

SECTION 01010 - SUMMARY OF WORK

PART 1 - GENERAL

1.1 SUMMARY

- A. The Owner is: Rockingham County, Wentworth, NC.
- B. Section Includes:
 - 1. Project description.
 - 2. Applicable regulatory requirements.
 - 3. Access to the site.
 - 4. Contractor's use of the premises.
 - 5. Coordination requirements.
- C. Related Documents:
 - 1. Division 0 – Bidding and General Conditions, Division 1 – General Requirements, all applicable provisions in the technical specifications sections of Divisions 2 through 16 and applicable drawings apply to this section.
 - 2. Section 00830 – Description of Bid Alternates.

1.2 PROJECT DESCRIPTION

- A. The project consists of the construction of a single story building, site grading, site utilities, parking lot, and new service drive.
 - 1. At Cherokee Camp Road, Wentworth, NC
 - 2. As shown in contract documents prepared by EDAPA.
- B. The work consists of:
 - 1. Construction of approximately 10,700 sf one story building.
 - 2. Parking area and driveway.
 - 3. Landscaping and seeding of area around building.
 - 4. Other information as described in the Contract Documents.
 - 5. See Section 00830 – Description of Bid Alternates for description of Alternates for this project.
- C. See Section 00830 – Description of Bid Alternates for description of other work.

1.3 PRIME CONTRACTS

- A. The scope of each contract is described elsewhere.

1.4 REGULATORY REQUIREMENTS

- A. The following regulations are applicable to this project:
 - 1. North Carolina State Building Code, current edition.
 - 2. This Project is in the Inspections jurisdiction of the Town of Wentworth.
 - 3. Any applicable local, state, federal regulations.
 - 4. Submit copies of all permits, licenses, and similar permissions obtained and receipts for fees paid, to the Architect.

1.5 ACCESS TO THE SITE AND USE OF THE PREMISES

- A. The space available to the Contractor for the performance of the work is shown on the drawings.
- B. Storage and staging areas will be available on site.
- C. Signs: Provide signs adequate to direct visitors.

1. Do not install, or allow to be installed, signs other than specified sign(s) and signs identifying the principal entities involved in the project.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 PRE-CONSTRUCTION MEETING

- A. A Pre-Construction meeting will be held at a time and place designated by the Owner, for the purpose of identifying responsibilities of the Owner and explanation of administrative procedures.
- B. SECURITY PROCEDURES
 1. Limit access to the site to persons involved in the work.
 2. Provide secure storage for materials for which the Owner has made payment and which are stored on site.
 3. Secure completed work as required to prevent loss.
- C. COORDINATION
 1. If necessary, inform each party involved, in writing, of procedures required for coordination; including requirements for giving notice, submitting reports, and attending meetings.
 - a. Inform the Owner when coordination of his work is required.
 2. See other requirements in other portions of the Contract documents.

END OF SECTION 01010

SECTION 01020 - ALLOWANCES

PART 1 - GENERAL

1.1 DESCRIPTION

- A. General: The following allowances shall be considered in the Contract Price for the Prime Contract under which it is listed hereinafter. If the actual cost is more than, or less than the allowance, the Contract Price will be adjusted up or down accordingly when the actual cost is determined. Adjustments in the Contract Price will be made by Change Order. Unless specified otherwise, the amounts below include the net cost of materials, and shipping charges.
- B. Cash Allowance: The Contractor's overhead, profit and taxes shall be included in the Contract Price, but not in the allowance. Unless specified otherwise, the cost of labor for installation shall be included in the Contract Price, and not in the allowance. The contractor shall submit to the Architect for approval all bills for materials under Cash Allowances.
- C. Contingency Cash Allowance: Contingency allowances are lump sum allowances. Contingency allowance shall be used only as directed for Owner's purposes, and only by Change Orders which designate amounts to be charged to contingency allowance. Contractor's related costs are not to be included in the Contract Sum (other than allowance itself) for work so ordered to be charged to contingency allowance. The contingency allowance includes material, labor and other costs and reasonable overhead/profit margins. At time of project closeout, unused amounts remaining in contingency allowance shall be credited to Owner by change order.

1.2 SCHEDULE OF CASH ALLOWANCES

- A. The Respective Bidder shall include in the Base Bid amount the following cash allowance amounts:
- | | | |
|----|---------------------------|-------------------------------|
| 1. | Builders Finish Hardware: | \$ 10,000.00 (materials only) |
| 2. | Interior Signage: | \$ 5,000.00 (materials only) |
- B. The Respective Bidder shall include in the Alternate No. 1 price the following cash allowance amounts:
- | | | |
|----|--------------------------------|-----------------------------|
| 1. | Building Finish Hardware | \$10,000.00 (material only) |
| 2. | Interior and Exterior Signage: | \$7,500.00 (materials only) |
- C. The Respective Bidder shall include in the Alternate No. 2 price the following cash allowance amounts:
- | | | |
|----|--------------------------|-----------------------------|
| 1. | Building Finish Hardware | \$3,500.00 (materials only) |
| 2. | Signage | \$1,500.00 (materials only) |

1.3 SCHEDULE OF CONTINGENCY CASH ALLOWANCES

- A. The Respective Bidder shall include in the Base Bid amount the following contingency cash allowance amounts: (To be used only by Architect's direction)
- | | | |
|----|--------------------------------|--------------------------|
| 1. | General Construction Contract: | \$20,000.00 (Base Bid) |
| 2. | General Construction Contract: | \$15,000.00 (Alt. No. 1) |
| 3. | General Construction Contract: | \$5,000.00 (Alt. No. 2) |

PARTS 2 & 3 - NOT USED.

END OF SECTION 01020

SECTION 01027 – APPLICATIONS FOR PAYMENT

PART 1 – GENERAL

1.1 DESCRIPTION

- A. Work included: Comply with procedures described in this Section when applying for progress payment and final payment under the Contract.
- B. Related work
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. The Contract Sum and the schedule for payments are described in the Form of Agreement.

1.2 QUALITY ASSURANCE

- A. Prior to start of construction, secure the Architect's approval of the Schedule of Values required to be submitted under Paragraph 9.2 of the General conditions, and further described in Section 01370 of these Specifications.
- B. During progress of the work, modify the Schedule of Value as approved by the Architect to reflect changes in the Contract Sum due to Change Orders or other modifications of the Contract.
- C. Base requests for payment on the approved schedule of values.

1.3 SUBMITTALS

- 1. Make this preliminary submittal to the Architect at the last regular job meeting of each month. (If applicable)
- 2. Make submittal of request for payment by filling in the agreed data on AIA Document G702, "Application and Certificate for Payment," plus continuation sheet or sheets.
- 2. Sign and notarize the Application and Certificate for Payment.
- 4. Submit Tax Affidavits with each request for payment even if not taxes were paid during current month.
- 5. Submit (5) originals of the Application and Certificate for Payment
- 6. Submittals are due in Architect's office by the 5rd of each month.

END OF SECTION 01027

SECTION 01045 – CUTTING AND PATCHING

PART 1 – GENERAL

1.1 DESCRIPTION

- A. Work included: This Section establishes general requirements pertaining to cutting (including excavating), fitting, and patching of the work required to:
 - 1. Make the several parts fit properly.
 - 2. Uncover work to provide for installing, inspecting, or both, of ill-timed work.
 - 3. Remove and replace work not conforming to requirements of the Contract Documents.
 - 4. Remove and replace defective work.

- B. Related work
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. In addition to other requirements specified, upon the Architect's request uncover work to provide for inspection by the Architect of covered work, and remove samples of installed materials for testing.
 - 3. Do not cut or alter work performed under separate contracts without the Architect's written permission.

1.2 QUALITY ASSURANCE

- A. Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work of this Section.

1.3 SUBMITTALS

- A. Request for Architect's consent
 - 1. Prior to cutting which effects structural safety, submit written request to the Architect for permission to proceed with cutting.
 - 2. Should conditions of the work, or schedule, indicate a required change of materials or methods for cutting and patching, so notify the Architect and secure his written permission and the required Change Order prior to proceeding.

- B. Notices to the Architect
 - 1. Prior to cutting and patching performed pursuant to the Architect's instructions, submit cost estimate to the Architect. Secure the Architect's approval of cost estimates and type of reimbursement before proceeding with cutting and patching.
 - 2. Submit written notice to the Architect designating the time the work will be uncovered, to provide for the Architect's observation.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. For replacement of items removed, use materials complying with pertinent Sections of these Specifications.

2.2 PAYMENT FOR COSTS

- A. The Owner will reimburse the Contractor for cutting and patching performed pursuant to the written Change Order, after claim for such reimbursement is submitted by the Contractor. Perform other cutting and patching needed to comply with the Contract Documents at no additional cost to the Owner.

PART 3 – EXECUTION

3.1 SURFACE CONDITIONS

- A. Inspection
 - 1. Inspect existing conditions, including elements subject to movement or damage during cutting, excavating, patching, and backfilling.
 - 2. After uncovering the work, inspect conditions affecting installation of new work.
- B. Discrepancies
 - 1. If uncovered conditions are not as anticipated, immediately notify the Architect and secure needed directions.
 - 2. Do not proceed until unsatisfactory conditions are corrected.

3.2 PREPARATION PRIOR TO CUTTING

- A. Provide required protection including, but not necessarily limited to, shoring, bracing, and support to maintain structural integrity of the work.

3.3 PERFORMANCE

- A. Perform required excavating and backfilling as required under pertinent other Sections of these Specifications.
 - 1. Perform cutting and demolition by methods, which will prevent damage to other portions of the work and provide proper surfaces to receive installation of repair and new work.
 - 2. Perform fitting and adjusting of products to provide finished installation complying with the specified tolerances and finishes.

END OF SECTION 01045

SECTION 01050 - FIELD ENGINEERING

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: Provide such field engineering services as are required for proper completion of the Work including, but not necessarily limited to:
 - 1. Establishing and maintaining lines and levels.
 - 2. Structural design of shores, forms, and similar items provided by the Contractor as a part of his means and methods of construction.
- B. Related work:
 - 1. Additional requirements for field engineering also may be described in other Section of these Specifications.
 - 2. See also General Conditions.

1.2 SUBMITTALS

- A. Comply with pertinent provisions of Section 01340.
- B. Upon request of the Architect, submit:
 - 1. Certification, signed by the Contractor's retained field engineer, certifying that elevations and locations of improvements are in conformance or non-conformance with requirements of the Contract Documents.

1.3 PROCEDURES

- A. In addition to procedures directed by the Contractor for proper performance of the Contractor's responsibilities:
 - 1. Locate and protect control points before starting work on the site.
 - 2. Preserve permanent reference points during progress of the Work.
 - 3. Do not change or relocate reference points or items of the Work without specific approval from the Architect.
 - 4. Promptly advise the Architect when a reference point is lost or destroyed, or requires relocation because of other changes in the Work.
 - a. Upon direction of the Architect, require the field engineer to replace reference stakes or markers.
 - b. Locate such replacements according to the original survey control.
- B. The General Contractor shall employ a locator service to locate and mark all underground utilities as required.

PART 2 & 3 - NOT USED.

END OF SECTION 01050

SECTION 01070 - CUTTING AND PATCHING

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: This Section establishes general requirements pertaining to cutting (including excavating), fitting, and patching of the Work required to:
 - 1. Make the several parts fit properly;
 - 2. Uncover work to provide for installing, inspection, or both, of ill-timed work;
 - 3. Remove and replace work not conforming to requirements of the Contract Documents; and
 - 4. Remove and replace defective work.

- B. Related work:
 - 1. In addition to other requirements specified, upon the Architect's request, uncover work to provide for inspection by the Architect of covered work, and remove samples of installed materials for testing.
 - 2. Do not cut or alter work performed under separate contracts without the Architect's written permission.
 - 3. See Article 12 of General Conditions of the Contract for Construction.

1.2 SUBMITTALS

- A. Request for Architect's consent:
 - 1. Prior to cutting which effects structural safety, submit written request to the Architect for permission to proceed with cutting.
 - 2. Should conditions of the Work, or Schedule, indicate a required change of materials or methods for cutting and patching, so notify the Architect and secure his written permission and the required Change Order prior to proceeding.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. For replacement of items removed, use materials complying with pertinent Sections of these Specifications.

PART 3 - EXECUTION

3.1 SURFACE CONDITIONS

- A. Inspection:
 - 1. Inspect existing conditions, including elements subject to movement or damage during cutting, excavating, patching, and backfilling.
 - 2. After uncovering the work, inspect conditions affecting installation of new work.

- B. Discrepancies
 - 1. If uncovered conditions are not as anticipated, immediately notify the Architect and secure needed directions.
 - 2. Do not proceed until unsatisfactory conditions are corrected.

3.2 PREPARATION PRIOR TO CUTTING

- A. Provide required protection including, but not necessarily limited to, shoring, bracing, and support to maintain structural integrity of the Work.

3.3 PERFORMANCE

- A. Perform required excavating and backfilling as required under pertinent other Sections of these Specifications.
 - 1. Perform cutting and demolition by methods which will prevent damage to other portions of the Work and provide proper surfaces to receive installation of repair and new work.
 - 2. Perform fitting and adjusting of products to provide finished installation complying with the specified tolerances and finishes.

END OF SECTION 01070

SECTION 01090 - ABBREVIATIONS AND SYMBOLS

PART 1 - GENERAL

1.1 REFERENCE TO APPLICABLE STANDARDS

- A. Wherever reference is made to Codes, Standards Specifications or other data published by regulating agencies or accepted organizations, it shall be understood that such reference is made to the latest edition, (including addenda) published prior to the date of Contract Documents, except as noted specifically otherwise by date in the contract documents.
- B. Abbreviations and symbols used in the Specifications can be grouped into three (3) basic categories:
1. Abbreviations of reference symbols.
 2. Abbreviations of words and phrases.
 3. Symbols.
- C. Among those which may be used in the Contract Documents are the following (with respective abbreviation used):

AA	Aluminum Association
AAMA	Architectural Aluminum Manufacturers Association
AASHTO	American Association of State Highway and Transportation Officials
ABMA	American Boiler Manufacturers Association
ACI	American Concrete Institute
ACRI	Air Conditioning and Refrigeration Institute
ADC	Air Diffusion Council
AFI	Air Filter Institute
AGA	American Gas Association
AGCA	Associated General Contractors of America, Inc.
AIA	American Institute of Architects
AIMA	Acoustical and Insulating Materials Association
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
AITC	American Institute of Timber Construction
ALS	American Lumber Standards
AMCA	Air Moving and Conditioning Association
ANSI	American National Standards Institute, Inc.
APA	American Plywood Association
API	American Petroleum Institute
ARI	Air Conditioning and Refrigeration Institute
ASAHC	American Society of Architectural Hardware Consultants
ASCE	American Society of Civil Engineers
ASHRAE	American Society of Heating, Refrigeration and Air Conditioning Engineers
ASME	American Society of Mechanical Engineers
ASTM	American Society for testing and Materials
ATI	Asphalt Tile Institute
AWI	Architectural Woodwork Institute
AWPA	American Wood Preservers Association
AWPI	American Wood Preservers Institute
AWS	American Welding Society

BHMA	Builders Hardware Manufacturers Association
BIA	Brick Institute of America
BRI	Building Research Institute
CABRA	Copper and Brass Research Association
CAGI	Compressed Air and Gas Institute
CE	Corps of Engineers (Army)
CRSI	Concrete Reinforcing Steel Institute
CSI	Construction Specifications Institute
CTI	Cooling Tower Institute
DFPA	Douglas Fir Plywood Association
ETL	Electrical Testing Laboratories
FGMA	Flat Glass Marketing Association
FHA	Federal Housing Administration
FM	Factory Mutual Engineering Division, Association of Factory Mutual Fire Insurance Companies
FPL	Forest Products Laboratory
FS	Federal Specifications
FTI	Facing Tile Institute
GA	Gypsum Association
GTA	Glass Tempering Association
HPMA	Hardwood Plywood Manufacturers Association
IBRM	Institute of Boiler and Radiator Manufacturers
IEEE	Institute of Electrical and Electronics Engineering
IES	Illuminating Engineering Society
JAN	Joint Army-Navy Specifications
MAC	Masonry Advisory Council
MIA	Marble Institute of America
MLMA	Metal Lath Manufacturers Association
MS	Military Specifications
MSS	Manufacturers Standardization Society of the Valves and Fitting Industries
MSTD	Military Standard
NAAMM	National Association of Architectural Metal Manufacturers
NAFM	National Association of Fan Manufacturers
NAPF	National Association of Plastic Manufacturers
NBHA	National Builders Hardware Association
NBS	National Bureau of Standards
NCMA	National Concrete Masonry Association
NEC	National Electric Code (NFPA Pamphlet No. 70)
NEMA	National Electric Manufacturers Association
NEMI	National Elevator Manufacturing Industry, Inc.
NFC	National Fire Code
NFPA	National Fire Protection Association
NFPA	National Forest Products Association
NHLA	National Hardwood Lumber Association
NHPMA	Northern Hardwood and Pine Manufacturers Association
NPA	National Particleboard Association
NPCA	National Paint and Coatings Association
NRMCA	National Ready Mixed Concrete Association
NSC	National Safety Council
NSF	National Sanitation Foundation
NTMA	The National Terrazzo and Mosaic Association, Inc.
NWMA	National Woodwork Manufacturers Association
OSHA	Occupational Safety and Health Administration

PCA	Portland Cement Association
PCI	Prestressed Concrete Institute
PEI	Porcelain Enamel Institute, Inc.
PS	Product Standard, U.S. Department of Commerce
RIS	Redwood Inspection Service
RTI	Resilient Tile Institute
SAE	Society of Automotive Engineers
SBI	Steel Boiler Institute
SCMA	Southern Cypress Manufacturers Association
SDI	Steel Deck Institute
SDI	Steel Door Institute
SJI	Steel Joint Institute
SMACCNA	Sheet Metal and Air Conditioning Contractors National Association
SMFMA	Sprayed Mineral Fiber Manufacturers Association, Inc.
SPIB	Southern Pine Inspection Bureau
SSPC	Steel Structures Painting Council
SWFPA	Structural Wood Fiber Products Association
TCA	Tile Council of America
TEMA	Tubular Exchange Manufacturing Association
TIMA	Thermal Insulation Manufacturers Association
TPI	Truss Plate Institute
UL	Underwriter's Laboratories, Inc.
UPC	Uniform Plumbing Code
WRI	Wire Reinforcement Institute
WWPA	Western Wood Products Association

1.2 ABBREVIATIONS OF WORDS AND PHRASES

- A. Abbreviations of words and phrases applicable to this Project; other than listed above for reference standards, shall be as shown on the Drawings.

1.3 SYMBOLS

- A. Symbols representing construction materials and the equipment applicable to this Project shall be as shown on the Drawings.

PART 2 & 3 - NOT USED.

END OF SECTION 01090

SECTION 01200 - PROJECT MEETINGS

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: To enable orderly review during progress of the Work, and to provide for systematic discussion of problems, the Architect will conduct project meetings throughout the construction period.
- B. Related work:
 - 1. The Contractor's relations with his subcontractors and materials suppliers, and discussions relative thereto, are the Contractor's responsibility and normally are not part of project meetings content.

1.2 SUBMITTALS

- A. Agenda items: To the maximum extent practicable, advise the Architect at least 24 hours in advance of project meetings regarding items to be included in or added to the agenda.
- B. Minutes:
 - 1. The Architect will compile minutes of each project meeting, and will furnish one copy to each Contractor and required copies to the Owner.
 - 2. Recipients of copies may make and distribute such other copies as they wish.

1.3 QUALITY ASSURANCE

- A. For those persons designated by the Contractor to attend and participate in project meetings, provide required authority to commit the Contractor to solutions agreed upon in the project meetings.

PART 2 - PRODUCTS

(No products are required in this Section)

PART 3 - EXECUTION

3.1 GENERAL

- A. Except as noted below for Pre-construction Meeting, project meetings will be held monthly, unless project dictates differently.
- B. Coordinate as necessary to establish mutually acceptable schedule for meetings.

3.2 PRECONSTRUCTION MEETING

- A. Pre-construction Meeting will be held as soon as possible after the written Notice to Proceed.
 - 1. Provide attendance by authorized representatives of the Contractors and major subcontractors.
 - 2. The Architect will advise other interested parties, including the Owner.

- B. Minimum agenda: Data will be distributed and discussed on at least the following items:
 - 1. Organizational arrangement of Contractor's forces and personnel, and those of subcontractors, materials suppliers, and Architect.
 - 2. Channels and procedures for communication.
 - 3. Construction schedule, including sequence of critical work.
 - 4. Contract Documents, including distribution of required copies of original Documents and revisions.
 - 5. Processing of Shop Drawings and revisions.
 - 6. Processing of Bulletins, field decisions, and Change Orders.
 - 7. Rules and regulations governing performance of the Work
 - 8. Procedures for safety and first aid, security, quality control, housekeeping, and related matters.

3.3 PROJECT MEETINGS

- A. Attendance:
 - 1. To the maximum extent practical, assign the same person or persons to represent the Contractor at project meetings throughout progress of the Work.
 - 2. Subcontractors, materials suppliers, and others may be invited to attend those project meetings in which their aspect of the Work is involved.
 - 3. Architect and/or Engineer
 - 4. Owner representative at Owner's choice.
- B. Minimum agenda:
 - 1. Review progress of the Work since last meeting, including status of submittals for approval.
 - 2. Identify problems, which impede planned progress.
 - 3. Develop corrective measures and procedures to regain planned schedule.
 - 4. Complete other current business.

END OF SECTION 01200

SECTION 01310 - SCHEDULES AND REPORTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General Conditions and other Division 1 specifications sections, apply to work of this section.

1.2 DESCRIPTION

- A. Post Award Requirements
 - 1. Draft of Construction Schedule: Within two weeks of Date of Commencement of the Work, Contractor shall complete draft of time-scaled CPM Construction Schedule. (Bar chart is acceptable.)
 - 2. Level of Detail: Except for procurement and General Conditions requirements, differentiate activities on schedule so that no single activity shown requires more than twenty-one (21) calendar days to complete.
- B. Schedule of Values
 - 1. Within seven (7) days after completion of CPM Construction Schedule and before first pay request, Contractor shall submit Schedule of Values (see Section 01370) for review by the Architect allocating a dollar value for each activity on Construction Schedule. Dollar value for each activity will include cost broken into labor, materials, and pro rata contribution to overhead and profit. Subcontract sums will be identified on the Schedule of Values and broken down as described above.
- C. Approval
 - 1. Approval of Construction Schedule and Schedule of Values will be signified by the Architect and Contractor's joint signatures on one copy of each document. Thereafter, Project will be monitored with Construction Schedule, which Contractor shall use in planning, organizing, directing, coordinating, and executing the Work and which shall be the basis for evaluating the progress of the Work.
- D. Schedule Revisions
 - 1. General: Revisions to approved Construction Schedule must be approved in writing by Architect and Contractor.
 - 2. Contractor: Submit requests for revisions to schedule to Architect together with written rationale and description of logic for rescheduling work to maintain Specific Contractual Milestone Dates.
 - a. Proposed revisions acceptable to the Architect will be incorporated into next update of Construction Schedule by the Contractor.
 - 3. Owner: Changes initiated by Owner and implemented by Change Orders which have potential to affect critical dates will require Contractor to prepare revised schedule for the Architect's concurrence. The Architect's approved revisions will be incorporated into the Construction Schedule. Adjustments in scheduled completion dates, either for intermediate activities or for Contract as a whole, will be considered only to extent that there is not sufficient float to absorb the revisions accepted.
- E. Recovery Schedule
 - 1. General: Should updated Construction Schedule show Contractor to be fourteen (14) or more days behind schedule at any time during construction, the Architect may require Contractor to prepare Recovery Schedule, displayed in CPM format,

which will display Contractor's plan for returning to schedule within subsequent pay period.

2. Schedule Preparation: Within seven (7) days after notice from the Architect, prepare and submit to the Architect a Recovery Schedule, incorporating best available information from Subcontractors and others which will permit return to Construction Schedule within subsequent pay period. Prepare Recovery Schedule to same level of detail as Construction Schedule.
3. Schedule Assessment: Seven (7) days prior to expiration of Recovery Schedule, confer with the Architect to assess effectiveness of Recovery Schedule. As a result of this conference, the Architect will direct Contractor as follows:
4. Behind Schedule: If the Architect determines Contractor is still behind schedule, the Architect will direct Contractor to prepare another Recovery Schedule for subsequent pay period.
5. On Schedule: If the Architect determines Contractor has successfully complied with provisions of Recovery Schedule, the Architect will direct Contractor to return to use of Construction Schedule.

PARTS 2 & 3 - NOT USED.

END OF SECTION 01310

SECTION 01340 - SUBMITTALS AND SUBSTITUTIONS

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: Make submittals required by the Contract Documents, and revise and resubmit as necessary to establish compliance with the specified requirements.
- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to General Conditions Amendments to General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. Individual requirements for submittals also may be received in pertinent Sections of these Specifications.
- C. Work not included:
 - 1. Unrequired submittals will not be reviewed by the Architect.
 - 2. The Contractor may require his subcontractors to provide drawings, setting diagrams, and similar information to help coordinate the Work, but such data shall remain between the Contractor and his subcontractors and will not be reviewed by the Architect.

1.2 SUBMITTALS

- A. Make submittals of Shop Drawings, Samples, substitution requests, and other items in accordance with the provisions of this Section.
- B. Coordination of Submittals:
 - 1. Prior to each submittal, carefully review and coordinate all aspects of each item being submitted.
 - 2. Verify that each item and the submittal for it CONFORMS IN ALL RESPECTS to the specified requirements.
 - 3. By affixing his signature to each submittal, the Contractor certifies that THIS COORDINATION HAS BEEN PERFORMED.
 - 4. The Contractor shall stamp the shop drawings as "Approved" or "Approved as Noted" before submitting to Architect for review.

1.3 QUALITY ASSURANCE

- A. "Equals" and "Substitutions"
 - 1. The Contract is based on the standards of quality established in the Contract Documents. Requests for substitutions will be considered when submitted according to the procedures set forth below.
 - a. Particularly with regard to MAJOR materials, equipment or methods proposed for the Work as set forth in the Contract Documents, Contractor's request(s) for approvals of "equals" not specifically named in the Contract Documents MUST BE SUBMITTED IN WRITING with supporting documentation, and in the hands of the Architect no less than fourteen (14) days, prior to bid date. Telephone requests for consideration of proposed "equals" will not be accepted.
 - b. On other items of Work, Contractor may request consideration of substitution, when submitted in writing with supporting documentation within fourteen (14) days following the Notice to Proceed.

- B. Where the phrase "or equal" or "equal as approved by Architect" occurs in the Contract Documents, do not assume that the Contractor's choice of materials, equipment, or methods will be approved as equal unless the item has been specifically approved for this Work by the Architect.
- C. Do not substitute materials, equipment, or methods unless such substitution has been specifically approved in writing for this Work by the Architect.

PART 2 - PRODUCTS

2.1 SHOP DRAWINGS

- A. Scale and Measurements: Make Shop Drawings accurately to a scale sufficiently large to show all pertinent aspects of the item and its methods of connection to the Work.
- B. Types of prints required:
 - 1. Submit Shop Drawings in the form of four blue line or black line prints of each sheet; Architect will retain one copy.
- C. Review comments of the Architect will be shown in red on prints and returned to the Contractor. The Contractor may make and distribute such copies as are required for his purposes.

2.2 MANUFACTURER'S LITERATURE

- A. Where contents of submitted literature from the manufacturers includes data not pertinent to the submittal, clearly show which portions of the contents are being submitted for review.
- B. Submit three copies of each which are required to be returned, plus one copy which will be retained by the Architect.

2.3 SAMPLES

- A. Provide Sample or Samples identical to the precise article proposed to be provided. Identify as described under "Identification of Submittals" below.
- B. Number of Samples required:
 - 1. Unless otherwise specified, submit one sample in the quantity, which is required to be returned, plus one which will be retained by the Architect.
 - 2. By prearrangement in specific cases, a single Sample may be submitted for review and, when approved, be installed in the Work at a location agreed upon by the Architect.
 - 3. Except as noted in 2.3.B.2 above, no selections of color, texture or finish will be approved by the Architect until ALL substitutions have been approved by the Architect, and ALL necessary samples and color, texture, finish proposals have been submitted in their entirety by the Contractor, in order that a coordinated, total scheme may be developed by the Architect.

PART 3 - EXECUTION

3.1 IDENTIFICATION OF SUBMITTALS

- A. Consecutively number all submittals.
 - 1. When material is resubmitted of any reason, transmit under a new letter of transmittal and with a new transmittal number.
 - 2. On resubmittals, cite the original submittal number for reference.
- B. Accompany each submittal with a letter of transmittal showing all information required for identification and checking.
- C. On at least the first page of each submittal, and elsewhere as required for positive identification, show the submittal number in which the item was included.
- D. Maintain an accurate submittal log for the duration of the Work, showing current status of all submittals at all times. Make the submittal log available to the Architect for his review upon request.

3.2 GROUPING OF SUBMITTALS

- A. Unless otherwise specified, make submittals in groups containing all associated items to assure that information is available for checking each item when it is received.
 - 1. Partial submittals may be rejected as not complying with the provisions of the Contract.

3.3 TIMING OF SUBMITTALS

- A. Make submittals far enough in advance of schedule dated for installation to provide time required for reviews, for securing necessary approvals, for possible revisions and resubmittals, and for placing orders and securing delivery. All submittals shall be submitted within thirty (30) days of the notice to proceed.

3.4 ARCHITECT'S REVIEW

- A. Review by the Architect does not relieve the Contractor from responsibility for errors, which may exist in the submitted data.
- B. Revisions
 - 1. Make revisions required by Architect.
 - 2. If the Contractor considers any required revision to be a change, he shall so notify the Architect as provided in the General Conditions.
 - 3. Make only those revisions directed or approved by the Architect.
- C. Reimbursement of Architect's Costs
 - 1. In the event substitutions are proposed to the Architect after the Contract has been awarded, the Architect will record all time used by him and by his consultants in evaluation of each such proposed substitution.
 - 2. Whether or not the Architect approves a proposed substitution, the Contractor, promptly upon receipt of the Architect's billing, reimburse the Architect at the rate of two and one-half times the direct cost to the Architect and his consultants for all the time spent by them in evaluating the proposed substitution.

END OF SECTION 01340

SECTION 01370 - SCHEDULE OF VALUES

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: Provide a detailed breakdown of the agreed Contract sum showing values allocated to each of the various parts of the Work, as specified herein and in other provisions of the Contract Documents.
- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Amendments to General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. Schedule of values may be described on the continuation sheet of AIA document G702 accompanying applications for payment.

1.2 SUBMITTALS

- A. Prior to first application for payment, submit a proposed schedule of values to the Architect. See Section 01310.
 - 1. Meet with the Architect and determine additional data, if any, required to be submitted.
 - a. Mobilization, Submittal Review, Material Delivery, Execution of the Work, and Punchlisting shall be included in the schedule.
 - 2. Secure the Architect's review of the schedule of values prior to submitting first application for payment.

PART 2 & 3 - NOT USED.

END OF SECTION 01370

SECTION 01410 - TESTING LABORATORY SERVICES

PART 1 - GENERAL

1.1 DESCRIPTION

- A. The following are pre-approved testing agencies:
 - 1. Soils & Material Engineering
 - 2. Law Engineering
 - 3. Engineering Consulting Services
- B. Contractor shall pay for all testing and inspection services as are specified in this Section and/or elsewhere in the Contract Documents, except as otherwise noted.
- C. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Amendments to General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. Requirements for testing may be described in various Sections of these Specifications. Included but not limited to :
 - a. Cast in place concrete (Section 03300)
 - b. Paving (Section 02612)
 - c. Excavating, backfilling, and compacting (Section 02220)

1.2 QUALITY ASSURANCE

- A. Testing, when required, will be in accordance with all pertinent codes and regulations, and with selected standards of ASTM.

1.3 PRODUCT HANDLING

- A. Comply with pertinent provisions of Section 01620.
- B. Promptly process and distribute required copies of test reports and related instructions to assure necessary retesting and replacement of materials with the least possible delay in progress of the Work.

PART 2 - PRODUCTS

2.1 PAYMENT FOR TESTING

- A. The Contractor will pay for all testing as specified. All testing agencies shall be approved by owner.
- B. Retesting: When initial tests indicate non-compliance with the Contract Documents, subsequent retesting occasioned by the non-compliance shall be performed by the same testing agency, and costs thereof will be borne by the Contractor.

2.2 CONTRACTOR'S CONVENIENCE TESTING

- A. Inspecting and testing performed exclusively for the Contractor's convenience shall also be the sole responsibility of the Contractor.

PART 3 - EXECUTION

3.1 COOPERATION WITH TESTING LABORATORY

- A. Representatives of the testing laboratory shall have access to the Work at all times and at all locations where the Work is in progress. Provide facilities for such access to enable the laboratory to perform its function properly. All testing shall be coordinated by the Architect.

3.2 SCHEDULES FOR TESTING

- A. Establishing schedule:
 - 1. By advance discussion with the testing laboratory approved by the Owner, determine the time required for the laboratory to perform its tests and to issue each of its findings.
 - 2. Provide all required time within the construction schedule.
- B. Revising schedule: When changes of construction schedule re necessary during construction, coordinate all such changes with the testing laboratory as required.
- C. Adherence to schedule: When the testing laboratory is ready to test according to the established schedule, but is prevented from testing or taking specimens due to incompleteness of the Work, all extra charges for testing attributable to the delay may be back-charged to the Contractor and shall not be borne by the Owner.

END OF SECTION 01410

SECTION 01500 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: Provide temporary facilities and controls needed for the Work including, but not necessarily limited to:
 - 1. Temporary utilities such as heat, water, electricity, email and telephone
 - 2. Sanitary facilities
 - 3. Enclosures such as tarpaulins, barricades, and canopies
 - 4. Project sign
 - 5. Field office for the Contractor's personnel
 - 6. Temporary fencing of the construction site

- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Amendments to General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. Except that equipment furnished by subcontractors shall comply with requirements of pertinent safety regulations, such equipment normally furnished by the individual trades in execution of their own portions of the Work are not part of this Section.
 - 3. Permanent installation and hookup of the various utility lines are described in other Sections.

1.2 PRODUCT HANDLING

- A. Maintain temporary facilities and controls in proper and safe condition throughout progress of the Work.

1.3 LOCAL REGULATIONS

- A. Comply with all local ordinances regulations, including local and temporary facilities, parking and storage.

PART 2 - PRODUCTS

2.1 UTILITIES

- A. Water:
 - 1. Provide necessary temporary piping and water supply and, upon completion, remove such temporary facilities.
 - 2. Provide and pay for water used in construction.

- B. Electricity:
 - 1. Provide necessary temporary wiring and, upon completion of the Work, remove such temporary facility.

2. Provide area distribution boxes so located that the individual trades may furnish and use 100' maximum length extension cords to obtain power and lighting at points where needed for work, inspection, and safety.
- C. Heating: Provide and maintain heat necessary for proper conduct of operations needed in the Work.
- D. Telephone:
1. Make necessary arrangements and pay costs for installation and operation of telephone service to the Contractor's office at the site.
 2. Make the telephone available to the Architect for use in connection with the Work.
- E. Email:
1. Make necessary arrangements and pay costs for installation and operation of email service and equipment to the Contractors office at the site.
 2. Make the email equipment available to the Architect for use in connection with the Work.

2.2 FIELD OFFICES AND SHEDS

- A. Contractors facilities:
1. Provide a field office building and sheds adequate in size and accommodation for Contractors offices, supply and storage.
 2. Within the Contractor's facilities, provide enclosed space adequate for holding project meetings. Furnish with table, chairs, and utilities.
- B. Sanitary facilities:
1. Provide temporary sanitary facilities in the quantity required for use by all personnel.
 2. Maintain in a sanitary condition at all times.

2.3 ENCLOSURES

- A. Provide and maintain for the duration of construction all scaffolds, tarpaulins, canopies, warning signs, steps, platforms, bridges, and other temporary construction necessary for proper completion of the Work in compliance with pertinent safety and other regulations.
1. All apparatus, equipment, temporary and permanent construction shall meet all local and State labor laws and safety regulations applicable thereto.

2.4 TEMPORARY FENCING

- A. Provide and maintain for the duration of construction a temporary fence of design and type needed to prevent entry onto the Work by the public.

2.5 PROJECT SIGN

- A. Project signs shall only be installed if and where approved by Owner.
- B. Upon completion of the Work, demount the Architect's job signs and return them to the Architect's office.
- C. Except as otherwise specifically approved by the Architect, do not permit signs or advertising on the job site.

PART 3 - EXECUTION

3.1 MAINTENANCE AND REMOVAL

- A. Maintain temporary facilities and controls as long as needed for safe and proper completion of the Work.
- B. Remove such temporary facilities and controls as rapidly as progress of the Work will permit, or as directed by the Architect.

3.2 TRAFFIC COORDINATION

- A. Any construction related activities, such as receiving, loading, unloading, or other activities which may be an interruption to normal vehicular traffic flow on the campus shall be coordinated in advance by the Contractor with the public authority having jurisdiction.

END OF SECTION 01500

SECTION 01620 - PRODUCT HANDLING

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work Included: Protect products scheduled for use in the Work by means including, but not necessarily limited to, those described in this Section.
- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to the General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. Additional procedures also may be prescribed in other Sections of these Specifications.

1.2 QUALITY ASSURANCE

- A. Include within the Contractor's quality assurance program such procedures as are required to assure full protection of work and materials.

1.3 MANUFACTURER'S RECOMMENDATIONS

- A. Except as otherwise approved by the Architect, determine and comply with manufacturer's recommendations on product handling, storage and protection.

1.4 PACKAGING

- A. Deliver products to the job site in the manufacturer's original containers with labels intact and legible.
 - 1. Maintain packaged materials with seals unbroken and labels intact until time of use.
 - 2. Promptly remove damaged material and unsuitable items from the job site, and promptly replace with material meeting the specified requirements at no additional cost to the Owner.
- B. The Architect may reject as non-complying, material and products that do not bear identification satisfactory to the Architect as to manufacturer, grade, quality, and other pertinent information.

1.5 PROTECTION

- A. Protect finished surfaces, including jambs and soffits of openings used as passageways, through which equipment and materials are handled.
- B. Provide protection for finished floor surfaces in traffic are prior to allowing equipment or materials to be moved over such surfaces.
- C. Maintain finished surfaces clean, unmarred, and suitably protected until accepted by the Owner.

1.6 REPAIRS AND REPLACEMENTS

- A. In the event of damage, promptly make replacement sand repairs to the approval of the Architect, and at no additional cost to the Owner.
- B. Additional time required to secure replacements and to make repairs will not be considered by the Architect to justify an extension in the Contract Time of Completion.

END OF SECTION 01620

SECTION 01710 - CLEANING

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: Throughout the construction period, maintain the building and site in a standard of cleanliness as described in this Section.
- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Amendments to General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. In addition to standards described in this Section, comply with requirements for cleaning as described in pertinent other Sections of these Specifications.

1.2 QUALITY ASSURANCE

- A. Conduct daily inspection to verify that requirements for cleanliness are being met.
- B. In addition to the standards described in this Section. Comply with pertinent requirements of governmental agencies having jurisdiction.

PART 2 - PRODUCTS

2.1 COMPATIBILITY

- A. Use only the cleaning materials and equipment which are compatible with the surface being cleaned, as recommended by the manufacturer of the material.

PART 3 - EXECUTION

3.1 PROGRESS CLEANING

- A. General:
 - 1. Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing required protection of materials.
 - 2. Do not allow accumulation of scrap, debris, waste material, and other items not required for construction of this Work.
 - 3. At least twice each month, and more often if necessary, completely remove all scrap, debris, and waste material from the job site.
 - 4. Provide adequate storage for all items awaiting removal from the job site, observing requirements for fire protection and protection of the ecology.
 - 5. The building shall be cleaned daily of all debris and waste material resulting from the construction operations.

END OF SECTION 01710

SECTION 01720 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 AS-BUILT DRAWINGS

- A. Contractors shall maintain a set of Record Drawings at the project site. These shall be kept legible and current, and shall be available at all times for the inspection of the Architect. All differences or changes in the contract work, or work added, shall be recorded daily on these Record Drawings in a contrasting color.
- B. The Architect shall approve the As-Built Drawings.
- C. Receipt and approval of As-Built Drawings are prerequisites for final payment.

1.2 MANUALS

- A. Each Contractor shall submit to the Architect before final acceptance three copies of all installation, operating instructions, and maintenance instructions on the equipment and materials furnished under his contract. Each set of copies shall be bound in a 3-ring, loose-leaf binder for 8-1/2" x 11" paper. Label binder designating the name of the project, the names of the Owner, the name of the Contractor, and the equipment or materials included in the manual.

1.3 GUARANTEES AND WARRANTIES

- A. Contractors shall submit to the Architect before final acceptance three originals of all warranties, guarantees, and surety bonds. All such documents shall show the name and location of the project and the name of the Owner.
- B. Contractor shall submit to Architect before final acceptance
 - (4) Final Application for Payment
 - (4) Affidavit of Payment of Debts and Claims
 - (4) Affidavit of Release of Liens
 - (4) Consent of Surety for Final Payment
 - Certificate of insurance cancellation (30 days notice)
 - Contractor's Warranty

PART 2 & 3 - NOT USED.

END OF SECTION 01720