. FRSA - Florida Roofing, Sheet Metal & Air Conditioning Contractors Association, Inc.; www.floridarooft.com.
86. FSA - Fluid Sealing Association; www.fluidsealing.com.
87. FSC - Forest Stewardship Council U.S.; www.fscus.org.
88. GA - Gypsum Association; www.gypsum.org.
89. GANA - Glass Association of North America; www.glasswebsite.com.
90. GS - Green Seal; www.greenseal.org.
91. HI - Hydraulic Institute; www.pumps.org.
92. HI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
93. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
94. HPVA - Hardwood Plywood & Veneer Association; www.hpva.org.
95. HPW - H. P. White Laboratory, Inc.; www.hpwhite.com.
96. IAPSC - International Association of Professional Security Consultants;
www.iapsc.org.
97. IAS - International Accreditation Service; www.iasonline.org.
98. IAS - International Approval Services; (See CSA).
99. ICBO - International Conference of Building Officials; (See ICC).
100. ICC - International Code Council; www.iccsafe.org.
101. ICEA - Insulated Cable Engineers Association, Inc.; www.icea.net.
102. ICPA - International Cast Polymer Alliance; www.icpa-hq.org.
103. ICRI - International Concrete Repair Institute, Inc.; www.icri.org.
104. IEC - International Electrotechnical Commission; www.iec.ch.
105. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); www.ieee.org.
106. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); www.ies.org.
107. IESNA - Illuminating Engineering Society of North America; (See IES).
108. IEST - Institute of Environmental Sciences and Technology; www.iest.org.

109. IGMMA - Insulating Glass Manufacturers Alliance; www.igmaonline.org.
110. IGSHPA - International Ground Source Heat Pump Association; www.igshpa.okstate.edu.
111. ILI - Indiana Limestone Institute of America, Inc.; www.ili.ai.com.
112. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); www.intertek.com.
113. ISA - International Society of Automation (The); (Formerly: Instrumentation, Systems, and Automation Society); www.isa.org.
114. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
115. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); www.isfanow.org.
116. ISO - International Organization for Standardization; www.iso.org.
117. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
118. ITU - International Telecommunication Union; www.itu.int/home.
119. KCMA - Kitchen Cabinet Manufacturers Association; www.kcma.org.
120. LMA - Laminating Materials Association; (See CPA).
121. LPI - Lightning Protection Institute; www.lightning.org.
122. MBMA - Metal Building Manufacturers Association; www.mbma.com.
123. MCA - Metal Construction Association; www.metalconstruction.org.
124. MFMA - Maple Flooring Manufacturers Association, Inc.; www.maplefloor.org.
125. MFMA - Metal Framing Manufacturers Association, Inc.; www.metalframingmfq.org.
126. MHIA - Material Handling Industry of America; www.mhia.org.
127. MIA - Marble Institute of America; www.marble-institute.com.
128. MMPA - Moulding & Millwork Producers Association; www.wmmpa.com.
129. MPI - Master Painters Institute; www.paintinfo.com.
130. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; www.mss-hq.org.
131. NAAMM - National Association of Architectural Metal Manufacturers; www.naamm.org.
132. NACE - NACE International; (National Association of Corrosion Engineers International); www.nace.org.
133. NADCA - National Air Duct Cleaners Association; www.nadca.com.
134. NAIMA - North American Insulation Manufacturers Association; www.naima.org.
135. NBGQA - National Building Granite Quarries Association, Inc.; www.nbgqa.com.
136. NBI - New Buildings Institute; www.newbuildings.org.
137. NCAA - National Collegiate Athletic Association (The); www.ncaa.org.
138. NCMA - National Concrete Masonry Association; www.ncma.org.
139. NEBB - National Environmental Balancing Bureau; www.nebb.org.
140. NECA - National Electrical Contractors Association; www.necanet.org.
141. NeLMA - Northeastern Lumber Manufacturers Association; www.nelma.org.
142. NEMA - National Electrical Manufacturers Association; www.nema.org.
143. NETA - InterNational Electrical Testing Association; www.netaworld.org.
144. NFHS - National Federation of State High School Associations; www.nfhs.org.
145. NFPA - National Fire Protection Association; www.nfpa.org.
146. NFPA - NFPA International; (See NFPA).
147. NFRC - National Fenestration Rating Council; www.nfrc.org.
148. NHLA - National Hardwood Lumber Association; www.nhla.com.
149. NLGA - National Lumber Grades Authority; www.nlga.org.

150. NOFMA - National Oak Flooring Manufacturers Association; (See NWFA).
151. NOMMA - National Ornamental & Miscellaneous Metals Association;
www.nomma.org.
152. NRCA - National Roofing Contractors Association; www.nrca.net.
153. NRMCA - National Ready Mixed Concrete Association; www.nrmca.org.
154. NSF - NSF International; www.nsf.org.
155. NSPE - National Society of Professional Engineers; www.nspe.org.
156. NSSGA - National Stone, Sand & Gravel Association; www.nssga.org.
157. NTMA - National Terrazzo & Mosaic Association, Inc. (The); www.ntma.com.
158. NWFA - National Wood Flooring Association; www.nwfa.org.
159. PCI - Precast/Prestressed Concrete Institute; www.pci.org.
160. PDI - Plumbing & Drainage Institute; www.pdionline.org.
161. PLASA - PLASA; (Formerly: ESTA - Entertainment Services and Technology Association); www.plasa.org.
162. RCSC - Research Council on Structural Connections; www.boltcouncil.org.
163. RFCI - Resilient Floor Covering Institute; www.rfci.com.
164. RIS - Redwood Inspection Service; www.redwoodinspection.com.
165. SAE - SAE International; www.sae.org.
166. SCTE - Society of Cable Telecommunications Engineers; www.scte.org.
167. SDI - Steel Deck Institute; www.sdi.org.
168. SDI - Steel Door Institute; www.steeldoor.org.
169. SEFA - Scientific Equipment and Furniture Association (The);
www.sefalabs.com.
170. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers;
(See ASCE).
171. SIA - Security Industry Association; www.siaonline.org.
172. SJI - Steel Joist Institute; www.steeljoist.org.
173. SMA - Screen Manufacturers Association; www.smainfo.org.
174. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association;
www.smacna.org.
175. SMPTE - Society of Motion Picture and Television Engineers; www.smpte.org.
176. SPFA - Spray Polyurethane Foam Alliance; www.sprayfoam.org.
177. SPIB - Southern Pine Inspection Bureau; www.spib.org.
178. SPRI - Single Ply Roofing Industry; www.spri.org.
179. SRCC - Solar Rating & Certification Corporation; www.solar-rating.org.
180. SSINA - Specialty Steel Industry of North America; www.ssina.com.
181. SSPC - SSPC: The Society for Protective Coatings; www.sspc.org.
182. STI - Steel Tank Institute; www.steeltank.com.
183. SWI - Steel Window Institute; www.steelwindows.com.
184. SWPA - Submersible Wastewater Pump Association; www.swpa.org.
185. TCA - Tilt-Up Concrete Association; www.tilt-up.org.
186. TCNA - Tile Council of North America, Inc.; www.tileusa.com.
187. TEMA - Tubular Exchanger Manufacturers Association, Inc.; www.tema.org.
188. TIA - Telecommunications Industry Association (The); (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance);
www.tiaonline.org.
189. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
190. TMS - The Masonry Society; www.masonrysociety.org.

191. TPI - Truss Plate Institute; www.tpinst.org.
192. TPI - Turfgrass Producers International; www.turfgrasssod.org.
193. TRI - Tile Roofing Institute; www.tilerroofing.org.
194. UL - Underwriters Laboratories Inc.; www.ul.com.
195. UNI - Uni-Bell PVC Pipe Association; www.uni-bell.org.
196. USAV - USA Volleyball; www.usavolleyball.org.
197. USGBC - U.S. Green Building Council; www.usgbc.org.
198. USITT - United States Institute for Theatre Technology, Inc.; www.usitt.org.
199. WASTEC - Waste Equipment Technology Association; www.wastec.org.
200. WCLIB - West Coast Lumber Inspection Bureau; www.wclib.org.
201. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
202. WDMA - Window & Door Manufacturers Association; www.wdma.com.
203. WI - Woodwork Institute; www.wicnet.org.
204. WSRCA - Western States Roofing Contractors Association; www.wsrca.com.
205. WWPA - Western Wood Products Association; www.wwpa.org.

B. 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. This information is believed to be accurate as of the date of the Contract Documents.

1. DIN - Deutsches Institut für Normung e.V.; www.din.de.
2. IAPMO - International Association of Plumbing and Mechanical Officials; www.iapmo.org.
3. ICC - International Code Council; www.iccsafe.org.
4. ICC-ES - ICC Evaluation Service, LLC; www.icc-es.org.

C. 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. Information is subject to change and is up to date as of the date of the Contract Documents.

1. COE or USACE – U.S. Army Corps of Engineers; www.usace.army.mil.
2. CPSC - Consumer Product Safety Commission; www.cpsc.gov.
3. DOC - Department of Commerce; National Institute of Standards and Technology; www.nist.gov.
4. DOD - Department of Defense; www.quicksearch.dla.mil.
5. DOE - Department of Energy; www.energy.gov.
6. EPA - Environmental Protection Agency; www.epa.gov.
7. FAA - Federal Aviation Administration; www.faa.gov.
8. FG - Federal Government Publications; www.gpo.gov.
9. GSA - General Services Administration; www.gsa.gov.
10. HUD - Department of Housing and Urban Development; www.hud.gov.
11. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; www.eetd.lbl.gov.
12. OSHA - Occupational Safety & Health Administration; www.osha.gov.
13. SD - Department of State; www.state.gov.
14. TRB - Transportation Research Board; National Cooperative Highway Research Program; The National Academies; www.trb.org.

15. USDA - Department of Agriculture; Agriculture Research Service; U.S. Salinity Laboratory; www.ars.usda.gov.
16. USDA - Department of Agriculture; Rural Utilities Service; www.usda.gov.
17. USDJ - Department of Justice; Office of Justice Programs; National Institute of Justice; www.ojp.usdoj.gov.
18. USP - U.S. Pharmacopeial Convention; www.usp.org.
19. USPS - United States Postal Service; www.usps.com.

D. 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. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. CFR - Code of Federal Regulations; Available from Government Printing Office; www.gpo.gov/fdsys.
2. DOD - Department of Defense; Military Specifications and Standards; Available from DLA Document Services; www.quicksearch.dla.mil.
3. DSCC - Defense Supply Center Columbus; (See FS).
4. FED-STD - Federal Standard; (See FS).
5. FS - Federal Specification; Available from DLA Document Services; www.quicksearch.dla.mil.
 - a. Available from Defense Standardization Program; www.dsp.dla.mil.
 - b. Available from General Services Administration; www.gsa.gov.
 - c. Available from National Institute of Building Sciences/Whole Building Design Guide; www.wbdg.org/cdb.
6. MILSPEC - Military Specification and Standards; (See DOD).
7. USAB - United States Access Board; www.access-board.gov.
8. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).

E. 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. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. CBHF; State of California; Department of Consumer Affairs; Bureau of Electronic and Appliance Repair, Home Furnishings and Thermal Insulation; www.bearhfti.ca.gov.
2. CCR; California Code of Regulations; Office of Administrative Law; California Title 24 Energy Code; www.calregs.com.
3. CDHS; California Department of Health Services; (See CDPH).
4. CDPH; California Department of Public Health; Indoor Air Quality Program; www.cal-iaq.org.
5. CPUC; California Public Utilities Commission; www.cpuc.ca.gov.
6. SCAQMD; South Coast Air Quality Management District; www.aqmd.gov.
7. TFS; Texas A&M Forest Service; Sustainable Forestry and Economic Development; www.txforestservation.tamu.edu.

100 E MARKET ST GEORGETOWN, DE 19947
FEBRUARY 04, 2022

NEW SUSSEX COUNTY FAMILY COURT BUILDING
#MJ0208000002

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

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SECTION 01 45 23
TESTING AND INSPECTING SERVICES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Selection and payment.
2. Laboratory responsibilities.
3. Laboratory reports.
4. Limits on testing laboratory authority.
5. Contractor responsibilities.

B. Third Party Inspections Program (TPIP) requirements are as follows:

1. Bid Pack 4A:

a. Architectural

- 1) Penetration Firestops – Periodic
- 2) Fire-resistant joint systems – periodic
- 3) Erection and fastening of interior and exterior non-bearing walls – periodic

1.2 SELECTION AND PAYMENT

- A. CM will employ and pay for services of an independent testing laboratory to perform specified inspecting and testing as scheduled in contract documents.
- B. The local Authorities Having Jurisdiction may provide other special inspection services to inspect and verify work installed is in accordance with codes and ordinances.
- C. Costs for additional tests or inspections required because of a Contractor change in product, materials, or source will be borne by the Contractor.
- D. Costs for testing required solely for the convenience of the Contractor in its scheduling and performance of the Work will be borne by the Contractor.
- E. Costs for verification of testing of work done without timely notice, improper supervision, or contrary to construction practice, will be borne by the Contractor.

1.3 QUALITY ASSURANCE

- A. Laboratory: Authorized to operate in State in which Project is located.
- B. Laboratory Staff: Maintain a full time registered engineer on staff to review services.
- C. Testing Equipment: Calibrated at reasonable intervals with devices of an accuracy traceable to either National Institute of Standards and Technology or accepted values of natural physical constants.

1.4 SUBMITTALS

- A. Submit one PDF electronic file or two paper copies of each required submittal to Architect and Contractor, with a copy to the Owner and local jurisdiction having authority.
- B. Submit with transmittal letter as specified for Submittals in Section 01 33 00 "Submittal Procedures." Submit and distribute reports, logs, and certificates as specified in Section 01 33 00 "Submittal Procedures."

1.5 CONTRACTOR SUBMITTALS

- A. Prior to start of Work, submit testing laboratory name, address, and telephone number, and names of full time registered Engineer.
- B. Submit copy of report of laboratory facilities inspection made by Materials Reference Laboratory of National Institute of Standards and Technology during most recent inspection, with memorandum of remedies of any deficiencies reported by the inspection.

1.6 LABORATORY RESPONSIBILITIES

- A. The independent firm will perform tests, inspections and other services specified in individual specification sections and as indicated on Drawings.
 - 1. Perform additional inspections and tests required by Owner or Architect.
- B. Testing, inspections and source quality control may occur on or off the project site. Perform off-site testing as required by the Architect or the Owner.
- C. Test samples of mixes submitted by Contractor.
- D. Provide qualified personnel at site. Cooperate with Owner and Contractor in performance of services.
- E. Perform specified inspection, sampling, and testing of Products in accordance with specified standards.

- F. Ascertain compliance of materials and mixes with requirements of Contract Documents.
- G. Promptly notify Owner, Architect and Contractor of observed irregularities or non-conformance of Work or Products. Immediately upon determination of test failure, the inspector will telephone results to the Contractor, Owner, and Architect. On the same day, the inspector will distribute written test results.
- H. Attend preconstruction conferences and progress meetings as requested.

1.7 LABORATORY REPORTS

- A. After each inspection and test, promptly submit copies of laboratory report.
- B. In each report, include:
 - 1. Date issued.
 - 2. Project title and number.
 - 3. Name of inspector.
 - 4. Date and time of sampling or inspection.
 - 5. Identification of product and Specifications Section.
 - 6. Location in the Project.
 - 7. Type of inspection or test.
 - 8. Date of test.
 - 9. Results of tests.
 - 10. Conformance with Contract Documents.
 - 11. Weather and climatic conditions at time sample was obtained or work observed.
 - 12. Description of test methods.
- C. When requested by Owner or Architect, provide interpretation of test results.

1.8 LIMITS ON TESTING LABORATORY AUTHORITY

- A. Laboratory may not release, revoke, alter, or enlarge on requirements of Contract Documents.
- B. Laboratory may not approve or accept any portion of the Work.
- C. Laboratory may not assume any duties of Contractor.
- D. Laboratory has no authority to stop the Work.

1.9 CONTRACTOR RESPONSIBILITIES

- A. Deliver to laboratory at designated location, adequate samples of materials proposed to be used which require testing, along with proposed mix designs.

- B. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
- C. Provide incidental labor and facilities to provide access to Work to be tested, to obtain and handle samples at the site or at source of products to be tested, to facilitate tests and inspections, storage and curing of test samples.
- D. Notify laboratory 48 hours before expected time for operations requiring inspection and testing services. Coordinate schedule with laboratory to ensure testing and inspection personnel are available at the site when required by Work in progress. Coordinate testing and inspection activities to avoid delay and to eliminate need to uncover work for testing or inspection. Give sufficient advance notice of cancellation to impacted parties to allow rescheduling of work. Any charges due to insufficient advance notice will be borne by the Contractor.
- E. Arrange with laboratory and pay for additional samples and tests required by Contractor beyond specified requirements.
- F. When initial tests indicate Work is defective, pay for additional inspections and tests required to confirm corrected Work conforms to Contract Documents.
- G. Remove and replace any work found defective or not complying with contract document requirements at no additional cost to Owner. Where testing requires cores or cut-outs to verify compliance, repair prior to acceptance.
- H. Code Compliance Inspection and Tests: Inspections and tests not specified in the contract documents and required by codes and ordinances or by plan approval authorities, will be the responsibility of the Contractor.
- I. Where indicated or as required by Owner or Architect, engage manufacturer's field services, inspectors, or representatives to inspect or observe components, installation, and connections. Report results in writing.

PART 2 - PRODUCTS - Not Used

PART 3 - EXECUTION - Not Used

END OF SECTION

SECTION 01 50 00

TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Temporary utilities.
2. Support facilities.
3. Security and protection facilities.

1.2 USE CHARGES

- A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, testing agencies, and authorities having jurisdiction.
- B. Sewer Service: Plumbing Contractor to provide service, use charges paid for by Construction Manager.
- C. Water Service: Site Contractor to provide service, use charges paid for by Construction Manager.
- D. Electric Power Service: Electrical Contractor to provide service, use charges paid for by Construction Manager.
- E. Internet Service: Pay internet service use charges for internet access

1.3 INFORMATIONAL SUBMITTALS

- A. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.

1.4 QUALITY ASSURANCE

- A. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

PART 2 - PRODUCTS

2.1 TEMPORARY FACILITIES

- A. Field Offices, General: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading. Exact location of construction trailers to be determined with assistance from Construction Management.
- B. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped as required to accommodate materials and equipment for construction operations.
 - 1. Store combustible materials apart from building.

2.2 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
 - 1. Locate facilities to limit site disturbance.
 - 2. Locate facilities within the limits defined in the drawings.
 - 3. The Contractor is responsible for obtaining permitting from the town of Georgetown (or State if required) for any lane or street closures and any sidewalk closures.

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
 - 2. Upcoming required shutdowns are to be presented to Building Superintendent and State Project Manager in bi-weekly construction meetings and coordinated with Building Superintendent.

- B. Sewers and Drainage: Coordinate any temporary service interruptions with Construction Manager.
- C. Water Service: Coordinate any temporary service interruptions with Construction Manager.
- D. Construction Manager will provide temporary toilets for use of construction personnel, unless Covid requirements apply.
- E. Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
- F. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.
- G. Electric Power Service: Coordinate any temporary service interruptions with Construction Manager.
- H. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
 - 1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
- I. General: Comply with the following:
- J. Traffic Controls: Comply with requirements of authorities having jurisdiction.
 - 1. Protect existing site improvements to remain including curbs, pavement, and utilities.
 - 2. Maintain access for fire-fighting equipment and access to fire hydrants.
- K. Parking:
 - 1. Contractor's Superintendent may park within the secure lot.
 - 2. All other construction personnel must park where street or unsecured lot parking is available.
- L. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.

1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties or endanger permanent Work or temporary facilities.
2. Remove snow and ice as required to minimize accumulations.
3. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project. No other corporate or project signage to be displayed except if approved by Owner.
4. Maintain and touchup signs so they are legible at all times. Avoid obstructions and maintain sightlines to public ways to greatest extent possible. Relocate signage as progression of work may require.
5. Remove signage at time of Substantial Completion. Repair surrounding areas.

M. Waste Disposal Facilities:

1. Comply with requirements specified in Section 01 74 19 "Construction Waste Management and Disposal."
2. A trash chute may be installed within the limits defined on the drawings.

N. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.

3.3 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
- B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
1. Comply with work restrictions specified in Section 01 10 00 "Summary of Work."
- C. Temporary Erosion and Sedimentation Control: Comply with requirements of 2003 EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent, and requirements specified in Section 31 10 00 "Site Clearing."
1. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross existing planting areas.
 2. Clean, repair, and restore adjoining properties and roads affected by erosion and sedimentation from Project site during the course of Project.
 3. Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.
- D. Stormwater Control: Comply with requirements of authorities having jurisdiction.
- E. Tree and Plant Protection: Protect as needed during construction.
- F. Security Enclosure and Lockup: Install temporary enclosure around exterior construction staging area. Provide lockable entrances to prevent unauthorized

entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each workday.

- G. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- H. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities.
 - 1. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241 and OSHA requirements; manage fire-prevention program.
 - 2. Smoking is prohibited on the facility property, extending out to the edge of the sidewalk. Additionally, smoking is prohibited within the construction staging area, including where it extends onto the sidewalk.
 - 3. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
 - 4. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
 - 5. Provide temporary fire extinguishers. Fire extinguishers to comply with section 2.2 A and located per NFPA requirements.
 - 6. Notify Building Superintendent and State Project Manager prior to any hot work.
- I. Site Security Cameras: NA

3.4 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
 - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent

construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.

1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
2. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
3. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 01 77 00 "Closeout Procedures."

END OF SECTION

SECTION 01 60 00

PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Product delivery, storage, and handling.
2. Product warranties.
3. Product selection procedures.
4. Comparable products.

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. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.
 2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
 - a. Form of Approval: As specified in Section 01 33 00 "Submittal Procedures."
 - 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 Section 01 33 00 "Submittal Procedures." Show compliance with requirements.

1.4 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given 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. Each contractor is responsible for providing products and construction methods compatible with products and construction methods of other contractors.
 2. If a dispute arises between contractors over concurrently selectable but incompatible products, Architect will determine which products shall be used.

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 manufacturer's written instructions.
- B. Delivery and Handling:
1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 2. Coordinate delivery with 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 Project site in an undamaged condition in 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 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. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
5. Comply with 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.
7. Contractor may, but is not required to, provide a secure location and enclosure at Project site for storage of materials and equipment within the area indicated on the drawings to be secured by the Contractor.

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 Contractor of obligations under requirements of the Contract Documents.
 1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for 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. See other Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in Section 01 77 00 "Closeout Procedures."

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.
6. Or Equal: For products specified by name and accompanied by the term "or equal," or "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.

B. Product Selection Procedures:

1. Product: Where Specifications or Drawings name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
2. Manufacturer/Source: Where Specifications or Drawings name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for 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 of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will be considered.
 - b. Nonrestricted List: Where Specifications include a list of names of both available manufacturers and products, provide one 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 of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will be considered.
 - b. Nonrestricted List: Where Specifications include a list of available manufacturers, provide a product by one 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 Specifications or Drawings name a product, and include a list of products or manufacturers, provide the basis of design product or a comparable product by one 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 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 Architect's sample. 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 Section 01 25 00 "Substitution Procedures" for proposal of product.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, 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, that it is consistent with the Contract Documents and will produce the indicated results, and that it 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 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)

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SECTION 01 73 00

EXECUTION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Construction layout.
2. Installation of the Work.
3. Cutting and patching.
4. Coordination of work by Owner.
5. Progress cleaning.
6. Starting and adjusting.
7. Protection of installed construction.

1.2 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other work.
- B. Patching: Fitting and repair work required to restore construction to original conditions after installation of other work.

1.3 INFORMATIONAL SUBMITTALS

- A. Cutting and Patching Plan: Submit plan describing procedures at least 10 days prior to the time cutting and patching will be performed. Include the following information:
1. Extent: Describe reason for and extent of each occurrence of cutting and patching.
 2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building appearance and other significant visual elements.
 3. Products: List products to be used for patching and firms or entities that will perform patching work.
 4. Dates: Indicate when cutting and patching will be performed.
 5. Utilities and Mechanical and Electrical Systems: List services and systems that cutting and patching procedures will disturb or affect. List services and systems that will be relocated and those that will be temporarily out of service. Indicate length of time permanent services and systems will be disrupted.
 - a. Include description of provisions for temporary services and systems during interruption of permanent services and systems.

- B. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

1.4 QUALITY ASSURANCE

- A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
 - 1. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection.
 - 2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
 - a. Primary operational systems and equipment.
 - b. Fire separation assemblies.
 - c. Air or smoke barriers.
 - d. Fire-suppression systems.
 - e. Mechanical systems piping and ducts.
 - f. Control systems.
 - g. Communication systems.
 - h. Fire-detection and -alarm systems.
 - i. Electrical wiring systems.
 - j. Operating systems of special construction.
 - k. Security barriers.
 - 3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
 - a. Water, moisture, or vapor barriers.
 - b. Membranes and flashings.
 - c. Exterior curtain-wall construction.
 - d. Sprayed fire-resistive material.
 - e. Equipment supports.
 - f. Piping, ductwork, vessels, and equipment.
 - g. Noise- and vibration-control elements and systems.
 - 4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

- B. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.
- C. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
 - 1. For projects requiring compliance with sustainable design and construction practices and procedures, use products for patching that comply with sustainable design requirements.
- B. 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 Architect for the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, 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. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 - 2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 - 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- B. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - 1. Description of the Work.

2. List of detrimental conditions, including substrates.
 3. List of unacceptable installation tolerances.
 4. Recommended corrections.
- C. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. 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.
- B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- C. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for interpretation to Architect according to requirements in Section 01 31 00 "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect and Construction Manager promptly.
- B. Building Lines and Levels: Locate and lay out control lines and levels for structures, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.
- C. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. 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.
 4. Maintain minimum headroom clearance as indicated on Drawings in occupied spaces and 90 inches in unoccupied spaces.
- B. Comply with 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. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.
- F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- G. 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.
- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
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.
- I. 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.
- J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.5 CUTTING AND PATCHING

- A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- C. Temporary Support: Provide temporary support of work to be cut.
- D. Protection:
 - 1. Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
 - 2. Where cutting occurs adjacent to other spaces in the building they must be secured at the end of each day.
- E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable.
- F. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 - 3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 - 4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
 - 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 - 6. Proceed with patching after construction operations requiring cutting are complete.
- G. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as

invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
 4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
 6. For continuous surfaces, refinish to nearest intersection; for an assembly, refinish entire unit.
- H. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.
- I. Execute cutting, fitting, and patching to avoid damage to other work and provide proper surfaces to receive future work.
- J. Whenever possible and practical, coordinate cutting and patching with other trades to minimize impact to progress of Work.
- K. Cutting and Patching Proposal: Submit a proposal describing procedures at least 10 days before cutting and patching will be performed. Include extents, dates, building elements affected, and additional trades affected.

3.6 OWNER-INSTALLED PRODUCTS

- A. Site Access: Provide access to Project site for Owner's construction personnel.

- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction personnel.
1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.
 2. Preinstallation Conferences: Include Owner's construction personnel at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend preinstallation conferences conducted by Owner's construction personnel if portions of the Work depend on Owner's construction.

3.7 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. 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 waste materials more than seven days during normal weather or three 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: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in

Section 01 50 00 "Temporary Facilities and Controls." and Section 01 74 19
"Construction Waste Management and Disposal."

- 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.

3.8 STARTING AND ADJUSTING

- A. Coordinate startup and adjusting of equipment and operating components with requirements in Section 01 91 13 "General Commissioning Requirements."
- B. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- C. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- D. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- E. Manufacturer's Field Service: Comply with qualification requirements in Section 01 40 00 "Quality Requirements."

3.9 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 manufacturer's written instructions for temperature and relative humidity.

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SECTION 01 73 29
CUTTING AND PATCHING

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:

1. Requirements and limitations for cutting and patching of Work.

1.2 SUBMITTALS

A. Submit written request in advance of cutting or alteration which affects:

1. Structural integrity of any element of Project.
2. Integrity of weather exposed or moisture resistant element.
3. Efficiency, maintenance, or safety of any operational element.
4. Visual qualities of sight exposed elements.
5. Work of Owner or separate contractor.
6. Continuous operation of utilities, building services, fire suppression, fire alarm, or security system.

B. Include in request:

1. Identification of Project.
2. Location and description of affected Work.
3. Necessity for cutting or alteration.
4. Description of proposed Work, and Products to be used.
5. Alternatives to cutting and patching.
6. Effect on work of Owner or separate contractor.
7. Written permission of affected separate contractor.
8. Date and time work will be executed.

1.3 WARRANTY

- A. Perform cutting and patching in a manner to preserve conditions suitable for executing specified warranties and maintaining previously issued warranties for the Work.**

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Primary Products: Those required for original installation.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine existing conditions prior to commencing Work, including elements subject to damage or movement during cutting and patching.
- B. After uncovering existing Work, assess conditions affecting performance of work.
- C. Beginning of cutting or patching means acceptance of existing conditions.

3.2 PREPARATION

- A. Provide temporary supports to ensure structural integrity of the Work. Provide devices and methods to protect other portions of Project from damage.
- B. Provide protection from elements for areas which may be exposed by uncovering work.
- C. Maintain excavations free of water.

3.3 CUTTING

- A. Execute work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- B. Identify hazardous substances or conditions exposed during the Work to the Architect/Engineer for decision or remedy.
- C. Execute cutting and fitting to complete the Work.
- D. Uncover work to install improperly sequenced work.
- E. Remove and replace defective or non-conforming work.
- F. Remove samples of installed work for testing when requested.
- G. Provide openings in the Work for penetration of mechanical and electrical work.

- H. Employ original installer to perform cutting for weather exposed and moisture resistant elements, and sight-exposed surfaces.
- I. For sight-exposed surfaces.
 - 1. Cutting New Work: Employ original installer.
 - 2. Cutting Existing Facilities to Accommodate New Work: Employ qualified installer.
- J. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.

3.4 PATCHING

- A. Execute patching to complement adjacent Work.
- B. Fit Products together to integrate with other Work.
- C. For sight-exposed surfaces.
 - 1. Patching New Work: Employ original installer.
 - 2. Patching Existing Facilities to Accommodate New Work: Employ qualified installer.
- D. Restore work with new Products in accordance with requirements of Contract Documents.
- E. Fit work to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- F. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids in accordance with Section 078400.
- G. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.

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SECTION 01 74 19

CONSTRUCTION WASTE MANAGEMENT

PART 1 – GENERAL

1.1 SUMMARY

- A. Section includes: Administrative and procedural requirements for construction waste management activities.

1.2 DEFINITIONS

- A. Construction, Demolition, and Land clearing (CDL) Waste: Includes all non-hazardous solid wastes resulting from construction, remodeling, alterations, repair, demolition and land clearing. Includes material that is recycled, reused, salvaged or disposed as garbage.
- B. Salvage: Recovery of materials for on-site reuse, sale or donation to a third party.
- C. Reuse: Making use of a material without altering its form. Materials can be reused on-site or reused on other projects off-site. Examples include, but are not limited to the following: Crushing or grinding of concrete for use as sub-base material. Chipping of land clearing debris for use as mulch.
- D. Recycling: The process of sorting, cleaning, treating, and reconstituting materials for the purpose of using the material in the manufacture of a new product.
- E. Source-Separated CDL Recycling: The process of separating recyclable materials in separate containers as they are generated on the job-site. The separated materials are hauled directly to a recycling facility or transfer station.
- F. Co-mingled CDL Recycling: The process of collecting mixed recyclable materials in one container on-site. The container is taken to a material recovery facility where materials are separated for recycling.
- G. Approved Recycling Facility: Any of the following:
 - 1. A facility that can legally accept CDL waste materials for the purpose of processing the materials into an altered form for the manufacture of a new product.
 - 2. Material Recovery Facility: A general term used to describe a waste-sorting facility. Mechanical, hand-separation, or a combination of both procedures, are used to recover recyclable materials.
- H. Universal waste components (UWC) are as follows: electric motors, PCB ballasts, non PCB ballasts, capacitors, contactors, circuit breakers, elemental and liquid mercury containing articles, transformers, lead acid batteries, fluorescent light bulbs, and all HID light bulbs.

1.3 SUBMITTALS

- A. Contractor shall develop a Waste Management Plan: Submit 3 copies of plan within 14 days of date established for the **Notice to Proceed**.

- B. Contractor shall provide Waste Management Report: Concurrent with each Application for Payment, submit **3** copies of report.

1.4 PERFORMANCE REQUIREMENTS

- A. General: Divert a minimum of **75%** CDL waste, by weight, from the landfill by one, or a combination of the following activities:
1. Salvage
 2. Reuse
 3. Source-Separated CDL Recycling
 4. Co-mingled CDL Recycling
- B. CDL waste materials that can be salvaged, reused or recycled include, but are not limited to, the following:
1. Acoustical ceiling tiles
 2. Asphalt
 3. Asphalt shingles
 4. Cardboard packaging
 5. Carpet and carpet pad
 6. Concrete
 7. Drywall
 8. Fluorescent lights and ballasts
 9. Land clearing debris (vegetation, stumpage, dirt)
 10. Metals
 11. Paint (through hazardous waste outlets)
 12. Wood
 13. Plastic film (sheeting, shrink wrap, packaging)
 14. Window glass
 15. Wood
 16. Field office waste, including office paper, aluminum cans, glass, plastic, and office cardboard.

1.5 QUALITY ASSURANCE

- A. Waste Management Coordinator Qualifications: Experienced firm, with a record of successful waste management coordination of projects with similar requirements, that employs a LEED Accredited Professional, certified by the USGBC as waste management coordinator.
- B. Refrigerant Recovery Technician Qualifications: Certified by EPA-approved certification program.
- C. Regulatory Requirements: Conduct construction waste management activities in accordance with hauling and disposal regulations of all authorities having jurisdiction and all other applicable laws and ordinances.
- D. Preconstruction Conference: Schedule and conduct meeting at Project site prior to construction activities.
1. Attendees: Inform the following individuals, whose presence is required, of date and time of meeting.
 - a. Owner
 - b. Architect
 - c. Contractor's superintendent

- d. Major subcontractors
- e. Waste Management Coordinator
- f. Other concerned parties.

2. Agenda Items: Review methods and procedures related to waste management including, but not limited to, the following:
 - a. Review and discuss waste management plan including responsibilities of Waste Management Coordinator.
 - b. Review requirements for documenting quantities of each type of waste and its disposition.
 - c. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.
 - d. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
 - e. Review waste management requirements for each trade.
3. Minutes: Record discussion. Distribute meeting minutes to all participants.
Note: If there is a Project Architect, they will perform this role.

1.6 WASTE MANAGEMENT PLAN – Contactor shall develop and document the following:

- A. Develop a plan to meet the requirements listed in this section at a minimum. Plan shall consist of waste identification, waste reduction plan and cost/revenue analysis. Distinguish between demolition and construction waste. Indicate quantities by weight throughout the plan.
- B. Indicate anticipated types and quantities of demolition, site-cleaning and construction waste generated by the project. List all assumptions made for the quantities estimates.
- C. List each type of waste and whether it will be salvaged, recycled, or disposed of in an landfill. The plan should included the following information:
 1. Types and estimated quantities, by weight, of CDL waste expected to be generated during demolition and construction.
 2. Proposed methods for CDL waste salvage, reuse, recycling and disposal during demolition including, but not limited to, one or more of the following:
 - a. Contracting with a deconstruction specialist to salvage materials generated,
 - b. Selective salvage as part of demolition contractor's work,
 - c. Reuse of materials on-site or sale or donation to a third party.
 3. Proposed methods for salvage, reuse, recycling and disposal during construction including, but not limited to, one or more of the following:
 - a. Requiring subcontractors to take their CDL waste to a recycling facility;
 - b. Contracting with a recycling hauler to haul recyclable CDL waste to an approved recycling or material recovery facility;
 - c. Processing and reusing materials on-site;
 - d. Self-hauling to a recycling or material recovery facility.
 4. Name of recycling or material recovery facility receiving the CDL wastes.

5. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location on project site where materials separation will be located.
- D. Cost/Revenue Analysis: Indicate total cost of waste disposal as if there was no waste management plan and net additional cost or net savings resulting from implementing waste management plan. Include the following:
1. Total quantity of waste.
 2. Estimated cost of disposal (cost per unit). Include hauling and tipping fees and cost of collection containers for each type of waste.
 3. Total cost of disposal (with no waste management).
 4. Revenue from salvaged materials.
 5. Revenue from recycled materials.
 6. Savings in hauling and tipping fees by donating materials.
 7. Savings in hauling and tipping fees that are avoided.
 8. Handling and transportation costs. Including cost of collection containers for each type of waste.
 9. Net additional cost or net savings from waste management plan.

PART 2 - PRODUCTS (Not Used)

PART 3 – EXECUTION

3.1 CONSTRUCTION WASTE MANAGEMENT, GENERAL

- A. Provide containers for CDL waste that is to be recycled clearly labeled as such with a list of acceptable and unacceptable materials. The list of acceptable materials must be the same as the materials recycled at the receiving material recovery facility or recycling processor.
- B. The collection containers for recyclable CDL waste must contain no more than 10% non-recyclable material, by volume.
- C. Provide containers for CDL waste that is disposed in a landfill clearly labeled as such.
- D. Use detailed material estimates to reduce risk of unplanned and potentially wasteful cuts.
- E. To the greatest extent possible, include in material purchasing agreements a waste reduction provision requesting that materials and equipment be delivered in packaging made of recyclable material, that they reduce the amount of packaging, that packaging be taken back for reuse or recycling, and to take back all unused product. Insure that subcontractors require the same provisions in their purchase agreements.
- F. Conduct regular visual inspections of dumpsters and recycling bins to remove contaminants.

3.2 SOURCE SEPARATION

- A. General: Contractor shall separate recyclable materials from CDL waste to the maximum extent possible.

Separate recyclable materials by type.

1. Provide containers, clearly labeled, by type of separated materials or provide other storage method for managing recyclable materials until they are removed from Project site.

2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water and to minimize pest attraction. Cover to prevent windblown dust.
3. Stockpile materials away from demolition area. Do not store within drip line of remaining trees.
4. Store components off the ground and protect from weather.

3.3 CO-MINGLED RECYCLING

- A. General: Do not put CDL waste that will be disposed in a landfill into a co-mingled CDL waste recycling container.

3.4 REMOVAL OF CONSTRUCTION WASTE MATERIALS

- A. Remove CDL waste materials from project site on a regular basis. Do not allow CDL waste to accumulate on-site.
- B. Transport CDL waste materials off Owner's property and legally dispose of them.
- C. Burning of CDL waste is not permitted.

3.5 UNIVERSAL WASTE DIVERSION

- A. Remove all universal waste from fixtures, panels, and related devices for proper diversion and reclamation.
- B. Store all universal waste in containers provided by contact person within facilities operations.
- C. Store all universal waste in a secured location and request periodic removal from assigned contact person.
- D. Exemption: electric motors, circuit breakers, transformers and lighting contactors are exempt from this provision provided the contractor chooses to salvage or reuse the components.
- E. No identified universal waste will be discarded into the waste stream.

END OF SECTION

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WASTE MANAGEMENT PROGRESS REPORT				
MATERIAL CATEGORY	DISPOSED IN MUNICIPAL SOLID WASTE LANDFILL	DIVERTED FROM LANDFILL BY RECYCLING, SALVAGE OR REUSE		
		Recycled	Salvaged	Reused
1. Acoustical Ceiling Tiles				
2. Asphalt				
3. Asphalt Shingles				
4. Cardboard Packaging				
5. Carpet and Carpet Pad				
6. Concrete				
7. Drywall				
8. Fluorescent Lights and Ballasts				
9. Land Clearing Debris (vegetation, stumpage, dirt)				
10. Metals				
11. Paint (through hazardous waste outlets)				
12. Wood				
13. Plastic Film (sheeting, shrink wrap, packaging)				
14. Window Glass				
15. Field Office Waste (office paper, aluminum cans, glass, plastic, and coffee cardboard)				
16. Other (insert description)				
17. Other (insert description)				
Total (In Weight)		(TOTAL OF ALL ABOVE VALUES – IN WEIGHT)		
		Percentage of Waste Diverted	(TOTAL WASTE DIVIDED BY TOTAL DIVERTED)	

SECTION 01 75 00
STARTING AND ADJUSTING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Starting systems.
 - 2. Demonstration and instructions.
 - 3. Training session recording.

1.2 STARTING SYSTEMS

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Notify Architect and Owner seven days prior to start-up of each item. Contractor may direct subcontractor to "start systems" in order to prevent delay of project.
- C. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions which may cause damage.
- D. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- E. Verify that wiring and support components for equipment are complete and tested.
- F. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.
- G. Execute start-up in accordance with manufacturers' instructions.

1.3 DEMONSTRATION AND INSTRUCTIONS

- A. Demonstration and instructions to comply with requirements in Section 01 79 00 "Demonstration and Training".
- B. Demonstrate operation and maintenance of Products to Owner's personnel two weeks prior to date of Substantial Completion.

- C. Demonstrate Project equipment and instructed by a qualified manufacturers' representative who is knowledgeable about the Project.
- D. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- E. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owners' personnel in detail to explain all aspects of operation and maintenance.
- F. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at agreed time, at equipment location.
- G. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.

1.4 TRAINING SESSION RECORDING

- A. Record demonstration and instruction sessions in accordance with requirements in Section 01 79 00 "Demonstration and Training".

PART 2 - PRODUCTS - Not Used.

PART 3 - EXECUTION - Not Used.

END OF SECTION

SECTION 01 77 00
CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
 - 5. Repair of the Work.

1.2 ACTION SUBMITTALS

- A. Product Data: For cleaning agents.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.3 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.
- C. Close out checklist at end of this specification.

1.4 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

1.5 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.

- B. Submittals Prior to Substantial Completion: Complete the following a minimum of ten (10) days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Owner. Label with manufacturer's name and model number where applicable.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Owner's signature for receipt of submittals.
 5. Submit test/adjust/balance records.
 6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 3. Complete startup and testing of systems and equipment.
 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 01 79 00 "Demonstration and Training."
 6. Advise Owner of changeover in heat and other utilities.
 7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 9. Complete final cleaning requirements, including touchup painting.
 10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of **10** days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by 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.

1.6 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:
1. Submit a final Application for Payment according to Section 01 29 00 "Payment Procedures."
 2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor 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.

1.7 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include 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 Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 3. Include the following information at the top of each page:

- a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Page number.
4. Submit list of incomplete items in the following format:
 - a. MS Excel electronic file. Architect will return annotated file.
 - b. PDF electronic file. Architect will return annotated file.
 - c. Three paper copies. Architect will return two copies.

1.8 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Partial Occupancy: Submit properly executed warranties within **15** days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
 1. Bind warranties and bonds in heavy-duty, three-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.
 4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
- D. 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.
 - 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform 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 professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. There should be no construction dust or debris upon completion. 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 designated 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; clean according to manufacturer's recommendations 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. Polish mirrors and glass, taking care not to scratch surfaces.
 - k. Remove labels that are not permanent.
 - l. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - 1) Clean HVAC system in compliance with NADCA Standard 1992-01. Provide written report on completion of cleaning.
 - o. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
 - p. Leave Project clean and ready for occupancy.
- C. Construction Waste Disposal: Comply with waste disposal requirements in Section 01 50 00 "Temporary Facilities and Controls" and Section 01 74 19 "Construction Waste Management and Disposal."

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
 - 1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
 - 2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that already show evidence of repair or restoration.
 - a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.

3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

Closeout Document Checklist

Project:

Date:

1. (2 wet signed hard copy) original Form G704 Substantial Completion
2. (2 wet signed hard copy) original Form G706 Affidavit of Payment of Debts and Claims
3. (2 wet signed hard copy) original Form 706A Release of Liens Contractor / Subcontractor
4. (2 wet signed hard copy) original Form 707 Consent of Surety Company
5. (3 wet signed hard copy) original Final Payment App
6. Meeting Minutes
7. General Correspondence
8. Certificate of Occupancy
9. Environmental Certificates
10. (2) Hard copy original of Warranties (Letter of Guarantee and Warranty Info)
11. (2) O&M Manuals
12. (2 Hard Copy) of As-Built Drawings
13. (2 Digital Sets on gold foil archival grade Compact Disc) Updated CAD files and Drawings
14. Occupancy Permits
15. Test & Balancing Reports
16. Field Reports/Inspection Reports
17. Pest Control Final Inspection Report & Warranty (Slabs over 400SF)
18. (2 hard copy) sets of Record Shop Drawings and submittals
19. Affidavit of Discharge of State Tax Liability
20. Copy of completed final punch list signed off on by Owner's Rep
21. Punch list Closeout Letter.

END OF SECTION

SECTION 01 78 23

OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Operation and maintenance documentation directory.
2. Emergency manuals.
3. Operation manuals for systems, subsystems, and equipment.
4. Product maintenance manuals.
5. Systems and equipment maintenance manuals.

1.2 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.3 CLOSEOUT SUBMITTALS

- A. Manual Content: Operations and maintenance manual content is specified in individual Specification Sections to be reviewed at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.

1. Architect and Commissioning Authority will comment on whether content of operations and maintenance submittals are acceptable.
2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.

- B. Format: Submit operations and maintenance manuals in the following format:

1. PDF electronic file. Assemble each manual into a composite electronically indexed file. Submit on digital media acceptable to Architect.
 - a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
 - b. Enable inserted reviewer comments on draft submittals.
2. Three paper copies. Include a complete operation and maintenance directory. Enclose title pages and directories in clear plastic sleeves.

- C. Initial Manual Submittal: Submit draft copy of each manual at least **30** days before commencing demonstration and training. Architect and Commissioning Authority will comment on whether general scope and content of manual are acceptable.
- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least **15** days before commencing demonstration and training. Architect and Commissioning Authority will return copy with comments.
 - 1. Correct or revise each manual to comply with Architect's and Commissioning Authority's comments. Submit copies of each corrected manual within **15** days of receipt of Architect's and Commissioning Authority's comments and prior to commencing demonstration and training.

PART 2 - PRODUCTS

2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

- A. Directory: Prepare a single, comprehensive directory of emergency, operation, and maintenance data and materials, listing items and their location to facilitate ready access to desired information. Include a section in the directory for each of the following:
 - 1. List of documents.
 - 2. List of systems.
 - 3. List of equipment.
 - 4. Table of contents.
- B. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
- C. List of Equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.
- D. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

2.2 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- 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 the following materials, in the order listed:

1. Title page.
2. Table of contents.
3. Manual contents.

B. Title Page: Include the following information:

1. Subject matter included in manual.
2. Name and address of Project.
3. Name and address of Owner.
4. Date of submittal.
5. Name and contact information for Contractor.
6. Name and contact information for Architect.
7. Name and contact information for Commissioning Authority.
8. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
9. Cross-reference to related systems in other operation and maintenance manuals.

C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.

1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.

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.

E. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.

1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
2. File Names and Bookmarks: Enable bookmarking of individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.

F. Manuals, Paper Copy: Submit manuals in the form of hard copy, bound and labeled volumes.

1. Binders: Heavy-duty, three-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. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
 - b. 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 of the manual. 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 storage media for computerized electronic equipment.
4. Supplementary Text: Prepared on 8-1/2-by-11-inch white bond paper.
5. 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.

2.3 EMERGENCY MANUALS

- A. Content: Organize manual into a separate section for each of the following:
 1. Type of emergency.
 2. Emergency instructions.
 3. 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:
 1. Fire.
 2. Flood.
 3. Gas leak.
 4. Water leak.
 5. Power failure.
 6. Water outage.

7. System, subsystem, or equipment failure.
 8. 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 the following, as applicable:
1. Instructions on stopping.
 2. Shutdown instructions for each type of emergency.
 3. Operating instructions for conditions outside normal operating limits.
 4. Required sequences for electric or electronic systems.
 5. Special operating instructions and procedures.

2.4 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
 2. Performance and design criteria if Contractor has delegated design responsibility.
 3. Operating standards.
 4. Operating procedures.
 5. Operating logs.
 6. Wiring diagrams.
 7. Control diagrams.
 8. Piped system diagrams.
 9. Precautions against improper use.
 10. License requirements including inspection and renewal dates.
- B. Descriptions: Include the following:
1. Product name and model number. Use designations for products indicated on Contract Documents.
 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 the following, as applicable:
1. Startup procedures.

2. Equipment or system break-in procedures.
 3. Routine and normal operating instructions.
 4. Regulation and control procedures.
 5. Instructions on stopping.
 6. Normal shutdown instructions.
 7. Seasonal and weekend operating instructions.
 8. Required sequences for electric or electronic systems.
 9. Special operating instructions and procedures.
- 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.

2.5 PRODUCT MAINTENANCE MANUALS

- 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 and drawing or schedule designation or identifier where applicable.
- 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 the following:
1. Inspection procedures.
 2. Types of cleaning agents to be used and methods of cleaning.
 3. List of cleaning agents and methods of cleaning detrimental to product.
 4. Schedule for routine cleaning and maintenance.
 5. 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.

1. Include procedures to follow and required notifications for warranty claims.

2.6 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- 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 and drawing or schedule designation or identifier where applicable.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
 1. Standard maintenance instructions and bulletins.
 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 3. Identification and nomenclature of parts and components.
 4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
 1. Test and inspection instructions.
 2. Troubleshooting guide.
 3. Precautions against improper maintenance.
 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 5. Aligning, adjusting, and checking instructions.
 6. Demonstration and training video recording, if available.
- 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.
 1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- 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: 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.
 - 1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals.
- B. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- C. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- D. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
 - 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 - 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- E. Manufacturers' Data: 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.
 - 1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- F. Drawings: 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.
 2. Comply with requirements of newly prepared record Drawings in Section 01 78 39 "Project Record Documents."
- G. Comply with Section 01 77 00 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

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SECTION 01 78 39
PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Record Drawings.
2. Record Specifications.
3. Record Product Data.
4. Miscellaneous record submittals.

1.2 CLOSEOUT SUBMITTALS

A. Record Drawings: Comply with the following:

1. Number of Copies: Submit copies of record Drawings as follows:
 - a. Initial Submittal:
 - 1) Submit PDF electronic files of scanned record prints and one of file prints.
 - 2) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
 - b. Final Submittal:
 - 1) Submit PDF electronic files of scanned record prints and three set(s) of prints.
 - 2) Print each drawing, whether or not changes and additional information were recorded.

B. Record Specifications: Submit annotated PDF electronic files of Project's Specifications, including addenda and contract modifications.

C. Record Product Data: Submit annotated PDF electronic files and directories of each submittal.

1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.

D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit annotated PDF electronic files and directories of each submittal.

- E. Reports: Submit written report weekly indicating items incorporated into project record documents concurrent with progress of the Work, including revisions, concealed conditions, field changes, product selections, and other notations incorporated.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
 - 1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding 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. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible, but no greater than a week, after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding archive photographic documentation.
 - f. Electronic copies of marked-up paper copies are to be submitted with each Payment Application in accordance with Section 01 29 00 "Payment Procedures".
 - 2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Depths of foundations below first floor.
 - d. Locations and depths of underground utilities.
 - e. Revisions to routing of piping and conduits.
 - f. Revisions to electrical circuitry.
 - g. Actual equipment locations.
 - h. Duct size and routing.
 - i. Locations of concealed internal utilities.
 - j. Changes made by Change Order or Construction Change Directive.
 - k. Changes made following Architect's written orders.
 - l. Details not on the original Contract Drawings.
 - m. Field records for variable and concealed conditions.
 - n. Record information on the Work that is shown only schematically.

3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note 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. 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 Architect.
 - e. Name of 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. For each principal product, indicate whether record Product Data has been submitted in operation and maintenance manuals instead of submitted as record Product Data.
 5. Note related Change Orders, record Product Data, and record Drawings where applicable.
- B. Format: Submit record Specifications as annotated PDF electronic file.

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.
- B. Format: Submit record Product Data as annotated PDF electronic file.
 - 1. Include record Product Data directory organized by Specification Section number and title, electronically linked to each item of record Product Data.

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.
- B. Format: Submit miscellaneous record submittals as PDF electronic file.
 - 1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until 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 Architect's reference during normal working hours.

END OF SECTION

SECTION 01 79 00
DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Demonstration of operation of systems, subsystems, and equipment.
2. Training in operation and maintenance of systems, subsystems, and equipment.
3. Demonstration and training video recordings.

1.2 INFORMATIONAL SUBMITTALS

A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.

1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.

B. Qualification Data: For instructor and videographer.

C. Attendance Record: For each training module, submit list of participants and length of instruction time.

D. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.

1.3 CLOSEOUT SUBMITTALS

A. Demonstration and Training Video Recordings: Submit two copies within seven days of end of each training module.

1. Identification: On each copy, provide an applied label with the following information:
 - a. Name of Project.
 - b. Name and address of videographer.
 - c. Name of Architect.
 - d. Name of Construction Manager.
 - e. Name of Contractor.

- f. Date of video recording.
 2. Transcript: Prepared in PDF electronic format. Include a cover sheet with same label information as the corresponding video recording and a table of contents with links to corresponding training components. Include name of Project and date of video recording on each page.
 3. At completion of training, submit complete training manual(s) for Owner's use in PDF electronic file format on compact disk.
- B. Demonstration and Training Video Recordings to be provided for the following systems:
1. Air Handling Units
 2. Building Automation System
 3. Door Hardware
 4. Fire Alarm
 5. Lighting Controls
 6. Security System
 7. Automatic Opening Doors and Hardware
 8. Vehicle Gate Operators
 9. Emergency Generator/ATS Operation
 10. Snow melt systems
 11. Boiler Operation/Maintenance
 12. Elevators
 13. Chiller/Cooling system
 14. Wall Clocks that are tied into the system
 15. Clock on tower of exterior of the building

1.4 QUALITY ASSURANCE

- A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.
- B. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 01 40 00 "Quality Requirements," experienced in operation and maintenance procedures and training.
- C. Videographer Qualifications: A professional videographer who is experienced photographing demonstration and training events similar to those required.
- D. Pre-instruction Conference: Conduct conference at Project site to comply with requirements in Section 01 31 00 "Project Management and Coordination." Review methods and procedures related to demonstration and training including, but not limited to, the following:
 1. Inspect and discuss locations and other facilities required for instruction.

2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
3. Review required content of instruction.
4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

1.5 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel. Instruction is to occur during normal business hours. Allow for one or two make-up sessions for personnel unable to attend original training session.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Architect.

PART 2 - PRODUCTS

2.1 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
 1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.

2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Operations manuals.
 - c. Maintenance manuals.
 - d. Project record documents.
 - e. Identification systems.
 - f. Warranties and bonds.
 - g. Maintenance service agreements and similar continuing commitments.
3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
 - a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
 - a. Diagnostic instructions.
 - b. Test and inspection procedures.
7. Maintenance: Include the following:

- a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning
 - e. Procedures for preventive maintenance.
 - f. Procedures for routine maintenance.
 - g. Instruction on use of special tools.
8. Repairs: Include the following:
 - a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.
 - e. Review of spare parts needed for operation and maintenance.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 01 78 23 "Operation and Maintenance Data."
- B. Set up instructional equipment at instruction location.

3.2 INSTRUCTION

- A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.
- B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 1. Architect will furnish an instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.
 2. Owner will furnish an instructor to describe Owner's operational philosophy.
 3. Owner will furnish Contractor with names and positions of participants.
- C. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
 1. Schedule training with Owner with at least seven days' advance notice.

- D. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.
- E. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of an oral performance-based test.
- F. Cleanup: Collect used and leftover educational materials and remove from Project site. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

3.3 DEMONSTRATION AND TRAINING VIDEO RECORDINGS

- A. General: Engage a qualified commercial videographer to record demonstration and training video recordings. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.
 - 1. At beginning of each training module, record each chart containing learning objective and lesson outline.
- B. Video: Provide minimum 640 x 480 video resolution converted to .mp4 format file type, on electronic media.
 - 1. Electronic Media: Read-only format compact disc acceptable to Owner, with commercial-grade graphic label.
 - 2. File Hierarchy: Organize folder structure and file locations according to project manual table of contents. Provide complete screen-based menu.
 - 3. File Names: Utilize file names based upon name of equipment generally described in video segment, as identified in Project specifications.
 - 4. Contractor and Installer Contact File: Using appropriate software, create a file for inclusion on the Equipment Demonstration and Training DVD that describes the following for each Contractor involved on the Project, arranged according to Project table of contents:
 - a. Name of Contractor/Installer.
 - b. Business address.
 - c. Business phone number.
 - d. Point of contact.
 - e. E-mail address.
- C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to adequately cover area of demonstration and training. Display continuous running time.
 - 1. Film training session(s) in segments not to exceed 15 minutes.
 - a. Produce segments to present a single significant piece of equipment per segment.

- b. Organize segments with multiple pieces of equipment to follow order of Project Manual table of contents.
 - c. Where a training session on a particular piece of equipment exceeds 15 minutes, stop filming and pause training session. Begin training session again upon commencement of new filming segment.
- D. Light Levels: Verify light levels are adequate to properly light equipment. Verify equipment markings are clearly visible prior to recording.
 - 1. Furnish additional portable lighting as required.
- E. Narration: Describe scenes on video recording by audio narration by microphone while video recording is recorded. Include description of items being viewed.
- F. Preproduced Video Recordings: Provide video recordings used as a component of training modules in same format as recordings of live training.

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