



INTENT OF DOCUMENTS

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Explanation of intent and terminology of the Construction Documents.

1.02 RELATED REQUIREMENTS

- A. Section 007200 - General Conditions: Article 1 Definitions relating to 'Drawings' and 'Specifications'.
- B. Section 007200 - General Conditions: Article 3 Contract Documents relating to Intent, Amending, and Reuse.

1.03 SPECIFICATION FORMAT AND COMPOSITION

- A. Specifications are divided into Divisions and Sections for the convenience of writing and using. Titles are not intended to imply a particular trade jurisdiction. DEPARTMENT is not bound to define the limits of any subcontract, and will not enter into disputes between the CONTRACTOR and his employees, including Subcontractors.
- B. Pages are numbered independently for each Section, and recorded in the Table of Contents. Section number is shown with the page number at the bottom of each page. The end of each Section of the specifications is ended by "End of Section". It is CONTRACTOR'S responsibility to verify that Contract Documents received for bidding and/or construction are complete in accordance with Table of Contents.
- C. The language employed in the Contract Documents is addressed directly to the CONTRACTOR. Imperative or indicative language is generally employed throughout and requirements expressed are the mandatory responsibility of the CONTRACTOR, even though the work specified may be accomplished by specialty subcontractors engaged by the CONTRACTOR. References to third parties in this regard shall not be interpreted in any way as to relieve the CONTRACTOR of his or her responsibility under this Contract.

- D. These Specifications are of the abbreviated, or "streamlined" type, and may include incomplete sentences.
- E. Omissions of words or phrases such as "the CONTRACTOR shall," "in conformity therewith," "shall be," "as noted on the Drawings," "according to the Drawings," "a," "an," "the" and "all" are intentional.
- F. Omitted words or phrases shall be supplied by inference in the same manner as they are when a "note" occurs on the Drawings.

1.04 DRAWINGS: CONTENT EXPLANATION

A. Drawings, Dimensions and Measurements.

1. **Contract Documents do not purport to describe in detail, absolute and complete construction information.** In some instances drawings are diagrammatic. CONTRACTOR shall provide verification of actual site conditions and shall provide complete and operational systems as specified when drawings do not provide full detail.
2. Where on any of the Drawings a portion of the work is drawn out and the remainder is indicated in outline, the parts drawn out shall apply also to all other portions of the Work.
3. Wherever a detail is referenced and developed for a specific condition, same or similar detail shall apply to identical or similar conditions elsewhere on Project even though not specifically referenced.
4. Where the word "similar" occurs on the Drawings, it shall be interpreted in its general sense and not as meaning identical, all details shall be worked out in relation to their location and their connection with other parts of the work.
5. The figured dimensions on the Drawings or notes indicating dimensions shall be used instead of measurements of the Drawings by scale.
6. No scale measurements shall be used as a dimension to work with unless specific permission to do so is granted in advance in writing by the Department.

1.05 COMMON TERMINOLOGY

- ##### **A. Certain items used generally throughout the Specifications and Drawings are used as follows:**
1. **Indicated:** The term "indicated" is a cross reference to details, notes or schedules on the Drawings, other paragraphs or schedules in the Specifications, and similar means of recording requirements in the Contract Documents. Where terms such as "shown",

"noted", "schedules", and "specified" are used in lieu of "indicate", it is for the purpose of helping the reader accomplish the cross reference, and no limitation of location is intended except as specifically noted.

2. **Installer:** The person or entity engaged by CONTRACTOR, his Subcontractor or sub-subcontractor for the performance of a particular unit of Work at the Project site, including installation, erection, application and similar required operations. It is a general requirement that installers be recognized experts in the work they are engaged to perform.
3. **Furnish:** Except as otherwise defined in greater detail, the term "furnish" is used to mean "...supply and deliver to the Project site, ready for unpacking, assembly and installation..."
4. **Provide:** Except to the extent further defined, the term "provide" means to furnish and install, complete and ready for the intended use.
5. **Guarantee and Warranty:** "Warranty" is generally used in conjunction with products manufactured or fabricated away from the Project site, and "guarantee" is generally used in conjunction with units of work which require both products and substantial amounts of labor at the Project site. The resulting difference is that warranties are frequently issued by manufacturers, and guarantees are generally issued by CONTRACTOR and frequently supported (partially) by product warranties from manufacturers.

1.06 CONFLICTS

- A. In accordance with Article 3 of the General Conditions,** report any conflicts to Contracting Officer for clarification.

PART 2 – PRODUCTS

[Not Used]

PART 3 – EXECUTION

[Not Used]

END OF SECTION



SUMMARY OF WORK

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Work Covered by the Contract Documents (1.3)
 - 2. Type of the Contract (1.4)
 - 3. Work Phases (1.5)
 - 4. Work under other Contracts (1.6)
 - 5. Use of Premises (1.7)
 - 6. Owner's Occupancy Requirements (1.8)
 - 7. Work Restrictions (1.9)
 - 8. Miscellaneous Provisions(1.10)
 - 9. Contract Closeout Procedures (1.11)
 - 10. Background Check Requirements (1.12)
 - 11. Access Procedures (1.13)
 - 12. Technology Requirements (1.14)

- B. Related Sections include the following:

DIVISION 01 - GENERAL REQUIREMENTS

- 1. Section 011000 - Summary of Work

DIVISION 04 - MASONRY

- 1. SECTION 04 43 13 STONE MASONRY

DIVISION 31 - EARTHWORK

- 1. SECTION 31 20 01 EXCAVATION AND EMBANKMENT
- 2. SECTION 31 20 03 BASE COURSE
- 3. SECTION 31 23 18 TEMPORARY ENVIRONMENTAL CONTROLS
- 4. SECTION 31 60 00 CONSTRUCTION SURVEYING

DIVISION 32 - EXTERIOR IMPROVEMENTS

1. SECTION 32 12 16 ASPHALT CONCRETE PAVEMENT
1. SECTION 32 12 17 TACK COAT
2. SECTION 32 12 18 REMOVE EXISTING ASPHALT SURFACING
3. SECTION 32 13 13 SITE CONCRETE
4. SECTION 32 13 14 CONCRETE STRUCTURES
5. SECTION 32 13 15 SIDEWALK CURB AND GUTTER
6. SECTION 32 13 16 REMOVE EXISTING SIDEWALK CONCRETE SLAB, STAIRS, AND WALL
7. SECTION 32 14 00 STONE PAVERS
8. SECTION 32 30 01 SIGN ASSEMBLY
9. SECTION 32 31 19 ORNAMENTAL FENCES AND GATES

DIVISION 33 - UTILITIES

1. SECTION 33 41 00 STORM SEWER PIPE

1.3 WORK COVERED BY CONTRACT DOCUMENTS

A. Project Identification:

1. Project Location: 716 Calhoun Street, Juneau, Alaska, 99801

B. Owner: State of Alaska, Department of Administration, Division of General Services

1. Owner's Representative: Stephen Johnson, Contracting Officer

C. Project Manager: The Contracting Officer, identified as the Owner's Representative above in Paragraph B, is the Project Manager overseeing this contract for the Owner.

D. Architect: North Wind Architects

E. Construction Manager: The Construction Manager is the General Contractor awarded this Contract.

1. In Divisions 1 through 48 Sections, the terms "Construction Manager" and "Contractor" are synonymous

F. Third Party Separate Contracts: The Owner has entered into separate third party contracts to perform the following services for the Owner/Contracting Officer in the performance of this contract:

1. Specialty Inspectors:

2. Engineering:

- G. Delegated Authority: The Contracting Officer is the only party with delegated authority to make changes to the terms and conditions of this contract. All additions or deletions to the scope of work shall be approved by the Contracting Officer and documented via an executed change order or executed Design Clarification Request Form signed by both parties. Third Parties hired by the Owner do not have the authority to make changes to the contract and all recommendations by Third Parties are subject to approval and acceptance by the Contracting Officer.

1.4 TYPE OF CONTRACT

- A. Project will be constructed under a single prime contract.

1.5 WORK PHASES

- A. The Work shall be conducted in 1 phase sequenced in in the following order, with each sequence substantially complete before beginning the next sequence
 1. Each Sequence of work will be preceded by the associated lead soil removal per NORTECH "Corrective Action Plan"
 2. Work for the Flagstone Path shall be substantially complete and ready for occupancy by September 1st 2013.
 3. Sequences The remaining Work shall be substantially complete and ready for occupancy at time of Substantial Completion.
- B. The Contractor shall complete the scope of work based on an approved work schedule tendered to the Contracting Officer. Upon notice to proceed from the Contracting Officer, the Contractor shall complete the work in one phase I^t, working continuously until each sequence is substantially complete and accepted by the Contracting Officer, before proceeding with the next section.

1.6 WORK UNDER OTHER CONTRACTS

- A. Owner reserves the right to issue separate contracts for other work within the contract work area. And within the contract time.

1.7 USE OF PREMISES

- A. General: The Contractor shall have limited use of premises for construction operations as indicated on Drawings by the Contract limits.
- B. Use of Site: Limit use of premises to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas within the Work indicated.
1. Limits: Confine constructions operation to Limits of Work areas defined in construction documents
 2. Owner Occupancy: Allow for Owner occupancy of Project site
 3. The contractor will be expected to keep their work area clean and shall mop any spills, or splashes promptly to prevent trip hazards. Contractor shall protect adjacent equipment and building structure from damage during the draining, removal disposal and installation work.
 4. Contractor shall clean the Project site daily to control the accumulation of waste materials and rubbish. Maintain adjacent areas in a clean and safe manner. Debris and waste escaping the limits of the Work areas (including routes to and from) shall be cleaned up immediately. Damages resulting from the escape of such debris shall be the responsibility of the Contractor. All waste shall be disposed of off-site at Contractor's expense. Owner's existing refuse service shall not be used for disposal of construction materials.
 5. If the Contractor fails to maintain an acceptable level of cleanliness at the project site, the State will clean the site or hire a contractor to clean the project site. The cost to clean the site will be deducted from contract before final payment is made. Determination of the level of cleanliness required at the project site shall rest solely with the Contracting Officer/ Project Manager.
 6. Driveways and Entrances: Keep driveways, parking garages, designated parking spots, loading areas and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
 7. Equipment and materials will only be allowed to be stored within the boiler room. No equipment will be visible to the public outside of the contractors specified working hours unless previously approved by the Contracting Officer.

- C. Use of Existing Building: Maintain existing building in a weather tight condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period.
- D. Contractor shall not park on-site. The contractor should plan to apply for on-street parking from the City and Borough of Juneau.

1.8 OWNER'S OCCUPANCY REQUIREMENTS

- A. Partial Owner Occupancy: Owner will occupy the premises during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits, unless otherwise indicated.
 - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
- B. Owner Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed areas of building, before Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and partial occupancy shall not constitute acceptance of the total Work.
 - 1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied before Owner occupancy.

1.9 WORK RESTRICTIONS

- A. On-Site Work Hours: Work shall be performed inside the construction limits during normal business working hours of 8:00 am to 5:00 pm, Monday through Friday, and other times as approved by the House Staff Schedule.
 - 1. Weekend Hours: Saturdays and Sundays by approval
 - 2. State Recognized Holidays: by approval
 - 3. Hours for Utility Shutdowns: by approval
 - 4. Hours for demolition or other noisy activity must be cleared by the Contracting Officer one week ahead of time in order to properly notify building occupants.

- B. Nonsmoking Property: Smoking is not permitted within the limits of construction or within 10 feet of entrances, operable windows, or outdoor air intakes.
- C. The Contractor must get the Contracting Officers approval on any schedule revision.
- D. Any site visits outside of the designated work hours need to be approved by the Contracting Officer.

1.10 MISCELLANEOUS PROVISIONS

A. Project Meetings

1. Prior to the commencement of Work at the site, a Pre-Construction Conference will be held at a mutually agreed time and place which shall be attended by the CONTRACTORS' Project Manager, its superintendent, and its Subcontractors as the CONTRACTOR deems appropriate. Other attendants will be:
 - a. The Contracting Officer, and The House manager. Others as requested by CONTRACTOR, or the Contracting Officer.
2. The CONTRACTOR shall bring to the Pre-Construction Conference four copies each of the following:
 - a. Plan of Operation.
 - b. Project Schedule.
 - c. Procurement schedule of major equipment/materials or items requiring long lead time.
 - d. Shop Drawing/Sample/Substitute or "Or Equal" submittal schedule.
 - e. Name and telephone number of CONTRACTORS' Project Supervisor.
 - f. Cutting and patching submittal covering items of selective demolition.
 - g. 24 hour contact information for the general contractors superintendent in charge of this project as well as all associated subcontractors that will be working onsite.
 - h. Material Safety Data Sheets of any chemical product to be used on site.
 - i. Provide submittals for on materials that will be used onsite.
3. The purpose of the Pre-Construction Conference is to designate responsible personnel and establish a working relationship. Matters requiring coordination will be discussed and procedures for handling such matters established.
4. The CONTRACTOR should be prepared to discuss all of the items listed below:
 - a. Status of CONTRACTORS' insurance and bonds.
 - b. CONTRACTORS' tentative schedules.
 - c. Transmittal, review, and distribution of CONTRACTORS' submittals.

- d. Processing applications for payment upon substantial completion to the Contracting Officer.
 - e. Maintaining record documents.
 - f. Critical Work sequencing.
 - g. Field decisions and Change Orders.
 - h. Use of Project site, office and storage areas, security, housekeeping, and Using Agency's needs.
 - i. Major equipment deliveries and priorities.
 - j. CONTRACTORS' assignments for safety and first aid.
5. The Contracting Officer will preside at the Pre-Construction Conference and will arrange for keeping and distributing the minutes to the General Contractor in attendance.

B. Progress Meetings

1. The Contracting Officer may schedule and hold regular progress meetings weekly and at other times as requested by the Contracting Officer, or as required by progress of the Work. CONTRACTOR, Contracting Officer, Using Agency and all Subcontractors active on the site must attend each meeting.
2. The Contractor shall preside over the meetings and will arrange for keeping and distributing the minutes. Purpose of the meetings will be to review the progress of the Work, maintain coordination of efforts, discuss changes in scheduling, and resolve other problems which may develop. During each meeting, the CONTRACTOR is required to present any issues which may impact the Work, with a view toward resolving these issues expeditiously.
3. The Contracting Officer may elect to record the meeting. A copy of the recording will be maintained in the project file which is a matter of public record.

1.11 CONTRACT CLOSEOUT PROCEDURES

- A. When Contractor considers the Work to be complete, submit a written request certifying that the Work is complete and in accordance with the Contract Documents. In advance of the request, Contractor shall:
1. Assemble two full sets of all product documents. Include the following data on each product: Product Name, Manufacturer, Distributor Name if applicable, address and telephone number of installer (whether Contractor or subcontractor), manufacturer's recommended maintenance practices, replacement parts listing and associated shop drawings (if applicable).
- B. Provide the Contracting Officer with duplicate copies of all product warranties.

- C. Provide copies of all inspection reports and occupancy permits issued by the governing authorities.
- D. In a format approved by the Project Manager, provide two copies of a final statement accounting for all Project costs, including items of Work done on a “cost of the Work” basis, if any. Where required, provide support documentation. Indicate total adjusted contract price, amount(s) of previous payments, and sum remaining due. Include an executed Contract Release form, as provided.
- E. Contractor Warranty: Contractor shall provide a written workmanship warranty on all installation and applications for a period of (2) years after final payment has been made by the State.

1.12 BACKGROUND CHECK REQUIREMENTS

A. Background Check Procedure:

1. Each person performing work on site under this contract (including Contractors project managers and/or job foreman) are required to obtain a background check using the provided Background check form signed and notarized.
2. The Contractor shall tender to the Contracting Officer/Project Manager listed on the solicitation document a copy of the Background Check reports for each individual for acceptance or denial at the sole discretion of the Division of General Services Facility Manager prior to commencement of any work at the site. The background checks shall remain confidential in a file located in the Facility Manager’s office in Anchorage.
3. The Contractor shall be advised that the background checks may take longer than a week to obtain from the Department of Public Safety.
4. The Contracting Officer will advise the Contractor of acceptance or denial for each individual to work on this project within 48 hours of approval by the Office of the Governor.
5. Background checks are good for a period of one year from the date of acceptance. The Contractor is responsible for obtaining replacement background checks for each person performing work on site under this contract annually at the Contractor’s expense.

1.13 ACCESS PROCEDURES

A. Access Requirements

1. Once an individual background check is approved to work on this project in accordance with paragraph 1.12, the Contracting Officer will make arrangements for Identification

Badges to be processed and delivered to House Construction Coordinator, 716 Calhoun Street, Juneau, AK. Each individual is required to Pick up Identity Badge at start of each shift, and turn in each badge at the end of shift. The Identity Badge will be worn at all times during work on premises.. Individuals without approved background checks will not be given access.

1.14 TECHNOLOGY REQUIREMENTS

- A. Administration: The Contractor is required to have the following technology for administrating the contract:
1. Personal computer with email and scanning capabilities.
 2. Facsimile
 3. Land line telephone
 4. Mobile Phone
- B. Operational: The Contractor is required to provide the following technology for field on-site operations to the Contracting Officer:
1. 24/7 cellular phone access for the General Contractors job foreman during the life of the contract.
 2. 24/7 cellular phone access for the General Contractors Project Manager during the life of the contract.
 3. 24/7 cellular phone access for the sub-contractors if they are working unsupervised by the General when they are working on site.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION



SITE ACCESS AND STORAGE

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 - GENERAL

1.1 HIGHWAY LIMITATIONS

(Not Used)

TEMPORARY CROSSINGS

1.2 (Not Used)

1.3 MAINTENANCE OF TRAFFIC

- A. General. Unless otherwise provided, the CONTRACTOR shall keep the roadways and parking areas adjacent to the Project site open to all traffic. Nothing herein shall be construed to entitle the CONTRACTOR to the exclusive use of any public street, alleyway, or parking area during the performance of the Work hereunder, and it shall so conduct its operations as not to interfere unnecessarily with the authorized use of such streets, alleyways, or parking areas. The CONTRACTOR shall provide unimpeded access through the project limits for emergency vehicles and make every effort to provide minimum delay to Using Agency's vehicles which may be on site.
- B. No street, driveway, fire lane or parking area shall be closed to the public without first obtaining permission of the Contracting Officer and proper governmental authority. The CONTRACTOR shall not detour traffic through non-developed portions of the site.
- C. Fire hydrants on or adjacent to the Work shall be kept accessible to fire-fighting equipment at all times. Temporary provisions shall be made by the CONTRACTOR to assure the use of sidewalks and the proper functioning of all gutters, storm drain inlets, and other drainage facilities.
- D. The CONTRACTOR's equipment shall stop at all points of intersection with the traveling public unless satisfactory traffic control measures, approved in writing by the Contracting Officer, are installed and maintained at CONTRACTOR's expense.

- E. When, in the opinion of the Contracting Officer, conditions are such that the safety and/or convenience of the traveling public is adversely affected, the CONTRACTOR will be immediately notified in writing. The notice will state the defect(s) and the corrective action(s) required. In the event that the CONTRACTOR neglects to take immediate corrective action, the Contracting Officer may suspend all Work on the Project until satisfactory corrective action is performed. In the event the CONTRACTOR does not take corrective action within 24 hours, the Contracting Officer may order such work, as deemed necessary for public convince and safety, accomplished by outside forces. The cost of this work shall be deducted from any monies due or that may become due under the terms of the Contract.
- F. The CONTRACTOR shall bear all expense of maintaining the traffic lanes, drives and parking areas in the immediate area of the Project site, including dust and litter/debris control, and of constructing and maintaining such approaches, crossings, intersections, and other features as may be necessary, without direct compensation.
- G. Traffic Control. All locations requiring redirection or stopping of the traveling public shall be properly signed and/or flagged by the CONTRACTOR. For the protection of traffic in public or private streets and ways, the CONTRACTOR shall provide, flagmen and provide, place, and maintain all necessary barricades, traffic cones, warning signs, lights, and other safety devices in accordance with the requirements of the "Manual of Uniform Traffic Control Devices, Part VI - Traffic Controls for Street and Highway Construction and Maintenance Operations," (MUTCD) published by U.S. Department of Transportation, Federal Highway Administration (ANSI D6.1) with the current State of Alaska supplements.
- H. The CONTRACTOR shall take all necessary precautions for the protection of the Work and the safety of the public. All barricades and obstructions shall be illuminated at night, and all lights shall be kept burning from sunset until sunrise. The CONTRACTOR shall station such guards or flagmen and shall conform to such special safety regulations relating to traffic control as may be required by the public authorities within their respective jurisdictions. All signs, signals, and barricades shall conform to the requirements of Subpart G, Part 1926, of the OSHA Safety and Health Standards for Construction.
- I. Special pedestrian detours may be necessary in areas adjacent to new construction or demolition of existing structures. The Contracting Officer shall determine when walkways are required. Plans for walkways must be approved by the Contracting Officer.
- J. The CONTRACTOR shall remove traffic control devices when no longer needed, repair all damage caused by installation of the devices, and shall remove post settings and backfill the resulting holes to match grade.
- K. Temporary Fire Lane Closure. If closure of any Fire lane is required during construction, the CONTRACTOR shall apply for in writing to the Contracting Officer and any other jurisdictional agency at least 30 days in advance of the required closure and again at 48 hours. A Detour and Traffic Control Plan shall accompany the application.

- L. The CONTRACTOR shall notify the Police and Fire Departments and any other affected agency of all planned closures. Notification shall consist of giving the time of commencement and proposed date of completion of Work and names of street, schedule of operations, and routes of detours. Such notification shall be given at least 72 hours before such closure is to take effect.
- M. Temporary Driveway Closure. The CONTRACTOR shall maintain access to all on site driveways and street approaches. Any temporary closures shall require prior approval by the Contracting Officer. The CONTRACTOR shall minimize the inconvenience and minimize the time period that the driveways will be closed. The CONTRACTOR shall fully explain to the Contracting Officer how long the Work will take and when closure is to start.

CONTRACTOR'S WORK AND STORAGE AREA

- A. The CONTRACTOR shall make its own arrangements for any necessary off-site storage or shop areas necessary for the proper execution of the Work.
- B. Should the CONTRACTOR find it necessary to use any additional land for other purposes during the construction of the Work, it shall provide for the use of such lands at its own expense.
- C. On Site storage of materials is extremely limited. CONTRACTOR shall obtain Approval of all on site storage locations prior to their use.
- D. The CONTRACTOR shall construct and use a separate storage area for hazardous materials used in constructing the Work.
 - 1. For the purpose of this paragraph, hazardous materials to be stored in the separate area are all products labeled with any of the following terms: **Warning, Caution, Poisonous, Toxic, Flammable, Corrosive, Reactive, or Explosive**. In addition, whether or not so labeled, the following materials shall be stored in the separate area: diesel fuel, gasoline, new and used motor oil, hydraulic fluid, cement, paints and paint thinners, two-part epoxy coatings, sealants, asphaltic products, glues, solvents, wood preservatives, sand blast materials, and spill absorbent.
 - 2. The CONTRACTOR shall develop and submit to the Contracting Officer a plan for storing and disposal of the materials above.
 - 3. The CONTRACTOR shall obtain and submit to the Contracting Officer a single EPA number for wastes generated at the site.
 - 4. The separate storage area shall meet all the requirements of all authorities having jurisdiction over the storage of hazardous materials.

5. The separate storage area shall be inspected by the Contracting Officer prior to construction of the area, upon completion of construction of the area, and upon clean-up and removal of the area.
6. All hazardous materials which are delivered in containers shall be stored in the original containers until use. Hazardous materials which are delivered in bulk shall be stored in containers which meet the requirements of authorities having jurisdiction.

PARKING

- A. The CONTRACTOR shall direct its employees to park in areas as directed by the Contracting Officer.
- B. Traffic and parking areas shall be maintained in a sound condition, free of excavated material, construction equipment, mud, and construction materials. The CONTRACTOR shall repair breaks, potholes, low areas which collect standing water, and other deficiencies that are the result of the CONTRACTOR's Work.

PART 2 - PRODUCTS

(Not Used)

PART 3 - EXECUTION

(Not Used)

END OF SECTION



PRODUCT SUBSTITUTION REQUEST FORM

Project Name: HOUSE FENCE REPLACEMENT
Project Number: 2013-0222-1788

Contractor: _____

Specified item for which substitution is requested: (reference the specification section and paragraph)

The following product is submitted for substitution: (describe proposed substitution and attach applicable catalog cuts)

I certify the following:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	The substitute will perform adequately and achieve the results called for by the general design.
<input type="checkbox"/>	<input type="checkbox"/>	The substitute is similar, of equal substance, suited to the same use, and will provide the same warranty as the product specified.
<input type="checkbox"/>	<input type="checkbox"/>	The evaluation and approval of the proposed substitute will not delay the Substantial or Final Completion of the project.
<input type="checkbox"/>	<input type="checkbox"/>	Any change in the design necessitated by the proposed substitution will not delay the Substantial or Final Completion of the project.
<input type="checkbox"/>	<input type="checkbox"/>	The cost of any change in the design necessitated by the proposed substitution will be paid by the contractor at no cost to the State.
<input type="checkbox"/>	<input type="checkbox"/>	The cost of any license fee or royalty necessitated by the proposed substitution will be paid by the contractor at no cost to the State.

Signed: _____ | _____
 Authorized Contractor Signature | Date:

Architect/Engineer Recommendation:

- | | | | |
|-----------------------------------|--|---------------------------------------|--|
| <input type="checkbox"/> Accepted | <input type="checkbox"/> Accepted as Noted | <input type="checkbox"/> Not Accepted | <input type="checkbox"/> Received Too Late |
|-----------------------------------|--|---------------------------------------|--|

Remarks:

_____ Architect/Engineer Signature	_____ Date:
---------------------------------------	----------------

<input type="checkbox"/> Recommend Acceptance	_____
<input type="checkbox"/> Recommend Rejection	_____ Date: _____
Resident Engineer	

<input type="checkbox"/> Accepted	_____
<input type="checkbox"/> Rejected	_____ Date: _____
Contracting Officer/Project Manager	



CHANGE ORDER PROCEDURES

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Procedures for processing Change Orders.

1.02 RELATED REQUIREMENTS

- A. Section 004310 - Bid Schedule: Total amount bid for lump sum items
- B. Section 005100 - Contract Form: Total amount of Contract Price, as awarded
- C. Section 007200 - General Conditions: Governing requirements for changes in the Work, in Contract Price, and Contract Time.
- D. Section 007300 - Supplementary Conditions: Modifications to Document 007200 - General Conditions.
- E. Section 012977 - Applications for Payment.
- F. Section 013219 – Submittals.
- G. Section 013113 – Work Schedules and Reports.

1.03 SUBMITTALS

- A. Submit name of the individual authorized to accept changes, and to be responsible for informing others in CONTRACTOR's employ of changes in the Work.
- B. Change Order Forms will be prepared by the DEPARTMENT.

1.04 DOCUMENTATION OF CHANGE IN CONTRACT PRICE AND CONTRACT TIME

- A. Maintain detailed records of work done on a Cost of the Work plus a Fee basis (if applicable). Provide full information required for evaluation of proposed changes, and to substantiate costs of changes in the Work for both fixed price and cost plus changes. Incomplete or unsubstantiated costs will be disallowed.
- B. CONTRACTOR shall submit a complete, detailed, itemized cost breakdown addressing impact on Contract Time and Contract Price with each proposal.
- C. On request, provide additional data to support computations:
 - 1. Quantities of products, labor, and equipment.
 - 2. Taxes, insurance and bonds.
 - 3. Overhead and profit.
 - 4. Justification for any change in Contract Time.
 - 5. Credit for deletions from Contract, similarly documented.
- D. Support each claim for additional costs, and for work done on a cost of the Work plus a Fee basis, with additional information:
 - 1. Origin and date of claim.
 - 2. Dates and times work was performed, and by whom.
 - 3. Time records and wage rates paid.
 - 4. Invoices and receipts for products, equipment, and subcontracts, similarly documented.

1.05 PRELIMINARY PROCEDURES

- A. DEPARTMENT may submit a Proposal Request which includes: Detailed description of change with supplementary or revised Drawings and Specifications, the projected time for executing the change, with a stipulation of any overtime work required, and the period of time during which the requested price will be considered valid.
- B. CONTRACTOR may initiate a change by submittal of a request to DEPARTMENT describing the proposed change with a statement of the reason for the change, and the effect on Contract Price and Contract Time with full documentation.

1.06 CONSTRUCTION CHANGE AUTHORIZATION

- A. Shall be in accordance with Article 9 - Changes: in Document 007200 - General Conditions as modified by the Special Conditions.

1.07 FIXED PRICE CHANGE ORDER

- A. CONTRACTOR shall submit an itemized price proposal in sufficient detail to fully explain the basis for the proposal. Attach invoices and receipts for products, equipment, subcontracts, and as requested by the DEPARTMENT. CONTRACTOR and the DEPARTMENT shall then negotiate an equitable price (and time adjustment if appropriate) in good faith. The Change Order will reflect the results of those negotiations. If negotiations break down CONTRACTOR may be directed to perform the work under COST OF THE WORK CHANGE ORDER.
- B. The following maximum rates of cost markup (to cover both overhead and profit of the CONTRACTOR) shall be used in the negotiation of a "Fixed -Price" Change Order:
 - 1. 15% - where a cost is borne directly by prime contractor.
 - 2. 10% - where a cost is borne by a subordinate contractor
- C. These terms shall also apply to the proposal of subcontractors and allowances.
- D. Will be based on proposal request and CONTRACTOR's lump sum quotation or CONTRACTOR's request for Change Order as approved by the DEPARTMENT.

1.08 UNIT PRICE CHANGE ORDER

- A. For pre-determined Unit Prices and quantities, Change Order will be executed on a lump sum basis.
- B. For unit costs or quantities of units of Work which are not predetermined, execute Work under a Directive. Changes in Contract Price or Contract Time will be computed as specified for cost of the Work plus fee via Change Order.

1.09 COST OF THE WORK CHANGE ORDER

- A. CONTRACTOR shall submit documentation required in 1.04 on a daily basis for certification by the Project Manager. Project Manager will indicate by signature that the submitted documentation is acceptable.
- B. After completion of the change and within 21 Calendar Days, unless extended by the Project Manager, the CONTRACTOR shall submit in final form an itemized account with support data of all costs. Support data shall have been certified by the Project Manager, as required above in paragraph A.

1.10 EXECUTION OF CHANGE ORDERS

- A. DEPARTMENT will issue Change Orders for signatures of parties as provided in Conditions of the Contract.

1.11 CORRELATION OF CONTRACTOR SUBMITTALS

- A. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Price as shown on Change Order.
- B. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of Work affected by the change, and resubmit.
- C. Promptly enter changes in project record documents.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION



SCHEDULE OF VALUES

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1 REQUIREMENTS

This Section defines the process whereby the Schedule of Values (lump sum price breakdown) shall be developed and ultimately coordinated with the construction Progress Schedule. Monthly progress payment amounts shall be determined by comparing the Schedule of Values against the monthly progress updates to the Progress Schedules.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Section 011000 Summary of Work
- B. Section 013219 CONTRACTOR Submittals

1.3 PRELIMINARY SCHEDULE OF VALUES

- A. The Schedule of Values shall be developed in three steps independent but parallel with the development of the construction Progress Schedule activities and logic. The steps shall be as follows:
 - 1. Identifying the major WORK components and general values
 - 2. Establishing detailed values for the items of Work within the components
 - 3. Correlating the detailed values of work to the construction Progress Schedule.
- B. The CONTRACTOR shall submit a preliminary Schedule of Values for the major components of the WORK prior to the Pre-Construction Conference as specified and referenced in Section 013219, "CONTRACTOR Submittals." The listing shall include, at a minimum, the proposed value for the major WORK components such as:

1. General Contract Requirements
 2. Mobilization
 3. Selective Demolition
 4. Drainage and Subsurface WORK
 5. Foundation Work
 6. Concrete Slab
 7. Steel Erection
 8. Roof and Wall Assemblies
 9. Personnel Doors and Windows
 10. Overhead Equipment Doors
 11. Record Documents
 12. Project Close-out
- C. The CONTRACTOR, Architect of Record and Contracting Officer shall meet and jointly review the preliminary Schedule of Values and make any adjustments in value allocations necessary, if in the opinion of the Contracting Officer, allocation adjustments are necessary to establish fair and reasonable allocation of values for the major Work Components. Front end loading will not be permitted. The Contracting Officer may require inclusion of the major Work components not included in the above listing if, in the opinion of the Contracting Officer, such additional components are appropriate. This review and any necessary revision shall be completed within 10 days following the Pre-Construction Conference.

1.4 DETAILED SCHEDULE OF VALUES

- A. The CONTRACTOR shall prepare and submit a detailed Schedule of Values to the Contracting Officer within 14 days from the date of Notice to Proceed. The detailed Schedule of Values shall be based on the accepted, preliminary Schedule of Values for major Work components. The Contracting Officer shall be the sole judge of acceptable numbers, details and description of values established. If, in the opinion of the Contracting Officer, a greater number of Schedule of Values items than proposed by the CONTRACTOR are deemed necessary, the CONTRACTOR shall add the additional items so identified by the Contracting Officer.

1. Minimum level of detail for major WORK components shall include cost breakdowns of materials, labor and other (equipment, etc.) costs for each individual specification line item included within the major Work Components based on the index of this manual. Greater detail shall be provided as directed by the Contracting Officer.
 2. Each additive alternate and any subsequent Change Order Work shall be detailed in a similar manner, as above.
- B. The CONTRACTOR and Contracting Officer shall meet and jointly review the detailed Schedule of Values within 35 days from the Notice to Proceed. The value allocations and extent of detail shall be reviewed to determine any necessary adjustments to the values and to determine if sufficient detail has been proposed to allocate cost based on the construction Progress Schedule activities. Any adjustments deemed necessary to the value allocation or level of detail by the Contracting Officer shall be made by the CONTRACTOR and a revised Schedule of Values shall be submitted within 5 days from the date of notification.
- C. Following acceptance of the detailed Schedule of Values, the CONTRACTOR shall incorporate the values into the cost loading portion of the Progress Schedule. The Progress Schedule activities and logic shall have been developed concurrent to the development of the Detailed Schedule of Values; however, it may be necessary to adjust the detailed Schedule of Values to correlate to individual schedule activities. It is anticipated that instances will occur, due to the independent but parallel development of the Schedule of Values and the Progress Schedule activities, where interfacing these two documents will require changes to each document. Schedule activities may need to be added to accommodate the detail of the Schedule of Values. Schedule of Value items may need to be added to accommodate the detail of the Progress Schedule activities. Where such instances arise, the CONTRACTOR shall propose to the Contracting Officer changes to the Schedule of Values and to the construction Progress Schedule to satisfy the coordination of schedule and cost requirements.

1.5 CROSS REFERENCE LISTING

- A. To assist in the correlation of the Schedule of Values and the construction Progress Schedule, the CONTRACTOR shall provide a Cross Reference Listing which shall be furnished in two parts. The first part shall list each scheduled activity with the breakdown of the respective valued items making up the total cost of the activity. The second part shall list the valued items with respective scheduled activity or activities that make up the total cost for a valued item (shown in the Schedule of Values). The total cost for each scheduled item shall be indicated
- B. These listing shall be updated and submitted in conjunction with periodic submittals.

1.6 CHANGES TO SCHEDULE OF VALUES

- A. Changes to the construction Progress Schedule which add activities not included in the original schedule but included in the original WORK (schedule omissions) shall have values assigned as

approved by the Contracting Officer. Other activity values shall be reduced to provide equal value adjustment increases for added activities as approved by the Contracting Officer.

- B. In the event that the CONTRACTOR and Contracting Officer agree to make adjustments to the original Schedule of Values because of inequities discovered in the original accepted detailed Schedule of Values, increases and equal decreases to values for activities may be made.
- C. Approved change orders reflected in the Progress Schedule shall be incorporated into the Schedule of Values as a single unit identified by the change order number.

1.7 LIQUIDATED DAMAGES

- A. If any submittal required by this Section is determined by the Contracting Officer to be incomplete or is submitted later than required, the DEPARTMENT could suffer financial loss and accordingly liquidated damages may be assessed against the CONTRACTOR in accordance with Section 005100.

END OF SECTION



MEASUREMENT AND APPLICATION FOR PAYMENT

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1 SCOPE

- A. Payment for the various items of the Bid Schedule, as further specified herein, shall include all compensation to be received by the CONTRACTOR for furnishing all tools, equipment, supplies, and manufactured articles, and for all labor, operations, and incidentals appurtenant to the items of Work being described, as necessary to complete the various items of the Work all in accordance with the requirements of the Contract Documents, including all appurtenances thereto, and including all costs of permits and cost of compliance with the regulations of public agencies having jurisdiction, including Safety and Health Requirements of the Occupational Safety and Health Administration of the U.S. Department of Labor (OSHA).
- B. No separate payment will be made for any item that is not specifically set forth in the Bid Schedule, and all costs therefore shall be included in the prices named in the Bid Schedule for the various appurtenant items of Work.
- C. Related documents include:
 - 1. Section 005100 – Contract Form: Contract Price & Liquidated Damages
 - 2. Section 007200 – General Conditions: “Progress Payments” and “Final Payment”.
 - 3. Section 007300 – Supplementary Conditions
 - 4. Section 012973 – Schedule of Values

1.2 PAYMENT PROCEDURES AND APPLICATIONS FOR PAYMENT

- A. CONTRACTOR shall submit application for payment on a monthly basis (if applicable) in a format approved by the Contracting Officer. Two copies of each application must be submitted.

- B. The application shall cover the period of time through the final working day of the current month. (if applicable)
- C. Execute certification by original signature of authorized officer upon each copy of the application for payment.
- D. Indicate breakdown of costs for each item of the Work on accepted Schedule of Values. Provide dollar value in each column for each line items corresponding to a portion of Work performed.
- E. List each authorized Change Order as an extension on “Continuation Sheet” listing Change Order number and dollar amount as for an original item of Work.
- F. If the application is complete, the Contracting Officer shall act upon the request as provided for within subsections 13.3 to 13.5 of the General Conditions. Applications that are incomplete shall be rejected and returned to the CONTRACTOR to be completed and resubmitted.
- G. If the request is for final payment and acceptance at the end of the Phase and or Project, submit a request in writing to the Contracting Officer who shall act on the request as provided for within subsections 13.13 through 13.15 of the General Conditions.
- H. If the Contracting Officer requires substantiating information, submit data justifying line item amounts in question.

PART 2 – PRODUCTS

[Not Used]

PART 3 – EXECUTION

[Not Used]

END OF SECTION



APPLICATION FOR PAYMENT

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Procedures for preparation and submittal of Applications for Payment.

1.2 RELATED DOCUMENTS

- A. Section 005100 – Contract Form: Contract Price & Liquidated Damages.

Section 007200 – General Conditions: “Progress Payments” and “Final Payment”.

Section 013219 – Submittals: Schedule of Values, “Progress Schedules”, and submittal procedures.

1.3 FORMAT

- A. Submit Application for Payment in a format Approved by the DEPARTMENT.

1.4 PREPARATION OF APPLICATIONS

- A. Type required information on Application for Payment form Approved by the DEPARTMENT.
- B. Execute certification by original signature of authorized officer upon each copy of the Application for Payment.
- C. Submit names of individuals authorized to be responsible for information submitted on Application for Payment.
- D. Indicate breakdown of costs for each item of the Work on accepted Schedule of Values. Provide dollar value in each column for each line item corresponding to a portion of Work performed and for stored materials.

- E. List each authorized Change Order as an extension on “Continuation Sheet”, listing Change Order number and dollar amount as for an original item of Work.

1.5 SUBMITTAL PROCESS.

- A. Submit one copy of each Application for Payment at times stipulated in Contract.
- B. Submit under transmittal letter.

1.6 SUBSTANTIATING DATA

- A. If the DEPARTMENT requires substantiating information, submit data justifying line item amounts in question.
- B. Substantiating data required under General Conditions paragraphs 7.12.3 and 7.12.4 shall be submitted (or updated) when the Application for Payment includes a current request for payment on an item of Work required to include Alaska “agricultural/wood” products.
- C. Provide one copy of data with cover letter for each copy of Application for Payment. Show Application for Payment number and date, and line item by number and description.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION



WORK SCHEDULES AND REPORTS

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.01 SUMMARY

- A. Scheduling of Work under this CONTRACT shall be performed by CONTRACTOR in accordance with requirements of this Section.

Development of schedule, cost and resource loading of the schedule, monthly payment requests, schedule updates and project status reporting requirements of the CONTRACT shall employ computerized Critical Path Method (CPM) scheduling, using Microsoft Project 2000 version 9.0 or approved equal. Required schedules shall include:

FINALIZED CPM SCHEDULE – PERIOD FROM THE NOTICE TO PROCEED THROUGH PROJECT COMPLETION AND CLOSEOUT.

MONTHLY UPDATES AND STATUS REPORTS.

REVISION, TIME IMPACT EVALUATION (TIE), AND RECOVERY SCHEDULES.

AS-BUILT SCHEDULE.

CPM schedule shall be resource loaded and cost loaded based on Schedule of Values as approved by the DEPARTMENT.

Schedules and reports shall be submitted as specified in Section 013300, Submittals.

CPM schedule shall be basis for Two Week Look Ahead Schedule presentation at Weekly Progress Meeting as specified in Section 011000, Project Meetings.

- B. The requirements specified herein are established to assist the DEPARTMENT in evaluation of job progress, payment requests, and time extension requests.
- C. Upon Award of CONTRACT, CONTRACTOR shall immediately commence with development of Finalized CPM Schedules.

1.02 RELATED REQUIREMENTS

- A. Section 007200 – General Conditions
 - Section 007300 – Supplementary Conditions
 - Section 011000 – Summary of Work
 - Section 012663 – Change Order Procedures
 - Section 013219 – Submittals

1.03 QUALIFICATIONS

(Not Used)

1.04 SOFTWARE

- A. CONTRACTOR shall employ Microsoft Project 2000 version 9.0 or later, or approved equal. CONTRACTOR shall formally transmit its schedule file to DEPARTMENT on CD ROM at times requested by DEPARTMENT. CDs shall be appropriately labeled with data compressed and all access restrictions removed. One 8-1/2" by 11" hard copy report shall accompany CDs.
- B. Transmit each item under form approved by the DEPARTMENT.
 - 1. Diskette label shall identify name of CONTRACTOR, DEPARTMENT CONTRACT title and number, file name, schedule data date, and submittal number.
 - 2. Each submittal shall have as its face document a completed DEPARTMENT furnished Submittal Summary form.
 - 3. Submittals received from sources other than CONTRACTOR will be returned to the CONTRACTOR without the DEPARTMENT's review.

1.05 GENERAL

- A. CPM schedule shall be based on and incorporate CONTRACT milestone and completion dates as specified in Section 007300, Supplementary Conditions, and Section 011000, Summary of Work. CONTRACTOR may establish intermediate milestones, in addition, as necessary to develop the schedule. Such intermediate milestones must be submitted and accepted by the DEPARTMENT before they can be incorporated in the CONTRACTOR's schedule.
- B. Overall time of completion and time of completion for each milestone shown on the CPM schedule shall adhere to times in the CONTRACT, unless an earlier (advanced) time of completion is requested by CONTRACTOR and agreed to by the DEPARTMENT. Any such agreement shall be formalized by a change order.
 - 1. The DEPARTMENT may not accept an earlier (advanced) schedule, i.e. one that shows early completion dates for the CONTRACT milestones.

2. CONTRACTOR shall not be entitled to extra compensation in event agreement is reached on an earlier (advanced) schedule and CONTRACTOR completes the Work, for whatever reason, beyond completion date shown in earlier (advanced) schedule, but within the CONTRACT times.
 3. A schedule showing the Work completed in less than the CONTRACT times, which has been accepted by the DEPARTMENT, shall be considered to have Project Float. Project Float is the time between the scheduled completion of the Work and CONTRACT Substantial Completion. Project Float is a resource available to both the DEPARTMENT and the CONTRACTOR.
- C. The term “day” shall be defined as a calendar day of twenty four (24) hours beginning at midnight, prevailing time.
1. Work Period: CONTRACTOR shall identify the planned work hours, shifts, and workdays, which are the basis for schedule submittals.
 2. Emergency Work Period: Emergencies may arise during the progress of the Work which may require special treatment or may make advisable extra shifts of workers to continue the Work for 16 or 24 hours per day. Emergencies may be caused by damage or possible damage to existing structures or property by reason of Work under construction or by storm, accidents or leakage. Be prepared in case of such emergencies to make all necessary repairs and promptly execute such Work when directed by the DEPARTMENT
- D. Neither the DEPARTMENT nor the CONTRACTOR owns float. The Project owns the float. As such, liability for delay of the Substantial Completion date rests with the party whose actions, last in time, actually cause delay to the Substantial Completion date.
- 1 For example, if Party A uses some, but not all, of the float and Party B later uses remainder of the float, as well as additional time beyond the float, Party B shall be liable for the time that represents a delay to the Substantial Completion date.
 2. Party A would not be responsible for the time since it did not consume the entire float, and additional float remained; therefore, the Substantial Completion date was unaffected.
 3. The DEPARTMENT has the final determination on the appropriate use of float and on the total float calculation. The DEPARTMENT will routinely check float calculations provided by the CONTRACTOR and resolve disputes regarding allocation of float.

- E. The CPM schedule shall be the basis for evaluating job progress, payment requests, and time extension requests. Responsibility for developing the CONTRACT CPM schedules and monitoring actual progress as compared to the baseline schedule rests with CONTRACTOR.
- F. Failure of CPM schedule to include any element of the Work or any inaccuracy in the CPM schedule will not relieve CONTRACTOR from responsibility for accomplishing the Work in accordance with the CONTRACT. DEPARTMENT's acceptance of schedule shall be for its use in monitoring and evaluating job progress, payment requests, and time extension requests, and shall not, in any manner, impose a duty of care upon DEPARTMENT, or act to relieve CONTRACTOR of its responsibility for means and methods of construction.

1.06 ANTICIPATED CPM SCHEDULE

(Not Used)

1.07 FINALIZED CPM SCHEDULE

- A. A detailed proposed Finalized CPM Schedule shall be submitted presenting an orderly and realistic plan for completion of the Work, in conformance with requirements as specified herein. In accordance with Document 00800, the Finalized CPM Schedule will be submitted 21 days after the notice to proceed. DEPARTMENT acceptance of the Finalized CPM schedule shall be a prerequisite to application for the first progress payment.
- B. The proposed Finalized CPM Schedule shall present a detailed plan from the Notice to Proceed through project completion and closeout.
 - 1. Include Notice to Proceed and CONTRACT milestone and completion dates as specified in Section 011000, Summary of Work.
 - 2. Show start and completion dates for all items of Work and their components. No individual construction activity shall have duration greater than 15 working days, unless approved by the DEPARTMENT. Activity durations shall be total number of actual working days required to perform that activity.
 - 3. A code shall be assigned for each activity corresponding to CONTRACTOR or subcontractor responsible for performing the Work.
 - 4. Include non-construction activities, such as Notice to Proceed, mobilization, submittal and acceptance periods for shop drawings, significant material and equipment procurements and deliveries, fabrication and delivery of special items, inspection, and demobilization.
 - 5. Show processing and approval duration times for required submittals. Activities dependent on submittal acceptance shall not be scheduled to start earlier than expected acceptance dates.

6. Include time for submittals, resubmittals, and reviews by the DEPARTMENT. Coordinate with accepted schedule for submission of shop drawings, samples and other submittals.
 7. CONTRACTOR shall be responsible for all impacts resulting from resubmittal of shop drawings and submittals.
 8. Show procurement of major equipment and materials. Activities dependent on material delivery shall not be scheduled to start earlier than expected delivery dates.
 9. Include time for fabrication and delivery of manufactured products for the Work.
 10. Identify receipt and inspection at jobsite as separate activity.
 11. Identify as separate activities DEPARTMENT-furnished materials and equipment, if any.
 12. Show the interface with work of other CONTRACTORS, DEPARTMENT, User Agency, and agencies such as, but not limited to, utility companies.
 13. Allow at least 5 working days for developing discrepancy punch list(s) and 14 calendar days for completion of discrepancy punch list items and final clean up for the Work or any designated portion thereof.
 14. Identify the activities, which constitute the controlling item, operations or critical path. No more than 10 percent of all scheduled activities shall be critical. No more than 20 percent of all activities shall be critical or near critical. Critical is defined as total float less than one working day. Near critical is defined as total float in the range of one to fifteen working days.
- C. Proposed Finalized CPM Schedule shall be time-scaled and shall show interrelationship, interdependency and sequence of activities. No activity, except the first and last activity in schedule, shall be open-ended (without both predecessor and successor logic ties), unless approved by the DEPARTMENT.
- D. Software project coding shall be in conformance with format provided by the DEPARTMENT.
1. Activity description shall describe Work to be accomplished and location.
 2. CONTRACTOR shall submit schedule data reports as requested by the DEPARTMENT and in accordance with format provided by DEPARTMENT.
- E. Proposed Finalized CPM Schedule shall be resource loaded as directed by the DEPARTMENT.

- F. Proposed Finalized CPM Schedule shall be cost loaded based on Schedule of Values as approved by the DEPARTMENT. Accepted cost loaded schedule will be used as basis for monthly progress payments until acceptance of the Finalized CPM Schedule.
1. Show the total cost of performing each activity, which shall be the total of labor, material and equipment cost.
 2. Sum of cost for all activities shall equal total CONTRACT price.
- G. CONTRACTOR shall submit a detailed written narrative describing the Work to be completed within each major activity group and how the Work shall be accomplished.
1. Identify major activity group; describe general scope of Work; list specific Work to be done, planned equipment, planned labor, and estimated production required to meet duration indicated on proposed Finalized CPM Schedule.
 2. Identify expected constraints within major activity group, such as weather conditions, traffic constraints, environmental constraints, construction staging, expected job learning curves, and impacts to or due to Plant Material Center Operations.
 3. Discuss basic assumptions or other elements related to developing the proposed Finalized CPM Schedule.
 4. Identify and discuss risk related to critical activities, critical path and total Project Float.
- H. CONTRACTOR shall submit a list of anticipated non-working days, such as weekends and holidays. The CONTRACT schedule shall exclude in its working day calendar all non-working days on which CONTRACTOR anticipates critical Work will not be performed.
- I. CONTRACTOR shall adjust the proposed Finalized CPM Schedule submittal to address all review comments and resubmit network diagrams and reports for the DEPARTMENT's review.
1. The DEPARTMENT, within five (5) working days from date that CONTRACTOR submits the revised schedule, will either:
 - A. ACCEPT SCHEDULE AND COST LOADED ACTIVITIES AS SUBMITTED, OR
 - B. ADVISE CONTRACTOR IN WRITING TO REVIEW ANY PART OR PARTS OF SCHEDULE WHICH EITHER DO NOT MEET CONTRACT REQUIREMENTS OR ARE UNSATISFACTORY FOR THE DEPARTMENT TO MONITOR PROJECT'S PROGRESS, RESOURCES AND STATUS, EVALUATE TIME EXTENSION REQUESTS, OR EVALUATE PROGRESS PAYMENT REQUESTS BY CONTRACTOR.

2. The DEPARTMENT may accept schedule with conditions that the first monthly CPM schedule update is revised to correct deficiencies identified.
 3. The DEPARTMENT reserves right to require CONTRACTOR to adjust, add to, or clarify any portion of schedule which may later be discovered to be insufficient for monitoring of Work or approval of progress payment requests. No additional compensation will be provided for such adjustments, additions, or clarifications.
- K. Acceptance of CONTRACTOR's schedule by the DEPARTMENT will be based solely upon schedule's compliance with CONTRACT requirements.
1. By way of CONTRACTOR assigning activity durations and proposing sequence of Work, CONTRACTOR agrees to utilize sufficient and necessary management and other resources to perform Work in accordance with the schedule.

Upon submittal of each schedule update as specified herein, such updated schedule shall be considered the Current CPM Schedule.

Submittal of CONTRACTOR's schedule to the DEPARTMENT shall not relieve CONTRACTOR of total responsibility for scheduling, sequencing, and performing the Work to comply with requirements of the CONTRACT, including responsibility for adverse effects such as delays resulting from ill-timed Work.

- L. Submittal of Finalized CPM Schedule, and subsequent schedule updates, shall be understood to be CONTRACTOR's representation that the schedule meets requirements of the CONTRACT and that Work shall be executed in sequence indicated on the schedule.
- M. CONTRACTOR shall distribute Finalized CPM Schedule to subcontractors for review and written acceptance, which shall be noted on subcontractors' letterheads to CONTRACTOR and transmitted to the DEPARTMENT for the record.

1.08 MONTHLY CPM SCHEDULE UPDATE

- A. Following acceptance of CONTRACTOR's Finalized CPM Schedule, CONTRACTOR shall monitor progress of Work and adjust schedule each month to reflect actual progress and any anticipated changes to planned activities.
1. Each update shall continue to show all Work activities including those completed. These completed activities shall accurately reflect "as built" information by indicating when activities were actually started and completed.
 2. If an activity is closed and Work is later restarted, a supplemental activity without pay must be created to track the Work.

3. The update will display target and current bars to indicate how the schedule is progressing as compared to the original plan.
 5. Calculated and proposed revisions to start and finish dates, durations and relationships shall not be incorporated into the schedule update until accepted by the DEPARTMENT as specified herein.
- B. CONTRACTOR shall submit the updated schedule (proposed Current CPM Schedule) within five (5) working days after the established monthly data date.
- C. Within five (5) working days after receipt of proposed Current CPM Schedule, the DEPARTMENT will either accept or reject it.
1. If accepted, schedule update shall be considered the Current CPM Schedule.
 2. If accepted, percent complete shown in monthly update will be basis for CONTRACTOR'S Application for Payment. The accepted schedule update (Current CPM Schedule) shall be submitted as part of the CONTRACTOR'S Application for Payment.
 3. If rejected, update shall be corrected and resubmitted by CONTRACTOR before the Application for Payment is submitted.
- D. Neither updating, changing or revising of any report, curve, schedule or narrative submitted to the DEPARTMENT by CONTRACTOR under this CONTRACT, nor the DEPARTMENT's review or acceptance of any such report, curve, schedule or narrative shall have the effect of amending or modifying, in any way, the Contract Substantial Completion date or milestone dates or of modifying or limiting, in any way, CONTRACTOR's obligations under this CONTRACT.

1.09 SCHEDULE REVISIONS

- A. Revisions include changes in duration or logic, addition or splitting of activities, or modifications to descriptions that impact the critical and near critical path, total float, major milestones, or impact other projects or operations. Updating the Current CPM Schedule to reflect actual progress, as identified in this Section, shall not be considered revisions to the schedule.

- B. To justify revisions to the schedule, the CONTRACTOR shall provide the DEPARTMENT with a written narrative with a full description and reasons for each Work activity revised. CONTRACTOR shall provide a schedule diagram, depicting how the changed Work affects other activities, the critical path of the accepted Current CPM Schedule, and the CONTRACT milestones and durations. If schedule delays are indicated, a Time Impact Evaluation (TIE) is required as specified herein. The CONTRACTOR shall provide the written narrative and schedule diagram for revisions two (2) working days in advance of the monthly schedule update meeting.
- C. Pending change orders shall not be incorporated into the schedule unless CONTRACTOR has been directed to proceed with the change by the DEPARTMENT. A change order request requires a TIE as specified herein, if schedule is impacted. Only after a change order has been approved and a Notice to Proceed issued shall change orders be added to the schedule.
- D. An Interim Work Authorization authorizing Notice to Proceed with changed work requires a TIE as specified herein, if schedule is impacted.
- E. Schedule revisions shall not be incorporated into any schedule update until the revisions have been reviewed and accepted by the DEPARTMENT. The DEPARTMENT may request further information and justification for schedule revisions and CONTRACTOR shall, within three (3) working days after the date of such request, provide DEPARTMENT with a complete written narrative response to DEPARTMENT's request.
- F. If the CONTRACTOR's revision is still not accepted by the DEPARTMENT, and the CONTRACTOR disagrees with the DEPARTMENT's position, the CONTRACTOR has seven (7) days from receipt of the DEPARTMENT's letter rejecting the revision, to provide a written narrative providing full justification and explanation for the revision. The CONTRACTOR's failure to respond in writing within the above seven (7) days shall be contractually interpreted as acceptance of the DEPARTMENT's position, and the CONTRACTOR waives its rights to subsequently dispute or file a claim regarding the DEPARTMENT's position.
- G. At the DEPARTMENT's discretion, the CONTRACTOR will be required to provide subcontractor certifications of performance regarding proposed schedule revisions affecting said subcontractors.

1.10 RECOVERY SCHEDULE

(Not Used)

1.11

(Not Used)

1.12 TIME EXTENSIONS

- A. The CONTRACTOR is responsible for requesting time extensions for time impacts that, in the opinion of the CONTRACTOR, impact the critical path of the Current CPM Schedule. Notice of time impacts shall be given in writing and in accord with the requirements of Document 007200, General Conditions.
- B. Where an event for which the DEPARTMENT is responsible impacts the projected Substantial Completion date, the CONTRACTOR shall, within 14 days from the date of discovery of said impact, submit a written mitigation plan, including a schedule diagram, which explains how (e.g., increase crew size, overtime, etc.) the impact can be mitigated. The CONTRACTOR shall also include a detailed cost breakdown of the labor, equipment and material the CONTRACTOR would expend to mitigate the DEPARTMENT caused time impact. The CONTRACTOR shall be responsible for the cost of preparing the mitigation plan.
- C. Failure to request time, provide TIE, or provide the required mitigation plan will result in CONTRACTOR waiving its right to a time extension and cost to mitigate the delay.
- D. No time will be granted under this CONTRACT for cumulative effect of changes.
- E. The DEPARTMENT will not be obligated to consider any time extension request unless requirements of Contract Documents are complied with.
- F. Failure of the CONTRACTOR to perform in accordance with the Current CPM Schedule shall not be excused by submittal of time extension requests.

1.13 SCHEDULE REPORTS

- A. CONTRACTOR shall submit schedule data reports as requested by the DEPARTMENT and in accordance with format provided by DEPARTMENT. CONTRACTOR shall employ Primavera Project Planner software as identified in this Section to generate required schedule data reports.
- B. Anticipated CPM Schedule: NIC
- C. Finalized CPM Schedule
 - 1. CONTRACTOR shall submit one (1) color plot and one (1) 8.5x11 color printout depicting requirements for Finalized CPM Schedule identified in this Section. Schedule shall be organized by area and sorted by early start. Columns shall include Activity ID, Activity Description, Original Duration, Early Start, Early Finish, Total Float, Late Start, Late Finish, and Budgeted Cost. Bar chart to include Early Bar, Float Bar and Critical Bar. Legend to include schedule basis.
 - 2. CONTRACTOR shall submit one (1) color plot and one (1) 8.5x11 color printout depicting requirements for Anticipated CPM Schedule identified in this Section. Schedule shall be

organized by Work categories and sorted by early start. Columns shall include Activity ID, Activity Description, Original Duration, Early Start, Early Finish, Total Float, Late Start, Late Finish, and Budgeted Cost. Bar chart to include Early Bar, Float Bar and Critical Bar. Legend to include schedule basis.

3. CONTRACTOR shall submit one (1) 8.5x11 color printout depicting cost loaded schedule based on Schedule of Values. DEPARTMENT shall provide schedule format.
4. DEPARTMENT may request additional tabular or graphic reports for use in review and acceptance of Finalized CPM Schedule.
5. DEPARTMENT may request additional tabular or graphic reports for use in review and acceptance of Proposed Current CPM Schedule.

1.13.1 MONTHLY PROJECT STATUS REPORT (Not Used)

1.13.2 TWO WEEK LOOK AHEAD SCHEDULE

- A. At the Weekly Progress Meeting, the CONTRACTOR shall provide and present a time scaled two week look ahead schedule that is based and correlated by activity number to the Current CPM Schedule. The schedule shall look out two weeks from the day of the Weekly Progress Meeting.
- B. This schedule shall be in a bar chart format acceptable to the DEPARTMENT. It will be reviewed during the Weekly Progress Meeting and used for short term planning and coordination by the DEPARTMENT, along with other Contractors and entities. As such, it may need to show a greater level of detail than the Current CPM Schedule.

END OF SECTION



CONTRACTOR SUBMITTALS

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1 GENERAL

- A. Wherever submittals are required hereunder, all such submittals by the CONTRACTOR shall be submitted to the Contracting Officer. Submittals provided to someone other than the Contracting Officer or their designee shall be deemed non-responsive and rejected.
- B. Prior to the Pre-Construction Conference, the CONTRACTOR shall submit the following items to the Contracting Officer for review:
 - 1. A submittal schedule for Shop Drawings, Samples, Product Data, and proposed Substitutes or "Or-Equal" items.
 - 2. A Schedule of Values.
 - 3. A complete progress schedule for all phases of the Project.
 - 4. A list of all permits and licenses the CONTRACTOR shall obtain indicating the agency required to grant the permit and the expected date of submittal for the permit and required date for receipt of the permit. Contracting Officer shall apply, but not pay, for the Building Permit.
 - 5. All required Material Safety Data Sheets.
 - 6. A traffic maintenance plan, as required.
 - 7. A letter designating the CONTRACTOR's Superintendent, defining that person's responsibility and authority.
 - 8. A letter designating the CONTRACTOR's safety representative and the EEO Officer and the person's responsibility and authority.

- C. No payments shall be made to the CONTRACTOR until the above-listed items are submitted in their entirety, as determined by the Contracting Officer.
- D. CONTRACTOR shall coordinate submittal preparation with performance of construction activities, and with purchasing or fabrication, delivery, other submittals and related activities. Transmit in advance of performance of related activities to avoid delay. Coordinate transmittal of different submittals for related elements so processing will not be delayed by the need to review concurrently for coordination. The Contracting Officer reserves the right to withhold action on a submittal requiring coordination until related submittals are received. No extension of time will be authorized because of failure to transmit submittals sufficiently in advance of the Work to permit processing.
- E. The CONTRACTOR shall distribute copies of the Construction Schedule, Schedule of Values, and the Submittal Schedule to the Contracting Officer, Subcontractors, and other parties required to comply with scheduled dates. Post copies in the temporary field office. When revisions are made, distribute to the same parties and post in the same locations. Revise and update each Schedule after each meeting or activity, where revisions have been made. Issue the updated Schedules concurrently with report of each meeting to all meeting participants and other appropriate entities.

1.2 SUBMITTAL PROCESS

- A. Wherever called for in the Contract Documents, or when required by the Contracting Officer, the CONTRACTOR shall furnish to the Contracting Officer, for review, copies of each submittal in a number equal to four copies plus the number of copies required by the CONTRACTOR for use in performing the Work.
- B. All submittals shall be accompanied by an Approved, CONTRACTOR's standard submittal transmittal form. Any submittal not accompanied by such a form, or where all applicable items on the form are not completed, will be returned for re-submittal.
- C. Normally, a separate transmittal form shall be used for each specific item or class of material or equipment for which a submittal is required. Submittal of various items using a single transmittal form will be permitted only when the items taken together constitute a manufacturer's "package" or are so functionally related that expediency indicates review of the group or package as a whole. A multiple-page submittal shall be collated into sets, and each set shall be stapled or bound, as appropriate, prior to transmittal to the Contracting Officer.
- D. Except as may otherwise be provided herein, the Contracting Officer will return copies of each submittal to the CONTRACTOR with its comments noted thereon, within 14 calendar days following their receipt by the Contracting Officer. It is considered reasonable that the CONTRACTOR shall make a complete and acceptable submittal to the Contracting Officer by the second submission of a submittal item. The Contracting Officer reserves the right to withhold monies due the CONTRACTOR to cover additional costs of the Contracting Officer to

review beyond the second submittal. The Contracting Officer 's reasonable review period for each submittal including all re-submittals will be 14 days per submission.

- E. If copies of a submittal are returned to the CONTRACTOR marked "NO EXCEPTIONS TAKEN," formal revision and resubmission of said submittal will not be required.
- F. If copies of a submittal are returned to the CONTRACTOR marked "MAKE CORRECTIONS NOTED," formal revision shall be made, and resubmission of said submittal will not be required.
- G. If one copy of the submittal is returned to the CONTRACTOR marked "AMEND-RESUBMIT," the CONTRACTOR shall revise said submittal and resubmit the required number of copies of said revised submittal to the Contracting Officer.
- H. If one copy of the submittal is returned to the CONTRACTOR marked "REJECTED-RESUBMIT" the CONTRACTOR shall revise said submittal and resubmit the required number of copies of said revised submittal to the Contracting Officer.
- I. Fabrication of an item may be commenced only after the Contracting Officer has reviewed the pertinent submittal and returned copies to the CONTRACTOR marked either "NO EXCEPTIONS TAKEN" or "MAKE CORRECTIONS NOTED." Corrections indicated on submittal shall be considered as changes necessary to meet the requirements of the Contract Documents and shall not be taken as the basis for changes to the Contract requirements. Only a Change Order can alter the Contract Price, Time, or requirements.
- J. All CONTRACTOR submittals shall be carefully reviewed by an authorized representative of the CONTRACTOR, prior to submission to the Contracting Officer. Each submittal shall be dated, signed, and certified by the CONTRACTOR, as being correct and in strict conformance with the Contract Documents. No consideration for review by the Contracting Officer of any CONTRACTOR submittal will be made for any items which have not been so certified by the CONTRACTOR. All non-certified submittals will be returned to the CONTRACTOR without action taken by the Contracting Officer, and any delays caused thereby shall be the total responsibility of the CONTRACTOR.
- K. The Contracting Officer's review of CONTRACTOR submittals shall not relieve the CONTRACTOR of the entire responsibility for the correctness of details and dimensions. The CONTRACTOR shall assume all responsibility and risk for any misfits due to any errors in CONTRACTOR submittals. The CONTRACTOR shall be responsible for dimensions and design of adequate connections and details.

1.3 SUBMITTAL SCHEDULE

- A. The CONTRACTOR shall coordinate the Submittal Schedule with the list of subcontracts, Schedule of Values and list of products as well as the Construction Schedule. Prepare the

Submittal Schedule in chronological order. Identify all submittals required for the completion of the Work. Provide the following information in the Submittal Schedule:

1. Scheduled date for the first submittal.
2. Related Section number.
3. Name of Subcontractor, when appropriate.
4. Description of the construction element covered.
5. Anticipated date of the Contracting Officer 's final release or Approval.

1.4 SHOP DRAWING SUBMITTALS

- A. The CONTRACTOR shall submit Shop Drawings as required with new information, drawn to accurate scale. Indicate deviations from Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings.
- B. The Shop Drawings shall include the following information:
 1. Dimensions.
 2. Identification of products and materials included.
 3. Notation of coordination requirements.
 4. Notation of dimensions established by field measurement.
 5. Sheet Size: Except for templates, patterns and similar full- size drawings, submit shop drawings on sheets at least 8-1/2" x 11" but no larger than 36" x 48".
- C. The term "Shop Drawings" as used herein shall be understood to include detail design calculations, Shop Drawings, fabrication, and installation drawings, section drawings, lists, graphs, operating instructions, catalog sheets, data sheets, and similar items.
- D. Do not use Shop Drawings without a final stamp indicating action taken in connection with construction.

1.5 SAMPLE SUBMITTALS

- A. Whenever in the Specifications samples are required, the CONTRACTOR shall submit not less than four samples of each such item or material to the Contracting Officer for acceptance at no additional cost to the DEPARTMENT.

- B. Samples, as required herein, shall be submitted for acceptance a minimum of 14 days prior to ordering such material for delivery to the job site, and shall be submitted in an orderly sequence so that dependent materials or equipment can be assembled and reviewed without causing delays in Work.
- C. The CONTRACTOR shall submit full-size samples, cured and finished as specified, and identical to the product proposed. Mount, display, or package samples to facilitate review. Include the following:
1. Generic description.
 2. Source.
 3. Product name or name of manufacturer.
 4. Compliance with recognized standards.
 5. Availability and delivery time.
 6. Submit samples for review of kind, color, pattern, and texture, for a final check of these characteristics, and a comparison of these characteristics between the final submittal and the component as delivered and installed. Where variations are inherent in the product, submit multiple units that show limits of the variations.
 7. Preliminary Submittals. Where samples are for selection of characteristics from a range of choices, submit a full set of choices for the product. Preliminary submittals will be reviewed and returned indicating selection and other action.
 8. Submittals. Except for samples illustrating assembly details, quality of Work, fabrication techniques, connections, operation and similar characteristics, submit 4 sets; one will be returned marked with the action taken. Maintain a sample set at the Project site, for quality comparisons. Sample sets may be used to obtain Final Acceptance of the construction associated with each set.
 9. Prepare additional sets for Subcontractors, manufacturers, fabricators, installers, and others as required for performance. Show distribution on transmittal forms.
- D. All samples shall be individually and indelibly labeled or tagged, indicating thereon all specified physical characteristics and Supplier's names for identification and submitted to the Contracting Officer for acceptance. Upon receiving acceptance of the Contracting Officer, one set of the samples will be stamped and dated by the Contracting Officer and returned to the CONTRACTOR, and two sets of samples will be retained by the Contracting Officer, and one

set of samples shall be retained, free from damage, by the CONTRACTOR at the job site until completion of the Work.

- E. Unless clearly stated otherwise, it is assumed that all colors and textures of specified items presented in sample submittal are from the manufacturer's standard colors and standard materials, products, or equipment lines. If the samples represent non-standard colors, materials, products or equipment lines, and their selection will require an increase in Contract Time or Price, the CONTRACTOR will clearly indicate this on the transmittal page of the submittal.

1.6 PRODUCT DATA SUBMITTALS

- A. The CONTRACTOR shall collect all the Product Data into a single submittal for each element or system. Mark each copy to show applicable choices and options. Where Product Data includes information on several products, some of which are not required, mark copies to indicate the applicable information. Include the following information:
 - 1. Manufacturer's printed recommendations.
 - 2. Compliance with recognized trade association standards.
 - 3. Compliance with recognized testing agency standards.
 - 4. Application of testing agency labels and seals.
 - 5. Notation of dimensions verified by field measurement.
 - 6. Notation of coordination requirements.
 - 7. Preliminary Submittal: Submit a preliminary single-copy where selection of options is required.
- B. Furnish copies of final submittal to installers, and others required for performance of construction activities. Show distribution on transmittal forms. Do not proceed with installation until an approved copy of Product Data is in the installer's possession. Do not permit use of unmarked copies of Product Data in connection with construction.

1.7 PROPOSED SUBSTITUTE OR "OR EQUAL" ITEM SUBMITTALS

- A. Whenever materials or equipment are specified or described in the Contract Documents by using the name of a proprietary item or the name of a particular Supplier, the naming of the item is intended to establish the type, function, and quality required. If the name is followed by the words "or-equal" indicating that a substitution is permitted, materials or equipment of other Suppliers may be accepted by the Contracting Officer if sufficient information is submitted by the CONTRACTOR to allow the Contracting Officer to determine that the material or

equipment proposed is equivalent or equal to that named, subject to the following and further requirements within Section 012513, Product Substitutions:

1. The burden of proof as to the type, function, and quality of any such substitute material or equipment shall be upon the CONTRACTOR.
 2. The Contracting Officer will be the sole judge as to the type, function, and quality of any such substitute material or equipment and the Contracting Officer 's decision shall be final.
 3. The Contracting Officer may require the CONTRACTOR, to furnish at the CONTRACTOR's expense, additional data about the proposed substitute.
 4. DEPARTMENT may require CONTRACTOR to furnish at the CONTRACTOR's expense a special performance guarantee or surety with respect to substitute products or materials.
 5. Acceptance by the Contracting Officer of a substitute item proposed by the CONTRACTOR shall not relieve the CONTRACTOR of the responsibility for full compliance with the Contract Documents and for adequacy of the substitute item.
 6. The CONTRACTOR shall be responsible for resultant changes and all additional costs which the accepted substitution requires in the CONTRACTOR's Work, the Work of its Subcontractors and of other contractors, and shall effect such changes without cost to the DEPARTMENT. This shall include the cost for redesign and claims of other contractor(s) affected by the resulting change.
- B. The procedure for review by the Contracting Officer will include the following:
1. If the CONTRACTOR wishes to furnish or use a substitute item of material or equipment, the CONTRACTOR shall make written application to the Contracting Officer on the "Substitution Request Form" for acceptance thereof.
 2. Unless otherwise provided by law or authorized in writing by the Contracting Officer, the "Substitution Request Form(s)" shall be submitted within the 30-day period after Notice of Award except as otherwise permitted by the Contracting Officer.
 3. Wherever a proposed substitute material or equipment has not been submitted within said 30-day period, or wherever the submission of a proposed substitute material or equipment has been judged to be unacceptable by the Contracting Officer, the CONTRACTOR shall provide material or equipment named in the Contract Documents.
 4. CONTRACTOR shall certify that the proposed substitute will perform adequately the functions and achieve the results called for by the general design, be similar and of equal substance to that specified, and be suited to the same use as that specified.

5. Contracting Officer will be allowed a reasonable time within which to evaluate each proposed substitute. In no case will this reasonable time period be less than 14 days.
 6. As applicable, no Shop Drawing submittals will be made for a substitute item nor will any substitute item be ordered, installed, or utilized without the Contracting Officer's prior written acceptance of the CONTRACTOR's "Substitution Request Form" which will be evidenced by a Change Order.
- C. The CONTRACTOR's application using the "Substitution Request Forms" shall contain the following statements and/or information which shall be considered by the Contracting Officer in evaluating the proposed substitution when one or more of the following conditions are satisfied, as determined by the Contracting Officer; otherwise, requests will be returned without action except to record non-compliance with these requirements.
1. Extensive revisions to the Contract Documents are not required.
 2. Proposed changes are in keeping with the general intent of the Contract Documents.
 3. The request is timely, fully documented, and properly submitted.
 4. Request is directly related to an 'or equal' clause or similar language in the Contract Documents.
 5. The specified product or method of construction cannot be provided within the Contract Time. The request will not be considered if the product or method cannot be provided as a result of the CONTRACTOR's failure to pursue the Work promptly, or to coordinate activities properly.
 6. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
 7. A substantial advantage is offered to the DEPARTMENT, in terms of cost, time, energy conservation, or other considerations of merit, after deducting off-setting responsibilities the DEPARTMENT may be required to bear. Additional responsibilities for the DEPARTMENT may include additional compensation to the Design Professional of Record for redesign and evaluation services, increased cost of other construction by the DEPARTMENT, or separate contractors, and similar considerations.
 8. The specified product or method of construction cannot be provided in a manner that is compatible with other materials, and where the CONTRACTOR certifies that the substitution will overcome the incompatibility.

9. Specified product or method of construction cannot be coordinated with other materials, and where CONTRACTOR certifies that the proposed substitution can be coordinated.
 10. The specified product or method of construction cannot provide a warranty required by the Contract Documents and where the CONTRACTOR certifies that the proposed substitution will provide the required warranty.
 11. The evaluation and acceptance of the proposed substitute will not prejudice the CONTRACTOR's achievement of Substantial Completion within Contract Time.
 12. Available maintenance, repair, and replacement service and its estimated cost will be indicated.
 13. Whether or not incorporation or use of the substitute in connection with the Work is subject to payment of any license fee or royalty.
 14. Itemized estimate of all costs that will result directly or indirectly from acceptance of such substitute, including cost of redesign and claims of other contractors affected by the resulting change.
- D. The CONTRACTOR's submittal and Contracting Officer's acceptance of Shop Drawings, Product Data or Samples that relate to construction activities not complying with the Contract Documents does not constitute an acceptable or valid request for substitution, nor does it constitute Approval.

1.8 SCHEDULE OF VALUES

- A. For Lump Sum Contracts, the CONTRACTOR shall submit a Schedule of Values to the Contracting Officer. The Schedule of Values shall list the cost breakdown of the lump sum Contract and shall be coordinated with the construction schedule.
1. Correlate line items in the Schedule of Values with other schedules and forms.
 2. Use the Contract Document's Table of Contents as a guide to establish the format for the Schedule of Values.
 3. Include Record Drawings as a line item.

1.9 PROGRESS SCHEDULE

- A. The progress schedule shall be in Bar Chart or Critical Path Method (CPM) form, as required by the Contracting Officer.

- B. The progress schedule shall show the order in which the CONTRACTOR proposes to carry out the Work and the contemplated date on which the CONTRACTOR and their Subcontractors will start and finish each of the salient features of the Work, including any scheduled periods of shutdown. The schedule shall also indicate any anticipated periods of multiple-shift work.
- C. Upon substantial change to the CONTRACTOR's progress schedule of Work or upon request of the Contracting Officer, the CONTRACTOR shall submit a revised progress schedule(s) in the form required. Such revised schedule(s) shall conform with the Contract Time and take into account delays which may have been encountered in the performance of the Work. In submitting a revised schedule, the CONTRACTOR shall state specifically the reason for the revision and the adjustments made in the schedule or methods of operation to ensure the completion of all the Work within the Contract time.

1.10 OPERATING MANUALS

(NOT USED)

1.11 RECORD DRAWING SUBMITTAL

- A. The CONTRACTOR shall keep and maintain, at the job site, one set of Record Documents. On these, they shall mark all Project conditions, locations, configurations, and any other changes or deviations which may vary from the details represented on the original Contract Documents, including buried or concealed construction and utility features which are revealed during the course of construction. Special attention shall be given to recording the horizontal and vertical location of all buried utilities that differ from the locations indicated, or which were not indicated on the Contract Drawings. Said Record Documents shall be supplemented by any detailed sketches as necessary or directed to indicate, fully, the Work as actually constructed. These master Record Documents of the CONTRACTOR's representation of as-built conditions, including all revisions made necessary by addenda, Change Orders, and the like shall be maintained up-to-date during the progress of the Work.
- B. Copies of the Record Documents shall be submitted to the Contracting Officer prior to the issuance of the Certificate of Substantial Completion by the Contracting Officer.
- C. Final payment will not be acted upon until the CONTRACTOR prepared Record Documents have been delivered to and Approved by the Contracting Officer.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION



SUBMITTAL PROCEDURES

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Sections include the following:
 - 1. Division 1 Section "Payment Procedures" for submitting Applications for Payment and the Schedule of Values.
 - 2. Division 1 Section "Project Management and Coordination" for submitting and distributing meeting and conference minutes and for submitting Coordination Drawings.
 - 3. Division 1 Section "Construction Progress Documentation" for submitting schedules and reports, including Contractor's Construction Schedule and the Submittals Schedule.
 - 4. Division 1 Section "Quality Requirements" for submitting test and inspection reports and for mockup requirements
 - 5. Division 1 Section "Closeout Procedures" for submitting warranties.
 - 6. Division 1 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 7. Divisions 2 through 48 Sections for specific requirements for submittals in those Sections.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Architect's and Construction Manager's responsive action.
- B. Informational Submittals: Written information that does not require Architect's and Construction Manager's responsive action. Submittals may be rejected for not complying with requirements.

1.4 SUBMITTAL PROCEDURES

- A. General: Electronic copies of CAD Drawings of the Contract Drawings will[not] be provided by Architect for Contractor's use in preparing submittals.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. 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.
- C. Submittals Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation" for list of submittals and time requirements for scheduled performance of related construction activities.
- D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on 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 10 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required
 - 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 - 3. Resubmittal Review: Allow 10 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 10 days for review of each submittal. Submittal will be returned to Architect, Construction Manager, through Architect before being returned to Contractor.
- E. Identification: Place a permanent label or title block on each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Provide a space approximately 6 by 8 inches (150 by 200 mm) on label or beside title block to record Contractor's review and approval markings and action taken by Architect and Construction Manager.
 3. Include the following information on label for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name and address of Architect and Contracting Officer
 - d. Name and address of Contractor.
 - e. Name and address of subcontractor.
 - f. Name and address of supplier.
 - g. Name of manufacturer.
 - h. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
 - i. Number and title of appropriate Specification Section.
 - j. Drawing number and detail references, as appropriate.
 - k. Location(s) where product is to be installed, as appropriate.
 - l. Other necessary identification.
- F. Deviations: or otherwise specifically identify deviations from the Contract Documents on submittals.
- G Additional Copies: Unless additional copies are required for final submittal, and unless Architect or Contracting Officer observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.

1. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect and Contracting Officer
 2. Additional copies submitted for maintenance manuals will not be marked with action taken and will be returned.
- H. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect and Contracting Officer will return submittals, without review, discard submittals received from sources other than Contractor.
1. Transmittal Form: Use AIA Document G810 CSI Form 12.1A facsimile of sample form at end of Section.
 2. Transmittal Form: Provide locations on form for the following information:
 - a. Project name.
 - b. Date.
 - c. Destination (To:).
 - d. Source (From:).
 - e. Names of subcontractor, manufacturer, and supplier.
 - f. Category and type of submittal.
 - g. Submittal purpose and description.
 - h. Specification Section number and title.
 - i. Drawing number and detail references, as appropriate.
 - j. Transmittal number numbered consecutively.
 - k. Submittal and transmittal distribution record.
 - l. Remarks.
 - m. Signature of transmitter.
 3. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect Contracting Officer on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same label information as related submittal.
- I. 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 AcceptedA

- J. 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.
- K. Use for Construction: Use only final submittals with mark indicating Approval taken by Architect and Contracting Officer

1.5 CONTRACTOR'S USE OF ARCHITECT'S CAD FILES

(NOT USED)

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
 - 1. Submit electronic submittals directly to extranet specifically established for Project.
- 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 printed 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 written recommendations.
 - b. Manufacturer's product specifications.
 - c. Manufacturer's installation instructions.
 - d. Standard color charts.
 - e. Manufacturer's catalog cuts.
 - f. Wiring diagrams showing factory-installed wiring.
 - g. Printed performance curves.
 - h. Operational range diagrams.
 - i. Mill reports.
 - j. Standard product operation and maintenance manuals.
 - k. Compliance with specified referenced standards.
 - l. Testing by recognized testing agency.
 - m. Application of testing agency labels and seals.
 - n. Notation of coordination requirements.

4. Submit Product Data before or concurrent with Samples.
 5. Number of Copies: Submit three copies of Product Data, unless otherwise indicated. Architect through Contracting Officer will return two copies. Mark up and retain one returned copy as a Project Record Document.
- 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, unless submittal of Architect's CAD Drawings are otherwise permitted.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Fabrication and installation drawings.
 - d. Roughing-in and setting diagrams.
 - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
 - f. Shopwork manufacturing instructions.
 - g. Templates and patterns.
 - h. Schedules.
 - i. Design calculations.
 - j. Compliance with specified standards.
 - k. Notation of coordination requirements.
 - l. Notation of dimensions established by field measurement.
 - m. Relationship to adjoining construction clearly indicated.
 - n. Seal and signature of professional engineer if specified.
 - o. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
 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 (215 by 280 mm) but no larger than 30 by 40 inches (750 by 1000 mm).
 3. Number of Copies: Submit two opaque (bond) copies of each submittal. Architect through Contracting Officer will return one copy.
 4. Number of Copies: Submit three opaque copies of each submittal, unless copies are required for operation and maintenance manuals. Submit five copies where copies are required for operation and maintenance manuals. Architect and Construction Manager will retain two copies; remainder will be returned. Mark up and retain one returned copy as a Project Record Drawing.

- 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.
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 appropriate Specification Section.
 3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - 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.
 4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect through Contracting Officer will return submittal with options selected.
 5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Architect and Contracting Officer will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a Project Record Sample.

- 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 or List: 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.
 2. Number and name of room or space.
 3. Location within room or space.
 4. Number of Copies: Submit three copies of product schedule or list, unless otherwise indicated. Architect through Construction Manager will return two copies.
 - a. Mark up and retain one returned copy as a Project Record Document.
- F. Contractor's Construction Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation" for Construction Manager's action.
- G. Submittals Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation."
- H. Application for Payment: Comply with requirements specified in Division 1 Section "Payment Procedures."
- I. Schedule of Values: Comply with requirements specified in Division 1 Section "Payment Procedures."
- J. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Use CSI Form 1.5A. Include the following information in tabular form:
1. Name, address, and telephone number of entity performing subcontract or supplying products.
 2. Number and title of related Specification Section(s) covered by subcontract.
 3. Drawing number and detail references, as appropriate, covered by subcontract.

4. Number of Copies: Submit three copies of subcontractor list, unless otherwise indicated. Architect through Contracting Officer will return two copies.
 - a. Mark up and retain one returned copy as a Project Record Document.

2.2 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
 1. Number of Copies: Submit two copies of each submittal, unless otherwise indicated. Architect and Contracting Officer will not return copies.
 2. Certificates and Certifications: Provide a notarized 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.
 3. Test and Inspection Reports: Comply with requirements specified in Division 1 Section "Quality Requirements."
- B. Coordination Drawings: Comply with requirements specified in Division 1 Section "Project Management and Coordination."
- C. Contractor's Construction Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation."
- D. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- E. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
- F. Installer Certificates: Prepare 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.

- G. **Manufacturer Certificates:** Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- H. **Product Certificates:** Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- I. **Material Certificates:** Prepare written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- J. **Material Test Reports:** Prepare 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.
- K. **Product Test Reports:** Prepare written reports indicating 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.
- L. **Research/Evaluation Reports:** Prepare 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.
- M. **Schedule of Tests and Inspections:** Comply with requirements specified in Division 1 Section "Quality Requirements."
- N. **Preconstruction Test Reports:** Prepare 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.

- O. Compatibility Test Reports: Prepare 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.
- P. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, 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.
- Q. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 1 Section "Operation and Maintenance Data."
- R. Design Data: Prepare 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.
- S. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
 - 1. Preparation of substrates.
 - 2. Required substrate tolerances.
 - 3. Sequence of installation or erection.
 - 4. Required installation tolerances.
 - 5. Required adjustments.
 - 6. Recommendations for cleaning and protection.
- T. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
 - 1. Name, address, and telephone number of factory-authorized service 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.
- U. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.
- V. Material Safety Data Sheets (MSDSs): Submit information directly to Owner; do not submit to Architect.
1. Architect will not review submittals that include MSDSs and will return the entire submittal for resubmittal.

2.3 DELEGATED DESIGN

- 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 Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit three copies of a statement, 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. 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 Contracting Officer
- B. 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 [AND CONSTRUCTION MANAGER'S] / ACTION

- A. General: Architect and Contracting Officer will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect and Contracting Officer will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect and Contracting Officer will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken:
- C. Informational Submittals: Architect and Contracting Officer will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect and Contracting Officer will forward each submittal to appropriate party.
- D. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.

Submittals not required by the Contract Documents may not be reviewed and may be discarded

END OF SECTION



PROJECT AND SITE SAFETY

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1 SAFETY PROGRAM

A. General:

1. The safety of bidders, the CONTRACTOR, their work forces in total, the Using Agency's Personnel, and the public is a major concern of the Contracting Officer. To ensure Project wide safety the CONTRACTOR shall carefully adhere to the following requirements.

B. The CONTRACTOR shall:

1. Abide by all applicable safety practices and requirements, irrespective of their origins.
2. Designate a safety officer and attend safety related meetings as periodically required by the Contracting Officer.
3. CONTRACTOR shall employ a safety program to insure that CONTRACTOR's personnel and all personnel of the Subcontractors, Suppliers, Installers and material men are trained and kept abreast of current safety requirements. Maintain program throughout construction period until Final Completion.

1.2 SAFETY STANDARDS

- A. Those safety related standards promulgated by safety or code enforcement agencies, such as but not limited to AK-DEC, OSHA, Building Officials and Fire Marshal's Office representatives.
- B. Safety guidelines and policies established under the CONTRACTOR's own safety program.
- C. Safety requirements required by the Contract Documents.
 1. Restrict entry of persons and vehicles into Project site and Work areas, as appropriate.

1.3 MINIMUM SAFETY REQUIREMENTS

- A. CONTRACTOR and CONTRACTOR's workforce shall continuously monitor the Work site to ensure safe Work practices affecting workers, Using Agency personnel and the public are followed.
- B. CONTRACTOR shall ensure that barriers (barricades) of sufficient height and strength (42" minimum) are in place at all drop off areas, openings or other locations where the height of the drop off is 30" or more and such drop off would be open to the public in the absence of such barriers. Such barriers shall not be climbable by children nor readily moved. Barriers must be continuous in all drop off zones such that an individual cannot inadvertently walk around the barrier to the drop off area.
- C. In areas where dangerous or hazardous conditions exist and people other than the CONTRACTOR's workforce must travel through or adjacent to such areas, barriers shall be constructed to readily preclude access into these areas by unauthorized individuals. Such barriers shall not restrict required widths of fire exits or corridors (per ADA requirements) unless specifically authorized in writing by the Contracting Officer. Contracting Officer may require alternate means of egress should such barriers impede traffic flows from the facility.
- D. Contractor shall not leave and unprotected openings, energized electrical devices, exposed electrical wiring or similar hazards during any times that the CONTRACTOR's workforce is absent. "Hot" circuits and similar devices shall be protected at the end of each work day, during breaks or absences (when workforce is not present) and at any time when there is an absence of workers in the immediate area of such circuits.
- E. CONTRACTOR shall ensure that all floors are free of trip hazards and slip hazards. Routinely patrol areas adjacent to public traffic areas to ensure that such hazards do not develop. Remove any debris which could cause a trip hazard and mop (dry) any areas of standing water. Wipe up any spilled oils or lubricants.
- F. CONTRACTOR shall ensure that no harmful airborne or waterborne chemicals are released into the facility. Should such a release occur, CONTRACTOR shall immediately notify the Contracting Officer and take the necessary actions to remedy the release. Should the release require evacuation of the facility, CONTRACTOR shall monitor the situation and advise the Contracting Officer as to when the space may be ready for occupancy. The decision to re-occupy the facility shall be the exclusive right of the Contracting Officer.
- G. CONTRACTOR shall coordinate the use of all operations involving open flames with the Contracting Officer and obtain Approval prior to commencing the Work.
- H. Should the Contracting Officer observe (or should the Using Agency bring to his attention) any deficiencies in the above requirements, or in other areas of safety not specifically described above the Contracting Officer shall issue a Stop Work notice until such time that the safety

conditions are adequately remedied. Time lost due to Stop Work notices shall not be a basis of delay claims by the CONTRACTOR.

- I. CONTRACTOR shall quarantine all areas with appropriate barriers and signs to ensure that no one from the public can walk under areas where the CONTRACTOR will be working on staging above entry/exit to the building, pathways to cars in the parking garages and any other like area.

PART 2 - PRODUCTS

(Not Used)

PART 3 - EXECUTION

(Not Used)

END OF SECTION



SECURITY

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1 SECURITY PROGRAM

A. The CONTRACTOR shall:

1. Protect Work, existing premises, and Using Agency's operations from theft, vandalism, and unauthorized entry.
2. Initiate program in coordination with Using Agency's existing security program at initialization of Project mobilization.
3. Maintain program throughout construction period until Final Completion.

1.2 ENTRY CONTROL

A. The CONTRACTOR shall:

1. Restrict entry of persons and vehicles into Project site, as appropriate.
2. Allow entry only to authorized persons with proper identification.
3. Maintain log of visitors/inspectors and make log available to Contracting Officer on request.

1.3 PERSONNEL IDENTIFICATION

A. It is likely that during the life of the Project the Using Agency will initialize some form of personal security measures. If this occurs, at the discretion of the Contracting Officer the CONTRACTOR shall:

1. Require each person authorized to enter premises to possess and visibly display an identification card.

2. Maintain a list of authorized persons and assigned card number. Submit copy to Contracting Officer on request. Individuals not visibly displaying an identification card can be denied access to the Project.
 3. Require return of cards from all individuals when they are no longer involved with Work at the Project site.
- B. Identification card shall be provided by the Using Agency and include: personal photograph; name, title and employer, and assigned number.

1.4 SECURITY SERVICE

- A. The CONTRACTOR shall:
1. Using Agency employs uniformed guard service to provide surveillance of facility during all non-working hours.
 2. CONTRACTOR shall cooperate fully with Using Agency to ensure Acceptable security.

1.5 RESTRICTIONS

- A. The CONTRACTOR shall not allow cameras on Project site or photographs taken except by written Approval of Contracting Officer.
- B. All personnel employed on the Project site by the CONTRACTOR, Subcontractors, Suppliers, installers and other entities engaged in Work shall strictly adhere to the security, safety, and other program requirements as Directed by the Contracting Officer.

PART 2 – PRODUCTS

[Not Used]

PART 3 – EXECUTION

[Not Used]

END OF SECTION



SPECIAL PROCEDURES FOR HISTORIC TREATMENT

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1. RELATED DOCUMENTS

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

1.2. SUMMARY

A. This Section includes special procedures for historic treatment on Project including, but not limited to, the following:

1. Storage and protection of existing historic materials.
2. Temporary protection of historic materials during construction.
3. Protection during application of chemicals.
4. Protection during use of heat-generating equipment.
5. Historic treatment procedures.

B. Related Sections include the following:

1. Division 1 Section "Construction Progress Documentation" for preconstruction photographs taken before historic treatment.

1.3. DEFINITIONS

A. "Preservation": To apply measures necessary to sustain the existing form, integrity, and materials of a historic property. Work may include preliminary measures to protect and stabilize the property.

B. "Rehabilitation": To make possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.

- C. "Restoration": To accurately depict the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and the reconstruction of missing features from the restoration period.
- D. "Reconstruction": To reproduce in the exact form and detail a building, structure, or artifact as it appeared at a specific period in time.
- E. "Stabilize": To apply measures designed to reestablish a weather-resistant enclosure and the structural reinforcement of an item or portion of the building while maintaining the essential form as it exists at present.
- F. "Protect and Maintain": To remove deteriorating corrosion, reapply protective coatings, and install protective measures such as temporary guards; to provide the least degree of intervention.
- G. "Repair": To stabilize, consolidate, or conserve; to retain existing materials and features while employing as little new material as possible. Repair includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials. Within restoration, repair also includes limited replacement in kind, rehabilitation, and reconstruction, with compatible substitute materials for deteriorated or missing parts of features when there are surviving prototypes.
- H. "Replace": To duplicate and replace entire features with new material in kind. Replacement includes the following conditions:
 - 1. Duplication: Includes replacing elements damaged beyond repair or missing. Original material is indicated as the pattern for creating new duplicated elements.
 - 2. Replacement with New Materials: Includes replacement with new material when original material is not available as patterns for creating new duplicated elements.
 - 3. Replacement with Substitute Materials: Includes replacement with compatible substitute materials. Substitute materials are not allowed, unless otherwise indicated.
- I. "Remove": To detach items from existing construction and legally dispose of them off-site unless indicated to be removed and salvaged or removed and reinstalled.
- J. "Remove and Salvage": To detach items from existing construction and deliver them to Owner ready for reuse.
- K. "Remove and Reinstall": To detach items from existing construction, repair and clean them for reuse, and reinstall them where indicated.

- L. "Existing to Remain" or "Retain": Existing items of construction that are not to be removed and that are not otherwise indicated to be removed and salvaged, or removed and reinstalled.
- M. "Material in Kind": Material that matches existing materials, as much as possible, in species, cut, color, grain, and finish.

1.4. SUBMITTALS

- A. Historic Treatment Program: Submit a written plan for each phase or process including protection of surrounding materials during operations. Describe in detail materials, methods, and equipment to be used for each phase of work.
- B. Alternative Methods and Materials: If alternative methods and materials to those indicated are proposed for any phase of work, provide a written description including evidence of successful use on other, comparable projects, and program of testing to demonstrate effectiveness for use on this Project.
- C. Qualification Data: For historic treatment specialists and supervisory personnel. Include list of completed projects with the scope of work and budget for each.
- D. Photographs or Videotape: Show existing conditions of adjoining construction and site improvements, including finish surfaces, that might be misconstrued as damage caused by historic treatment operations. Submit before work begins.
- E. Record Documents: Include modifications to manufacturer's written instructions and procedures, as documented in the historic treatment preconstruction conference and as the Work progresses.

1.5. QUALITY ASSURANCE

- A. Historic Treatment Specialist Qualifications: A firm that employs personnel, including supervisory personnel, experienced and skilled in the processes and operations indicated.
- B. Historic Treatment Preconstruction Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Management and Coordination."
 - 1. Review manufacturer's written instructions for precautions and effects of products and procedures on building materials, components, and vegetation.
 - a. Record procedures established as a result of the review and distribute to affected parties.

1.6. STORAGE AND PROTECTION OF HISTORIC MATERIALS

A. Removed and Salvaged Historic Materials:

1. Clean salvaged historic items.
2. Pack or crate items after cleaning. Identify contents of containers.
3. Store items in a secure area until delivery to Owner.
4. Transport items to Owner's storage area 4T.
5. Protect items from damage during transport and storage.
6. Do not dispose of items removed from existing construction without prior written consent of Owner.

B. Removed and Reinstalled Historic Materials:

1. Clean and repair historic items to functional condition adequate for intended reuse.
2. Pack or crate items after cleaning and repairing. Identify contents of containers.
3. Protect items from damage during transport and storage.
4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.

C. Existing Historic Materials to Remain: Protect construction indicated to remain against damage and soiling during historic treatment. When permitted by Architect, items may be removed to a suitable, protected storage location during historic treatment [**and cleaned**] and reinstalled in their original locations after historic treatment operations are complete.

D. Storage and Protection: When removed from their existing location, store historic materials within a weathertight enclosure where they are protected from wetting by rain, snow, or ground water, and temperature variations. Secure stored materials to protect from theft.

1. Identify removed items with an inconspicuous mark indicating their original location.

1.7. PROJECT-SITE CONDITIONS

A. Exterior Cleaning and Repairing:

1. Proceed with the work only when forecasted weather conditions are favorable.
 - a. **Wet Weather:** Do not attempt repairs during rainy or foggy weather. Do not apply primer, paint, putty, or epoxy when the relative humidity is above 80 percent. Do not remove exterior elements of structures when rain is forecast or in progress.
 - b. Do not perform exterior wet work when the air temperature is below 40 deg F (5 deg C).

- c. Do not begin cleaning, patching, or repairing when there is any likelihood of frost or freezing.
 - d. Do not begin cleaning when either the air or the surface temperature is below 45 deg F (7 deg C) unless approved means are provided for maintaining a 45 deg F (7 deg C) temperature of the air and materials during, and for 48 hours subsequent to, cleaning.
- 2. Perform cleaning and rinsing of the exterior only during daylight hours.
- B. Owner will occupy portions of building immediately adjacent to historic treatment area. Conduct historic treatment so Owner's operations will not be disrupted. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.

PART 1 - PRODUCTS
(Not Used)

PART 2 - EXECUTION

3.1. PROTECTION, GENERAL

- A. Comply with manufacturer's written instructions for precautions and effects of products and procedures on adjacent building materials, components, and vegetation.
- B. Ensure that supervisory personnel are present when work begins and during its progress.
- C. Temporary Protection of Historic Materials during Construction:
 - 1. Protect existing materials during installation of temporary protections and construction. Do not deface or remove existing materials.
 - 2. Attachments of temporary protection to existing construction shall be approved by Architect prior to installation.
- D. Protect landscape work adjacent to or within work areas as follows:
 - 1. Provide barriers to protect tree trunks.
 - 2. Bind spreading shrubs.
 - 3. Use coverings that allow plants to breathe and remove coverings at the end of each day. Do not cover plant material with a waterproof membrane for more than 8 hours at a time.

4. Set scaffolding and ladder legs away from plants.
- E. Existing Drains: Prior to the start of work or any cleaning operations, test drains and other water removal systems to ensure that drains and systems are functioning properly. Notify Architect immediately of drains or systems that are stopped or blocked. Do not begin Work of this Section until the drains are in working order.
 1. Provide a method to prevent solids including stone or mortar residue from entering the drains or drain lines. Clean out drains and drain lines that become blocked or filled by sand or any other solids because of work performed under this Contract.
 2. Protect storm drains from pollutants. Block drains or filter out sediments, allowing only clean water to pass.

3.2. PROTECTION DURING APPLICATION OF CHEMICALS

- A. Protect persons, motor vehicles, surrounding surfaces of building being restored, building site, plants, and surrounding buildings from harm or damage resulting from applications of chemical cleaners and paint removers.
- B. Comply with requirements in Division 1 Section "Temporary Facilities and Controls."
- C. Cover adjacent surfaces with materials that are proven to resist chemical cleaners selected for Project unless chemicals being used will not damage adjacent surfaces. Use covering materials that contain only waterproof, UV-resistant adhesives. Apply masking agents to comply with manufacturer's written instructions. Do not apply liquid masking agent to painted or porous surfaces. When no longer needed, promptly remove masking to prevent adhesive staining.
- D. Do not clean surfaces during winds of sufficient force to spread cleaning solutions to unprotected surfaces.
- E. Neutralize and collect alkaline and acid wastes and dispose of off Owner's property.
- F. Dispose of runoff from chemical operations by legal means and in a manner that prevents soil erosion, undermining of paving and foundations, damage to landscaping, and water penetration into building interiors.

3.3. PROTECTION DURING USE OF HEAT-GENERATING EQUIPMENT

- A. Comply with the following procedures while performing work with heat-generating equipment, including welding, cutting, soldering, brazing, paint removal with heat, and other operations where open flames or implements utilizing heat are used:

1. Obtain Owner's approval for operations involving use of open-flame or welding equipment.
 - a. Notification shall be given for each occurrence and location of work with heat-generating equipment.
 2. As far as practical, use heat-generating equipment in shop areas or outside the building.
 3. Before work with heat-generating equipment commences, furnish personnel to serve as a fire watch (or watches) for location(s) where work is to be performed.
 4. Do not perform work with heat-generating equipment in or near rooms or in areas where flammable liquids or explosive vapors are present or thought to be present. Use a combustible gas indicator test to ensure that the area is safe.
 5. Remove and keep the area free of combustibles, including, rubbish, paper, waste, etc., within area of operations.
 - a. If combustible material cannot be removed, provide fireproof blankets to cover such materials.
 6. Where possible, furnish and use baffles of metal or gypsum board to prevent the spraying of sparks or hot slag into surrounding combustible material.
 7. Prevent the extension of sparks and particles of hot metal through open windows, doors, holes, and cracks in floors, walls, ceilings, roofs, and other openings.
 8. Inspect each location of the day's work not sooner than 30 minutes after completion of operations to detect hidden or smoldering fires and to ensure that proper housekeeping is maintained.
- B. Where sprinkler protection exists and is functional, maintain it without interruption while operations are being performed. If operations are performed close to automatic sprinkler heads, shield the individual heads temporarily with guards.

3.4. HISTORIC TREATMENT PROCEDURES

- A. The principal aim of preservation work is to halt the process of deterioration and stabilize the item's condition, unless otherwise indicated. Repair is required where specifically indicated. The following procedures shall be followed:
1. Retain as much existing material as possible; repair and consolidate rather than replace.

2. Use additional material or structure to reinforce, strengthen, prop, tie, and support existing material or structure.
 3. Use reversible processes wherever possible.
 4. Use traditional replacement materials and techniques. New work shall be distinguishable to the trained eye, on close inspection, from old work.
 5. Record the work before the procedure with preconstruction photos and during the work with periodic construction photos. Photographic documentation is specified in Division 1 Section "4T"
- B. Prohibit smoking by personnel performing work on or near historic structures.
- C. Obtain Architect's review and written approval in the form of a Constructive Change Directive or Supplemental Instruction before making changes or additions to construction or removing historic materials.
- D. Notify Architect of visible changes in the integrity of material or components whether due to environmental causes including biological attack, UV degradation, freezing, or thawing; or due to structural defects including cracks, movement, or distortion.
1. Do not proceed with the work in question until directed by Architect.
- E. Where missing features are indicated to be repaired or replaced, provide features whose designs are based on accurate duplications rather than on conjectural designs, subject to the approval of Architect and Preservation Specialist.
- F. Where Work requires existing features to be removed, cleaned, and reused, perform these operations without damage to the material itself, to adjacent materials, or to the substrate.
- G. Identify new or replacement materials and features with inconspicuous, permanent marks to distinguish them from original materials. Record the legend of identification marks and the locations of these marks on Record Drawings.
- H. When cleaning, match samples of existing materials that have been cleaned and identified for acceptable cleaning levels. Avoid overcleaning to prevent damage to existing materials during cleaning.

END OF SECTION



QUALITY CONTROL

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.01 REQUIREMENTS INCLUDED

- A. General Quality Control.
- B. Workmanship.
- C. Manufacturer's Instructions.
- D. Manufacturer's Certificates.
- E. Mockups.
- F. Manufacturers' Field Services.
- G. Testing Laboratory Services.
- H. Departmental Inspection Services.

1.02 RELATED REQUIREMENTS

- A. Document 007200 - General Conditions: Inspection and testing required by governing authorities.
- B. Section 011000 – Summary of Work: Work Plans and Access to Facility, Individual Work Areas
- c. Section 013219 Submittals: Shop Drawings, Product Data, and Samples

1.03 QUALITY CONTROL, GENERAL

- A. Maintain quality control over Suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.

1.04 WORKMANSHIP

- A. Comply with industry standards except when more restrictive tolerances or specified requirements indicate more rigid standards or more precise workmanship.
- B. Perform Work by persons qualified to produce workmanship of specified quality.
- C. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, and racking.

1.05 MANUFACTURERS' INSTRUCTIONS

- A. Comply with instructions in full detail, including each step in sequence. Should instructions conflict with Contract Documents, request clarification from DEPARTMENT before proceeding.

1.06 MANUFACTURERS' CERTIFICATES

- A. When required by individual Specifications section, submit manufacturer's certificate, in duplicate, that products meet or exceed specified requirements.

1.07 MOCKUPS

- A. When required by individual Specifications section, erect complete, full-scale mockup of assembly at site, perform required tests, and remove mockup at completion, when approved by DEPARTMENT.

1.08 MANUFACTURERS' FIELD SERVICES

- A. When required by manufacturer or when specified in respective Specification sections, require manufacturer to provide qualified personnel to observe field conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, and to make appropriate recommendations.
- B. Require manufacturer's representative to submit written report to DEPARTMENT listing observations and recommendations.

1.09 TESTING LABORATORY SERVICES

- A. CONTRACTOR shall employ and pay for services of an independent testing laboratory to perform inspections, tests, and other services required by individual Specification sections.

- B. Services will be performed in accordance with requirements of governing authorities and with specified standards.
- C. Reports will be submitted to DEPARTMENT in triplicate giving observations and results of tests, indicating compliance or non-compliance with specified standards and with Contract Documents.
- D. CONTRACTOR shall cooperate with testing laboratory personnel; furnish tools, samples of materials, design mix, equipment, storage and assistance as requested.
 - 1. Notify DEPARTMENT and testing laboratory 72 hours prior to expected time for operations requiring testing services.
 - 2. Make arrangements with testing laboratory and pay for additional samples and tests for CONTRACTOR's convenience.

1.10 DEPARTMENTAL INSPECTION SERVICES

A. REQUEST AND PAYMENT

- 1. CONTRACTOR shall request and when applicable pay for services provided by the DEPARTMENT to perform specified inspection and testing.
- 2. Inspection by the DEPARTMENT or its agents shall in no way relieve CONTRACTOR of obligation to perform Work in accordance with requirements of Contract Documents.

B. QUALITY ASSURANCE

- 1. Comply with requirements of all referenced standards.
- 2. DEPARTMENT shall retain a registered Engineer or Architect on staff to provide review services in those areas of their immediate expertise.
- 3. Engineers or Architects will be registered in State in which Project is located.
- 4. Testing equipment shall be calibrated at reasonable intervals with devices of an accuracy traceable to either NBS Standards or accepted values of natural physical constants.

C. DEPARTMENT RESPONSIBILITIES

- 1. Review schedules and request for inspections as submitted by CONTRACTOR for timeliness and conformance.

2. Provide qualified personnel at site after due notice; cooperate with CONTRACTOR in performance of services.
3. Perform specified inspection, inventorying, and testing of products in accordance with specified standards.
4. Ascertain compliance of materials and equipment with requirements of Contract Documents.
5. Promptly notify CONTRACTOR of observed irregularities or non-conformance of Work or products.
6. Perform additional inspections and re-tests required by the Contract Documents.
7. When applicable provide to the CONTRACTOR a written description of DEPARTMENT's costs attributed to the inspection.

D. DEPARTMENT REPORTS

1. After each inspection and/or test, promptly submit one copy of inspection report to CONTRACTOR. Include: Date issued, Project title and DEPARTMENT Project number, name of inspector(s), date and time of inspection, identification of product and Specifications section, location in the Project, type of inspection or test, results of inspection or tests, and conformance with Contract Documents. When requested in writing by CONTRACTOR, provide interpretation of results.

E. LIMITS ON AUTHORITY RESULTING FROM INSPECTIONS

1. DEPARTMENT may not release, revoke, alter, or enlarge on requirements of Contract Documents through the issuance of an inspection report.
2. DEPARTMENT may not approve or accept any portion of the Work through the issuance of an inspection report.
3. DEPARTMENT may not assume any duties of CONTRACTOR through the issuance of an inspection report.
4. DEPARTMENT has no authority to stop Work through the issuance of an inspection report.

F. CONTRACTOR RESPONSIBILITIES

1. Cooperate with DEPARTMENT personnel, and provide access to Work and when appropriate to manufacturer's facilities.

2. Provide incidental labor and facilities to provide access to Work to be inspected, to obtain and furnish incidental supplies at the site or at source of products to be inspected, to facilitate tests and inspections, and for storage and curing of test samples when appropriate.
3. Notify DEPARTMENT as stated above in Contractor Submittals for operations requiring inspection, special inspection and testing services.
4. Pay costs of DEPARTMENT furnished services for all re-inspections as required by Contract Documents.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION



TEMPORARY UTILITIES

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1 GENERAL REQUIREMENTS

- A. Types. The types of utility services required for general temporary use at the Project site include the following:
1. Electric power service, distribution and lighting. (If necessary see Sections 3.1, 3.2, 3.3).
 2. Water service (potable for certain uses). (If necessary, see section 3.4).
 3. Sanitary sewer and temporary facilities. (If necessary, see section 3.5).
 4. Telephone and communication services. (If necessary, see section 3.8).
 5. Fire protection and alarm services. (if necessary, see section 3.6).

1.2 JOB CONDITIONS

- A. Scheduled Uses. The CONTRACTOR shall, in conjunction with establishment of the Project Progress Schedule, establish a schedule for implementation and termination of service for each temporary utility or facility, at the earliest feasible time, and when acceptable to the Using Agency and the Contracting Officer, change over from use of existing services to temporary utility service, and back to permanent service.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. The CONTRACTOR shall provide new materials and equipment, which are in undamaged condition and without significant deterioration and which are recognized in the construction industry, by compliance with appropriate standards, as being suitable for intended use in each case. Where a portion of temporary utility is provided for CONTRACTOR by utility company,

the CONTRACTOR shall provide remainder with matching and compatible materials and equipment and comply with recommendations of utility company.

PART 3 – EXECUTION

3.1 INSTALLATION OF TEMPORARY UTILITY SERVICES

- A. General. Wherever feasible, the CONTRACTOR shall engage the utility company to install temporary service to Project, or as a minimum, to make connection to existing utility service; locate services where they will not interfere with total Project construction Work, including installation of permanent utility services; and maintain temporary services as installed for required period of use; and relocate, modify or extend as necessary from time to time during that period as required to accommodate total Project construction Work.
- B. Approval of Electrical Connections. All temporary connections for electricity shall be subject to approval of the Contracting Officer and the power company representative, and shall be removed in like manner at the CONTRACTOR's expense prior to Final Acceptance of the Work.
- C. Separation of Circuits. Unless otherwise permitted by the Contracting Officer, circuits separate from lighting circuits shall be used for all power purposes.
- D. Construction Wiring. All wiring for temporary electric light and power shall be properly installed and maintained and shall be securely fastened in place. All electrical facilities shall conform to the requirements of the OSHA Safety and Health Standards for Construction.

3.2 POWER DISTRIBUTION SYSTEM

- A. Power. The CONTRACTOR shall coordinate with the Contracting Officer and Using Agency prior to providing all necessary power required for its operations under the Contract, and shall provide and maintain all temporary power lines required to perform the Work in a safe and satisfactory manner. Since temporary power for this Project is to be furnished by the Using Agency, CONTRACTOR shall take appropriate measures to minimize power consumption.
- B. Temporary Power Distribution. The CONTRACTOR shall provide a weatherproof, grounded, temporary power distribution system sufficient to accommodate performance of entire Work of project, including, but not necessarily limited to, temporary electrical heating where indicated, operation of test equipment and test operation of building equipment and systems which cannot be delayed until permanent power connections are operable, temporary operation of other temporary facilities, including permanent equipment and systems which must be placed in operation prior to use of permanent power connections (pumps, HVAC equipment, elevators, and similar equipment), and power for temporary operation of existing facilities (if any) at the site during change-over to new permanent power system. Provide circuits of adequate size and proper power characteristics for each use; run circuit wiring generally overhead, and rise

vertically in locations where it will be least exposed to possible damage from construction operations, and result in least interference with performance of the Work; provide rigid steel conduit or equivalent raceways for wiring which must be exposed on grade, floors, decks, or other recognized exposures to damage or abuse.

3.3 LIGHTING

- A. Construction Lighting. All Work conducted at night or under conditions of deficient daylight shall be suitably lighted to insure proper Work and to afford adequate facilities for inspection and safe working conditions.
- B. Temporary Lighting. The CONTRACTOR shall provide a general, weatherproof, grounded temporary lighting system in every area of construction Work, as soon as overhead floor/roof deck structure has been installed; and provide sufficient illumination for safe Work and traffic conditions; and run circuit wiring generally overhead, and rise vertically in locations where it will be least exposed to possible damage from construction operations on grade, floors, decks, or other recognized areas of possible damage or abuse.

3.4 WATER SUPPLY

- A. General. The CONTRACTOR shall coordinate with the Contracting Officer and Using Agency for obtaining water service. The CONTRACTOR shall provide all facilities necessary to convey the water from the source to the points of use in accordance with the requirements of the Contract Documents.
- B. CONTRACTOR shall provide and operate all pumping facilities, pipelines, valves, hydrants, storage tanks, and all other equipment necessary for the adequate development and operation of the water supply system. Water used for domestic purposes shall be free of contamination and shall conform to the requirements of the State and local authorities for potable water.
- C. The CONTRACTOR shall be solely responsible for the adequate functioning of its water supply system and shall be solely liable for any claims arising from the use of same, including discharge or waste of water therefrom.
- D. Water Connections. The CONTRACTOR shall not make connection to, or draw water from, any fire hydrant or pipeline without first obtaining the Contracting Officer's permission and that of the authority having jurisdiction over the use of said fire hydrant or pipeline and from the agency owning the affected water system. For each such connection made, the CONTRACTOR shall first attach to the fire hydrant or pipeline a valve and a meter, if required by the said authority, of a size and type acceptable to said authority and agency. CONTRACTOR shall pay all permit and water connection charges.

3.5 SANITARY FACILITIES

- A. Toilet Facilities. Unless otherwise Directed, CONTRACTOR shall provide portable chemical toilets for use by CONTRACTOR's employees. Toilets at construction job sites shall conform to the requirements of the OSHA Standards for Construction.
- B. Sanitary and Other Organic Wastes. The CONTRACTOR shall establish a regular daily collection of all sanitary and organic wastes. All wastes and refuse from sanitary facilities provided by the CONTRACTOR or organic material wastes from any other source related to the CONTRACTOR's operations shall be disposed of away from the Project site in a manner satisfactory to the Contracting Officer and in accordance with all laws and regulations pertaining thereto.
- C. Sewer Connection. The CONTRACTOR shall coordinate with the Utilities Department for obtaining sewer connection and shall schedule all inspections, as may be required. The sewer capacity charges shall be paid by the Using Agency.

3.6 FIRE PROTECTION

- A. Fire Protection. The construction plant and all other parts of the Work shall be connected with the CONTRACTOR's water supply system and shall be adequately protected against damage by fire. Hose connections and hose, water casks, chemical equipment, or other sufficient means shall be provided for fighting fires in the temporary structures and other portions of the Work, and responsible persons shall be designated and instructed in the operation of such fire apparatus so as to prevent or minimize the hazard of fire. The CONTRACTOR's fire protection program shall conform to the requirements of the OSHA Standards for Construction.
- B. Project Wide Fire Protection: CONTRACTOR shall ensure that existing fire protection and alarm systems elsewhere on the Project site remain in service at all times and are not affected by the Work of the CONTRACTOR, Subcontractors, Suppliers or others involved with the Project.

3.8 INSTALLATION OF COMMUNICATIONS

- A. Telephone Services. The CONTRACTOR shall provide and maintain at all times during the progress of the Work not less than one telephone in good working order, at its own field construction office, at or near the site of the Work included in the Contract. Each such telephone shall be connected to an established exchange for toll service and with all other telephones utilized by the CONTRACTOR.
- B. Facsimile Telephone. The CONTRACTOR shall also furnish and install a separate telephone and facsimile machine (separate trunk line) similarly connected to an established exchange.

Telephone/Facsimile Use. The CONTRACTOR shall permit the Contracting Officer, the Using Agency, or their authorized representatives or employees free and unlimited use of said telephone/facsimile facilities for all calls that do not involve published toll charges. Calls originated by the Contracting Officer, the Using Agency, their authorized representatives or

employees which involve toll or message unit charges shall be billed to the Contracting Officer by the CONTRACTOR at the rates charged by the telephone company.

- C. Cellular Phone: CONTRACTOR shall provide a cellular phone for their Project superintendent and require such phones to be available to all Subcontractors, Suppliers and other installers performing Work at the site. Such phone shall be activated during hours of construction and workers shall respond to any call from the Contracting Officer, Using Agency or governing authority without delay.

3.9 OPERATIONS AND TERMINATIONS

- A. Inspections. Prior to placing temporary utility services into use, and in addition to notifying the Contracting Officer, the CONTRACTOR shall inspect and test each service and arrange for governing authorities' required inspection and tests, and obtain required certifications and permits for use thereof.
- B. Protection. The CONTRACTOR shall maintain distinct markers for underground lines, and protect from damage during excavating operations.
- C. Termination and Removal. When need for a temporary utility service or a substantial portion thereof has ended, or when its service has been replaced by use of permanent services, or not later than time of Substantial Completion, the CONTRACTOR shall promptly remove installation unless requested by Contracting Officer to retain it for a longer period. The CONTRACTOR shall complete and restore Work which may have been delayed or affected by installation and use of temporary utility, including repairs to construction and grades and restoration and cleaning of exposed surfaces.
- D. Removal of Water Connections. Before final acceptance of the Work on the Project, all temporary connections and piping installed by the CONTRACTOR shall be entirely removed, and all affected improvements shall be restored to their original condition, or better, to the satisfaction of the Contracting Officer and to the agency owning the affected utility.

END OF SECTION



TEMPORARY ENVIRONMENTAL CONTROLS

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 - GENERAL

1.1 DUST ABATEMENT

- A. The CONTRACTOR shall furnish all labor, equipment, and means required and shall carry out effective measures wherever and as often as necessary to prevent its operation from producing dust in amounts damaging to property, machinery or equipment, or causing a nuisance to persons within the facility or living in buildings in the vicinity. The CONTRACTOR shall be responsible for any damage resulting from any dust originating from its operations. The dust abatement measures shall be continued until the CONTRACTOR is relieved of further responsibility by the Contracting Officer.

1.2 RUBBISH CONTROL

- A. During the progress of the Work, the CONTRACTOR shall keep the site of the Work and other areas used by it in a neat and clean condition, and free from any accumulation of rubbish. The CONTRACTOR shall dispose of all rubbish and waste materials of any nature occurring at the Work site, and shall establish regular intervals of collection and disposal of such materials and waste. The CONTRACTOR shall also keep its haul routs free from trash, rubbish, and unnecessary obstructions resulting from its operations. Disposal of all rubbish and surplus materials shall be off the site of construction in accordance with local codes and ordinances governing locations and methods of disposal, and in conformance with all applicable safety laws, and to the particular requirements of Part 1926 of the OSHA Safety and Health Standards for Construction. All fire exists shall be maintained at all times.

1.3 SANITATION

- A. **Toilet Facilities.** Toilets within the Project Work Site are not available for CONTRACTOR's use. CONTRACTOR to provide portable toilets unless otherwise directed by the Contracting Officer.
- B. **Sanitary and Other Organic Wastes.** The CONTRACTOR shall establish a regular collection of all sanitary and organic wastes. All wastes and refuse from sanitary facilities provided by the

CONTRACTOR or organic material wastes from any other source related to the CONTRACTOR's operations shall be disposed of away from the site in a manner satisfactory to the Contracting Officer and in accordance with all laws and regulations pertaining thereto.

1.4 CHEMICALS

- A. All chemicals used during project construction or furnished for project operation, whether defoliant, soil sterilant, herbicide, pesticide, disinfectant, polymer, reactant or of other classification, shall show approval of either the U.S. Environmental Protection Agency or the U.S. Department of Agriculture. Use of all such chemicals and disposal of residues shall be in strict accordance with the printed instructions of the manufacturer. In addition, see the requirements set forth in paragraph 6.11 of the General Conditions.

1.5 CULTURAL RESOURCES

- A. The CONTRACTOR's attention is directed to the National Historic Preservation Act of 1966 (16 U.S.C. 470) and 36 CFR 800 which provides for the preservation of potential historical architectural, archaeological, or cultural resources (hereinafter called "cultural resources").
- B. The CONTRACTOR shall conform to the applicable requirements of the National Historic Preservation Act of 1966 as it relates to the preservation of cultural resources.
- C. In the event potential cultural resources are discovered during subsurface excavations at the site of construction, stop Work immediately and notify the Contracting Officer.

PART 2 - PRODUCTS

(Not Used)

PART 3 - EXECUTION

(Not Used)

END OF SECTION



MATERIALS AND EQUIPMENT

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

1.1 GENERAL

- A. The word "Products," as used herein, is defined to include purchased items for incorporation into the Work, regardless of whether specifically purchased for the Project or taken from CONTRACTOR's stock of previously purchased products. The word "Materials," is defined as products which must be substantially cut, shaped, worked, mixed, finished, refined, or otherwise fabricated, processed, installed, or applied to form units of Work. The word "Equipment" is defined as products with operational parts, regardless of whether motorized or manually operated, and particularly including products with service connections (wiring, piping, and other like items). Definitions in this paragraph are not intended to negate the meaning of other terms used in Contract Documents, including "specialties," "systems," "structure," "finishes," "accessories," "furnishings," special construction," and similar terms, which are self-explanatory and have recognized meanings in the construction industry.
- B. Neither "Products" nor "Materials" nor "Equipment" includes machinery and equipment used for preparation, fabrication, conveying and erection of the Work.

1.2 QUALITY ASSURANCE

- A. Source Limitations. To the greatest extent possible for each unit of work, the CONTRACTOR shall provide products, materials, or equipment of a singular generic kind from a single source.
- B. Compatibility of Options. Where more than one choice is available as options for CONTRACTOR's selection of a product, material, or equipment, the CONTRACTOR shall select an option which is compatible with other products, materials, or equipment already selected. Compatibility is a basic general requirement of product/material selections.

1.3 PRODUCT DELIVERY-STORAGE-HANDLING

- A. The CONTRACTOR shall deliver, handle, and store products in accordance with manufacturer's written recommendations and by methods and means which will prevent damage, deterioration, and loss including theft. Delivery schedules shall be controlled to minimize long-term storage of products at site and overcrowding of construction spaces. In particular, the CONTRACTOR

shall ensure minimum holding or storage times for products recognized to be flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other sources of loss.

1.4 TRANSPORTATION AND HANDLING

- A. Products shall be transported by methods to avoid product damage and shall be delivered in undamaged condition in manufacturer's unopened containers or packaging.
- B. The CONTRACTOR shall provide equipment and personnel to handle products, materials, and equipment by methods to prevent soiling and damage.
- C. The CONTRACTOR shall provide additional protection during handling to prevent marring and otherwise damaging products, packaging, and surrounding surfaces.

1.5 STORAGE AND PROTECTION

- A. Products shall be stored in accordance with manufacturer's written instructions, with seals and labels intact and legible. Sensitive products shall be stored in weather-tight climate controlled enclosures and temperature and humidity ranges shall be maintained within tolerances required by manufacturer's written instructions.
- B. For exterior storage of fabricated products, they shall be placed on sloped supports above ground. Products subject to deterioration shall be covered with impervious sheet covering; ventilation shall be provided to avoid condensation.
- C. Loose granular materials shall be stored on solid surfaces in a well-drained area and shall be prevented from mixing with foreign matter.
- D. Storage shall be arranged in a manner to provide access for maintenance of stored items and for inspection. The CONTRACTOR shall periodically inspect to assure products are undamaged and are maintained under required conditions.

1.6 MAINTENANCE OF STORAGE

- A. Stored products shall be periodically inspected on a scheduled basis. The CONTRACTOR shall maintain a log of inspections and shall make said log available on request.
- B. The CONTRACTOR shall verify that storage facilities comply with manufacturer's product storage requirements.
- C. The CONTRACTOR shall verify that manufacturer-required environmental conditions are maintained continually.

- D. The CONTRACTOR shall verify that surfaces of products exposed to the elements are not adversely affected and that any weathering of finishes does not occur.
- E. For mechanical and electrical equipment, the CONTRACTOR shall provide a copy of the manufacturer's service instructions with each item and the exterior of the package shall contain notice that instructions are included.
- F. Products shall be serviced on a regularly scheduled basis, and a log of services shall be maintained and submitted as a record document prior to Approval by the Contracting Officer in accordance with the Contract Documents.

PART 2 - PRODUCTS

(Not Used)

PART 3 - EXECUTION

(Not Used)

END OF SECTION



MOBILIZATION

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1 GENERAL

A. Mobilization shall include obtaining all permits; moving all plant and equipment onto the Project site; furnishing and erecting plants, temporary buildings, and other construction facilities; implementing security requirements, all as required for the proper performance and completion of the Work. Mobilization shall include the following principal items:

1. Moving all the CONTRACTOR's plant and equipment required for operations onto the site.
2. Providing all on-site communication facilities, including radios and cellular phones.
3. Providing on-site sanitary facilities.
4. Obtaining all required permits.
5. Having all OSHA required notices and establishment of safety programs.
6. Having the CONTRACTOR's superintendent at the Project site full time.
7. Submitting and obtaining Approval of initial submittals.
8. Arranging for, and erection of, CONTRACTOR's Work and storage yard.

1.2 PAYMENT FOR MOBILIZATION

A. The CONTRACTOR's attention is directed to the condition that no payment for mobilization, or any part thereof, will be Approved for payment under the Contract until all mobilization items listed above have been completed as specified.

- B. As soon as practicable, after receipt of Notice to Proceed, the CONTRACTOR shall submit a breakdown showing the estimated value of each major component of mobilization to the Contracting Officer for Approval. When Approved by the Contracting Officer, the breakdown will be the basis for initial progress payments in which Mobilization is included.

PART 2 – PRODUCTS

[Not Used]

PART 3 – EXECUTION

[Not Used]

END OF SECTION



CUTTING & PATCHING

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1 SUMMARY

- A. This Section includes procedural requirements for cutting and patching.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials 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 match the visual and functional performance of in-place materials.

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
 - 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.
 - 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Protection: 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.
- B. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

3.3 PERFORMANCE

- A. 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 possible. Provide materials and comply with installation requirements specified in other Sections.
 - 1. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - 2. Floor 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.
 - 3. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
- B. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

END OF SECTION



FINAL CLEANUP AND SITE RESTORATION

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 - GENERAL

1.1 DESCRIPTION

The Work under this Section includes providing all supervision, labor, materials, tools and equipment necessary for final clean-up and restoration of all areas disturbed by construction activities, to a condition equal to, or better than, before construction started. This does not include clean-up or restoration incidental to, or directly provided for by other construction items.

PART 2 – PRODUCTS

2.1 MATERIALS

All materials requiring cleaning shall conform to appropriate Specification Sections.

PART 3 – EXECUTION

3.1 GENERAL

- A. The CONTRACTOR shall promptly remove from the vicinity of the completed Work and all sites disturbed by the construction, all rubbish and debris, unused materials, construction equipment, and temporary structures and facilities used during construction and shall grade the sites so that no standing water is evident. Final acceptance of the Work by the Contracting Officer will be withheld until the CONTRACTOR has satisfactorily complied with the foregoing requirements for final clean-up of the Project site.

3.2 FINAL CLEANING OF SURFACES.

- A. The CONTRACTOR shall employ experienced workers for final cleaning. Clean each surface to the condition expected in a commercial building cleaning and maintenance program. Complete the following before requesting inspection for Certification of Substantial Completion:

1. Remove labels that are not permanent labels.
2. Clean transparent materials. Remove glazing compound. Replace chipped or broken glass.
3. Clean exposed hard-surfaced finishes to a dust-free condition, free of stains, films and similar foreign substances. Restore reflective surfaces to their original reflective condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.
4. Clean exterior light fixtures and lamps from falling debris or caulking.
5. Clean the site of rubbish, litter and other foreign substances.
6. Sweep paved areas, remove stains, spills and other foreign deposits.
7. Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Remove waste materials from the site and dispose of in a lawful manner.
8. Remove temporary protection and facilities.

END OF SECTION



PROJECT CLOSEOUT

Project Name: HOUSE FENCE REPLACEMENT

Project Number: 2013-0222-1788

PART 1 - GENERAL

1.1. CLOSEOUT TIMETABLE.

- A. The CONTRACTOR shall establish dates for product testing, acceptance periods, and on-site instructional periods (as required under the Contract). Such dates shall be established not less than one week prior to beginning any of the foregoing items, to allow the Using Agency, the Contracting Officer, and their authorized representatives sufficient time to schedule attendance at such activities.

1.2 SUBSTANTIAL COMPLETION.

- A. Before requesting inspection for certification of Substantial Completion, complete the following:
1. In the Application for Payment that coincides with the date Substantial Completion is claimed, show 100 percent completion for the portion of the Work claimed substantially complete.
 2. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications and similar documents.
 3. Submit maintenance manuals.
 4. Remove temporary facilities from the site, along with construction tools, mock ups, and similar elements.
 5. Complete final clean-up. Touch-up and repair and restore marred or damaged finishes where exposed.

Transmit "site access" keys to the Contracting Officer.

1.3 INSPECTION PROCEDURES

- A. Upon receipt of a request for inspection for Substantial Completion, the Contracting Officer will proceed and advise the CONTRACTOR of unfilled requirements. The Contracting Officer will prepare the Certificate of Substantial Completion following inspection, or advise the CONTRACTOR of construction that must be completed or corrected before the certificate will be issued.
- B. The Contracting Officer will re-inspect the Work upon receipt of notice by the CONTRACTOR that the Work has been completed, except items whose completion has been delayed because of circumstances acceptable to the Contracting Officer. If re-inspection is requested and the CONTRACTOR has not completed all punch list items, the cost of that inspection will be paid by the CONTRACTOR.

Upon completion of re-inspection, the Contracting Officer will prepare a certificate of final acceptance, or advise the CONTRACTOR of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance. If necessary, re-inspection will be repeated.

- C. The Contracting Officer will repeat inspection when requested and assured by the CONTRACTOR that the Work has been substantially completed.
- D. Results of the completed inspection will form the basis of requirements for Final Acceptance.

1.4 FINAL ACCEPTANCE.

- A. Before requesting inspection for certification of Final Acceptance and final payment, complete and submit the following:
 - 1. Submit final payment request.
 - 2. Submit a final change order request.
 - 3. Submit a copy of the final inspection list stating that each item has been completed or otherwise resolved for acceptance.
 - 4. Submit final meter readings for utilities and similar data as of Substantial Completion.
 - 5. Submit consent of surety to final payment.
 - 6. Submit evidence of continuing insurance coverage complying with insurance requirements.
 - 7. Submit those items listed under Article 1.5 - FINAL SUBMITTALS of this section as they apply.
 - 8. Written guarantees, where required.

9. Certificates of inspection and acceptance by local governing agencies having jurisdiction.
10. Releases from all parties who are entitled to claims against the subject project, property, or improvement pursuant to the provisions of law.
11. Completed Certificate of Compliance and Release for all contractors involved in the Work.
12. Submit "Notice of Work" and "Notice of Completion" from the Department of Labor.

1.5 FINAL SUBMITTALS

- A. Maintenance Manuals. Organize maintenance data into sets of manageable size. Bind in individual heavy-duty 2-inch (maximum), 3-ring vinyl-covered binders, with pocket folders for folded sheet information. Mark identification on front and spine of each binder. Include the following information:
 1. Emergency instructions.
 2. Copies of warranties.
 3. Recommended "turn around" cycles.
 4. Inspection procedures.
 5. Shop drawings and product data.
- B. Product and Maintenance Instructions. Arrange for the installer of the product to meet with Using Agency personnel to provide instruction in proper product maintenance.

MAINTENANCE AND GUARANTEE

- A. The CONTRACTOR shall comply with the maintenance and guarantee requirements contained in Article 13 of the General Conditions and as may be modified in the Supplementary General Conditions.
- B. The CONTRACTOR shall make all repairs and replacements promptly upon receipt of written order from the Contracting Officer. If the CONTRACTOR fails to make such repairs or replacements promptly, the Contracting Officer reserves the right to do the Work and the CONTRACTOR and its surety shall be liable to the DEPARTMENT for the cost thereof.

PART 2 - MATERIALS

(Not Used)

PART 3 - EXECUTION

(Not Used)

END OF SECTION



PROTECTION AND RESTORATION OF EXISTING FACILITIES

Project Name: HOUSE FENCE REPLACEMENT
Project Number: 2013-0222-1788

PART 1 – GENERAL

1.1 GENERAL

- A. The CONTRACTOR shall protect all existing utilities and improvements not designated for removal and shall restore damaged or temporarily relocated utilities and improvements to a condition equal to or better than they were prior to such damage or temporary relocation, all in accordance with requirements of the Contract Documents.
- B. CONTRACTOR shall be the responsible for all utility locates.
- C. The CONTRACTOR shall verify the exact location and depth of all utilities. CONTRACTOR shall make exploratory excavations of all utilities that may interfere with the Work. All such exploratory excavations shall be performed as soon as practicable after Award of the Contract and, in any event, a sufficient time in advance of construction to avoid possible delays to the CONTRACTOR's Work. The CONTRACTOR, prior beginning the Work and to avoid damage, shall rebury any utility or service in conflict with the Work.
- D. The number of exploratory excavations required shall be that number which is sufficient to determine the alignment and grade of the utility.

1.2 RIGHTS-OF-WAY (Not Used)

1.3 PROTECTION OF SURVEY MONUMENTS, STREET OR ROADWAY MARKERS. (Not Used)

1.4 RESTORATION OF PAVEMENT (Not Used)

1.5 EXISTING UTILITIES AND IMPROVEMENTS

- A. General. The CONTRACTOR shall protect all concealed or Underground Utilities and other improvements that may be impaired during construction operations. It shall be the CONTRACTOR's responsibility to ascertain the actual location of all existing utilities and other improvements that will be encountered in its construction operations, and to see that such utilities or other improvements are adequately protected from damage due to such operations. The CONTRACTOR shall take all possible precautions for the protection of unforeseen utility lines to provide for uninterrupted service and to provide such special protection as may be necessary.
- B. Utilities to be Moved. When utility lines that are to be removed are encountered within the area of operations, the CONTRACTOR shall notify the Contracting Officer a sufficient time in advance for the necessary measures to be taken to prevent interruption of service.
- C. Where the proper completion of the Work requires the temporary or permanent removal and/or relocation of an existing utility or other improvement which is indicated, the CONTRACTOR shall remove and, without unnecessary delay, temporarily replace or relocate such utility or improvement in a manner satisfactory to the Contracting Officer and the owner of the facility. In all cases of such temporary removal or relocation, restoration to former location shall be accomplished by the CONTRACTOR in a manner that will restore or replace the utility or improvement as nearly as possible to its former locations and to as good or better condition than found prior to removal.
- D. DEPARTMENT's Right of Access. The right is reserved to the DEPARTMENT to enter the Project site at any time for the purpose of making changes in their property made necessary by the Work of this Contract.
- E. Concealed or Underground Utilities Indicated. Existing utility lines that are indicated or the locations of which are made known to the CONTRACTOR prior to excavation and that are to be retained, and all utility lines that are constructed during excavation operations shall be protected from damage during excavation, backfilling or other construction. If damaged, such utilities shall be immediately repaired or replaced by the CONTRACTOR.
- F. Concealed or Underground Utilities Not Indicated. In the event that the CONTRACTOR damages any existing utility lines that are not indicated, or locations thereof are not made known to the CONTRACTOR prior to excavation, a written report thereof shall be made immediately to the Contracting Officer. If directed by the Contracting Officer, repairs shall be made by the CONTRACTOR under the provisions for changes and extra Work contained in Articles 10, 11, and 12 of the General Conditions.
- G. All costs of locating, repairing damage not due to failure of the CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not shown in the Contract Documents with reasonable accuracy, and for equipment on the project which was actually working on that portion of the Work which was interrupted or idled by removal or relocation of

such utility facilities, and which was necessarily idled during such work will be paid for as extra Work in accordance with the provisions of Articles 10, 11, and 12 of the General Conditions.

- H. Approval of Repairs. All repairs to a damaged utility or improvement are subject to inspection and approval by the Contracting Officer before being concealed by backfill or other Work.

- I. Maintaining in Service. All oil and gasoline pipelines, power, telephone, cables or communication cable ducts, gas and water lines, sewer lines, storm/roof drain lines, poles, and overhead power and communication wires and cables encountered during Work operations shall remain continuously in service. When other arrangements, satisfactory to the Contracting Officer, are made with the owner of said pipelines, duct, main, sewer, drain, pole, or wire or cable, services may be interrupted. The CONTRACTOR shall be responsible for and shall repair all damage due to its operations, and the provisions of this Section shall not be abated even in the event such damage occurs after backfilling or concealment and is not discovered until after completion of the backfilling or other construction.

1.6 TREES WITHIN STREET RIGHTS-OF-WAY AND PROJECT LIMITS
(Not Used)

1.7 PROTECTION OF EXISTING STRUCTURES

- A. Compaction Equipment and Similar Operations. The CONTRACTOR shall restrict his compaction operations as necessary to assure no damage occurs to adjacent building components.

PART 2 – PRODUCTS
(Not Used)

PART 3 – EXECUTION
(Not Used)

END OF SECTION