

PROJECT MANUAL



County of Kenosha
19600 75th Street
Bristol, WI 53104

Kenosha County Parks Petrifying Springs Parking Addition Bid # 2623

Date: August 24, 2026

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Professional Consulting and Design Services

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SECTION 00 00 10

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**COUNTY OF KENOSHA PARKS
PETRIFYING SPRINGS PARKING ADDITION
KENOSHA, WI**

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END OF SECTION

SECTION 01 10 00

SUMMARY

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Related Documents.
- B. Contract Description.
- C. Scheduling of Work.
- D. Construction Schedule.
- E. Contractor's Use of Site.
- F. Owner Occupancy.
- G. Specification Conventions.

1.2 RELATED DOCUMENTS

- A. Documents related to the Work include:
 - 1. Contract Drawings
 - 2. General Provisions of the Contract including General and Supplementary Conditions
 - 3. All other Sections included herein as part of the Project Manual
 - 4. Addendum to the Drawings and Project Manual issued during Bidding

1.3 CONTRACT DESCRIPTION

- A. Work of the Project includes the following:
 - 1. Base Bid
 - a. Existing asphalt removal and disposal.
 - b. Clearing and Grubbing of existing trees as denoted on the plans.
 - c. Proof-rolling of existing aggregate base to identify locations for excavation of unsuitable aggregate base and/or subgrade materials, including excavation, compaction of subgrade, installation of geogrid, and placement of breaker run backfill.
 - d. Saw-cutting, spot removal and disposal curb & gutter immediately adjacent to the roadway
 - e. Installation of new concrete curb & gutter.
 - f. Removal and replacement of new inlets including placing salvaged inlet covers and new covers. Placement of RCP and PVC storm sewer piping and coring into existing structures.

- g. Preparation of existing aggregate base together with geogrid prior to hot-mix asphalt (HMA) pavement being placed.
 - h. Placement of HMA binder and surface course pavements:
 - 1) Binder course: 3 LT 58-28 S (2.5" lift thickness)
 - 2) Surface course: 5 LT 58-28 S (1.5" lift thickness)
 - i. Erosion control devices as well as restoration using topsoil, seeding and emat.
- B. The Contract Documents indicate the Work of the Contract and related requirements and conditions that have an impact on the Work. Related requirements and conditions that are indicated on the Contract Documents include, but are not necessarily limited to the following:
- 1. Existing site conditions and restrictions on use of the Site.

1.4 SCHEDULING OF WORK

A. Scheduling of Work

- 1. Apart from the Work listed in this Section, the Contractor may schedule their Work in any manner they deem appropriate to complete the Contract within the time allowed. The Contractor is cautioned that some of the Work may have to be performed during other than normal working hours and that the Owner may revise the schedule whenever the Owner finds it necessary to maintain Work progression, or to protect the Owner's facility, or to maintain continuous, satisfactory operation of existing facilities.
- 2. The Contractor shall submit a Construction Progress Schedule as required in Section 01 30 00.
- 3. Construction shall be continuous once work begins.
- 4. The Contractor is responsible for the means and methods necessary to accomplish the Work in compliance with the specified criteria. Access must be maintained to ensure all personnel and equipment can enter and leave the facility safely. All shutdowns must be coordinated with the Owner's representative a minimum of 72 hours prior to the planned shutdown. The Owner may establish alternative access for personnel during shutdown periods; the Contractor shall verify alternative access prior to beginning any shutdowns.

B. Coordination with Others

- 1. The Owner will attempt to keep the Contractor informed of changes to existing contracts and award of subsequent contracts that may affect the Contractor. Schedules of operations for other Contractors working will be made available to the Contractor upon request.

1.5 CONSTRUCTION SCHEDULE

- A. The Work described in this Section shall be shown in the Construction Progress Schedule. All construction steps, procedures and temporary facilities shall be approved by the Owner prior to implementation by the Contractor. The monthly updates of the Schedule of Construction shall show any changes in the proposed Work, including proposed shutdown Work.
- B. The completion schedule for this Contract requires timely transmittal of Contract submittals for review by the Engineer. The identification and transmittal of all submittals required for completion of the phase of Work described above is the Contractor's responsibility.

- C. The Contractor shall be held responsible for all direct and indirect delays resulting from the Contractor's failure to identify and transmit the submittals required to successfully complete the Contract Work within the time specified.
- D. The following early submittals shall be submitted within ten days after Notice to Proceed:
 - 1. Construction Schedule
 - 2. Concrete Mix Designs
 - 3. HMA Mix Designs

1.6 CONTRACTOR'S USE OF SITE

- A. Limit use of site and premises to allow Owner occupancy.
- B. Construction Operations: Construction operations to be coordinated with the Owner.
- C. Time Restrictions for Performing Work: 7am-3pm shall be the construction Work hours. Work hours are to be coordinated with the Owner. The Contractor shall be advised that weekend Work may be required.
- D. Utility Outages and Shutdown are to be coordinated with the Owner.
- E. The Contractor shall provide Traffic Control devices and signage as necessary to ensure the safety of crews working and the traveling public throughout the duration of the project. The Work zone and any staging areas shall be clearly protected from the traveling public. Traffic Control devices shall be always maintained to an acceptable working condition. All Work required to install, repair, replace, and/or remove the traffic control devices on site shall be considered incidental to the Contract.

1.7 OWNER OCCUPANCY

- A. The Owner will occupy the premises during the entire period of construction for the conduct of normal operations.
- B. Cooperate with Owner to minimize conflict, and to facilitate Owner's operations.
- C. Schedule the Work to accommodate Owner occupancy.

1.8 SPECIFICATION CONVENTIONS

- A. These specifications are written in imperative mood and streamlined form. This imperative language is directed to the Contractor, unless specifically noted otherwise. The words "shall be" are included by inference where a colon (:) is used within sentences or phrases.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION

SECTION 01 29 76
PAYMENT PROCEDURES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Schedule of Values
- B. Payment Requests
- C. Unit Prices
- D. Measurement and Payment

1.2 SCHEDULE OF VALUES

- A. The Contract Bid Unit Prices will be used to determine the value of work completed for payment purposes.

B. Summary of Estimated Quantities

SPV	ITEM NO.	BID ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
*	201.0120	Clearing	150	ID		
*	201.022	Grubbing	150	ID		
*	204.011	Removing Asphaltic Surface	180	SY		
*	204.0150	Removing Curb & Gutter (Includes Sawcutting)	650	LF		
*	204.022	Removing Inlets	1	EACH		
*	205.0100	Excavation Common	620	CY		
*	305.012	Base Aggregate Dense 1 1/4-Inch	950	TON		
*	455.0605	Tack Coat	70	GAL		
*	460.5223	HMA Pavement 3 LT 58-28 S (2.25")	150	TON		
*	460.5225	HMA Pavement 5 LT 58-28 S (1.75")	150	TON		
*	601.0407	Concrete Curb & Gutter 18-Inch Type D	710	LF		
*	608.0512	Storm Sewer Pipe Reinforced Concrete Class V 12-Inch	20	LF		
*	611.0666	Inlet Covers Type Z	1	EACH		
*	611.323	Inlets 2x3-FT	2	EACH		
*	625.01	Topsoil	1030	SY		
*	628.2006	Erosion Mat Urban Class I Type A	1030	SY		
*	628.702	Inlet Protection Type D	8	Each		
*	630.014	Seeding Mixture No. 40	50	LB		
*	630.05	Seed Water	20	MGAL		
*	634.0809	Posts Tubular Steel 2x2-Inch x 9.5-FT	1	EACH		
*	637.221	Signs Type II Reflective H	2	SF		
*	643.5	Traffic Control Includes all signage	1	EACH		
*	645.022	Geogrid Type SR	1250	SY		
*	646.102	Marking Line Epoxy 4-inch	2710	LF		
*	646.901	Marking Removal Line Water Blasting 4-Inch (Includes Symbol)	275	LF		
*	SPV.0060.01	Remove and Salvage 2x3 Frame	1	EACH		
*	SPV.0090.01	Storm Sewer 12" PVC (Includes Coring in Str.)	40	LF		
Total cost						

* Denotes a Special Provision applies to this item, see section 1.5 MEASUREMENT AND PAYMENT below.

1.3 PAYMENT REQUESTS

A. See front-end documents.

1.4 UNIT PRICES

- A. Authority: Measurement methods are delineated in individual Specification Sections.
- B. Measurement methods delineated in individual Specification Sections complement criteria of this Section. In event of conflict, requirements of this Section govern.
- C. Take measurements and compute quantities. The Engineer will verify measurements and quantities.
- D. Unit Quantities: Quantities and measurements indicated on Bid Form are for Contract purposes only. Quantities and measurements supplied or placed in the Work shall determine payment.
 - 1. When actual Work requires more or fewer quantities than those quantities indicated, provide required quantities at contracted unit sum/prices.
 - 2. When actual Work requires 25 percent or greater change in quantity than those quantities indicated, Owner or Contractor may claim a Contract Price adjustment.

- E. Payment Includes: Full compensation for required labor, products, tools, equipment, plant and facilities, transportation, services and incidentals; erection, application, or installation of item of the Work; overhead and profit.
- F. Final payment for Work governed by unit prices will be made on basis of actual measurements and quantities accepted by Engineer multiplied by unit sum/price for Work incorporated in or made necessary by the Work.
- G. Measurement of Quantities:
 - 1. Weigh Scales: Inspected, tested, and certified by applicable State weights and measures department within past year.
 - 2. Platform Scales: Of sufficient size and capacity to accommodate conveying vehicle.
 - 3. Metering Devices: Inspected, tested, and certified by applicable State department within past year.
 - 4. Measurement by Weight: Measured by weights on submitted tickets for each load of material.
 - 5. Measurement by Volume: Measured by cubic dimension using mean length, width, and height or thickness.
 - 6. Measurement by Area: Measured by square dimension using mean length and width or radius.
 - 7. Linear Measurement: Measured by linear dimension, at item centerline or mean chord.
 - 8. Stipulated Sum/Price Measurement: Items measured by weight, volume, area, or linear means or combination, as appropriate, as completed item or unit of the Work.

1.5 MEASUREMENT AND PAYMENT

- A. Quantities necessary to complete the Work as shown on the Drawings or as specified herein shall govern over those shown in the Bid Form. The Contractor shall take no advantage of any apparent error or omission in the Drawings or Specification, and the Engineer shall be permitted to make corrections and interpretations as may be deemed necessary for fulfillment of the intent of the Contract Documents.
- B. General
 - 1. Payment for all Work done in compliance with the Contract Documents, including, but not limited to, furnishing all manpower, equipment, materials, and performance of all operations relative to construction of this project, will be made under Pay Items listed herein. Work for which there is not a Pay Item and all costs pertaining thereto shall be considered incidental to the Contract, included in the unit prices of other pay items listed in the proposal and no additional compensation will be allowed.
 - 2. All lien waivers submitted in connection with any request for payment shall include and be deemed to include a waiver of any and all rights as stated under Chapter 779 of the Wisconsin State Statutes.
 - 3. The Owner reserves the right to alter the Drawings, modify incidental work as may be necessary, and increase or decrease quantities of work to be performed in accord with such changes, including deduction or cancellation of any one or more of the Pay Items. Changes in

the work shall not be considered as a waiver of any conditions of the Contract nor invalidate any provisions thereof. When changes result in changes in the quantities of Work to be performed, the Contractor will accept payment according to Contract Unit Bid Prices that appear in the original Contract.

4. Quantities necessary to complete the Work as shown on the Drawings or as specified herein shall govern over those shown in the Bid Form. The Contractor shall take no advantage of any apparent error or omission in the Drawings or Specification, and the Engineer shall be permitted to make corrections and interpretations as may be deemed necessary for fulfillment of the intent of the Contract Documents.
5. Pay Items which are to be measured in terms of weight shall be weighed on scales which have been approved by the Owner prior to receipt of any weighed material. Approved weight tickets must be given to the Owner prior to the material being placed.
6. The unit prices for each pay item are to include all material, labor, profit, overhead, incidental work and general requirements costs.
7. The Owner's Representative will make measurements and determinations as necessary to classify the work within pay items and determine the quantities for pay purposes; such decisions will be final after three (3) days if the Contractor does not submit a written notice as defined in the following paragraph.
8. If the Contractor differs with the Owner's Representative's classification of the Pay Items or determination of quantities of the Pay Items, he must notify the Owner's Representative in writing within three (3) days of the time that the Contractor is informed of the Owner's Representative's decision. Otherwise, the Owner will not consider any such difference as a claim for payment.

Any such written notice received by the Owner's Representative from the Contractor within the three (3) day period shall be just reason for the Owner's Representative to reevaluate his/her previous decision.

C. Clearing & Grubbing

1. Description: This item of work shall be performed in accordance with Section 201 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents.

D. Removing Asphalt Surface

1. Description: This item of work shall be performed in accordance with Section 204 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents.

E. Removing Curb & Gutter (includes sawcutting)

1. Description: This item includes the removal of existing curb and gutter, as well as any associated sawcutting necessary to create a clean, even match line for the installation of new curb and gutter. All removal work shall be performed in accordance with Section 204 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents. Sawcutting at the removal limits shall conform to Section 690 and is considered incidental to this item. The Contractor is responsible for ensuring straight, precise saw cuts that do not extend beyond the removal limits specified in the Contract Drawings. Any deviations from the specified removal boundaries must be approved by the Engineer or Owner's Representative. Any unforeseen additional Work required to complete this item, but not specifically covered by this Special Provision, shall be included and considered incidental to this item.

2. Measurement: Measurement for this item will be made in lineal feet, measured along the flowline of the removed curb and gutter. Measurement will include the full length from the start of the sawcut to the termination point, as shown in the Contract Drawings or as directed by the Engineer. Any partial removal of curb and gutter will be measured in accordance with the removal limits defined in the Drawings or as adjusted by the Owner's Representative during field conditions.
3. Basis of Payment: Payment for Removing Curb & Gutter (includes sawcutting) will be made at the Contract Unit Price per lineal foot, in accordance with the Contract Documents. This payment covers all costs associated with labor, equipment, sawcutting, removal, hauling, and disposal of materials. Any additional work, including subgrade preparation, restoration, and the installation of new curb and gutter, will be performed, measured, and paid for separately under the corresponding items defined in the Contract Documents.

F. Removing Inlets

1. Description: This item of work shall be performed in accordance with Section 204 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents

G. Excavation Common

1. Description: This item of work shall be performed in accordance with Section 205 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents

H. Base Aggregate Dense 1 1/4-Inch

1. Description: This item of work shall be performed in accordance with Section 305 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents

I. HMA Pavement 3 LT 58-28 S
HMA Pavement 5 LT 58-28 S

1. Description: This item includes the furnishing, placement, and compaction of Hot Mix Asphalt (HMA) pavement for 3 LT 58-28 S and 5 LT 58-28 S mixes. All work shall be performed in accordance with Sections 450, 455, 460, and 465 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents. This includes all labor, materials, and equipment necessary for the proper placement of HMA pavement. Section 460 shall govern the material requirements and construction procedures. A special provision applies to this pay item, limiting payment to a maximum of 105% of the actual quantity placed, based on field yield checks. A proof roll shall be completed with a fully loaded tri-axle truck prior to the placement of any HMA. The proof roll shall be considered incidental to this item.
2. Measurement: Measurement for HMA pavement will be made in tons, based on certified weigh tickets for all material placed. HMA quantities will be subject to a field yield check to verify the actual in-place quantity. The Contractor will be compensated for up to 105% of the calculated yield, determined using the following formula:

$$\frac{\text{HMA Lift Thickness (in.)} * \text{Area of HMA Pavement Placed (sq. yd.)} * 112 \text{ lbs./sq. yd./in.}}{2000 \text{ lbs./ton}}$$

This formula calculates the theoretical tonnage based on the thickness of the asphalt, the area of pavement placed, and a standard unit weight of 112 pounds per square yard per inch of HMA placed. The unit weight is derived from a unit density of 2.015 tons per cubic yard of HMA pavement. Field yield checks will compare the theoretical yield with actual in-place quantities, and only up to 105% of the calculated yield will be considered for payment. Any

unforeseen additional work required to complete this item, but not specifically covered by this Special Provision, shall be included and considered incidental to this item.

3. Basis of Payment: Payment for HMA Pavement 3 LT 58-28 S and HMA Pavement 5 LT 58-28 S will be made at the Contract Unit Price per ton of HMA pavement acceptably placed, as verified by field yield checks. This payment covers all costs associated with labor, materials, equipment, and incidentals necessary to complete the work. No payment will be made for quantities exceeding 105% of the theoretical yield, as calculated by the formula and verified by the Engineer.
- J. Concrete Curb & Gutter 18-inch Type D.
1. Concrete Curb and Gutter may widen from the specified width near inlets. The Curb and Gutter shall be installed to match the existing conditions, and no extra payment will be made for curb installed wider than the specified pay item in order to match existing conditions.
- K. Storm Sewer Pipe, RCP Class V
1. Description: This item of work shall be performed in accordance with Section 608 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents
- L. Storm Sewer, RCP
1. Description: This item of work shall be performed in accordance with Section 608 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents
- M. Inlets Covers and Inlets and Catch Basins
1. Description: This item of work shall be performed in accordance with Section 611 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents
- N. Topsoil, EMAT, Seed and Water
1. Description: This item of work shall be performed in accordance with Section 625, 628 & 630 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents
- O. Inlet Protection Type D
1. Description: This item includes the installation of Inlet Protection Type in accordance with WisDOT Standard Detail Drawing 08E10 and Section 628 of the WisDOT Standard Specifications. Inlet protection shall be installed downstream of all site disturbances or at locations as directed by the Engineer. Mobilizations and maintenance for Erosion Control will be incidental to this item. Upon removal of the inlet protection, the Contractor is responsible for cleaning out any sediment or debris from the structure. Any unforeseen additional work required to complete this item, but not specifically covered by this Special Provision, shall be included and considered incidental to this item.

Inlet Protection shall be the insert basket type with an overflow weir.
 2. Measurement: This item will be measured as each individual inlet protection installed.

3. Basis of Payment: Payment for Inlet Protection Type will be made at the Contract Unit Price per each inlet protection acceptably completed. No additional payment will be made for cleaning the existing structure upon removal of the structure's inlet protection.
- P. Traffic Control
1. Description: This item of work shall be performed in accordance with Section 643 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents
- Q. GeoGrid
1. Description: This item of work shall be performed in accordance with Section 645 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents
- R. Marking Line Epoxy & Marking Removal Line Water Blasting 4-Inch
1. Description: This item of work shall be performed in accordance with Section 646 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents
- S. Storm Sewer PVC
1. Description: This item of work shall be performed in accordance with Section 608 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents
 2. PVC Pipe shall be SDR 35 Class Pipe.
- T. Signs and Posts
1. Description: This item of work shall be performed in accordance with Section 634 and 637 of the WisDOT Standard Specifications (2025), the Contract Drawings, and the Contract Documents

END OF SECTION

SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Coordinating interruptions in Owner's operations.
- B. Coordination and project conditions.
- C. Special reports.
- D. Field surveys.
- E. Preconstruction meeting.
- F. Progress meetings.
- G. Special procedures.
- H. Cleaning and protection.
- I. Conservation.

1.2 COORDINATING INTERRUPTIONS IN OWNER'S OPERATIONS

- A. Show all anticipated operational interruptions of the Owner's facilities on the progress schedule.
- B. Coordinate all operational interruptions with the Owner at least 48 hours prior to commencing the work.
The Owner may require that the Contractor reschedule work as required to maintain the operation of their facilities.
- C. Except as specified herein, all operations must be maintained during construction. In the event operations are interrupted, the Contractor is responsible for all Costs associated with providing any temporary water, electrical, and/or communication services necessary for the Owner's to continue facilities operations.

1.3 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of various sections of Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify utility requirements and characteristics of operating equipment are compatible with utilities.
Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, operating equipment.
- C. Coordinate completion and clean-up of Work in preparation for Substantial Completion.
- D. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

- E. Limitations on construction area usage as well as specific requirements that impact utilization are indicated by Contract Documents. Schedule deliveries to minimize space and time requirements for storage of materials and equipment in the construction area.

1.4 SPECIAL REPORTS

- A. Accident Reports: Prepare and submit reports of significant accidents, at site and anywhere else work is in progress. Record and document data and actions. For this purpose, a significant accident is defined to include events where personal injury is sustained, or property loss of substance is sustained, or where the event posed a significant threat of loss or personal injury.

1.5 FIELD SURVEYS

- A. Locate and protect survey control and reference points. Promptly notify Engineer of discrepancies discovered.
- B. Working from lines shown on the Contract Drawings, establish and maintain benchmarks and other dependable markers. Establish benchmarks and markers to set lines and levels for work as needed to properly locate each element of the project. Calculate and measure required dimensions as shown within recognized tolerances. Drawings shall not be scaled to determine dimensions. Advise entities performing work, of marked lines and levels provided for their use.
- C. Before proceeding with the layout of actual work, verify the layout information shown on the drawings, in relation to the design survey, existing structures and features, and existing benchmarks. Confirm drawing dimensions and elevations.
- D. As work proceeds, check every major element for line and level. Maintain a surveyor's log or record book of such checks; make this log or record book available for the Owner or Engineer's reference. Record deviations from required lines and levels and advise the Engineer promptly upon detection of deviations that exceed indicated or recognized tolerances. Record deviations which are accepted on record drawings.
- E. Provide field staking services. Establish elevations, lines, and levels, utilizing recognized engineering survey practices.
- F. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- G. Promptly report to Engineer loss or destruction of reference point or relocation required because of changes in grades or other reasons.
- H. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to the Engineer.

1.6 PRECONSTRUCTION MEETING

- A. Engineer will schedule an initial progress meeting with the Contractor and Owner, recognized as the preconstruction meeting, after Notice of Award.
- B. The preconstruction meeting will be an organizational meeting. Agenda items may include:

- 1. Execution of Owner-Contractor Agreement.

2. Submission of executed bonds and insurance certificates.
3. Distribution of Contract Documents.
4. Submission of list of Subcontractors, list of products, schedule of values, and progress schedule.
5. Designation of personnel representing parties in Contract and Engineer.
6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
7. Scheduling.
8. Use of premises by Owner and Contractor.
9. Owner's requirements.
10. Survey and layout.
11. Security and housekeeping procedures.
12. Application for payment procedures.
13. Procedures for testing.
14. Procedures for maintaining record documents.
15. Requirements for start-up of equipment.
16. Inspection and acceptance of equipment put into service during construction period.

1.7 PROGRESS MEETINGS

- A. In addition to other project meetings held for other purposes, hold a general progress meeting with the Engineer and Owner throughout progress of the Work at weekly intervals.
- B. The schedule of the progress meetings will be determined during the preconstruction meeting. In general, progress meetings will be coordinated with preparation of the payment request.
- C. Review each entity's present and future needs including interface requirements, time, sequences, deliveries, access, site utilization, temporary facilities and services, hours of work, hazards and risks, housekeeping, change orders, and documentation of information for payment requests. Discuss whether each element of current work is ahead of schedule, on time, or behind schedule in relation to the updated progress schedule. Determine how behind-schedule work will be expedited, and secure commitments from entities involved in doing so. Discuss whether schedule revisions are required to ensure that current work and subsequent work will be completed within Contract Time. Review everything of significance which could affect progress of the work.
- D. Updating Schedules: Immediately following each progress meeting, where revisions to progress schedule have been made or recognized, revise and reissue progress schedule as described in Section 01 33 00.
- E. Attendance Required: Job superintendent, major subcontractors and suppliers, and others as appropriate to agenda topics for each meeting.
- F. Agenda:

1. Review minutes of previous meetings, if applicable.
2. Review of Work progress.
3. Field observations, problems, and decisions.
4. Identification of problems impeding planned progress.
5. Review of submittals schedule and status of submittals.
6. Review of off-site fabrication and delivery schedules.
7. Maintenance of progress schedule.
8. Corrective measures to regain projected schedules.
9. Planned progress during succeeding work period.
10. Coordination of projected progress.
11. Maintenance of quality and work standards.
12. Effect of proposed changes on progress schedule and coordination.
13. Other business relating to Work.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION

3.1 SPECIAL PROCEDURES

- A. Materials: As specified in product sections, match existing with new products as applicable.
- B. Employ skilled and experienced installers to perform work.
- C. Cut, move, or remove items as necessary for access to alterations and renovation Work. Replace and restore at completion.
- D. Contractor shall coordinate with the owner's representative to determine an approved location for storing salvaged materials. Remove and dispose of any material removed from the jobsite that has not been marked for salvage.
- E. Replace all materials permanently being incorporated in the plans as specified in the Contract Documents.
- F. Remove trash, debris, and any non-salvaged items from the project site and dispose of properly. Upon completion of cleanup, perform a walk-through with the Owner's representative and inspect the cleanliness of any existing or new utility structures within the project limits, including all structures downstream of the Work.
- G. Clean dirty surfaces and remove old finishes prior to applying finishes or per manufacturer's specifications.

- H. Perform all Work in a manner that promotes safe working conditions on site and protect existing features adjacent to Work. Contractor shall take all necessary precautions necessary to protect pedestrians.
- I. Replace any existing features damaged, lifted, discolored, or showing other imperfections as directed by the Owner's Representative.

3.2 CLEANING AND PROTECTION

- A. General: During handling and installation of work at the project site, clean and protect work in progress and adjoining work by providing continuous maintenance.
- B. Limiting Exposures of Work: To the extent possible through reasonable control and protection methods, supervise performance of the work in such a manner and by such means which will ensure that none of the work, whether completed or in progress, will be subjected to harmful, dangerous, damaging or otherwise deleterious exposure during the construction period. Such exposures include, where applicable, but not by way of limitation the following:
 - 1. Water or ice.
 - 2. Solvents.
 - 3. Chemicals.
 - 4. Light.
 - 5. Puncture.
 - 6. Abrasion.
 - 7. Heavy traffic.
 - 8. Misalignment.
 - 9. Excessive weathering.
 - 10. Unprotected storage.
 - 11. Improper shipping or handling.
 - 12. Theft.
 - 13. Vandalism.

3.3 CONSERVATION

- A. It is a requirement for supervision and administration of the work that construction operations be conducted with the consideration given to conservation of energy, water and materials.

END OF SECTION

SECTION 01 33 00
SUBMITTAL PROCEDURES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Submittal procedures.
- B. Owner's/Engineer's Action.
- C. Proposed products list.
- D. Product data.
- E. Shop drawings.
- F. Design data.
- G. Test reports.
- H. Certificates.
- I. Operation and Maintenance manuals.
- J. Manufacturer's field reports.

1.2 SUBMITTAL PROCEDURES

- A. Transmit each submittal with Engineer accepted form.
- B. Sequentially number transmittal forms. Mark revised submittals with original number and sequential alphabetic suffix.
- C. Identify Project, Contractor, subcontractor and supplier; pertinent drawing and detail number, and specification section number, appropriate to submittal.
- D. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite Project and deliver to Engineer as directed below for electronic submittals. Coordinate submission of related items.
- F. For each submittal review, allow 15 days excluding delivery time to and from Contractor. Where the submittal must be held for coordination, the Engineer will so advise the Contractor.
- G. Identify variations from Contract Documents and product or system limitations which may be detrimental to successful performance of completed Work.
- H. Allow space on submittals for Contractor and Engineer review stamps.
- I. When revised for resubmission, identify changes made since previous submission.

- J. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report inability to comply with requirements.
- K. Submittals not requested will not be recognized or processed.
- L. Except for samples, electronic submittals are required.
- M. Electronic submittals are required to conform to all of the submittal requirements listed above.
- N. Email electronic submittals to the Engineer.
- O. Submit electronic documents as a single portable electronic file (.pdf). Contractor should request an exception for documents that are not sent in pdf format or are sent as multiple files. Electronic files will be rejected if they are not clearly legible.
- P. Submittals delivered electronically will be returned to the Contractor as electronic files. Engineer will return:
 - 1. Engineer's review form and comments
 - 2. Contractor's transmittal form
 - 3. Submittal materials only if comments on the materials are required.

1.3 OWNER'S/ENGINEER'S ACTION

- A. Unless otherwise noted, the Owner/Engineer will review each submittal and mark with appropriate "Action".
- B. Action Stamp: The Owner/Engineer will stamp each submittal to be returned with a uniform, self-explanatory action stamp, appropriately marked and executed to indicate whether the submittal returned is for unrestricted use, final-but-restricted use (as marked), must be revised and resubmitted (use not permitted) or without action (as explained on the transmittal form).
- C. Final Unrestricted Release: Where the submittals are marked as follows, the work covered by the submittal may proceed provided it complies with the requirements of the contract documents; acceptance of the work will depend upon that compliance.
 - 1. Marking: "No Exception Taken".
- D. Final-But-Restricted Release: When the submittals are marked as follows, the work covered by the submittal may proceed provided it complies with the Owner/Engineer's notations, corrections marked on the submittal, and with the requirements of the contract documents; acceptance of the work will depend on that compliance.
 - 1. Marking: "Make Corrections Noted".
- E. Returned to Resubmittal: When the submittal is marked as follows, do not proceed with the work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise the submittal or prepare a new submittal in accordance with the Owner/Engineer's notations stating the reasons for returning the submittal. Repeat if necessary to obtain a different action marking. Do not permit submittals with the following marking to be used at the project site, or elsewhere where work is in progress.
 - 1. Marking:
 - a. "Rejected".
 - b. "Revise and Resubmit".
 - c. "Submit Specified Item."

1.4 PROPOSED PRODUCTS LIST

- A. Within 15 days after date of Notice to Proceed, submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.

- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

1.5 PRODUCT DATA

- A. Information required specifically as product data includes manufacturer's standard printed recommendations for application and use, compliance with recognized standards of trade associations and testing agencies, and the application of their labels and seals (if any), special notation of dimensions which have been verified by way of field measurement, and special coordination requirements for interfacing the material, product or system with other work.
- B. Collect required product data into a single submittal for each unit of work or system. Mark each copy to show which choices and options are applicable to the project. Where product data has been printed to include information on several similar products, some of which are not required for use on the project, or are not included in this submittal, mark the copies to show clearly that such information is not applicable.
- C. Submit to Engineer for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents. Product data submittal is required for information and record and to determine that the products, materials and systems comply with the provisions of the contract documents. Therefore, the initial submittal is also the final submittal, except where the Engineer observes that there is non-compliance with the provisions of the contract documents and returns the submittal to the Contractor marked with the appropriate "Action".
- D. Unless submitted electronically, submit number of copies Contractor requires, plus three copies Engineer will retain.
- E. Identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- F. Where product data must be specially prepared for required products, materials or systems, because standard printed data is not suitable for use, submit data as "shop drawings" and not as "product data".
- G. Indicate product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- H. After review, produce copies and distribute in accordance with SUBMITTAL PROCEDURES article and for record documents described in Section 01 70 00 - Execution and Closeout Requirements.

1.6 SHOP DRAWINGS

- A. Shop Drawings: Submit to Engineer for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.
- B. When required by individual specification sections, provide shop drawings signed and sealed by professional engineer responsible for designing components shown on shop drawings.
 - 1. Include signed and sealed calculations to support design.
 - 2. Submit drawings and calculations in form suitable for submission to and approval by authorities having jurisdiction.
- C. Make revisions and provide additional information when required by authorities having jurisdiction.
- D. Information required on shop drawings includes, dimensions, identification of specific products and materials which are included in the work, compliance with specified standards and notations of coordination requirements with other work. Provide special notation of dimensions that have been established by field measurement. Highlight, encircle or otherwise indicate deviations from the contract documents on the shop drawings.

- E. Do not permit shop drawing copies without an appropriate final "Action" marking by the Engineer to be used in connection with the work.
- F. Unless submitted electronically, submit number of opaque reproductions Contractor requires, plus three copies Engineer will retain.
- G. After review, produce copies and distribute in accordance with SUBMITTAL PROCEDURES article and for record documents described in Section 01 70 00 - Execution and Closeout Requirements.

1.7 DESIGN DATA

- A. Submit for Engineer's knowledge as contract administrator or for Owner.
- B. Submit information for limited purpose of assessing conformance with information given and design concept expressed in Contract Documents.
- C. Unless submitted electronically, submit number of opaque reproductions Contractor requires, plus three copies Engineer will retain.

1.8 TEST REPORTS

- A. Submit for Engineer's knowledge as contract administrator or for Owner.
- B. Submit test reports for information for limited purpose of assessing conformance with information given and design concept expressed in Contract Documents.
- C. Unless submitted electronically, submit number of opaque reproductions Contractor requires, plus three copies Engineer will retain.

1.9 CERTIFICATES

- A. When specified in individual specification sections, submit certification by manufacturer, installation/application subcontractor, or Contractor to Engineer, in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product, but must be acceptable to Engineer.
- D. Unless submitted electronically, submit number of opaque reproductions Contractor requires, plus three copies Engineer will retain.

1.10 CONSTRUCTION PHOTOGRAPHS

- A. Take pre-construction digital photos as evidence of existing project. The photos taken shall be of a high enough quality to assess the physical condition of any project-related features captured in the photos.
- B. With the application at time of Final Completion: Deliver a USB flash drive with .jpg files to Owner with project record documents. Catalog and index photos and submit to the Owner's Representative at the Preconstruction Meeting.

1.11 SUBMITTAL SCHEDULE

- A. A preliminary submittal schedule is attached to this Section.

- B. Contractor shall develop a Schedule of Submittals that documents all planned submittals and submit it to the Owner's Representative with the Contractor's Initial Payment Application.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION – NOT USED

END OF SECTION

SECTION 01 40 00
QUALITY REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Quality control and control of installation.
- B. Tolerances.
- C. References.
- D. Source and quality of materials and equipment.
- E. Material testing.
- F. Testing and inspection services.
- G. Examination.

1.2 QUALITY CONTROL AND CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. When manufacturers' instructions conflict with Contract Documents, request clarification from Engineer before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform Work by persons qualified to produce required and specified quality.
- F. Verify field measurements match the Shop Drawings or as instructed by manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

1.3 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. When manufacturers' tolerances conflict with Contract Documents, request clarification from Engineer before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

1.4 REFERENCES

- A. For products or workmanship specified by association, trade, or other consensus standards, complies with requirements of standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard by date of issue current on date for receiving bids, except where specific date is established by code.

- C. Obtain copies of standards where required by product specification sections.
- D. When specified reference standards conflict with Contract Documents, request clarification from Engineer before proceeding.
- E. Neither contractual relationships, duties, responsibilities of parties in Contract, nor those of Engineer shall be altered from Contract Documents by mention or inference otherwise in reference documents.

1.5 SOURCE AND QUALITY OF MATERIALS AND EQUIPMENT

- A. The source of materials to be used shall be in accordance with the Contract Documents and as approved by the Engineer before delivery. Use of approved sourced materials shall continue as long as the material conforms to the Specifications.
- B. All material not conforming to the requirements of the Specifications is considered defective and shall be removed from the Work. If in place, faulty materials shall be removed by the Contractor at his expense and replaced with acceptable material unless permitted otherwise by the Owner. No defective materials which have been subsequently corrected shall be reused until approval has been given.
- C. Upon failure of the Contractor to comply immediately with any order of the Engineer to remove and replace defective material, the Owner shall have authority to remove and replace defective materials, and to deduct the cost of removal and replacement from any monies due or to become due to the Contractor. Failure to reject any defective materials or work at the time of installation shall in no way prevent later rejection when such defects are discovered, nor obligate the Owner to final acceptance.

1.6 MATERIAL TESTING

- A. Do not make use of or incorporate in the work materials represented by the tested samples until tests have been made and the material is found to be in accordance with the requirements.
- B. Materials to be tested and the applicable test procedure shall be as outlined in the individual sections of these specifications.

1.7 TESTING AND INSPECTION SERVICES

- A. Employ and pay for services of an independent testing agency or laboratory ("Agency") acceptable to Owner to perform specified testing.
 - 1. Prior to start of Work, submit testing laboratory name, address, and telephone number, and name of full-time responsible officer.
 - 2. Submit copy of report of laboratory facilities inspection made by Materials Reference Laboratory of National Bureau of Standards during most recent inspection, with memorandum of remedies of deficiencies reported by inspection.
- B. The independent firm will perform tests, inspections and other services specified in individual specification sections and as required by Engineer, Owner, or Authority having jurisdiction.
 - 1. Laboratory: Authorized to operate at Project location.
 - 2. Laboratory Staff: Maintain full-time registered Engineer specialist on staff to review services.
 - 3. Testing Equipment: Calibrated at reasonable intervals with devices of an accuracy traceable to National Bureau of Standards or accepted values of natural physical constants.
- C. Testing, inspections and source quality control may occur on or off project site. Perform off-site testing as required by Engineer or Owner.
- D. Reports will be submitted by independent firm to Engineer, Contractor, and authority having jurisdiction, in duplicate, indicating observations and results of tests and indicating compliance or non-compliance with Contract Documents.

1. Submit final report indicating correction of Work previously reported as non-compliant.
- E. Cooperate with independent firm; furnish samples of materials, design mix, equipment, tools, storage, safe access, and assistance by incidental labor as requested.
1. Notify Engineer and independent firm 24 hours prior to expected time for operations requiring services.
 2. Make arrangements with independent firm and pay for additional samples and tests required for Contractor's use.
- F. Testing and employment of testing agency or laboratory shall not relieve Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- G. Re-testing or re-inspection required because of non-conformance to specified requirements shall be performed by same independent firm on instructions by Engineer. Payment for re-testing or re-inspection will be charged to Contractor by deducting testing charges from Contract Sum/Price.
- H. Agency Responsibilities:
1. Test samples of mixes submitted by Contractor.
 2. Provide qualified personnel at site. Cooperate with Engineer and Contractor in performance of services.
 3. Perform specified sampling and testing of products in accordance with specified standards.
 4. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 5. Promptly notify Engineer and Contractor of observed irregularities or non-conformance of Work or products.
 6. Perform additional tests required by Engineer.
 7. Attend preconstruction meetings and progress meetings.
- I. Agency Reports: After each test, promptly submit two copies of report to Engineer, Contractor, and authority having jurisdiction. When requested by Engineer, provide interpretation of test results. Include the following:
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 Project.
 7. Type of inspection or test.
 8. Date of test.
 9. Results of tests.
 10. Conformance with Contract Documents.
- J. Limits On Testing Authority:
1. Agency or laboratory may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 2. Agency or laboratory may not approve or accept any portion of the Work.
 3. Agency or laboratory may not assume duties of Contractor.
 4. Agency or laboratory has no authority to stop the Work.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify existing site conditions and substrate surfaces are acceptable for subsequent Work. Beginning new Work means acceptance of existing conditions.
- B. Verify existing substrate is capable of structural support or attachment of new Work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Verify utility services are available, of correct characteristics, and in correct locations.

END OF SECTION

SECTION 01 42 16

DEFINITIONS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Description of requirements.
- B. Definitions.

1.2 DESCRIPTION OF REQUIREMENTS

- A. This section specifies procedural and administrative requirements for compliance with governing regulations and codes and standards imposed upon the Work. These requirements include obtaining permits, licenses, inspections, releases and similar documentation, as well as payments, statements and similar requirements associated with regulations, codes and standards.
 - 1. The term "Regulations" is defined to include laws, statutes, ordinances and lawful orders issued by governing authorities, as well as those rules, conventions and agreements within the construction industry which effectively control the performance of the Work regardless of whether they are lawfully imposed by governing authority or not.
- B. Governing Regulations: Refer to General and Supplementary Conditions for requirements related to compliance with governing regulations.

1.3 DEFINITIONS

- A. General Explanation: Certain terms used in contract documents are defined in this article. Definitions and explanations contained in this section are not necessarily complete but are general for the Work to the extent that they are not stated more explicitly in another element of the contract documents.
- B. General Requirements: Provisions and requirements of other Division 01 sections apply to the entire work of the Contract and, where so indicated, to other elements which are included in the project.
- C. Indicated: The term "indicated" is a cross-reference to graphic representations, notes or schedules on the drawings, to other paragraphs or schedules in the specifications, and to similar means of recording requirements in contract documents. Where terms such as "shown", "noted", "scheduled", and "specified" are used in lieu of "indicated", it is for the purpose of helping the reader locate the cross-reference, and no limitation of location is intended except as specifically noted.
- D. Directed, Requested, etc.: Terms such as "directed", "requested", "authorized", "selected", "approved", "required", "accepted", and "permitted" mean "directed by the Owner", "requested by the Owner", and similar phrases. However, no such implied meaning will be interpreted to extend the Owner's responsibility into the Contractor's area of construction supervision.
- E. Approve: Where used in conjunction with the Engineer's response to submittals, requests, applications, inquiries, reports and claims by the Contractor, the term "approved" will be held to limitations of the Engineer's responsibilities and duties as specified in General and Supplementary Conditions. In no case will the Engineer's approval be interpreted as a release of the Contractor from responsibilities to fulfill requirements of contract documents or acceptance of the Work, unless otherwise provided by requirements of the contract documents.

- F. Project Site: The term "project site" means the space available to the Contractor for performance of the Work, either exclusively or in conjunction with others performing other construction as part of the project or other projects. The extent of the project site is shown on the drawings and may or may not be identical with the description of the land upon which the project is to be built.
- G. Furnish: The term "furnish" is used to mean "supply and deliver to the project site, ready for unloading, unpacking, assembly, installation, and similar operations."
- H. Install: The term "install" is used to describe operations at project site including the actual "unloading, unpacking, assembly, erection, placing, applying, working to dimension, protecting, cleaning and similar operations."
- I. Provide: The term "provide" means "to furnish and install, complete and ready for the intended use."
- J. Installer: The "installer" is "the entity" (person or firm) engaged by the Contractor, its subcontractor or sub-subcontractor for performance of a particular element of construction at the project site, including installation, erection, application and similar required operations. It is a requirement that installers are experienced in the operations they are engaged to perform.
- K. Testing Laboratories: A "testing laboratory" is an independent entity engaged to perform specific inspections or tests of the Work, either at the project site or elsewhere, and to report, and (if required) interpret results of those inspections or tests.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION – NOT USED

END OF SECTION

SECTION 01 42 19
REFERENCE STANDARDS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Description of requirements.
- B. Specification format and content explanation.
- C. Drawing symbols.
- D. Industry standards.
- E. Governing regulations/authorities.

1.2 DESCRIPTION OF REQUIREMENTS

- A. This section specifies procedural and administrative requirements for compliance with governing regulations and codes and standards imposed upon the Work. These requirements include obtaining permits, licenses, inspections, releases and similar documentation, as well as payments, statements and similar requirements associated with regulations, codes and standards.
 - 1. The term "Regulations" is defined to include laws, statutes, ordinances and lawful orders issued by governing authorities, as well as those rules, conventions and agreements within the construction industry which effectively control the performance of the Work regardless of whether they are lawfully imposed by governing authority or not.
- B. Governing Regulations: Refer to General and Supplementary Conditions for requirements related to compliance with governing regulations.

1.3 SPECIFICATION FORMAT AND CONTENT EXPLANATION

- A. General: This article is provided to help the user of these specifications more readily understand the format, language, implied requirements and similar conventions of content. None of the following explanations shall be interpreted to modify the substance of contract requirements.
 - 1. Production Methods: Portions of these specifications have been produced by editing master specifications and the standard specifications covenants applicable to construction; they may contain minor deviations from traditional writing formats. Such deviations are a natural result of this production technique, and no other meaning shall be implied.
- B. Specification Format: These specifications are organized based upon the Construction Specifications Institute's 48-Division MasterSpec format. The organization of these specifications into Divisions, Sections or Trade Headings conforms generally to recognized industry practice.
- C. Specification Content: This project specification has been produced employing certain conventions in the use of language as well as conventions regarding the intended meaning of certain terms, words, and phrases when used in certain situations or circumstances. These conventions are explained as follows:
 - 1. In certain circumstances, the language used in specifications and other contract documents is of the abbreviated type. Implied words and meanings will be appropriately interpreted. Singular words will be interpreted as plural and plural words will be interpreted as singular where applicable and where the full context of the contract documents so indicates.

2. Imperative Language is used generally in the specifications. Requirements expressed imperatively are to be performed by the Contractor. At certain locations in the text, for clarity, contrasting subjective language is used to describe responsibilities which must be fulfilled indirectly by the Contractor, or by others when so noted.
- D. Methods of Specifying: Techniques or methods of specifying requirements vary throughout the text. The method used for specifying one element of the Work has no bearing on requirements for another element of the Work.
- E. Assignment of Specialists: In certain circumstances, the specification requires or implies that specific elements of the Work are to be assigned to specialists who must be engaged to perform that element of the Work. Such assignments are special requirements over which the Contractor has no choice or option. They are intended to establish which party or entity involved in a specific element of the Work is considered as being sufficiently experienced in the indicated construction processes or operations to be recognized as "expert" in those processes or operations. Nevertheless, the ultimate responsibility for fulfilling all contract requirements remains with the Contractor.
1. These requirements should not be interpreted to conflict with the enforcement of building codes and similar regulations governing the Work. They are also not intended to interfere with local trade union jurisdictional settlements and similar conventions.
- F. Trades: The use of certain titles such as "carpentry" in the specification, is not intended to imply that the Work must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter". It also is not intended to imply that the requirements specified apply exclusively to tradespersons of that corresponding generic name.

1.4 DRAWING SYMBOLS

- A. General: Except as otherwise indicated, graphic symbols used on the drawings are those symbols noted within legends in the drawings and are recognized in the construction industry for purposes indicated.

1.5 INDUSTRY STANDARDS

- A. Applicability of Standards: Except where more explicit or stringent requirements are written into the contract documents, applicable construction industry standards have the same force and effect as if bound into or copied directly into the contract documents. Such industry standards are made a part of the contract documents by reference. Individual specification sections indicate which codes and standards the Contractor must keep available at the project site for reference.
1. Referenced standards (standards referenced directly in the contract documents) take precedence over standards that are not referenced but generally recognized in the industry for applicability to the Work.
 2. Unreferenced Standards: Except as otherwise limited by the contract documents, standards not referenced but recognized in the construction industry as having direct applicability will be enforced for performance of the Work. The decision as to whether an industry code or standard is applicable, or as to which of several standards are applicable, is the sole responsibility of the Engineer.
- B. Publication Dates: Except as otherwise indicated, where compliance with an industry standard is required, comply with standard in effect as of date of contract documents.
1. Updated Standards: At the request of the Engineer, Contractor or governing authority, submit a change order proposal where an applicable industry code or standard has been revised and reissued after the date of the contract documents and before the performance of the Work affected. The Engineer will decide whether to issue a change order to proceed with the updated standard.
- C. Conflicting Requirements: Where compliance with two or more standards is specified, and where these standards establish different or conflicting requirements for minimum quantities or quality levels, the most stringent requirement will be enforced, unless the contract documents specifically indicate

otherwise. Refer requirements that are different, but apparently equal, and uncertainties as to which quality level is more stringent to the Engineer for a decision before proceeding.

1. Minimum Quantities or Quality Levels: In every instance the quantity or quality level shown or specified is intended to be the minimum to be provided or performed. Unless otherwise indicated, the actual Work may either comply exactly, within specified tolerances, with the minimum quantity or quality specified, or may exceed that minimum within reasonable limits. In complying with these requirements, the indicated numeric values are minimum or maximum values, as noted, or as appropriate for the context of the requirements. Refer instances of uncertainty to the Engineer for decision before proceeding.
- D. Copies of Standards: The contract documents require that each entity performing work be experienced in that part of the Work being performed. Each entity is also required to be familiar with industry standards applicable to that part of the Work. Copies of applicable standards are not bound with the contract documents.
 1. Where copies of standards are needed for proper performance of the Work, the Contractor is required to obtain such copies directly from the publication source.
 2. Although copies of standards needed for enforcement of requirements may be required submittals, the Engineer reserves the right to require the Contractor to submit additional copies as necessary for enforcement of requirements.
- E. Abbreviations and Names: Trade association names and titles of general standards are frequently abbreviated. The following acronyms or abbreviations as referenced in contract documents are defined to mean the associated names. Both names and addresses are subject to change, and are believed to be, but are not assured to be, accurate and up-to-date as of date of contract documents:
 1. ANSI – American National Standards Institute (ANSI)
1430 Broadway Avenue
New York, NY 10018
(212) 354-3300
 2. ASTM – ASTM International (ASTM)
655 Fifteenth Street NW,
Washington, DC 20005
(202) 639-4025
- F. Federal Government Agencies: Names and titles of federal government standard or specification producing agencies are frequently abbreviated. The following acronyms or abbreviations as referenced in the contract documents indicate names of standard or specification producing agencies of the federal government. Names and addresses are subject to change but are believed to be, but are not assured to be, accurate and up-to-date as of the date of the contract documents.
 1. EPA – Environmental Protection Agency
401 M Street SW, Washington, DC 20460
(202) 829-3535
 2. OSHA - Occupational Safety and Health Administration (U.S. Department of Labor), Government Printing Office, Washington, DC 20402, (202) 783-3238

1.6 GOVERNING REGULATIONS/AUTHORITIES

- A. General: The procedure followed has been to contact governing authorities where necessary to obtain information needed for the purpose of preparing contract documents; recognizing that such information may or may not be of significance in relation to the Contractor's responsibilities for performing the Work. Contact governing authorities directly for necessary information and decisions having a bearing on performance of the Work.

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 SECTION INCLUDES

A. Construction Facilities:

1. Temporary Sanitary Facilities.
2. Vehicular access, Parking, and Paved Area Use.
3. Progress cleaning and waste removal.

B. Temporary Controls:

1. Barriers
2. Security.
3. Erosion and sediment control.

C. Removal of utilities, facilities, and controls.

1.2 TEMPORARY SANITARY FACILITIES

- A. Specific existing restroom facilities shall be designated for Contractor use. If the owner deems that this privilege has been abused, the Contractor shall provide enough chemical toilets to conveniently serve the needs of all Contractor personnel.
- B. Chemical toilets and their maintenance shall meet the requirements of State and local health regulations and ordinances. Any facilities or maintenance methods failing to meet these requirements shall be corrected immediately.
- C. Upon the completion of construction activities, return existing facilities used for construction operations to match their documented preconstruction condition or better.

1.3 VEHICULAR ACCESS, PARKING, AND PAVED AREA USE

- A. Use designated existing on-site roads for construction traffic.
- B. Use of designated existing on-site streets and driveways used for construction traffic and parking is permitted. Tracked vehicles are not allowed on paved areas.
- C. Do not allow heavy vehicles or construction equipment in parking areas.
- D. Maintenance:
 1. Maintain traffic and parking areas in sound condition free of excavated material, construction equipment, products, mud, snow, and ice.

1.4 PROGRESS CLEANING AND WASTE REMOVAL

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in clean and orderly condition.
- B. Collect and remove waste materials, debris, and rubbish from site as needed and dispose off-site.
- C. Provide a temporary washout area for concrete delivery trucks. Construct the washout area to prevent excess concrete materials from disturbing permanent facilities and to minimize site cleanup. Temporary washout area location shall be approved by the Engineer. Upon project completion, fully clean the temporary washout area and remove it and any excess concrete materials from the site.

1.5 TRAFFIC CONTROL

- A. The Contractor shall provide traffic control devices and signage as necessary to ensure the safety of crews on-site and pedestrians nearby throughout the duration of the project. The work zone and any staging areas shall be clearly protected from the traveling public. Traffic Control devices shall be always maintained and kept in an acceptable working condition. Remove and replace deficient traffic control devices immediately or when directed by the Engineer or Owner's Representative. All materials and labor for Traffic Control shall be considered incidental to the project.

1.6 BARRIERS

- A. Provide barriers as necessary to prevent unauthorized entry to the project site and protect existing facilities and adjacent properties from damage during construction operations.
- B. Provide barriers to protect on-site vegetation, utilities, and other at-grade features within the limits of the project that are not being removed and/or disposed of. Any costs associated with replacing vegetation that was damaged during construction activities due to the Contractor's negligence are the sole responsibility of the Contractor.
- C. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.7 SECURITY

- A. Security Program:
 - 1. Protect Work from theft, vandalism, and unauthorized entry.
 - 2. Initiate program in coordination with Owner's existing security system at project mobilization.
 - 3. Maintain program throughout construction period until Owner acceptance precludes need for Contractor security.
 - 4. The contractor is responsible for checking in with owner staff before entering building premises.
 - 5. The contractor shall comply with all personnel ingress/egress requirements as well as all equipment/tool tracking requirements. Extra time and effort associated with complying with these requirements shall be included in the Contractor's bid.

1.8 EROSION AND SEDIMENT CONTROL

- A. Plan and execute construction by methods to control surface drainage from cuts and fills from borrow and waste disposal areas and comply with all applicable regulations. Prevent erosion and sedimentation.
- B. Minimize surface area of bare soil exposed at one time.

- C. Provide temporary measures including berms, dikes, drains, and other devices to prevent water flow. Provide inlet protection for storm sewer structures downstream of construction activities.
- D. Construct fill and waste areas by selective placement to avoid erosive surface silts and clays.
- E. Periodically inspect earthwork to detect evidence of erosion and sedimentation. Promptly apply corrective measures.

1.9 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, materials, prior to Substantial Completion or as soon as the Engineer deems permissible.
- B. Clean and repair damage caused by installation or use of temporary work.
- C. Restore existing and permanent facilities used during construction to original condition. Restore permanent facilities used during construction to their documented preconstruction condition or better.
- D. Surfacing and sub-base material used for temporary road and parking areas shall be removed, unless otherwise directed or allowed by the Engineer or Owner's Representative.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION – NOT USED

END OF SECTION

SECTION 01 60 00
PRODUCT REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Products.
- B. Product delivery requirements.
- C. Product storage and handling requirements.
- D. Product options.
- E. Product substitution procedures.

1.2 PRODUCTS

- A. Furnish products of qualified manufacturers suitable for intended use. Furnish products of each type by single manufacturer unless specified otherwise.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by Contract Documents.
- C. Furnish interchangeable components from the same manufacturer for components being replaced when available and practical.

1.3 PRODUCT DELIVERY REQUIREMENTS

- A. Manufactured materials and products shall be delivered as needed for installation.
- B. Transport and handle products in accordance with manufacturer's instructions.
- C. Promptly inspect shipments to ensure products comply with requirements, quantities are correct, and products are undamaged, in original packages, containers, or bundles, as packaged by the manufacturer with manufacturer's name, brand, seals, and labels intact.
- D. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.
- E. Materials other than those designated within the Specifications or approved by the Owner shall not be delivered to the project site.

1.4 PRODUCT STORAGE AND HANDLING REQUIREMENTS

- A. Store, protect, and preserve products in accordance with manufacturers' instructions. Store all materials in a manner to facilitate inspection and to prevent damage, contamination, or intermixing.
- B. Repair any damage resulting from improper storage procedures, including damage caused by condensation or the elements. If products cannot be repaired to the specified condition as determined by the Engineer, the Contractor shall replace them at no additional cost.

- C. Contractor shall effectively coordinate the delivery of equipment/materials to limit to the maximum extent possible storage time and personnel on site.
- D. Store all materials with seals and labels intact and legible.
- E. Store sensitive products and materials in weather tight, climate controlled, enclosures in an environment favorable to product.
- F. For exterior storage of fabricated products, place on sloped supports above ground.
- G. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- H. Store loose granular materials on solid flat surfaces in well-drained area. Prevent mixing with foreign matter.
- I. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- J. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

1.5 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description, subject to review of product data and concurrence by the Owner as specified in Section 01 33 00.
- B. Products Specified by Naming One or More Manufacturers: Products of one of manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with Provision for Substitutions: Submit request for substitution for any manufacturer not named in accordance with the following article. Substitutions are subject to concurrence by the Owner as specified in Section 01 33 00.

1.6 PRODUCT SUBSTITUTION PROCEDURES

- A. Engineer will consider requests for Substitutions only within 15 days after date of Owner-Contractor Agreement.
- B. Substitutions may be considered when a product becomes unavailable through no fault of Contractor.
- C. Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.
- D. A request constitutes a representation that Contractor:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of specified product.
 - 2. Will provide same warranty for Substitution as for specified product.
 - 3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.

4. Waives claims for additional costs or time extension which may subsequently become apparent.
 5. Will reimburse Owner for review or redesign services associated with re-approval by authorities having jurisdiction.
- E. Substitutions will not be considered when they are indicated or implied on Shop Drawing or Product Data submittals, without separate written request, or when acceptance will require revision to Contract Documents.
- F. Substitution Submittal Procedure:
1. Submit request for Substitution for consideration in accordance with the requirements of Section 01 33 00. Limit each request to one proposed Substitution.
 2. Submit Shop Drawings, Product Data, and certified test results attesting to proposed product equivalence. The burden of proof is on the proposer.
 3. The Engineer will notify the Contractor via email or in writing and provide the results of the submittal review. Correct all deficiencies and resubmit for follow up review(s), as needed.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION – NOT USED

END OF SECTION

SECTION 01 70 00

EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Description of requirements.
- B. Prerequisites to substantial completion.
- C. Prerequisites to final completion.
- D. Final cleaning.
- E. Protecting installed construction.

1.2 DESCRIPTION OF REQUIREMENTS

- A. Project closeout is the term used to describe certain collective project requirements, indicating completion of the Work that is to be fulfilled near the end of the Contract time in preparation for final acceptance and occupancy of the Work by the Owner, as well as final payment to the Contractor and the normal termination of the Contract.
- B. Specific requirements for individual units of work are included in the appropriate sections.
- C. Time of closeout is directly related to "Final Completion"; therefore, the time required for closeout may be either a single period for the entire Work or a series of periods for individual elements of the Work that have been certified as substantially complete at different dates. This time variation, if any, shall be applicable to the other provisions of this section.

1.3 PREREQUISITES TO SUBSTANTIAL COMPLETION

- A. General: Complete the following before requesting the Engineer's inspection for certification of substantial completion, either for the entire Work or for portions of the Work. List known exceptions in the request.
 - 1. In the progress payment request that coincides with, or is the first request following, the date substantial completion is claimed, show either 100% completion for the portion of the Work claimed as "substantially complete", or list incomplete items, the value of incomplete work, and reasons for the Work being incomplete. Include supporting documentation for completion as indicated in these contract documents.
 - 2. Submit a statement showing an accounting of changes to the Contract Sum.
 - 3. Submit specific warranties, workmanship/maintenance bonds, final certifications and similar documents.
 - 4. Obtain and submit releases enabling the Owner's full, unrestricted use of the Work.
 - 5. Submit record drawings, maintenance manuals, damage or settlement survey, and similar final record information.

6. Discontinue and remove temporary facilities and services from the project site, along with construction tools and facilities.

- B. Inspection Procedures: Upon receipt of the Contractor's Request for Substantial Completion, the Engineer will either proceed with inspection or advise the Contractor of unfilled prerequisites.
 1. Following the initial inspection, the Engineer will either prepare the certificate of substantial completion or will advise the Contractor of work which must be performed before the certificate will be issued. The Engineer will repeat the inspection when requested and when assured that the Work has been substantially completed.
 2. Results of the completed inspection will form the initial "punch-list" for final acceptance.

1.4 PREREQUISITES TO FINAL ACCEPTANCE

- A. General: After the "punch-list" items have been completed the Contractor may request the Engineer's final inspection (Request for Final Completion) for certification of final completion, and final payment as required by the General Conditions. List known exceptions, if any, in the request.
 1. Submit executed Request for Final Completion with executed "punch-list".
 2. Submit the final payment request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
 3. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
 4. Submit a certified copy of the Engineer's final punch-list of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance and has been endorsed and dated by the Engineer.
 5. Submit consent of surety.
 6. Submit a final liquidated damages settlement statement, acceptable to the Owner.
- B. Re-inspection Procedure: The Engineer will re-inspect the Work upon receipt of the Contractor's notice that the work, including punch-list items resulting from earlier inspections, has been completed, except for these items whose completion has been delayed because of circumstances that are acceptable to the Engineer.
 1. Upon completion of re-inspection, the Engineer will either prepare a certificate of final completion or will advise the Contractor of work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.
 2. If necessary, the re-inspection procedure will be repeated.

1.5 FINAL CLEANING

- A. Execute final cleaning prior to final project assessment.
- B. Except as otherwise indicated or requested by the Engineer, remove temporary protection devices and facilities which were installed during the course of the Work to protect previously completed Work during the remainder of the construction period.
- C. Clean equipment and fixtures to sanitary condition with cleaning materials appropriate to surface and material being cleaned.

- D. Clean site; sweep paved areas, rake clean landscaped surfaces.
- E. Remove waste and surplus materials, rubbish, and construction facilities from site. Comply with safety standards and governing regulations for cleaning operations. Do not burn waste materials at the site. Do not bury debris or excess materials on the Owner's property. Remove waste materials from the site and dispose of in a lawful manner.

1.6 PROTECTING INSTALLED CONSTRUCTION

- A. Protect installed Work and provide special protection where specified in individual specification sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- E. Prohibit traffic from landscaped areas.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION – NOT USED

END OF SECTION

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