

# ROCKMART, GEORGIA



Project Manual for

# ROCKMART PUBLIC WORKS FACILITY

Issue Date

04/01/2025

OWNER

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City of Rockmart, Georgia  
316 N. Piedmont Ave.  
Rockmart, GA 30153  
(770) 684-5454

# ROCKMART, GEORGIA



## City of Rockmart, Georgia New Public Works Facility Advertisement for Bids

The City of Rockmart, Georgia, is seeking sealed bids for the new construction of a new Public Works Facility as described in the Specifications, Construction Drawings, and Bid Documents. The sealed bids will be received by Stacey Smith, City Manager, in the Council Chambers of Rockmart City Hall, 316 N. Piedmont Avenue Rockmart, Georgia, 30153, until the 29th of April at 10:00 A.M. local time. At that time and place the bids will be publicly opened and read aloud. Submit one copy of executed offer on Bid Forms provided, signed, sealed in a closed, opaque envelope, and clearly identified with Bidder's name and address, Project name, and Owner's name on the exterior. Bids are submitted under a condition of irrevocability for a period of 60 days after submission. All envelopes are to be sealed and clearly labeled: Rockmart New Public Works Facility.

### General Scope of Work:

The work to be done consists of furnishing all the labor, tools, equipment, and materials necessary for the new construction of Public Works Facility as described in the Specifications, Construction Drawings, and Bid Documents.

### Requirements and Documents:

Electronic Bidding Documents may be obtained from the City of Rockmart's, website: <http://www.rockmart-ga.gov/>. It is the responsibility of interested parties to periodically check the website for any new information that may be posted. Printed Bidding Documents may be obtained from Greene's Blueprinting, LLC, located at 169 South Church Street, Canton, Georgia, 30114, and contact information being (770) 479-3773 and [greeneprinting@greeneprinting.com](mailto:greeneprinting@greeneprinting.com). The Architect retains ownership and copyrights to all Contract Documents. All questions should be submitted via email to the City of Rockmart Director of Planning, Delmos Stone [dstone@rockmart-ga.gov](mailto:dstone@rockmart-ga.gov)

### Bonds:

Bids must be accompanied by a Bid Bond in the amount of not less than five percent (5%) of the Bid Sum on standard surety company form.

A faithful Performance Bond in the amount of one hundred percent (100%) of the amount of the Bid, and a Labor & Materials Payment Bond in the amount of not less than the amount of said Bid, one hundred percent (100%), as provided by Georgia Code Section 23-1704 and 23-1705, shall be furnished by the successful bidder.

The City of Rockmart reserves the right to reject any or all proposals, to waive informalities, and to re-solicit if deemed necessary.

Stacey Smith  
City Manager  
City of Rockmart, Georgia

Legal Ad / Public Notice

# ROCKMART, GEORGIA



**City of Rockmart, Georgia  
Certificate of Non-Discrimination**

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry, or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry, or disability.

Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rockmart. The bidders may be declared, by the City of Rockmart, ineligible for further contracts with the City of Rockmart until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

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BIDDER

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SIGNATURE

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TITLE

# ROCKMART, GEORGIA



## City of Rockmart, Georgia Drug-Free Workplace Certificate

By signature on this certificate, the Bidder certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" will be complied with in full. The Bidder further certifies that:

1. A drug-free workplace will be provided for the Bidder's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the Bidder further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

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BIDDER

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BY

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NAME (PRINTED)

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TITLE

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DATE

**END OF SECTION**

# ROCKMART, GEORGIA



## City of Rockmart, Georgia E-Verify Compliance Affidavit

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13- 10- 91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Rockmart, Georgia, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A, § 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

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FEDERAL WORK AUTHORIZATION USE IDENTIFICATION NUMBER  
(not required if less than 10 employees)

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SIGNATURE  
(if less than 10 employees)

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DATE OF AUTHORIZATION

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NAME OF CONTRACTOR / COMPANY

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NAME OF PROJECT

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NAME OF PUBLIC EMPLOYER

(continued on next page)

# ROCKMART, GEORGIA



**City of Rockmart, Georgia  
E-Verify Compliance Affidavit (continued)**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_, in \_\_\_\_\_ (city), \_\_\_\_\_(state).

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED OFFICER OR AGENT

\_\_\_\_\_  
PRINTED NAME AND TITLE OF AUTHORIZED OFFICER OR AGENT

Subscribed and sworn before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
NOTARY PUBLIC COMMISSION EXPIRATION DATE

**END OF SECTION**

# ROCKMART, GEORGIA



## City of Rockmart, Georgia Non-Collusion Affidavit

The following affidavit is to accompany the bid:

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STATE, COUNTY

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OWNER, PARTNER, OR OFFICER OF FIRM / COMPANY

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NAME, ADDRESS, CITY, STATE

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any officer of the City of Rockmart or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Rockmart or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

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FIRM NAME

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SIGNATURE

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TITLE

Subscribed and sworn before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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NOTARY PUBLIC

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STATE OF GEORGIA, COUNTY

**END OF SECTION**

# ROCKMART, GEORGIA



**City of Rockmart, Georgia  
Notice of Commencement**

TO: CLERK OF SUPERIOR COURT OF \_\_\_\_\_ COUNTY, GEORGIA

Pursuant to O.C.G.A. § 13-10-62(a), not later than fifteen (15) days after physically commencing work on the property, the undersigned gives Notice of Commencement of improvements to property including the following information:

- 1. The Name, Address, and Telephone of General Contractor:

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- 2. The Name and Location of Public Work to be Constructed, or General Description of the Improvement:

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- 3. The Name and Address of the State or the Agency or Authority of the State that is Contracting for the Public Works Construction:

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- 4. The Name and Address of the Surety for the Performance and Payment Bonds, if any:

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(continued on next page)



# ROCKMART, GEORGIA



## City of Rockmart, Georgia Notice of Commencement (continued)

5. The Name and Address of the Holder of the Security Deposit Provided, if any:

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CONTRACTOR

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BY

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NAME (PRINTED)

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TITLE

THIS DOCUMENT MUST BE FILED WITH THE CLERK OF THE SUPERIOR COURT FOR THE COUNTY IN WHICH THE PROJECT IS LOCATED AND A COPY OF THIS DOCUMENT MUST BE POSTED AT THE PROJECT SITE NOT LATER THAN FIFTEEN (15) DAYS AFTER THE CONTRACTOR PHYSICALLY COMMENCES WORK ON THE PROPERTY.

WITHIN TEN (10) CALENDAR DAYS OF THE RECEIPT OF A WRITTEN REQUEST, GIVE A COPY OF THIS NOTICE OF COMMENCEMENT TO ANY SUBCONTRACTOR, MATERIAL MAN, OR PERSON MAKING THE REQUEST.

**END OF SECTION**

# ROCKMART, GEORGIA



## City of Rockmart, Georgia State of Georgia Prompt Pay Act Affidavit

THIS AFFIDAVIT IS TO ACCOMPANY THE BID

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 15 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

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FIRM NAME

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SIGNATURE

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TITLE

Subscribed and sworn before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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NOTARY PUBLIC

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STATE OF GEORGIA, COUNTY

**END OF SECTION**

# ROCKMART, GEORGIA



**City of Rockmart, Georgia  
General Contractor License**

A COPY OF THE GENERAL CONTRACTOR'S LICENSE IS TO ACCOMPANY THE BID

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LICENSE NUMBER

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LICENSE NAME

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LICENSE TYPE

It is required that any General Contractor submitting a Bid shall provide a valid and current copy of their General Contractor's license, as issued by the State of Georgia, as a condition precedent to being considered for the award of the contract. A Residential ONLY license WILL NOT qualify a General Contractor for award of the contract.

**END OF SECTION**

City of Rockmart

**SECTION 00 11 16 - INVITATION TO BID**

Project: New Public Works Facility Date: April 1, 2025  
Owner: City of Rockmart, Georgia  
316 N. Piedmont Ave.  
Rockmart, Georgia 30153

Your firm is invited to submit a sealed Bid to the City of Rockmart, Georgia, for new construction of the Public Works Facility located at 100 Kelly Street, Rockmart Georgia, 30153. The sealed bids will be received by Stacey Smith, City Manager, in the Council Chambers of Rockmart City Hall, 316 N. Piedmont Avenue Rockmart, Georgia, 30153, until the 29th of April at 10:00 A.M. local time, at which time and place the Bids will be publicly opened and read aloud. Bids not received by the indicated time will not be opened. Submit one copy of executed offer on Bid Forms provided, signed, sealed in a closed, opaque envelope, and clearly identified with Bidder's name and address, Project name, and Owner's name on the exterior.

Project Description: The work to be done consists of furnishing all the labor, tools, equipment, and materials necessary for the new construction of Public Works Facility as described in the Specifications, Construction Drawings, and Bid Documents.

Bidder shall submit Bid on the Bid Form provided.

Bidder shall insert Project completion time in the space provided on the Bid Form.

Bidding Documents for a Stipulated Price contract may be obtained electronically from the City of Rockmart's website: <http://www.rockmart-ga.gov/>. Printed copies of the Bidding Documents for a Stipulated Price contract may be obtained from Greene's Blueprinting, LLC, located at 169 South Church Street, Canton, Georgia, 30114, and contact information being (770) 479 – 3773 and [greeneprinting@greeneprinting.com](mailto:greeneprinting@greeneprinting.com). Bidding Documents can only be obtained as a complete set. Bidding Documents can only be obtained by General Contract and Subcontract Bidders.

Bidders will be required to provide Bid security according to the requirements in Document 00 21 13 - Instructions to Bidders. Refer to other Bidding requirements described in Document 00 21 13 - Instructions to Bidders.

Your Bid will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.

A Pre-Bid Meeting will be held for all Bidders at 10:00 A.M. local time on the 15th of April 2025, in the Commission Chamber located at 316 N. Piedmont Ave, Rockmart, Georgia 30153. Bidders are not required to attend, but are strongly encouraged to do so.

The Owner reserves the right to reject any or all proposals, to waive informalities, and to re-solicit if deemed necessary.

City of Rockmart, Georgia

per: Stacey Smith, City Manager

**END OF DOCUMENT**

## SECTION 00 21 13 - INSTRUCTIONS TO BIDDERS

### 1.1 SUMMARY

- A. Document Includes:
  - 1. Bid submission.
  - 2. Intent.
  - 3. Work identified in Contract Documents.
  - 4. Contract Time.
  - 5. Definitions.
  - 6. Contract Documents identification.
  - 7. Availability of documents.
  - 8. Examination of documents.
  - 9. Inquiries and Addenda.
  - 10. Product substitutions.
  - 11. Site examination.
  - 12. Prebid meeting.
  - 13. Bidder qualifications.
  - 14. Subcontractors.
  - 15. Submission procedure.
  - 16. Bid ineligibility.
  - 17. Bid Security.
  - 18. Consent of surety or Agreement to bond.
  - 19. Performance Assurance.
  - 20. Insurance.
  - 21. Bid Form requirements.
  - 22. Fees for changes in the Work.
  - 23. Bid Form signature.
  - 24. Additional Bid information.
  - 25. Selection and award of alternates.
  - 26. Bid opening.
  - 27. Duration of offer.
  - 28. Acceptance of offer.
  
- B. Related Documents:
  - 1. Section 00 11 16 - Invitation to Bid.
  - 2. Section 00 41 13 - Bid Form - Stipulated Sum (Single-Prime Contract)
  - 3. Section 00 43 00 - Procurement Form Supplements: Appendices A to B
  - 4. Section 00 73 13 - Supplementary Conditions – AIA
  - 5. Section 01 20 00 - Price and Payment Procedures.

### 1.2 BID SUBMISSION

- A. Bids signed and sealed, executed, and dated will be received by the Owner at the Council Chambers located at Rockmart City Hall, 316 N. Piedmont Avenue, Rockmart, Georgia, 30153, until **10:00 A.M. local time on the 29th of April, 2025**, at which time and place the Bids will be publicly opened and read aloud.
  
- B. Bids submitted after the above time will be returned to Bidder unopened.
  
- C. Amendments to submitted Bids will be permitted when received in writing prior to Bid closing and when endorsed by the same party or parties who signed and sealed the Bid.
  
- D. Bidders may withdraw their Bid by written request before the above time.

### 1.3 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete the new construction of the New Public Works Facility located 100 Kelly Street, Rockmart, Georgia, 30153, for a Stipulated Sum contract, according to the Contract Documents.

### 1.4 WORK IDENTIFIED IN CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises general construction, including structural, plumbing, HVAC, electrical, and architectural Work. Site civil, mass earthwork, storm drainage, erosion control, detention pond, and site utilities to within 6' of the structure are to performed under a separate contract.
- B. Location: 100 Kelly, Rockmart Georgia, 30153
- C. Contract Documents identify the land, rights-of-way, and easements for the Work to be accessed and performed.

### 1.5 CONTRACT TIME

- A. Identify Contract Time in Bid Form. Completion date in Agreement shall be Contract Time added to commencement date.
- B. Owner requires Work of this Contract to be completed as soon as possible. Consideration will be given to time of completions when reviewing submitted Bids.

### 1.6 DEFINITIONS

- A. Bidding Documents: Contract Documents supplemented with Advertisement for Bids, Invitation to Bid, Instructions to Bidders, Bid Form, Bid Form Supplements and Appendices, and Bid securities.
- B. Contract Documents: Defined in AIA A201-2017 General Conditions of the Contract for Construction, Article 1, including issued Addenda.
- C. Bid: Executed Bid Form and required attachments submitted according to Instructions to Bidders.
- D. Bid Sum: Monetary sum identified by the Bidder in the Bid Form.

### 1.7 CONTRACT DOCUMENTS IDENTIFICATION

- A. Contract Documents are identified as Public Works, New Facility, Job number 23-4068, dated March 1 2024, as prepared by the Architect, Frank D. Smolek Jr., located at 872 Elm St., Sugar Grove, IL 60554. The Architect will not be performing construction administration duties.

### 1.8 AVAILABILITY OF DOCUMENTS

- A. Bidding Documents may be obtained as stated in Advertisement for Bids and Invitation to Bid.
- B. Partial sets of Bidding Documents will not be issued.
- C. Construction Drawings are to be printed in color on Arch D (24" x 36") media.

- D. Bidding Documents are made available only for the purpose of obtaining offers for this Project. Their use does not grant a license for other purposes. The Architect retains ownership and copyrights to all contract documents.

#### 1.9 EXAMINATION OF DOCUMENTS

- A. Bidding Documents may be viewed at the office of the Owner.
- B. Upon receipt of Bidding Documents verify that documents are complete. Notify the City of Rockmart if documents are incomplete.
- C. Immediately notify the City of Rockmart upon finding discrepancies or omissions in Bidding Documents.

#### 1.10 INQUIRIES AND ADDENDA

- A. Direct questions in writing via email to the city of Rockmart's Director of Planning, Delmos Stone, [dstone@rockmart-ga.gov](mailto:dstone@rockmart-ga.gov). The Architect will not be performing construction administration duties. All questions are to be directed as stated above.
- B. Verbal answers are not binding on any party.
- C. Submit questions not less than ten (10) days before date set for receipt of Bids. Replies will be made by Addenda, which may be issued during Bidding period. Addenda will be posted to the City of Rockmart's website: <http://www.rockmart-ga.gov/>. Addenda become part of the Contract Documents. Include resultant costs in the Bid Sum.

#### 1.11 PRODUCT SUBSTITUTIONS

- A. Where Bidding Documents stipulate specified products and manufacturers, substitution requests will be considered by the Owner up to ten (10) days before receipt of Bids.
- B. Substitution requests will not be considered after the Bid period unless a product becomes unavailable through no fault of the Contractor.
- C. With each substitution request, provide sufficient information for Owner to determine acceptability of proposed products. Comply with substitution request submittal requirements in Section 01 25 00 – Substitution Procedures.
- D. When a request to substitute a product is made, the Owner may approve the substitution. Approved substitutions will be identified by Addenda.

#### 1.12 SITE EXAMINATION

- A. Examine the Project Site before submitting a Bid.
- B. The Project Site can be accessed anytime by the General Contract and Subcontract Bidders.

#### 1.13 PRE-BID MEETING

- A. A Pre-Bid Meeting is scheduled for 10:00 A.M. local time on the 15th of April 2025, in the Council Chambers located at 316 Piedmont Avenue, Rockmart Georgia, 30153.
- B. General Contract Bidders are not required to attend.

- C. Representatives of the Owner will attend.
- D. Information relevant to Bidding Documents will be issued by Addenda.

#### 1.14 BIDDER QUALIFICATIONS

- A. To demonstrate qualification for performing the Work of this Contract, Bidders are required to submit a copy of their General Contractor license to perform work in the State Georgia. A General Contractor license for only residential type work will not qualify a Bidder for the Work of this Contract.
- B. To demonstrate qualification for performing the Work of this Contract, Bidders may be requested to submit written evidence of financial position, previous experience, current commitments, and business license.

#### 1.15 SUBCONTRACTORS

- A. Owner reserves the right to reject a proposed Subcontractor for reasonable cause.
- B. Refer to AIA A201-2017 General Conditions of the Contract for Construction, Article 5.

#### 1.16 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for delivery of Bids in manner and time prescribed.
- B. Submit one copy of executed offer on Bid Forms provided, signed, sealed in a closed, opaque envelope, and clearly identified with Bidder's name and address, Project name, and Owner's name on the exterior.

#### 1.17 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed, improperly sealed, conditional, illegible, or obscure, or Bids that contain arithmetical errors, erasures, alterations, or irregularities of any kind, will be declared unacceptable at Owner's discretion.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared will be declared unacceptable at Owner's discretion.
- C. Failure to provide bonds or insurance requirements will invalidate the Bid at Owner's discretion.

#### 1.18 BID SECURITY

- A. Bids shall be accompanied by Bid security as follows:
  - 1. Bid Bond in the amount of not less than five percent (5%) of the Bid Sum on standard surety company form.
- B. Endorse Bid bond in name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
- C. Bid securities will be returned after delivery to the Owner of required performance and payment bonds by the accepted Bidder.
- D. If the accepted Bidder fails to execute the Agreement and the indicated bonds within fourteen (14) days after the Notice of Award, the Notice of Award may be annulled, and the Bid security of the Bidder will be forfeited.



- E. Include the cost of Bid security in the Bid Sum.
- F. After a Bid has been accepted, Bid security will be returned to the respective Bidders.
- G. If no contract is awarded, Bid security will be returned.

1.19 CONSENT OF SURETY OR AGREEMENT TO BOND

- A. Submit with the Bid.

1.20 PERFORMANCE ASSURANCE

- A. Accepted Bidder: Provide a performance and payment bond as described in Document 00 73 13 - Supplementary Conditions - AIA.
- B. Include the cost of performance and payment bonds in the Bid Sum and identify the cost when requested by Owner.

1.21 INSURANCE

- A. Provide an executed "Undertaking of Insurance" on standard form provided by the insurance company stating insurance company's intention to provide insurance to the Bidder according to insurance requirements of Contract Documents.

- B. Insurance Requirements:

- 1. Comprehensive General Liability: The Contractor shall procure and shall maintain during the life of the Contract Agreement, such Comprehensive General Liability and Broad Form Property Damage Insurance as shall protect Contractor and any Subcontractor performing Work covered by the Contract from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreements, whether such operations are by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either of them. The amount of insurance shall not be less than the following:

- a. General Aggregate \$1,000,000.<sup>00</sup>
- b. Products Comp/Ops Aggregate \$1,000,000.<sup>00</sup>
- c. Personal and Advertising Injury \$1,000,000.<sup>00</sup>
- d. Each Occurrence \$1,000,000.<sup>00</sup>
- e. Fire Damage (Any one fire) \$50,000.<sup>00</sup>
- f. Medical Expenses (Any one person) \$5,000.<sup>00</sup>

- 2. Worker's Compensation: The Contractor shall procure and shall maintain during the life of the Contract Agreement, Worker's Compensation Insurance for all of Contractor's employees to be engaged in Work on the Project under this Contract, and in case any such Work is sublet, the Contractor shall require the Subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees to be engaged in such Work unless such employees are covered by the protection afforded by the Contractor's Worker's Compensation Insurance. Worker's Compensation Insurance shall include Broad Form All States Endorsement and Voluntary Compensation. The amount insurance shall not be less than the following:

- a. Each Accident \$100,000.<sup>00</sup>
- b. Disease – Policy Limit \$500,000.<sup>00</sup>
- c. Disease – Each Employee \$100,000.<sup>00</sup>

- 3. Owner's and Contractor's Protective Liability: The Contractor shall procure and shall maintain during the life of the Contract Agreement, Owner's and Contractor's Protective Liability Insurance with the same limits as the Comprehensive General Liability.

- 4. Automobile Liability: The Contractor shall procure and shall maintain during the life of the Contract Agreement, Comprehensive Automobile Liability Insurance. The insurance shall

include coverage for owner, non-owned, and hired vehicles. Amounts shall not be less than the following:

- a. Comprehensive Single Limits (CSL)                   \$1,000,000.<sup>00</sup>
5. Builder's Risk: The Contractor shall purchase and maintain full Builder's Risk Insurance on the project in the amount of 100% of the contract. Said Builder's Risk policy shall cover the Interests of the Owner, Architect, Contractor, all sub-contractors, and the mortgagee. Any deductible on the Builder's Risk policy shall be the responsibility of the Contractor. The Builder's Risk policy shall be maintained, unless otherwise agreed to in writing by all parties, until final payment has been made or until no person or entity other than the Owner or Mortgagee has an insurable interest in the property.
6. Certificates of Insurance: Certificates acceptable to the Owner shall be attached to the signed Contract Documents when they are transmitted to the Owner for execution. All certificates of insurance issued in conjunction with the Contract shall contain the statement that, "Coverages afforded under the policies shall not be cancelled unless at least 60 days prior to cancellation written notice has been given to the Owner, as evidenced by receipts of registered or certified mail." Other standard or preprinted cancellation language shall be deleted from the certificate. The Architect, Architect's Engineers and Consultants, and Owner shall be a named insured.

#### 1.22 BID FORM REQUIREMENTS

- A. Complete requested information in the Bid Form and Bid Form Supplements.
- B. Refer to Document 00 73 13 - Supplementary Conditions – AIA for inclusion of taxes.

#### 1.23 FEES FOR CHANGES IN THE WORK

- A. Include in the Bid Form the overhead and profit fees on Bidder's own Work and Work by Subcontractors, applicable for changes in the Work, whether additions to or deductions from the Work on which the Bid Sum is based.
- B. Include in the Bid Form fees proposed for Subcontract work for changes (both additions and deductions) in the Work. The Contractor shall apply fees, as noted, to Subcontractor's gross (net plus fee) costs on additional Work.

#### 1.24 BID FORM SIGNATURE

- A. Sign Bid Form as follows:
  1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Include the words "Sole Proprietor" under the signature. Affix seal.
  2. Partnership: Signature of all partners in the presence of a witness who will also sign. Include the word "Partner" under each signature. Affix seal to each signature.
  3. Corporation: Signature of at least one duly authorized signing officer. Include the officer's capacity under each signature. Affix the corporate seal. If Bid is signed by officials other than the president, secretary, or treasurer of the company, submit a copy of the bylaws or a resolution of the board of directors authorizing them to do so, with the Bid Form in the Bid envelope.
  4. Joint Venture: Signature of all parties of the joint venture under their respective seals in a manner appropriate to such party as described above, similar to requirements for Partnerships.

#### 1.25 ADDITIONAL BID INFORMATION

- A. Complete and submit the following Appendices included in Document 00 43 00 - Procurement Form Supplements with Bid:
  1. Appendix A - List of Subcontractors: Include names of all Subcontractors and portions of the Work each Subcontractor will perform.

2. Appendix B - List of Alternates: Include cost variation to Bid Sum applicable to the Work described in Section 01 20 00 - Price and Payment Procedures.

1.26 SELECTION AND AWARD OF ALTERNATES

- A. Submit variation of Bid Sum for alternates listed in Document 00 43 00 - Procurement Form Supplements. Calculate change in Bid Sum by adding to or deducting from base Bid Sum.
- B. Bids will be evaluated on total of base Bid Sum. After determination of accepted Bidder, consideration will be given to alternates and Bid Sum adjustments.

1.27 BID OPENING

- A. Bids will be opened publicly immediately after time for receipt of Bids. Bidders may be present.

1.28 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of 60 days after Bid closing date.

1.29 ACCEPTANCE OF OFFER

- A. Owner reserves the right to waive irregularities, to accept or reject any or all offers, and to re-solicit if deemed necessary.
- B. After acceptance by Owner, the Owner, will issue to the accepted Bidder a written Notice of Award.
- C. The accepted Bidder shall assist and cooperate with Owner to prepare Agreement and shall execute Agreement within fourteen (14) days following the Notice of Award.
- D. Notwithstanding delay in the preparation and execution of the Agreement, accepted Bidder shall be prepared, upon written Notice to Proceed, to commence work within fourteen (14) days following receipt of official written order of Owner to proceed, or on date stipulated in such order.

**END OF DOCUMENT**

**SECTION 00 41 13 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)**

To: City of Rockmart, Georgia  
c/o: Stacey Smith, City Manager  
Project Title: New Public Works Facility

Date: .....

Submitted by: .....  
(Bidder - print the full name of your firm/company)

.....  
(Address)

.....  
(Primary Contact Name)

.....  
(Telephone)

.....  
(Email)

**1.1 OFFER**

Having examined the Place of the Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by the Owner and Architect for the above-referenced Project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

.....dollars (\$.....),

in lawful money of the United States of America.

We have included the Bid security as required by the Instructions to Bidders.

All applicable federal taxes are included and State of Georgia, City of Rockmart taxes are included in the Bid Sum.

All Cash Allowances described in Section 01 20 00 - Price and Payment Procedures are included in the Bid Sum.

1.2 ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for sixty (60) days from the Bid closing date.

If this Bid is accepted by the Owner within the time period stated above, we will:

- Execute the Agreement within fourteen (14) days of receipt of the Notice of Award.
- Furnish the required bonds within fourteen (14) days of receipt of Notice of Award in the form described in Supplementary Conditions.
- Commence Work within fourteen (14) days following receipt of official written Notice to Proceed, or on date stipulated in such order.

If this Bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required bonds, the Bid security shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the lesser of the face value of the Bid security or the difference between this Bid and the Bid upon which a Contract is signed.

In the event our Bid is not accepted within the time stated above, the required Bid security will be returned to the undersigned, according to the provisions of the Instructions to Bidders, unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.3 CONTRACT TIME

If this Bid is accepted, we will:

- Complete the Work in ..... (.....) calendar weeks from Notice to Proceed.

1.4 CHANGES TO THE WORK

When the Owner establishes that the method of valuation for changes in the Work will be net cost plus a percentage fee according to General Conditions, our percentage fee shall be:

.....% (percent) overhead and profit on the net cost of our own Work;

.....% (percent) on the gross cost of work done by any Subcontractor.

On Work deleted from the Contract, our credit to the Owner shall be the approved net cost plus:

.....% (percent) of the overhead and profit percentage noted above.

1.5 ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum No. .... Dated .....

Addendum No. .... Dated .....

Addendum No. .... Dated .....

Addendum No. .... Dated .....

Addendum No. .... Dated .....

Addendum No. .... Dated .....

1.6 APPENDICES

A. The following documents are attached to and made a condition of the Bid:

Bid security in form of .....

Document 00 43 00 - Procurement Form Supplements including  
Appendix A - List of Subcontractors  
Appendix B - List of Alternates

1.7 BID FORM SIGNATURES

The Corporate Seal of...

.....  
(Bidder - print the full name of your firm)

...was hereunto affixed in the presence of...

.....  
(Authorized signing officer and title)  
(Seal)

.....  
(Authorized signing officer and title)  
(Seal)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

**END OF DOCUMENT**

**SECTION 00 43 00 - PROCUREMENT FORM SUPPLEMENTS**

To: City of Rockmart, Georgia  
c/o: Stacey Smith, City Manager  
Project Title: New Public Works Facility

Date: .....

Submitted by: .....  
(Bidder - print the full name of your firm/company)

.....  
(Address)

.....  
(Primary Contact Name)

.....  
(Telephone)

.....  
(Email)

According to Document 00 21 13 - Instructions to Bidders and Document 00 41 13 - Bid Form - Stipulated Sum (Single-Prime Contract), we include the Appendices to Bid Form Supplements listed below. The information provided shall be considered an integral part of the Bid Form.

The following Appendices are attached to this Document:

Appendix A - List of Subcontractors: Include names of all Subcontractors and portions of the Work each Subcontractor will perform.

Appendix B - List of Alternates: Include cost variation to Bid Sum applicable to the Work described in Section 01 20 00 - Price and Payment Procedures.

BID FORM SUPPLEMENT SIGNATURES

The Corporate Seal of...

.....  
(Bidder - Print the full name of your firm)

...was hereunto affixed in the presence of...

.....  
(Authorized signing officer and title)  
(Seal)

.....  
(Authorized signing officer and title)  
(Seal)

APPENDIX A - LIST OF SUBCONTRACTORS

The list of Subcontractors submitted below is an integral part of the Bid Form and is referenced in the Bid submitted by...

.....  
(Bidder - Print the full name of your firm)

...to...

.....  
(Owner)

...and dated...

.....  
(Date)



The following work will be performed (or provided) by Subcontractors and coordinated by us:

WORK SUBJECT	SUBCONTRACTOR NAME
Concrete	
Waterproofing	
Unit Masonry	
Pre-Engineered Metal Building	
Rough Carpentry	
Windows	
Doors & Frames	
Painting & Coatings	
Fire Alarm	
Mechanical	
Plumbing	
Electrical	
Any Other:	

APPENDIX B - LIST OF ALTERNATES

The following list of alternates is an integral part of the Bid Form and is referenced in the Bid submitted by...

.....  
 (Bidder - Print the full name of your firm)

...to...

.....  
 (Owner)

...and dated...

.....  
 (Date)

City of Rockmart

The following amounts shall be added to or deducted from the Bid Sum. Refer to Schedule of Alternates in Section 01 20 00 - Price and Payment Procedures for description of alternates.

NO.	DESCRIPTION	COST
Alternate No. 1	None	\$

**END OF DOCUMENT**

**SECTION 00 52 14 - AGREEMENT FORM - AIA STIPULATED SUM (SINGLE-PRIME CONTRACT)**

1.1 SUMMARY

A. Document Includes:

1. Agreement.

B. Related Documents:

1. Document 00 72 14 - General Conditions - AIA (Single-Prime Contract).
2. Document 00 73 13 - Supplementary Conditions - AIA.

1.2 AGREEMENT

- A. AIA A101-2017 “Standard Form of Agreement between Owner and Contractor where the basis of payment is a Stipulated Sum” forms the basis of Agreement between the Owner and Contractor.

**END OF DOCUMENT**

**SECTION 00 72 14 - GENERAL CONDITIONS - AIA STIPULATED SUM (SINGLE-PRIME CONTRACT)**

1.1 SUMMARY

- A. Document Includes:
  - 1. General Conditions.
  
- B. Related Documents:
  - 1. Document 00 52 14 - Agreement Form - AIA (Single-Prime Contract).
  - 2. Document 00 73 13 - Supplementary Conditions - AIA.

1.2 GENERAL CONDITIONS

- A. AIA A201-2017 "General Conditions of the Contract for Construction" is the General Conditions of the Contract.

1.3 SUPPLEMENTARY CONDITIONS

- A. Refer to Document 00 73 13 - Supplementary Conditions - AIA for modifications to General Conditions.

**END OF DOCUMENT**

**SECTION 00 73 13 - SUPPLEMENTARY CONDITIONS - AIA**

1.1 SUMMARY

- A. Document Includes:
  - A. Supplementary Conditions.
- B. Related Documents:
  - A. Document 00 41 13 - Bid Form - Stipulated Sum (Single-Prime Contract).
  - B. Document 00 43 00 - Procurement Form Supplements: Appendices A to B.
  - C. Document 00 52 14 - Agreement Form - AIA (Single-Prime Contract).
  - D. Document 00 72 14 - General Conditions - AIA (Single-Prime Contract).

1.2 SUPPLEMENTARY CONDITIONS

- A. These Supplementary Conditions modify AIA A201-2017 General Conditions of the Contract for Construction and other provisions of the Contract Documents as indicated below. All provisions not modified remain in full force.
- B. The terms used in these Supplementary Conditions, which are defined in AIA A201-2017, have the meanings assigned to them in the General Conditions.

ARTICLE 1 - GENERAL PROVISIONS

1.1 - BASIC DEFINITIONS

Add the following Subparagraphs:

1.1.9	Products: New material, machinery, components, equipment, fixtures, and systems forming the Work, not including machinery and equipment used for preparation, fabrication, conveying, and erection of the Work. Products may also include existing materials or components required for reuse.
1.1.10	Furnish: To supply, deliver, unload, and inspect for damage.
1.1.11	Install: To unpack, assemble, erect, apply, place, finish, cure, protect, clean, and make ready for use.
1.1.12	Provide: To furnish and install.

1.2 - CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

Add the following Subparagraph:

1.2.4	Sections of Division 01 govern the execution of the Work of all Sections of the Specifications.
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ARTICLE 7 - CHANGES IN THE WORK

7.3 - CONSTRUCTION CHANGE DIRECTIVES

Add the following Subparagraph:

7.1.4	The Agreement identifies the overhead and profit fees applicable to changes in the Work, whether additions to or deductions from the Work on which the Contract Sum is based, and it identifies the fees for Subcontract work for changes (both additions and deductions) in the Work. Contractor shall apply fees, as noted, to Subcontractor's gross (net plus fee) costs on additional work.
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ARTICLE 8 – TIME

Add the following Subparagraph:

8.1.5	Contract Time is identified in Document 00 41 13 - Bid Form - Stipulated Sum (Single-Prime Contract).
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ARTICLE 9 - PAYMENTS AND COMPLETION

9.3 - APPLICATIONS FOR PAYMENT

Add the following Subparagraph to Subparagraph 9.3.1:

9.3.1.3	Until Substantial Completion, Owner shall pay 90% (percent) of the amount due Contractor on account of progress payments.
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ARTICLE 11 - INSURANCE AND BONDS

11.1 - CONTRACTOR'S LIABILITY INSURANCE

Add the following Subparagraph:

<p>11.1.5</p>	<p><b>Insurance Requirements:</b></p> <ul style="list-style-type: none"> <li>A. <b>Comprehensive General Liability:</b> The Contractor shall procure and shall maintain during the life of the Contract Agreement, such Comprehensive General Liability and Broad Form Property Damage Insurance as shall protect Contractor and any Subcontractor performing Work covered by the Contract from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreements, whether such operations are by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either of them. The amount of insurance shall not be less than the following: <ul style="list-style-type: none"> <li>a. General Aggregate \$1,000,000.<sup>00</sup></li> <li>b. Products Comp/Ops Aggregate \$1,000,000.<sup>00</sup></li> <li>c. Personal and Advertising Injury \$1,000,000.<sup>00</sup></li> <li>d. Each Occurrence \$1,000,000.<sup>00</sup></li> <li>e. Fire Damage (Any one fire) \$50,000.<sup>00</sup></li> <li>f. Medical Expenses (Any one person) \$5,000.<sup>00</sup></li> </ul> </li> <li>B. <b>Worker's Compensation:</b> The Contractor shall procure and shall maintain during the life of the Contract Agreement, Worker's Compensation Insurance for all of Contractor's employees to be engaged in Work on the Project under this Contract, and in case any such Work is sublet, the Contractor shall require the Subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees to be engaged in such Work unless such employees are covered by the protection afforded by the Contractor's Worker's Compensation Insurance. Worker's Compensation Insurance shall include Broad Form All States Endorsement and Voluntary Compensation. The amount insurance shall not be less than the following: <ul style="list-style-type: none"> <li>a. Each Accident \$100,000.<sup>00</sup></li> <li>b. Disease – Policy Limit \$500,000.<sup>00</sup></li> <li>c. Disease – Each Employee \$100,000.<sup>00</sup></li> </ul> </li> <li>C. <b>Owner's and Contractor's Protective Liability:</b> The Contractor shall procure and shall maintain during the life of the Contract Agreement, Owner's and Contractor's Protective Liability Insurance with the same limits as the Comprehensive General Liability.</li> <li>D. <b>Automobile Liability:</b> The Contractor shall procure and shall maintain during the life of the Contract Agreement, Comprehensive Automobile Liability Insurance. The insurance shall include coverage for owner, non-owned, and hired vehicles. Amounts shall not be less than the following: <ul style="list-style-type: none"> <li>a. Comprehensive Single Limits (CSL) \$1,000,000.<sup>00</sup></li> </ul> </li> <li>E. <b>Builder's Risk:</b> The Contractor shall purchase and maintain full Builder's Risk Insurance on the project in the amount of 100% of the contract. Said Builder's Risk policy shall cover the Interests of the Owner, Architect, Contractor, all sub-contractors, and the mortgagee. Any deductible on the Builder's Risk policy shall be the responsibility of the Contractor. The Builder's Risk policy shall be maintained, unless otherwise agreed to in writing by all parties, until final payment has been made or until no person or entity other than the Owner or Mortgagee has an insurable interest in the property.</li> <li>F. <b>Certificates of Insurance:</b> Certificates acceptable to the Owner shall be attached to the signed Contract Documents when they are transmitted to the Owner for execution. All certificates of insurance issued in conjunction with the Contract shall contain the statement that, "Coverages afforded under the policies shall not be cancelled unless at least 60 days prior to cancellation written notice has been given to the Owner, as evidenced by receipts of registered or certified mail." Other standard or preprinted cancellation language shall be deleted from the certificate. The Architect, Architect's Engineers, Civil Engineer, and Owner shall be a named insured.</li> </ul>
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Add the following Paragraph and Subparagraphs:

11.6	Bonds
11.6.1	Contractor shall furnish bonds to Owner in the following amounts:
11.6.1.1	Furnish a 100% (percent) Performance Bond on standard surety bond form by a Surety licensed to do business in the State of Georgia as provided by Georgia Code Section 23-1704 and 23-1705.
11.6.1.2	Furnish a 100% (percent) Payment Bond on standard surety bond form by a Surety licensed to do business in the State of Georgia as provided by Georgia Code Section 23-1704 and 23-1705.

**END OF DOCUMENT**



## SECTION 01 10 00 - SUMMARY

### PART 1 GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Contract description.
  - 2. Owner-furnished products.
  - 3. Contractor's use of Site and premises.
  - 4. Future Work
  - 5. Permits.
  - 6. Specification conventions.

#### 1.2 CONTRACT DESCRIPTION

- A. Work of the Project includes furnishing all of the labor, tools, equipment, and materials necessary for the new construction of New Public Works Facility as described in the Specifications, Construction Drawings, and Bid Documents.
- B. Perform Work of Contract under stipulated sum with Owner according to Conditions of Agreement.

#### 1.3 OWNER-FURNISHED PRODUCTS

- A. Owner's Responsibilities:
  - 1. Arrange and pay for delivery to Site.
  - 2. Upon delivery, inspect products jointly with Contractor.
  - 3. Submit claims for transportation damage and replace damaged, defective, or deficient items.
  - 4. Arrange for manufacturers' warranties, inspections, and service.
  - 5. Install and finish products that are to be installed by Owner.
  - 6. Repair or replace items damaged after receipt if damage is of no fault of the Contractor.
- B. Contractor's Responsibilities:
  - 1. Receive and unload products at Site; inspect for completeness or damage jointly with Owner.
  - 2. Handle and store products that are to be installed by Owner.
  - 3. Handle, store, install, and finish products that are to be installed by Contractor.
  - 4. Repair or replace items damaged after receipt if damage is the fault of the Contractor.
  - 5. Provide site preparation, mechanical, plumbing, electrical, and data requirements as identified in Construction Drawings.
  - 6. Coordinate with Owner to determine lead times and fabricator's schedules.
- C. Items furnished by Owner for installation by Owner:
  - 1. Furniture.
- D. Items furnished by Owner for installation by Contractor:
  - 1. N/A

#### 1.4 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Construction Operations: Limited to Monday through Saturday.

- B. Time Restrictions for Performing Work: 7:00 AM to 7:00 PM, Monday through Saturday local time. Sunday 12:00 PM to 7:00 PM
- C. Sound Level Restrictions: Sound pressure level measured at boundary of Site shall not exceed 60 dBA.

1.5 FUTURE WORK

- A. Provide additional empty conduits as shown on the electrical drawings.

1.6 PERMITS

- A. Contractor and Subcontractors are required to furnish all necessary permits for construction of Work required by the authority having jurisdiction.
- B. Permit fees will be waived by the City of Rockmart.

1.7 SPECIFICATION CONVENTIONS

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

**END OF SECTION**

**SECTION 01 20 00 - PRICE AND PAYMENT PROCEDURES**

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Cash allowances.
- B. Testing and inspection allowances.
- C. Schedule of Values.
- D. Application for Payment.
- E. Change procedures.
- F. Defect assessment.
- G. Unit prices.
- H. Alternates.

1.2 CASH ALLOWANCES

- A. Costs Included in Cash Allowances: Cost of product to Contractor or Subcontractor, less applicable trade discounts; delivery to Site and applicable taxes unless stated otherwise in Allowance Schedule.
- B. Costs Not Included in Cash Allowances but Included in Contract Sum/Price: Product handling at Site including unloading, uncrating, and storage; protection of products from elements and from damage; and labor for installation and finishing unless stated otherwise in Allowance Schedule.
- C. Owner Responsibilities:
  - 1. Consult with Contractor for consideration and selection of products and suppliers.
  - 2. Select products in consultation with Owner and transmit decision to Contractor.
  - 3. Prepare Change Order.
- D. Contractor Responsibilities:
  - 1. Assist Owner in selection of products and suppliers.
  - 2. Obtain proposals from suppliers and installers and offer recommendations.
  - 3. Upon notification of selection by Owner, execute purchase agreement with designated supplier and installer.
  - 4. Arrange for and process Shop Drawings, Product Data, and Samples. Arrange for delivery.
  - 5. Promptly inspect products upon delivery for completeness, damage, and defects. Submit claims for transportation damage.
- E. Differences in costs will be adjusted by Change Order.
- F. Allowance Schedule:
  - 1. Include the unit sum of \$500 per-1000 brick for purchase of material and delivery to Site of brick.
  - 2. Include the stipulated sum of \$10,000 for materials, procurement, delivery, fabrication, and installation of camera and security system.

### 1.3 TESTING AND INSPECTION ALLOWANCES

- A. Costs Included in Testing and Inspecting Allowances:
  - 1. Cost of engaging testing and inspecting agency.
  - 2. Execution of tests and inspecting.
  - 3. Reporting results.
- B. Costs Not Included in Testing and Inspecting Allowance but Included in Contract Sum:
  - 1. Costs of incidental labor and facilities required to assist testing or inspecting agency.
  - 2. Costs of testing services used by Contractor separate from Contract Document requirements.
  - 3. Costs of retesting upon failure of previous tests as determined by Owner.
- C. Payment Procedures:
  - 1. The Owner will employ and pay for specified services of an independent firm to perform testing and inspection. Contractor shall coordinate services of testing agency with construction schedule and progress.
  - 2. Any retesting required because of non-conformance to specified requirements will be charged to Contractor. Differences in cost will be adjusted by Change Order.

### 1.4 SCHEDULE OF VALUES

- A. Submit electronic file of schedule on Contractor's standard form to the Owner.
- B. Submit Schedule of Values as electronic file within fourteen (14) days after date established in Notice to Proceed.
- C. Format: Use the Construction Specifications Institute (CSI) MasterFormat for Specifications Divisions. Identify each line item with number and title of major Specification Section. Also identify bonds, insurance, and any other related cost.
- D. Include in each line-item amount of allowances as specified in this Section.
- E. Include within each line item, direct proportional amount of Contractor's overhead and profit.
- F. Revise schedule to list approved Change Orders with each Application for Payment.

### 1.5 APPLICATION FOR PAYMENT

- A. Submit an electronic file to the Owner of each Application for Payment on AIA G702 - Application and Certificate for Payment and AIA G703 - Continuation Sheet for G702.
- B. Content and Format: Use Schedule of Values for listing items in Application for Payment.
- C. Submit updated construction schedule with each Application for Payment.
- D. Payment Period: Submit at intervals stipulated in the Agreement.
- E. Submit three copies of waivers requested by Owner.
- F. Substantiating Data: When Owner requires substantiating information, submit data justifying dollar amounts in question. Include the following with Application for Payment:
  - 1. Current construction photographs specified in Section 01 33 00 - Submittal Procedures.
  - 2. Partial release of liens from major Subcontractors and vendors.
  - 3. Record Documents as specified in Section 01 70 00 - Execution and Closeout Requirements, for review by Owner, which will be returned to Contractor.

4. Affidavits attesting to off-Site stored products.
5. Construction Progress Schedule revised and current as specified in Section 01 33 00 - Submittal Procedures.

## 1.6 CHANGE PROCEDURES

- A. Submittals: Submit name of individual who is authorized to receive change documents and is responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.
- B. Carefully study and compare Contract Documents before proceeding with fabrication and installation of Work. Promptly advise Owner of any error, inconsistency, omission, or apparent discrepancy.
- C. Requests for Interpretation (RFI) and Clarifications: Allot time in construction scheduling for liaison with Owner; establish procedures for handling queries and clarifications.
  1. Request for Information for requesting interpretations.
  2. Owner may respond with a direct answer on the Request for Interpretation form, Clarification Notice.
- D. Owner will advise of minor changes in the Work not involving adjustment to Contract Sum or Contract Time by issuing supplemental documentation.
- E. Owner may issue AIA G709 or Notice of Change including a detailed description of proposed change with supplementary or revised Drawings and Specifications, a change in Contract Time for executing the change with stipulation of overtime work required and with the period of time during which the requested price will be considered valid. Contractor will prepare and submit estimate within five (5) days.
- F. Document requested substitutions according to Section 01 25 00 - Substitution Procedures.
- G. Stipulated Sum Change Order: Based on AIA G709 or Notice of Change and Contractor's fixed price quotation or Contractor's request for Change Order as approved by Owner.
- H. Unit Price Change Order: For Contract unit prices and quantities, the Change Order will be executed on a fixed unit price basis. For unit costs or quantities of units of that which are not predetermined, execute Work under Construction Change Directive. Changes in Contract Sum or Contract Time will be computed as specified for Time and Material Change Order.
- I. Construction Change Directive: Owner may issue directive, on AIA G714 - Construction Change Directive signed by Owner, instructing Contractor to proceed with change in the Work, for subsequent inclusion in a Change Order. Document will describe changes in the Work and designate method of determining any change in Contract Sum or Contract Time. Promptly execute change.
- J. Time and Material Change Order: Submit itemized account and supporting data after completion of change, within time limits indicated in Conditions of the Contract. Owner will determine change allowable in Contract Sum and Contract Time as provided in Contract Documents.
- K. Maintain detailed records of Work done on time and material basis. Provide full information required for evaluation of proposed changes and to substantiate costs for changes in the Work.
- L. Document each quotation for change in Project Cost or Time with sufficient data to allow evaluation of quotation.
- M. Change Order Forms: AIA G701 - Change Order.

- N. Execution of Change Orders: Owner will issue Change Orders for signatures of parties as provided in Conditions of the Contract.
- O. Correlation of Contractor Submittals:
  - 1. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as separate line item and adjust Contract Sum.
  - 2. Promptly revise Progress Schedules to reflect change in Contract Time, revise sub schedules to adjust times for other items of Work affected by the change, and resubmit.
  - 3. Promptly enter changes in Record Documents.

#### 1.7 DEFECT ASSESSMENT

- A. Replace the Work, or portions of the Work, not conforming to specified requirements.
- B. If, in the opinion of the Owner, it is not practical to remove and replace the Work, the Owner will direct appropriate remedy or adjust payment.
- C. The defective Work may remain, but unit sum will be adjusted to new sum at discretion of the Owner and Owner.
- D. Defective Work will be partially repaired according to instructions of Owner, and unit sum will be adjusted to new sum at discretion of the Owner.
- E. Authority of the Owner to assess defects and identify payment adjustments is final.
- F. Nonpayment for Rejected Products: Payment will not be made for rejected products for any of the following reasons:
  - 1. Products wasted or disposed of in a manner that is not acceptable.
  - 2. Products determined as unacceptable before or after placement.
  - 3. Products not completely unloaded from transporting vehicle.
  - 4. Products placed beyond lines and levels of the required Work.
  - 5. Products remaining on hand after completion of the Work.
  - 6. Loading, hauling, and disposing of rejected products.

#### 1.8 ALTERNATES

- A. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Owner's option. Accepted Alternates will be identified in Owner-Contractor Agreement. The Owner-Contractor Agreement may identify certain Alternates to remain an Owner option for a stipulated period of time.
- B. Coordinate related Work and modify surrounding Work. Description for each Alternate is recognized to be abbreviated but requires that each change shall be complete for scope of Work affected.
  - 1. Coordinate related requirements among Specification Sections as required.
  - 2. Include as part of each Alternate: Miscellaneous devices, appurtenances, and similar items incidental to or necessary for complete installation.
  - 3. Coordinate Alternate with adjacent Work and modify or adjust as necessary to ensure integration.
- C. Schedule of Alternates:
  - a. See 00 43 00 – Procurement Form Supplements

**END OF SECTION**

**SECTION 01 25 00 - SUBSTITUTION PROCEDURES**

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Quality assurance.
- B. Product options.
- C. Product substitution procedures.
- D. Installer substitution procedures.

1.2 QUALITY ASSURANCE

- A. Contract is based on products and standards established in Contract Documents without consideration of proposed substitutions.
- B. Products specified define standard of quality, type, function, dimension, appearance, and performance required.
- C. Substitution Requests: Permitted for specified products. Do not substitute products unless substitution has been accepted and approved in writing by Owner.

1.3 PRODUCT OPTIONS

- A. See Section 01 60 00 - Product Requirements.

1.4 PRODUCT SUBSTITUTION PROCEDURES

- A. Where Bidding Documents stipulate specified products and manufacturers, substitution requests will be considered by the Owner up to ten (10) days before receipt of Bids.
- B. Substitution requests will not be considered after the Bid period unless a product becomes unavailable through no fault of the Contractor.
- C. Document each request with complete data, substantiating compliance of proposed substitution with Contract Documents, including:
  - 1. Manufacturer's name.
  - 2. Product name and model or catalog number, as applicable.
  - 3. Product Data, Shop Drawings, and/or Certified Test Results attesting to proposed product equivalence. Burden of proof is on proposer.
  - 4. Itemized point-by-point comparison of proposed substitution with specified product, listing variations in quality, performance, and other pertinent characteristics.
  - 5. Cost data comparing proposed substitution with specified product and the amount of net change to the Contract Sum.
  - 6. Changes required in other Work.
  - 7. Changes required to Contract Time.
  - 8. Availability of maintenance service and source of replacement parts, as applicable.
- D. A request constitutes a representation that Bidder:
  - 1. Has investigated proposed product and determined that it meets or exceeds quality level of specified product.

2. Will provide same or greater warranty for substitution as for specified product.
  3. Will coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Owner.
  4. Waives claims for additional costs or time extension that may subsequently become apparent.
  5. Will coordinate installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.
  6. Will reimburse Owner for review or redesign services associated with reapproval by authorities having jurisdiction.
- E. Substitutions will not be considered when they are indicated or implied on Shop Drawing or Product Data submittals without prior approval during the Bid period.
- F. Later claims by the Bidder for an addition to the Contract Time or Contract Sum because of changes in Work necessitated by the use of substitutions will not be considered.
- G. Substitution Submittal Procedure:
1. Submit requests for substitutions via email to the Owner's Director of Planning, Delmos Stone, at [dstone@rockmart-ga.gov](mailto:dstone@rockmart-ga.gov)
  2. Submit an electronic file of Request for Substitution for consideration. Limit each request to one proposed substitution.
  3. Owner will notify Contractor in writing of decision to accept or reject request.
  4. Approved substitutions will be identified by Addenda.

#### 1.5 INSTALLER SUBSTITUTION PROCEDURES

- A. Owner will consider requests for substitutions within thirty (30) days after date established in Notice to Proceed.
- B. Document each request with:
1. Installer's qualifications.
  2. Installer's experience in work similar to that specified.
  3. Other information as necessary to assist Owner's evaluation.
- C. Substitution Submittal Procedure:
1. Submit an electronic file to the Owner of Request for Substitution for consideration. Limit each request to one proposed substitution.
  2. Owner will notify Contractor in writing of decision to accept or reject request.

**END OF SECTION**



**SECTION 01 30 00 - ADMINISTRATIVE REQUIREMENTS**

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Coordination and Project conditions.
- B. Preconstruction meeting.
- C. Site mobilization meeting.
- D. Progress meetings.
- E. Closeout meeting.

1.2 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of various Sections of Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Verify that utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate Work of various Sections having interdependent responsibilities for installing, connecting to, and placing operating equipment in service.
- C. Coordinate space requirements, supports, and installation of mechanical and electrical Work indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit as closely as practical; place runs parallel with lines of building. Use spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
  - 1. Coordination Drawings: Prepare as required to coordinate all portions of Work. Show relationship and integration of different construction elements that require coordination during fabrication or installation to fit in space provided or to function as intended. Indicate locations where space is limited for installation and access and where sequencing and coordination of installations are important.
- D. Coordination Meetings: In addition to other meetings specified in this Section, hold coordination meetings with personnel and Subcontractors to ensure coordination of Work.
- E. In finished areas, except as otherwise indicated, conceal pipes, ducts, and wiring within construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of Work of separate Sections in preparation for Substantial Completion.
- G. After Owner's occupancy of premises, coordinate access to Site for correction of defective Work and Work not complying with Contract Documents, to minimize disruption of Owner's activities.

1.3 PRECONSTRUCTION MEETING

- A. Owner will schedule and preside over meeting after Notice of Award.
  - 1. Attendance Required: Contractor, Owner, appropriate governmental agency representatives, and others appropriate to the agenda.

- B. Minimum Agenda:
  - 1. Execution of Owner-Contractor Agreement.
    - a. Responsibility: Owner and Contractor, with Coordination by Owner.
  - 2. Submission of executed bonds and insurance certificates.
    - a. Responsibility: Contractor.
  - 3. Designation of personnel representing parties in Contract, and Owner.
    - a. Responsibility: Owner, Contractor.
  - 4. Identification of communication procedures.
    - a. Responsibility: Owner, Contractor.
  - 5. Procedures and processing of Requests for Interpretations, field decisions, submittals, substitutions, Applications for Payments, Change Orders, and Contract closeout.
    - a. Responsibility: Owner.
  - 6. Scheduling.
    - a. Responsibility: Contractor.
  - 7. Critical Work sequencing.
    - a. Responsibility: Contractor.
- C. Contractor: Record minutes and distribute electronic file to participants within two (2) days after meeting, to Owner, and those affected by decisions made.

#### 1.4 SITE MOBILIZATION MEETING

- A. Contractor will schedule and preside over meeting at Project Site.
- B. Attendance Required: Contractor, Contractor's superintendent, Owner, and others appropriate to agenda.
- C. Minimum Agenda (all items fall under the responsibility of the Contractor):
  - 1. Use of premises by Owner and Contractor.
  - 2. Owner's requirements.
  - 3. Construction facilities and controls provided by Owner.
  - 4. Temporary utilities provided by Contractor.
  - 5. Building layout.
  - 6. Security and housekeeping procedures.
  - 7. Schedules.
  - 8. Procedures for testing.
  - 9. Procedures for maintaining record documents.
  - 10. Requirements for startup of equipment.
  - 11. Inspection and acceptance of equipment put into service during construction period.
- D. Contractor: Record minutes and distribute electronic file to participants within two (2) days after meeting, to Owner, and those affected by decisions made.

#### 1.5 PROGRESS MEETINGS

- A. Contractor will schedule and administer meetings throughout progress of the Work at maximum two-week intervals.
- B. Contractor will make arrangements for meetings, prepare agenda with copies for participants, and preside over meetings.
- C. Attendance Required: Contractor, Contractor's superintendent, Owner, and others appropriate to agenda.
- D. Minimum Agenda (all items fall under the responsibility of the Contractor):

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

- E. Contractor: Record minutes and distribute electronic file to participants within two (2) days after meeting, to Owner, and those affected by decisions made.

#### 1.6 CLOSEOUT MEETING

- A. Contractor will schedule and preside over Project closeout meeting with sufficient time to prepare for requesting Substantial Completion.
- B. Attendance Required: Contractor, Contractor's superintendent, Owner, and others appropriate to agenda.
- C. Notify Owner seven (7) days in advance of closeout meeting date.
- D. Minimum Agenda (all items fall under the responsibility of the Contractor):
1. Start-up of facilities and systems.
  2. Operations and maintenance manuals.
  3. Testing, adjusting, and balancing.
  4. System demonstration and observation.
  5. Operation and maintenance instructions for Owner's personnel.
  6. Temporary indoor-air-quality plan and procedures.
  7. Contractor's inspection of Work.
  8. Contractor's preparation of an initial "punch list."
  9. Procedure to request Owner inspection to determine date of Substantial Completion.
  10. Completion time for correcting deficiencies.
  11. Inspections by authorities having jurisdiction.
  12. Certificate of Occupancy and transfer of insurance responsibilities.
  13. Partial release of retainage.
  14. Final cleaning.
  15. Preparation for final inspection.
  16. Closeout Submittals as specified in Section 01 70 00 – Execution and Closeout Requirements.
  17. Final Application for Payment.
  18. Contractor's demobilization of Site.
  19. Maintenance.
- E. Contractor will record minutes and distribute an electronic file to participants within two (2) days after meeting, to Owner, and those affected by decisions made.

**END OF SECTION**

## SECTION 01 32 16 - CONSTRUCTION PROGRESS SCHEDULE

### PART 1 GENERAL

#### 1.1 SECTION INCLUDES

- A. Submittals.
- B. Bar chart schedules.
- C. Review and evaluation.
- D. Updating schedules.
- E. Distribution.

#### 1.2 SUBMITTALS

- A. Within seven (7) days after date established in Notice to Proceed, submit proposed bar chart schedule defining operations for completion of Work.
- B. Participate in review of proposed bar chart schedule jointly with Owner.
- C. Within fourteen (14) days after joint review of proposed bar chart schedule, submit revised bar chart schedule. Include written certification that major Subcontractors have reviewed and accepted proposed schedule.
- D. Submit updated schedules with each Application for Payment.
- E. Submit as electronic file to Owner.
- F. Schedule Updates:
  - 1. Overall percent complete, projected and actual.
  - 2. Completion progress by listed activity and sub-activity, to within five (5) working days prior to submittal.
  - 3. Changes in Work scope and activities modified since submittal.
  - 4. Delays in submittals or resubmittals, deliveries, or Work.
  - 5. Adjusted or modified sequences of Work.
  - 6. Other identifiable changes.
  - 7. Revised projections of progress and completion.

#### 1.3 BAR CHART SCHEDULES

- A. Format: Bar chart Schedule, to include at least:
  - 1. Identification and listing in chronological order of those activities reasonably required to complete the Work, including:
    - a. Subcontract Work.
    - b. Major equipment design, fabrication, factory testing, and delivery dates including required lead times.
    - c. Move-in and other preliminary activities.
    - d. Equipment and equipment system test and startup activities.
    - e. Project closeout and cleanup.
    - f. Work sequences, constraints, and milestones.

1.4 REVIEW AND EVALUATION

- A. Participate in joint review and evaluation of schedules with Owner at each submittal.
- B. Evaluate Project status to determine Work behind schedule and Work ahead of schedule.
- C. After review, revise schedules incorporating results of review, and resubmit within five (5) days.

1.5 UPDATING SCHEDULES

- A. Maintain schedules to record actual start and finish dates of completed activities.
- B. Indicate progress of each activity to date of revision, with projected completion date of each activity. Update schedules to depict current status of Work.
- C. Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.
- D. Upon approval of a Change Order, include the change in the next schedule submittal.
- E. Indicate changes required to maintain Date of Total Completion.
- F. Submit sorts as required to support recommended changes.
- G. Prepare narrative report to define problem areas, anticipated delays, and impact on schedule. Report corrective action taken or proposed and its effect including effects of changes on schedules of separate Contractors.

1.6 DISTRIBUTION

- A. Following joint review, distribute an electronic file of updated schedules to Subcontractors, suppliers, , Owner, and other applicable parties.
- B. Instruct recipients to promptly report, in writing, problems anticipated by projections shown in schedules.

**END OF SECTION**

## SECTION 01 33 00 - SUBMITTAL PROCEDURES

### PART 1 GENERAL

#### 1.1 SECTION INCLUDES

- A. Definitions.
- B. Submittal procedures.
- C. Construction progress schedules.
- D. Proposed product list.
- E. Product data.
- F. Electronic CAD files of Project Drawings.
- G. Shop Drawings.
- H. Samples.
- I. Other submittals.
- J. Test reports.
- K. Certificates.
- L. Manufacturer's instructions.
- M. Manufacturer's field reports.
- N. Erection Drawings.
- O. Construction photographs.
- P. Contractor review.
- Q. Owner review.

#### 1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Owner's responsive action.
- B. Informational Submittals: Written and graphic information and physical Samples that do not require Owner's responsive action. Submittals may be rejected for not complying with requirements.

#### 1.3 SUBMITTAL PROCEDURES

- A. Transmit each submittal with AIA G810 - Transmittal Letter or a form approved by the Owner.
- B. Sequentially number transmittal forms. Mark revised submittals with original number and sequential alphabetic suffix.

- C. Identify: Project, Contractor, Subcontractor and supplier, pertinent Drawing and detail number, and Specification Section number appropriate to submittal.
- D. Apply Contractor's stamp, signed or initialed, certifying that review, approval, verification of products required, field dimensions, adjacent construction Work, and coordination of information is according to requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite Project schedule.
- F. Submit submittals electronically via email to Owner as PDF electronic files. Coordinate submission of related items.
- G. For submittals with physical elements requiring transferal, deliver to Owner's office. Verify address with Owner prior to scheduling delivery. Coordinate submission of related items.
- H. For each submittal requiring review, allow fourteen (14) days excluding delivery time to and from Contractor.
- I. Identify variations in Contract Documents and product or system limitations that may be detrimental to successful performance of completed Work.
- J. Allow space on submittals for Contractor and Owner or Engineer review stamps.
- K. When revised for resubmission, identify changes made since previous submission.
- L. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report inability to comply with requirements.
- M. Submittals not requested will not be recognized nor processed.
- N. Incomplete submittals will not be reviewed. Complete submittals for each item are required. Delays resulting from incomplete submittals are not the responsibility of Owner or Engineer.

#### 1.4 CONSTRUCTION PROGRESS SCHEDULES

- A. Comply with Section 01 32 16 - Construction Progress Schedule

#### 1.5 PROPOSED PRODUCT LIST

- A. Within fourteen (14) days after date of Notice to Proceed, submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
- B. For products specified only by reference standards, indicate manufacturer, trade name, model or catalog designation, and reference standards.

#### 1.6 PRODUCT DATA

- A. Product Data: Action Submittal: Submit to Owner for review for assessing conformance with information given and design concept expressed in Contract Documents.
- B. Submit submittals electronically via email to Owner as PDF electronic files.
- C. Mark each submittal to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.

- D. Indicate product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- E. After review, distribute copies of submittals as appropriate and for record documents described in Section 01 70 00 - Execution and Closeout Requirements.

#### 1.7 ELECTRONIC CAD FILES OF PROJECT DRAWINGS

- A. Electronic CAD Files of Project Drawings: May only be used to expedite production of Shop Drawings for the Project. Use for other Projects or purposes is not allowed.
- B. Electronic CAD Files of Project Drawings: Distributed only under the following conditions:
  - 1. Use of files is solely at receiver's risk. Owner does not warrant accuracy of files. Receiving files in electronic form does not relieve receiver of responsibilities for measurements, dimensions, and quantities set forth in Contract Documents. In the event of ambiguity, discrepancy, or conflict between information on electronic media and that in Contract Documents, notify Owner of discrepancy and use information in hard-copy Drawings and Specifications.
  - 2. CAD files do not necessarily represent the latest Contract Documents, and do not represent existing conditions or as-built conditions. Receiver is responsible for determining and complying with these conditions and for incorporating field measurements, addenda, and modifications.
  - 3. User is responsible for removing information not normally provided on Shop Drawings and removing references to Contract Documents. Shop Drawings submitted with information associated with other trades or with references to Contract Documents will not be reviewed and will be returned.
  - 4. Receiver shall not hold Owner responsible for data or file clean-up required to make files usable, nor for error or malfunction in translation, interpretation, or use of this electronic information.
  - 5. Receiver shall understand that there is no guarantee that computer viruses are not present in files or in electronic media.
  - 6. Receiver shall not hold Owner responsible for such viruses or their consequences, and shall hold Owner harmless against costs, losses, or damage caused by presence of computer virus in files or media.

#### 1.8 SHOP DRAWINGS

- A. Shop Drawings: Action Submittal: Submit to Owner for assessing conformance with information given and design concept expressed in Contract Documents.
- B. Indicate special utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. When required by individual Specification Sections, provide Shop Drawings signed and sealed by a professional Engineer responsible for designing components shown on Shop Drawings.
  - 1. Include signed and sealed calculations to support design.
  - 2. Submit Shop Drawings and calculations in form suitable for submission to and approval by authorities having jurisdiction.
  - 3. Make revisions and provide additional information when required by authorities having jurisdiction.
- D. Submit submittals electronically via email to Owner as PDF electronic files.
- E. After review, distribute copies of submittals as appropriate and for record documents described in Section 01 70 00 - Execution and Closeout Requirements.



## 1.9 SAMPLES

- A. Samples: Action Submittal: Submit to Owner for assessing conformance with information given and design concept expressed in Contract Documents.
- B. Samples for Selection as Specified in Product Sections:
  - 1. Submit to Owner for aesthetic, color, and finish selection.
  - 2. Submit Samples of finishes, textures, and patterns for Owner selection.
- C. Submit Samples to illustrate functional and aesthetic characteristics of products, with integral parts and attachment devices. Coordinate Sample submittals for interfacing work.
- D. Include identification on each Sample, with full Project information.
- E. Submit two Samples; the Owner will retain all Samples submitted.
- F. Samples will not be used for testing purposes unless specifically stated in Construction Drawings.
- G. After review, distribute copies of submittals as appropriate and for record documents described in Section 01 70 00 - Execution and Closeout Requirements.

## 1.10 OTHER SUBMITTALS

- A. Closeout Submittals: Comply with Section 01 70 00 - Execution and Closeout Requirements.
- B. Informational Submittal: Submit data for Owner's knowledge as Contract administrator.
- C. Submit information for assessing conformance with information given and design concept expressed in Contract Documents.

## 1.11 TEST REPORTS

- A. Informational Submittal: Submit reports for Owner's knowledge as Contract administrator.
- B. Submit test reports for information for assessing conformance with information given and design concept expressed in Contract Documents.

## 1.12 CERTIFICATES

- A. Informational Submittal: Submit certification by manufacturer, installation/application Subcontractor, or Contractor to Owner.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or product but must be acceptable to Owner.

## 1.13 MANUFACTURER'S INSTRUCTIONS

- A. Informational Submittal: Submit manufacturer's installation instructions for Owner's knowledge as Contract administrator.
- B. Submit printed instructions for delivery, storage, assembly, installation, adjusting, and finishing, to the Owner.

- C. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

#### 1.14 MANUFACTURER'S FIELD REPORTS

- A. Informational Submittal: Submit reports for Owner's knowledge as Contract.
- B. Submit report in duplicate within five (5) days of observation to Owner for information.
- C. Submit reports for information for assessing conformance with information given and design concept expressed in Contract Documents.

#### 1.15 ERECTION DRAWINGS

- A. Informational Submittal: Submit Drawings for Owner's knowledge as Contract administrator or for Owner.
- B. Submit Drawings for information assessing conformance with information given and design concept expressed in Contract Documents.
- C. Data indicating inappropriate or unacceptable Work may be subject to action by Owner.

#### 1.16 CONSTRUCTION PHOTOGRAPHS

- A. Provide photographs of Site and construction throughout progress of Work produced by an experienced photographer acceptable to Owner.
- B. Submit photographs with Application for Payment.
- C. Photographs: submit digital images via email to Owner.
- D. Take a minimum of two (2) Site photographs from different directions and five (5) interior photographs indicating relative progress of the Work, five (5) days maximum before submitting.
- E. Identify name of Project, orientation of view, construction phase, date and time of view, as text directly on photograph or in file name.
- F. Digital Images: Deliver complete set of digital image electronic files via email to Owner with Project record documents. Identify electronic media with date photographs were taken. Submit images that have same aspect ratio, uncropped.
  - 1. Digital Images: JPEG format with image resolution of not less than 1600 by 1200 pixels.
  - 2. Date and Time: Include date and time in filename for each image.

#### 1.17 CONTRACTOR REVIEW

- A. Review for compliance with Contract Documents and approve submittals before transmitting to Owner.
- B. Contractor: Responsible for:
  - 1. Determination and verification of materials including manufacturer's catalog numbers.
  - 2. Determination and verification of field measurements and field construction criteria.
  - 3. Checking and coordinating information in submittal with requirements of Work and of Contract Documents.
  - 4. Determination of accuracy and completeness of dimensions and quantities.
  - 5. Confirmation and coordination of dimensions and field conditions at Site.

6. Construction means, techniques, sequences, and procedures.
  7. Safety precautions.
  8. Coordination and performance of Work of all trades.
- C. Stamp, sign or initial, and date each submittal to certify compliance with requirements of Contract Documents.
  - D. Do not fabricate products or begin Work for which submittals are required until approved submittals have been received from Owner.

#### 1.18 OWNER REVIEW

- A. Mass Submittals: six (6) or more submittals or items in one day or fifteen (15) or more submittals or items in one (1) week.
- B. Do not make "mass submittals" to Owner. If "mass submittals" are received, Owner's review time stated above will be extended as necessary to perform proper review. Owner will review "mass submittals" based on priority determined by Owner after consultation with Contractor.
- C. Informational submittals and other similar data are for Owner's information and do not require Owner's responsive action. These will not be reviewed or returned with comment.
- D. Submittals made by Contractor that are not required by Contract Documents may be returned without action.
- E. Submittal approval does not authorize changes to Contract requirements unless accompanied by Change Order, Owner's Supplemental Instruction, or Construction Change Directive.
- F. Owner may withhold monies due to Contractor to cover additional costs beyond the second submittal review.

**END OF SECTION**

## SECTION 01 40 00 - QUALITY REQUIREMENTS

### PART 1 GENERAL

#### 1.1 SECTION INCLUDES

- A. Quality control.
- B. Tolerances.
- C. References.
- D. Labeling.
- E. Mockup requirements.
- F. Testing and inspection services.
- G. Manufacturers' field services.

#### 1.2 QUALITY CONTROL

- A. Monitor quality control over suppliers, manufacturers, products, services, Site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with specified standards as the minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- C. Perform Work using persons qualified to produce required and specified quality.
- D. Supervise performance of Work in such manner and by such means to ensure that Work, whether completed or in progress, will not be subjected to harmful, dangerous, damaging, or otherwise deleterious exposure during construction period.

#### 1.3 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' recommended tolerances and tolerance requirements in reference standards. When such tolerances conflict with Contract Documents, request clarification from Owner before proceeding.

#### 1.4 REFERENCES

- A. For products or workmanship specified by association, trade, or other consensus standards, comply with requirements of standard except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard by date of issue current as of date for receiving Bids except where specific date is established by code.
- C. Obtain copies of standards and maintain on Site when required by product Specification Sections.

- D. When requirements of indicated reference standards conflict with Contract Documents, request clarification from Owner before proceeding.
- E. Neither contractual relationships, duties, or responsibilities of parties in Contract nor those of Owner shall be altered from Contract Documents by mention or inference in reference documents.

#### 1.5 LABELING

- A. Attach label from agency approved by authorities having jurisdiction for products, assemblies, and systems required to be labeled by applicable code.
- B. Label Information: Include manufacturer's or fabricator's identification, approved agency identification, and the following information, as applicable, on each label:
  - 1. Model number.
  - 2. Serial number.
  - 3. Performance characteristics.
- C. Manufacturer's Nameplates, Trademarks, Logos, and Other Identifying Marks on Products: Not allowed on surfaces exposed to view in public areas, interior or exterior.

#### 1.6 MOCK-UP REQUIREMENTS

- A. Assemble and erect mock-up panel, as indicated on Construction Drawings, with specified or indicated attachment and anchorage devices, flashings, seals, and finishes.
- B. Accepted mockups shall be comparison standard for remaining Work.
- C. Where mockup has been accepted by Owner, remove mockup, and clear area when directed to do so by Owner.

#### 1.7 TESTING AND INSPECTION SERVICES

- A. Owner will employ and pay for specified services of an independent firm to perform testing and inspection.
- B. Independent firm will perform tests, inspections, and other services as required by Owner, and authorities having jurisdiction.
  - 1. Laboratory: Authorized to operate at Project location.
  - 2. Laboratory Staff: Maintain full-time Professional Engineer on staff to review services.
  - 3. Testing Equipment: Calibrated at reasonable intervals with devices of an accuracy traceable to National Bureau of Standards or accepted values of natural physical constants.
- C. Testing, inspections, and source quality control may occur on or off Project Site. Perform off-Site testing as required by Owner.
- D. Reports shall be submitted by independent firm to Owner, Contractor, and authorities having jurisdiction, indicating observations and results of tests and compliance or noncompliance with Contract Documents.
  - 1. Submit final report indicating correction of Work previously reported as noncompliant.
- E. Cooperate with independent firm; furnish samples of materials, design mix, equipment, tools, storage, safe access, and assistance by incidental labor as requested.
  - 1. Notify Owner and independent firm twenty-four (24) hours before expected time for operations requiring services.

2. Make arrangements with independent firm and pay for additional Samples and tests required for Contractor's use.
- F. Employment of testing agency or laboratory shall not relieve Contractor of obligation to perform Work according to requirements of Contract Documents.
- G. Retesting or re-inspection required because of nonconformance with specified or indicated requirements shall be performed by same independent firm on instructions from Owner. Payment for retesting or re-inspection will be charged to Contractor by deducting testing charges from Contract Sum.
- H. Agency Responsibilities:
1. Test Samples of mixes submitted by Contractor.
  2. Provide qualified personnel at Site. Cooperate with Owner and Contractor in performance of services.
  3. Perform indicated sampling and testing of products according to specified standards.
  4. Ascertain compliance of materials and mixes with requirements of Contract Documents.
  5. Promptly notify Owner and Contractor of observed irregularities or nonconformance of Work or products.
  6. Perform additional tests required by Owner.
  7. Attend preconstruction meetings and progress meetings.
- I. Agency Reports: After each test, promptly submit electronic file of report via email to Owner, Contractor, and authorities having jurisdiction. When requested by Owner, provide interpretation of test results. Include the following:
1. Date issued.
  2. Project title and number.
  3. Name of inspector.
  4. Date and time of sampling or inspection.
  5. Identification of product and Specification Section.
  6. Location in Project.
  7. Type of inspection or test.
  8. Date of test.
  9. Results of tests.
  10. Conformance with Contract Documents.
- J. Limits on Testing Authority:
1. Agency or laboratory may not release, revoke, alter, or enlarge on requirements of Contract Documents.
  2. Agency or laboratory may not approve or accept any portion of the Work.
  3. Agency or laboratory may not assume duties of Contractor.
  4. Agency or laboratory has no authority to stop the Work.
- K. Special Inspections:
1. Special inspections reports and final report in accordance with International Building Code (IBC) Section 1704.2.4 shall be submitted to the authority having jurisdiction prior to the time that phase of the work is approved for occupancy.

## 1.8 MANUFACTURER'S FIELD SERVICES

- A. When specified in Contract Documents, require material or product suppliers or manufacturers to provide qualified staff personnel to observe Site conditions, conditions of surfaces and installation, quality of workmanship, startup of equipment, testing, adjusting, and balancing of equipment as applicable, and to initiate instructions when necessary.

- B. Submit qualifications of observer to Owner thirty (30) days in advance of required observations. Observer is subject to approval of Owner.
- C. Report observations and Site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturer's written instructions.
- D. Refer to Section 01 33 00 - Submittal Procedures, "Manufacturer's Field Reports" Article.

**END OF SECTION**

**SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS**

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Temporary Utilities:
  - 1. Temporary electricity.
  - 2. Temporary lighting for construction purposes.
  - 3. Temporary heating.
  - 4. Temporary cooling.
  - 5. Temporary ventilation.
  - 6. Communication services.
  - 7. Temporary water service.
  - 8. Temporary sanitary facilities.
  
- B. Construction Facilities:
  - 1. Field offices and sheds.
  - 2. Vehicular access.
  - 3. Parking.
  - 4. Progress cleaning and waste removal.
  - 5. Project identification.
  - 6. Traffic regulation.
  - 7. Fire-prevention facilities.
  
- C. Temporary Controls:
  - 1. Barriers.
  - 2. Enclosures and fencing.
  - 3. Security.
  - 4. Water control.
  - 5. Dust control.
  - 6. Erosion and sediment control.
  - 7. Noise control.
  - 8. Pest and rodent control.
  - 9. Pollution control.
  
- D. Removal of utilities, facilities, and controls.

1.2 REFERENCES

- A. ASTM International:
  - 1. ASTM E 84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
  - 2. ASTM E 90 - Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions and Elements.
  - 3. ASTM E 119 - Standard Test Methods for Fire Tests of Building Construction and Materials.

1.3 TEMPORARY ELECTRICITY

- A. Provide and pay for power service required from utility source as needed for construction operation.
  
- B. Provide temporary electric feeder from electrical service at location as directed by Owner.
  
- C. Power Service Characteristics: 240/120 volts, single-phase 3-wire, 100 amperes fused disconnect with the meter on the pole at the disconnect.



- D. Provide power outlets with branch wiring and distribution boxes located as required for construction operations. Provide suitable, flexible power cords as required for portable construction tools and equipment.
- E. Permanent convenience receptacles may be used during construction.

#### 1.4 TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

- A. Provide and maintain lighting for construction operations to achieve minimum lighting level of two (2) watts/sq ft.
- B. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, lamps, and the like, for specified lighting levels.
- C. Maintain lighting and provide routine repairs.
- D. Permanent building lighting may be used during construction.

#### 1.5 TEMPORARY HEATING

- A. Provide and pay for heating devices and heat as needed to maintain specified conditions for construction operations.
- B. Enclose building before activating temporary heat according to "Enclosures and Fencing" Article in this Section.
- C. Before operating permanent equipment for temporary heating purposes, verify installation is approved for operation, equipment is lubricated, and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts. Replace filters at Substantial Completion.
- D. Maintain minimum ambient temperature of fifty (50) degrees F in areas where construction is in progress unless indicated otherwise in individual product data information.

#### 1.6 TEMPORARY COOLING

- A. Provide and pay for cooling devices and cooling as needed to maintain specified conditions for construction operations.
- B. Enclose building before activating temporary cooling according to ""Enclosures and Fencing" Article in this Section.
- C. Before operating permanent equipment for temporary cooling purposes, verify installation is approved for operation, equipment is lubricated, and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts. Replace filters at Substantial Completion.
- D. Maintain maximum ambient temperature of eighty (80) degrees F in areas where construction is in progress unless indicated otherwise in individual product data.

#### 1.7 TEMPORARY VENTILATION

- A. Ventilate enclosed areas to achieve curing of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.

1.8 COMMUNICATION SERVICES

- A. Telephone Service: Provide, maintain, and pay for telephone service to field office / Contractor's superintendent at time of Project mobilization and until completion of Work. Cellular service is acceptable.

1.9 TEMPORARY WATER SERVICE

- A. Provide suitable quality water service as needed to maintain specified conditions for construction operations.
- B. Contractor will pay cost of temporary water.
- C. Extend branch piping with outlets located so that water is available by hoses with threaded connections. Provide temporary pipe insulation and heat tape to prevent freezing if temperature falls below thirty-six (36) degrees F.

1.10 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Provide facilities at time of Project mobilization and until completion of Work.
- B. Maintain facilities in clean and sanitary condition daily.

1.11 FIELD OFFICES AND SHEDS

- A. Field Office: Weathertight, with lighting, electrical outlets, heating, cooling, and ventilating equipment, and equipped with sturdy furniture including conference table and chairs to accommodate six (6) persons, and a drawing display table. A Field Office is not required if Contractor's office is within twenty (5) miles of Project Site. A home office does not suffice.
- B. When permanent facilities are enclosed with operable utilities, relocate field offices and storage into building, with written agreement of Owner, and remove temporary buildings.
- C. Construction: Portable or mobile buildings, or buildings constructed with floors raised aboveground, securely fixed to foundations with steps and landings at entrance doors.
  - 1. Construction: Structurally sound, secure, weathertight enclosures for office and storage spaces. Maintain during progress of Work; remove enclosures when no longer needed.
  - 2. Thermal Resistance of Floors, Walls, and Ceilings: Compatible with occupancy and storage requirements.
  - 3. Exterior Materials: Weather-resistant.
  - 4. Interior Materials: Sheet-type materials for walls and ceilings, prefinished or painted; resilient floor and bases.
  - 5. Lighting: Fifty (50) ft-C at desktop height; exterior lighting at entrance door(s).
- D. Environmental Control:
  - 1. Heating, Cooling, and Ventilating for Offices: Automatic equipment to maintain comfort conditions.
  - 2. Storage Spaces: Heating and ventilating as needed to maintain products according to Contract Documents; lighting for maintenance and inspection of products.
- E. Storage Areas and Sheds: Size to storage requirements for products of individual Specification Sections, allowing for access and orderly provision for maintenance and inspection of products to suit requirements in Section 01 60 00 - Product Requirements.

- F. Preparation: Fill and grade Sites for temporary structures sloped for drainage away from buildings.
- G. Installation:
  - 1. Install field office spaces ready for occupancy fourteen (14) days after date established by Notice to Proceed.
  - 2. Employee Residential Occupancy: Not allowed on Owner's property.
- H. Maintenance and Cleaning:
  - 1. Provide regular custodial services for field office and periodic cleaning and maintenance for sheds and storage areas.
  - 2. Maintain walks free of mud, water, snow, and the like.
- I. Removal: At completion of Work, remove buildings, foundations, utility services, and debris. Restore areas to same or better condition as original condition or to condition identified in Contract Documents.

#### 1.12 VEHICULAR ACCESS

- A. Construct temporary, all-weather access driveway from M.L.K. Jr. Street or street as indicated on Civil Drawings to serve construction area, of width and load-bearing capacity to accommodate unimpeded traffic for construction purposes.
- B. Construct temporary culverts to span low areas and allow unimpeded drainage as necessary.
- C. Extend and relocate vehicular access as Work progress requires; do not impede traffic flow.
- D. Locate as approved by Owner.
- E. Provide unimpeded access for emergency vehicles. Maintain 20-foot-wide driveways with turning space between and around combustible materials.
- F. Provide and maintain access to fire hydrants and control valves; keep access free of obstructions.
- G. Provide means of removing mud from vehicle wheels before entering streets.
- H. Use existing on-Site roads for construction traffic.

#### 1.13 PARKING

- A. Construct temporary gravel surface parking area to accommodate construction personnel.
- B. Locate as approved by Owner.
- C. If Site space is not adequate, provide additional off-Site parking.
- D. Use of existing on-Site streets and driveways used for construction traffic is not permitted for parking. Tracked vehicles are not allowed on paved areas.
- E. Do not allow heavy vehicles or construction equipment in gravel parking area.
- F. Permanent Pavements:
  - 1. Base for permanent parking area may be used for construction traffic.
  - 2. Avoid traffic loading beyond paving design capacity. Tracked vehicles are not allowed.
  - 3. Use of permanent parking is permitted once paving is usable.

- G. Maintenance:
  - 1. Maintain traffic and parking areas in sound condition, free of excavated material, construction equipment, products, mud, snow, ice, and the like.
  - 2. Maintain new permanent paved areas; promptly repair breaks, potholes, low areas, standing water, and other deficiencies, to maintain paving and drainage in original condition.
- H. Removal, Repair:
  - 1. Remove temporary materials and construction when permanent paving is usable.
  - 2. Repair permanent facilities damaged by use, to original condition.
- I. Mud from Site vehicles: Provide means of removing mud from vehicle wheels before entering streets.

#### 1.14 PROGRESS CLEANING AND WASTE REMOVAL

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain Site in clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, before enclosing spaces.
- C. Broom and vacuum clean interior areas before starting surface finishing and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and rubbish from Site weekly and dispose of off-Site.

#### 1.15 PROJECT IDENTIFICATION

- A. Project Identification Sign:
  - 1. Contractor is to provide the sign, structure/frame, and installation for (2) 4' x 8' sheets, mounted on each side of a v-shaped sign.
  - 2. Signage graphics are to identify the Owner and Contractor; Owner is to approve graphic design prior to fabrication.
  - 3. Signe structure is to withstand 60-mph wind velocity.
  - 4. Any other signage is to be approved by Owner.
- B. Project Informational Signs:
  - 1. Provide informational sign at field office and storage shed(s) and provide directional signs to direct traffic into and within Site. Relocate as Work progress requires.
  - 2. No other signs are allowed without Owner's permission except those required by law.
- C. Installation:
  - 1. Install Project identification sign within fourteen (14) days of date established by Notice to Proceed.
  - 2. Erect on the Site at the corner of Main and Ware Streets.
  - 3. Erect supports and framing on secure foundation, rigidly braced and framed to resist wind loadings.
  - 4. Install sign surface plumb and level, with butt joints. Anchor securely.
  - 5. Paint exposed surfaces of sign, supports, and framing.
- D. Maintenance: Maintain clean signs and supports; repair deterioration and damage.
- E. Removal: Remove signs, framing, supports, and foundations at completion of Project and restore area.

### 1.16 TRAFFIC REGULATION

- A. Signs, Signals, and Devices:
  - 1. Post-Mounted and Wall-Mounted Traffic Control and Informational Signs: As approved by authorities having jurisdiction.
  - 2. Traffic Control Signals: As approved by local jurisdictions.
  - 3. Traffic Cones, Drums, Flares, and Lights: As approved by authorities having jurisdiction.
  - 4. Flag Person Equipment: As required by authorities having jurisdiction.
- B. Flag Persons: Provide trained and equipped flag persons to regulate traffic when construction operations or traffic encroach on public traffic lanes.
- C. Flares and Lights: Use flares and lights during hours of low visibility to delineate traffic lanes and to guide traffic.
- D. Haul Routes:
  - 1. Consult with authorities having jurisdiction and establish public thoroughfares to be used for haul routes and Site access.
  - 2. Confine construction traffic to designated haul routes.
  - 3. Provide traffic control at critical areas of haul routes to regulate traffic and to minimize interference with public traffic.
- E. Traffic Signs and Signals:
  - 1. Provide signs at approaches to Site and on Site, at crossroads, detours, parking areas, and elsewhere as needed to direct construction and affected public traffic.
  - 2. Provide, operate, and maintain traffic control signals to direct and maintain orderly flow of traffic in areas under Contractor's control and areas affected by Contractor's operations.
  - 3. Relocate signs and signals as Work progresses, to maintain effective traffic control.
- F. Removal:
  - 1. Remove equipment and devices when no longer required.
  - 2. Repair damage caused by installation.
  - 3. Remove post settings to depth of 2-feet.

### 1.17 FIRE-PREVENTION FACILITIES

- A. Prohibit smoking within buildings under construction. Designate area on Site where smoking is permitted. Provide approved ashtrays in designated smoking areas.
- B. Establish fire watch for cutting, welding, and other hazardous operations capable of starting fires. Maintain fire watch before, during, and after hazardous operations until threat of fire does not exist.
- C. Portable Fire Extinguishers: NFPA 10; 10-pound capacity, 4A-60B: C UL rating.
  - 1. Provide two (2) fire extinguishers at building under construction.
  - 2. Provide minimum of one (1) fire extinguisher in field office and at each storage shed.
  - 3. Provide minimum of one (1) fire extinguisher on roof during roofing operations using heat-producing equipment.

### 1.18 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas and to protect adjacent properties from damage from construction operations.
- B. Provide barricades as required by authorities having jurisdiction for public rights-of-way.

- C. Protect non-owned vehicular traffic, stored materials, Site, and structures from damage.

#### 1.19 ENCLOSURES AND FENCING

- A. Construction: Commercial-grade chain-link fence, or Owner - approved alternative.
- B. Provide 6-foot-high fence around job site.
- C. Exterior Enclosures:
  - 1. Provide temporary weathertight closure of exterior openings to accommodate acceptable working conditions and protection for products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual product data, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.

#### 1.20 SECURITY

- A. Security Program:
  - 1. Protect Work on existing premises from theft, vandalism, and unauthorized entry.
  - 2. Initiate program at Project mobilization.
  - 3. Maintain program throughout construction period until Owner occupancy.
- B. Entry Control
  - 1. Allow entrance only to authorized persons with proper identification.
  - 2. Maintain log of workers and visitors and make available to Owner upon request.
- C. Restrictions:
  - 1. Do no work on days indicated in Owner-Contractor Agreement.

#### 1.21 WATER CONTROL

- A. Grade Site to drain. Maintain excavations free of water. Provide, operate, and maintain necessary pumping equipment.
- B. Protect Site from puddles or running water. Provide water barriers as required to protect Site from soil erosion and prevent runoff into storm water system.

#### 1.22 DUST CONTROL

- A. Execute Work by methods that minimize raising dust from construction operations.
- B. Provide positive means to prevent airborne dust from dispersing into atmosphere.

#### 1.23 EROSION AND SEDIMENT CONTROL

- A. Plan and execute construction by methods to control surface drainage from cuts and fills from borrow and waste disposal areas. Prevent erosion and sedimentation.
- B. Minimize surface area of bare soil exposed at one time.
- C. Provide temporary measures including berms, dikes, drains, and other devices to prevent water flow.
- D. Construct fill and waste areas by selective placement to avoid erosive surface silts and clays.

- E. Periodically inspect earthwork to detect evidence of erosion and sedimentation. Promptly apply corrective measures.
- F. Comply with sediment and erosion control plan indicated on Drawings.

1.24 NOISE CONTROL

- A. Provide methods, means, and facilities to minimize noise produced by construction operations.

1.25 PEST AND RODENT CONTROL

- A. Provide methods, means, and facilities to prevent pests and insects from damaging the Work and entering the facility.
- B. Provide methods, means, and facilities to prevent rodents from accessing or invading premises.

1.26 POLLUTION CONTROL

- A. Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances and pollutants produced by construction operations.
- B. Comply with pollution and environmental control requirements of authorities having jurisdiction.

1.27 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, and materials before Final Application for Payment inspection.
- B. Grade site as indicated on Drawings.
- C. Clean and repair damage caused by installation or use of temporary Work.
- D. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

**END OF SECTION**

**SECTION 01 57 29 - TEMPORARY INDOOR AIR QUALITY CONTROLS**

**PART 1 GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Construction Indoor Air Quality (IAQ) Management Plan.
  - 2. HVAC air filters.
  - 3. Building flush-out.
  - 4. Indoor air quality testing.

**1.2 REFERENCES**

- A. American Society of Heating, Refrigerating & Air Conditioning Engineers (ASHRAE):
  - 1. ASHRAE 52.2 - Method of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size.
- B. Sheet Metal and Air Conditioning National Contractors Association (SMACNA):
  - 1. SMACNA IAQ 2nd Edition 2007 - Guideline for Occupied Buildings under Construction, Chapter 3: Control Measures.
- C. U.S. Environmental Protection Agency (EPA):
  - 1. EPA IAQ Testing - Compendium of Methods for the Determination of Air Pollutants in Indoor Air.

**1.3 PLAN REQUIREMENTS**

- A. Develop and implement a Construction Indoor Air Quality (IAQ) plan as approved by Owner.
- B. Intent:
  - 1. Prevent indoor air quality problems resulting from construction process.
  - 2. Protect HVAC system during construction, control pollutant sources, and interrupt contamination pathways.

**1.4 SUBMITTALS**

- A. Section 01 33 00 - Submittal Procedures: Requirements for submittals.
- B. Product Data: Submit description and performance data for filters including MERV ratings.
- C. Construction IAQ Management Plan: Submit plan describing methods and procedures for implementing and monitoring compliance as specified in this Section.

**1.5 CLOSEOUT SUBMITTALS**

- A. Section 01 70 00 - Execution and Closeout Requirements: Requirements for submittals.
- B. Project Record Documents:
  - 1. Submit construction photographs showing compliance with Construction IAQ Management Plan.



## 1.6 CONSTRUCTION IAQ MANAGEMENT PLAN

- A. Implement Construction IAQ Management Plan at start of construction.
- B. Review Construction IAQ Management Plan at preconstruction meeting and progress meetings specified in Section 01 30 00 - Administrative Requirements.
- C. Distribute approved Construction IAQ Management Plan to Subcontractors and others affected by plan requirements.
- D. Oversee plan implementation, instruct construction personnel about plan compliance, and document plan results.
- E. Address the following requirements in Construction IAQ Management Plan:
  - 1. Permitting adequate airing-out of new materials.
  - 2. Proper curing of concrete before covering.
  - 3. Avoiding building occupancy while construction-related pollutants are present.
  - 4. Smoking inside building.
  - 5. Dust control.
  - 6. Debris removal.

## 1.7 SEQUENCING

- A. Sequence material delivery and installation to avoid exposing insulation, carpeting, acoustical ceilings, gypsum board, and other absorptive materials to contamination and moisture.
  - 1. Enclose building before storing and installing moisture-sensitive products within building under construction.

## PART 2 PRODUCTS

### 2.1 HVAC AIR FILTERS

- A. Return Filters: Filtration media rated for minimum efficiency reporting value (MERV) when tested according to ASHRAE 52.2.
  - 1. Construction Return Filters: MERV of 8.
  - 2. Flush-Out Return Filters: MERV of 13.
  - 3. Permanent Filters: Per recommendation of HVAC equipment manufacturer.
- B. Supply Filters: Per recommendation of HVAC equipment manufacturer.

## PART 3 EXECUTION

### 3.1 FILTER INSTALLATION AND REPLACEMENT

- A. Install construction return filter at each return grille before operating permanent air handlers during construction.
- B. Replace filters after completing construction and before conducting building flush-out.
  - 1. Replace construction return filters with flush-out return filters.
  - 2. Replace supply filters.
- C. Replace filters after conducting building flush-out and before occupancy.
  - 1. Replace flush-out return filters with permanent filters.

- 2. Replace supply filters.

3.2 BUILDING FLUSH-OUT

- A. Conduct building flush-out after construction ends and before occupancy.
  - 1. Operate HVAC air systems using 100 percent outside air for two weeks, minimum.

3.3 CONSTRUCTION PHOTOGRAPHS

- A. Section 01 33 00 - Submittal Procedures: Requirements for construction photographs.
- B. Photograph construction operations to show compliance with Construction IAQ Management Plan.
  - 1. Take minimum of six (6) photographs on minimum of three (3) different occasions during construction to show consistent adherence with IAQ Management Plan.
  - 2. Take minimum of size (6) photographs at beginning and end of building flush-out to show consistent adherence to building flush-out sequence.
  - 3. Identify photographs as required in Section 01 33 00 - Submittal Procedures and identify IAQ sequence illustrated in each photograph.

3.4 FIELD QUALITY CONTROL

- A. Section 01 70 00 - Execution and Closeout Requirements: Field inspecting, testing, adjusting, and balancing.
- B. Conduct baseline indoor air quality testing procedure according to EPA IAQ Testing.
  - 1. Verify indoor air contaminants do not exceed the following limits:

CONTAMINANT	MAXIMUM CONCENTRATION
Formaldehyde	27 parts per billion
Particulates (PM10)	50 micrograms per cubic meter
Total Volatile Organic Compounds (TVOC)	500 micrograms per cubic meter
4-Phenylcyclohexene (4-PCH)	6.5 micrograms per cubic meter
Carbon Monoxide (CO)	9 parts per million and no greater than 2 parts per million above outdoor levels

- C. Conduct air sample testing according to the following:
  - 1. Verify interior finishes, including but not limited to millwork, doors, paint, carpet and acoustic tiles, are installed.
  - 2. Test air quality before occupancy, during normal occupied hours, with building ventilation system starting at normal daily start time and operated at minimum outside air flow rate for occupied mode for duration of air testing.
  - 3. Test air quality for each portion of building served by separate ventilation system, using minimum one sampling point for each 25,000 sq ft, or one sampling point for each contiguous floor area, whichever is larger. Include sampling points in areas with least ventilation and greatest presumed contaminant source strength.
  - 4. Collect air samples between 3 and 6 feet above finished floor. Collect samples over minimum 4-hour period.
- D. When tests indicate contaminants exceed maximum concentration limit, flush affected building area with outside air and retest.

1. Repeat flushing and retesting until measured contaminant concentrations are less than specified maximum limits.
2. Take air samples for retests at same location as initial tests.

**END OF SECTION**

## SECTION 01 60 00 - PRODUCT REQUIREMENTS

### PART 1 GENERAL

#### 1.1 SECTION INCLUDES

- A. Products.
- B. Product delivery requirements.
- C. Product storage and handling requirements.
- D. Product options.
- E. Equipment electrical characteristics and components.

#### 1.2 PRODUCTS

- A. Comply with specified requirements and reference standards.
- B. Specified products define standard of quality, type, function, dimension, appearance, and performance required.
- C. Furnish products of qualified manufacturers that are suitable for intended use. Furnish products of each type by single manufacturer unless specified otherwise. Confirm that manufacturer's production capacity can provide sufficient product, on time, to meet Project requirements.
- D. Furnish interchangeable components from same manufacturer for new components requiring replacement.

#### 1.3 PRODUCT DELIVERY REQUIREMENTS

- A. Transport and handle products according to manufacturer's instructions.
- B. Promptly inspect shipments to ensure products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products; use methods to prevent soiling, disfigurement, or damage.

#### 1.4 PRODUCT STORAGE AND HANDLING REQUIREMENTS

- A. Store and protect products according to manufacturer's instructions.
- B. Store products with seals and labels intact and legible.
- C. Store sensitive products in weathertight, climate-controlled enclosures in an environment suitable to product.
- D. For exterior storage of fabricated products, place products on sloped supports aboveground.
- E. Provide bonded off-Site storage and protection when Site does not permit on-Site storage or protection.

- F. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- G. Store loose granular materials on solid flat surfaces in well-drained area. Prevent mixing with foreign matter.
- H. Provide equipment and personnel to store products; use methods to prevent soiling, disfigurement, or damage.
- I. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

#### 1.5 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Products complying with specified reference standards or description.
- B. Products Specified by Naming One or More Manufacturers with Provision for Substitutions: Submit Request for Substitution for any manufacturer not named, according to Section 01 25 00 - Substitution Procedures.

### PART 2 PRODUCTS

#### 2.1 EQUIPMENT ELECTRICAL CHARACTERISTICS AND COMPONENTS

- A. Wiring Terminations: Furnish terminal lugs to match branch circuit conductor quantities, sizes, and materials indicated. Include lugs for terminal box.
- B. Cord and Plug: Furnish minimum 6-foot-long cord and plug including grounding connector for connection to electric wiring system. Cord of longer length may be specified in individual Specification Sections.

**END OF SECTION**

**SECTION 01 70 00 - EXECUTION AND CLOSEOUT REQUIREMENTS**

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Field engineering.
- B. Closeout procedures.
- C. Starting of systems.
- D. Demonstration and instructions.
- E. Testing, adjusting, and balancing.
- F. Project record documents.
- G. Operation and maintenance data.
- H. Manual for materials and finishes.
- I. Manual for equipment and systems.
- J. Spare parts and maintenance products.
- K. Product warranties and product bonds.
- L. Maintenance service.
- M. Examination.
- N. Preparation.
- O. Execution.
- P. Cutting and patching.
- Q. Protecting installed construction.
- R. Final cleaning.

1.2 FIELD ENGINEERING

- A. Employ land surveyor registered in State of Georgia and acceptable to the Owner.
- B. Locate and protect survey control and reference points. Promptly notify Owner of discrepancies discovered.
- C. Control datum for survey is indicated on Drawings.
- D. Verify setbacks and easements; confirm Drawing dimensions and elevations.

- E. Provide field engineering services. Establish elevations, lines, and levels using recognized engineering survey practices.
- F. Submit copy of Site drawing signed by land surveyor certifying elevations and locations of the Work are in conformance with Contract Documents.
- G. Maintain complete and accurate log of control and survey Work as Work progresses.
- H. Protect survey control points prior to starting Site Work; preserve permanent reference points during construction.
- I. Promptly report to Owner loss or destruction of reference point or relocation required because of changes in grades or other reasons.
- J. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Owner.
- K. Final Property Survey: Prior to Substantial Completion, prepare final property survey illustrating locations, dimensions, angles, and elevations of buildings and Site Work that have resulted from construction indicating their relationship to permanent benchmarks and property lines.
  - 1. Show significant features (real property) for Project.
  - 2. Include certification on survey, signed by surveyor, that principal metes, bounds, lines, levels, and elevations of Project are accurately shown.

### 1.3 CLOSEOUT PROCEDURES

- A. Prerequisites to Substantial Completion: Complete following items before requesting Certification of Substantial Completion, either for entire Work or for portions of Work:
  - 1. Submit maintenance manuals, Project record documents, digital images of construction photographs, and other similar final record data in compliance with this Section.
  - 2. Complete facility startup, testing, adjusting, balancing of systems and equipment, demonstrations, and instructions to Owner's operating and maintenance personnel as specified in compliance with this Section.
  - 3. Conduct inspection to establish basis for request that Work is substantially complete. Create comprehensive list (initial punch list) indicating items to be completed or corrected, value of incomplete or nonconforming Work, reason for being incomplete, and date of anticipated completion for each item. Include copy of list with request for Certificate of Substantial Completion.
  - 4. Obtain and submit releases enabling Owner's full, unrestricted use of Project and access to services and utilities. Include certificate of occupancy, operating certificates, and similar releases from authorities having jurisdiction and utility companies.
  - 5. Deliver tools, spare parts, extra stocks of material, and similar physical items to Owner.
  - 6. Make final change-over of locks eliminating construction master-key system and transmit keys directly to Owner. Advise Owner's personnel of change-over in security provisions.
  - 7. Discontinue or change over and remove temporary facilities and services from Project Site, along with construction tools, mockups, and similar elements.
  - 8. Advise Owner of pending insurance changeover requirements.
  - 9. Perform final cleaning according to this Section.
- B. Substantial Completion Inspection:
  - 1. When Contractor considers Work to be substantially complete, submit to Owner:
    - a. Written notice that Work, or designated portion, is substantially complete.
    - b. List of items to be completed or corrected (initial punch list).
  - 2. Within seven (7) days after receipt of request for Substantial Completion, Owner will make inspection to determine whether Work or designated portion is substantially complete.

3. Should Owner determine that Work is not substantially complete:
    - a. Owner will promptly notify Contractor in writing, stating reasons for its opinion.
    - b. Contractor shall remedy deficiencies in Work and send second written request for Substantial Completion to Owner,
    - c. Owner will reinspect Work.
    - d. Redo and Inspection of Deficient Work: Repeated until Work passes Owner's inspection.
  4. When Owner finds that Work is substantially complete, Owner will:
    - a. Prepare Certificate of Substantial Completion on AIA G704 - Certificate of Substantial Completion, accompanied by Contractor's list of items to be completed or corrected as verified and amended by Owner (final punch list).
    - b. Submit Certificate to Owner and Contractor for their written acceptance of responsibilities assigned to them in Certificate.
  5. After Work is substantially complete, Contractor shall:
    - a. Allow Owner occupancy of Project under provisions stated in Certificate of Substantial Completion.
    - b. Complete Work listed for completion or correction within time period stipulated.
- C. Prerequisites for Final Completion: Complete following items before requesting final acceptance and final payment.
1. When Contractor considers Work to be complete, submit written notice that:
    - a. Contract Documents have been reviewed.
    - b. Work has been examined for compliance with Contract Documents.
    - c. Work has been completed according to Contract Documents.
    - d. Work is completed and ready for final inspection.
  2. Submittals: Submit following:
    - a. Final punch list indicating all items have been completed or corrected.
    - b. Final payment request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
    - c. Specified warranties, workmanship/maintenance bonds, maintenance agreements, and other similar documents.
    - d. Accounting statement for final changes to Contract Sum.
    - e. Contractor's affidavit of payment of debts and claims on AIA G706 - Contractor's Affidavit of Payment of Debts and Claims.
    - f. Contractor affidavit of release of liens on AIA G706A - Contractor's Affidavit of Release of Liens.
    - g. Consent of surety to final payment on AIA G707 - Consent of Surety to Final Payment Form.
    - h. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
    - i. Certificate of Release: From authorities having jurisdiction.
    - j. Submit pest-control final inspection report.
  3. Perform final cleaning for Contractor-soiled areas according to this Section.
- D. Final Completion Inspection:
1. Within seven (7) days after receipt of request for final inspection, Owner will make inspection to determine whether Work or designated portion is complete.
  2. Should Owner consider Work to be incomplete or defective:
    - a. Owner will promptly notify Contractor in writing, listing incomplete or defective Work.
    - b. Contractor shall remedy stated deficiencies and send second written request to Owner that Work is complete.
    - c. Owner will reinspect Work.
    - d. Redo and Inspection of Deficient Work: Repeated until Work passes Owner's inspection.



#### 1.4 STARTING OF SYSTEMS

- A. Coordinate schedule for startup of various equipment and systems.
- B. Notify Owner seven (7) days prior to startup of each item.
- C. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions which may cause damage.
- D. Verify that tests, meter readings, and electrical characteristics agree with those required by equipment or system manufacturer.
- E. Verify that wiring and support components for equipment are complete and tested.
- F. Execute startup under supervision of manufacturer's representative or Contractors' personnel according to manufacturer's instructions.
- G. When specified in Contract Documents, require manufacturer to provide authorized representative who will be present at Site to inspect, check, and approve equipment or system installation prior to startup and will supervise placing equipment or system in operation.
- H. Submit a written report according to Section 01 33 00 - Submittal Procedures that equipment or system has been properly installed and is functioning correctly.

#### 1.5 DEMONSTRATION AND INSTRUCTIONS

- A. Demonstrate operation and maintenance of products to Owner's personnel fourteen (14) days prior to date of final inspection.
- B. Demonstrate Project equipment and instructed by qualified manufacturer's representative who is knowledgeable about the Project.
- C. For equipment or systems requiring seasonal operation, perform demonstration for other season within six (6) months.
- D. Use operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.
- E. Demonstrate startup, operation, control, adjustment, troubleshooting, servicing, maintenance, and shutdown of each item of equipment at scheduled time at equipment location.
- F. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.

#### 1.6 TESTING, ADJUSTING, AND BALANCING

- A. Contractor will appoint, employ, and pay for services of an independent firm to perform testing, adjusting, and balancing for the HVAC system.
- B. Reports will be submitted by independent firm to Owner indicating observations and results of tests and indicating compliance or noncompliance with requirements of Contract Documents.

#### 1.7 PROJECT RECORD DOCUMENTS

- A. Maintain on Site one set of the following record documents; record actual revisions to the Work:

1. Drawings.
  2. Specifications.
  3. Addenda.
  4. Change Orders and other modifications to the Contract.
  5. Reviewed Shop Drawings, product data, and Samples.
  6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress, not less than weekly.
- E. Specifications: Legibly mark and record, at each product Section, description of actual products installed, including the following:
1. Manufacturer's name and product model and number.
  2. Product substitutions or alternates used.
  3. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction as follows:
1. Include Contract modifications such as Addenda, supplementary instructions, change directives, field orders, minor changes in the Work, and change orders.
  2. Include locations of concealed elements of the Work.
  3. Identify depth of buried utility lines and provide dimensions showing distances from permanent facility components that are parallel to utilities.
  4. Dimension ends, corners, and junctions of buried utilities to permanent facility components using triangulation.
  5. Identify and locate existing buried or concealed items encountered during Project.
  6. Measured depths of foundations in relation to finish main floor datum.
  7. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  8. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  9. Field changes of dimension and detail.
  10. Details not on original Drawings.
- G. Submit PDF electronic files of marked-up documents to Owner with claim for final Application for Payment.

#### 1.8 OPERATION AND MAINTENANCE DATA

- A. Submit in PDF composite electronic indexed file.
- B. Submit data bound in 8-1/2 x 11-inch text pages, three D side ring binders with durable plastic covers.
- C. Prepare binder cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS," title of Project, and subject matter of binder when multiple binders are required.
- D. Internally subdivide binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
- E. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

- F. Contents: Prepare table of contents for each volume, with each product or system description identified, typed on white paper, in three parts as follows:
  - 1. Part 1: Directory, listing names, addresses, and telephone numbers of Owner/Engineer, Contractor, Subcontractors, and major equipment suppliers.
  - 2. Part 2: Operation and maintenance instructions, arranged by system and subdivided by Specification Section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Include the following:
    - a. Significant design criteria.
    - b. List of equipment.
    - c. Parts list for each component.
    - d. Operating instructions.
    - e. Maintenance instructions for equipment and systems.
    - f. Maintenance instructions for special finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
    - g. Safety precautions to be taken when operating and maintaining or working near equipment.
  - 3. Part 3: Project documents and certificates, including the following:
    - a. Shop Drawings and product data.
    - b. Air and water balance reports.
    - c. Certificates.
    - d. Originals of warranties and bonds.

#### 1.9 MANUAL FOR MATERIALS AND FINISHES

- A. Submit two (2) physical sets of manual within ten (10) days after final inspection.
- B. Submit in PDF composite electronic indexed file manual within ten (10) days after final inspection.
- C. Building Products, Applied Materials, and Finishes: Include product data, with catalog number, size, composition, and color and texture designations. Include information for re-ordering custom-manufactured products.
- D. Instructions for Care and Maintenance: Include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- E. Moisture Protection and Weather Exposed Products: Include product data listing applicable reference standards, chemical composition, and details of installation. Include recommendations for inspections, maintenance, and repair.
- F. Include listing in table of contents for design data, with tabbed fly sheet and space for insertion of data.

#### 1.10 MANUAL FOR EQUIPMENT AND SYSTEMS

- A. Submit two (2) physical sets of manual within ten (10) days after final inspection.
- B. Submit in PDF composite electronic indexed file manual within ten (10) days after final inspection.
- C. Each Item of Equipment and Each System: Include description of unit or system and component parts. Identify function, normal operating characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and model number of replaceable parts.

- D. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
- E. Include color-coded wiring diagrams as installed.
- F. Operating Procedures: Include startup, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shutdown, and emergency instructions. Include summer, winter, and special operating instructions.
- G. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and troubleshooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- H. Include servicing and lubrication schedule and list of lubricants required.
- I. Include manufacturer's printed operation and maintenance instructions.
- J. Include sequence of operation by controls manufacturer.
- K. Include original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- L. Include control diagrams by controls manufacturer as installed.
- M. Include Contractor's coordination drawings with color-coded piping diagrams as installed.
- N. Include charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- O. Include list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- P. Include test and balancing reports as specified in Section 01 40 00 - Quality Requirements.
- Q. Include listing in table of contents for design data with tabbed dividers and space for insertion of data.

#### 1.11 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Furnish spare parts, maintenance, and extra products in quantities specified in Contract Documents.
- B. Deliver to Project Site and place in location as directed by Owner; obtain receipt prior to final payment.

#### 1.12 PRODUCT WARRANTIES AND PRODUCT BONDS

- A. Obtain warranties and bonds executed in duplicate by responsible Subcontractors, suppliers, and manufacturers within ten (10) days after completion of applicable item of Work.
- B. Execute and assemble transferable warranty documents and bonds from Subcontractors, suppliers, and manufacturers.
- C. Verify documents are in proper form, contain full information, and are notarized.
- D. Co-execute submittals when required.

- E. Include a table of contents.
- F. Submit data bound in 8-1/2 x 11-inch text pages, three D side ring binders with durable plastic covers.
- G. Submit prior to final Application for Payment.
- H. Time of Submittals:
  - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within ten (10) days after acceptance.
  - 2. Make other submittals within ten (10) days after date of Substantial Completion, prior to final Application for Payment.
  - 3. For items of Work for which acceptance is delayed beyond Substantial Completion, submit within ten (10) days after acceptance, listing date of acceptance as beginning of warranty or bond period.

### 1.13 MAINTENANCE SERVICE

- A. Furnish service and maintenance of components indicated in Specification Sections during warranty period.
- B. Examine system components at frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- C. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by manufacturer of original component.
- D. Do not assign or transfer maintenance service to agent or Subcontractor without prior written consent of Owner.

## PART 2 PRODUCTS - Not Used

## PART 3 EXECUTION

### 3.1 EXAMINATION

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

### 3.2 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance according to manufacturer's instructions.
- B. Seal cracks or openings of substrate prior to applying next material or substance.

- C. Apply manufacturer-required or -recommended substrate primer, sealer, or conditioner prior to applying new material or substance in contact or bond.

### 3.3 EXECUTION

- A. Comply with manufacturer's installation instructions, performing each step in sequence. Maintain one set of manufacturer's installation instructions at Project Site during installation and until completion of construction.
- B. When manufacturer's installation instructions conflict with Contract Documents, request clarification from Owner before proceeding.
- C. Verify that field measurements are as indicated on approved Shop Drawings or as instructed by manufacturer.
- D. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.
  - 1. Secure Work true to line and level and within specified tolerances, or if not specified, industry-recognized tolerances.
  - 2. Physically separate products in place, provide electrical insulation, or provide protective coatings to prevent galvanic action or corrosion between dissimilar metals.
  - 3. Exposed Joints: Provide uniform joint width and arrange to obtain best visual effect. Refer questionable visual-effect choices to Owner for final decision.
- E. Allow for expansion of materials and building movement.
- F. Climatic Conditions and Project Status: Install each unit of Work under conditions to ensure best possible results in coordination with entire Project.
  - 1. Isolate each unit of Work from incompatible Work as necessary to prevent deterioration.
  - 2. Coordinate enclosure of Work with required inspections and tests to minimize necessity of uncovering Work for those purposes.
- G. Mounting Heights: Where not indicated, mount individual units of Work at industry recognized standard mounting heights for particular application indicated.
  - 1. Refer questionable mounting heights choices to Owner for final decision.
  - 2. Elements Identified as Accessible to Handicapped: Comply with applicable codes and regulations.
- H. Adjust operating products and equipment to ensure smooth and unhindered operation.
- I. Clean and perform maintenance on installed Work as frequently as necessary through remainder of construction period. Lubricate operable components as recommended by manufacturer.

### 3.4 CUTTING AND PATCHING

- A. Employ skilled and experienced installers to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements affecting:
  - 1. Structural integrity of element.
  - 2. Integrity of weather-exposed or moisture-resistant elements.
  - 3. Efficiency, maintenance, or safety of element.
  - 4. Visual qualities of sight-exposed elements.
  - 5. Work of Owner or separate contractor.
- C. Execute cutting, fitting, and patching, including excavation and fill, to complete Work and to:

1. Fit the several parts together, to integrate with other Work.
  2. Uncover Work to install or correct ill-timed Work.
  3. Remove and replace defective and nonconforming Work.
  4. Remove samples of installed Work for testing.
  5. Provide openings in elements of Work for penetrations of mechanical and electrical Work.
- D. Execute Work by methods to avoid damage to other Work and to provide proper surfaces to receive patching and finishing.
- E. Cut masonry and concrete materials using masonry saw or core drill.
- F. Restore Work with new products according to requirements of Contract Documents.
- G. Fit Work tight to pipes, sleeves, ducts, conduits, and other penetrations through surfaces.
- H. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- I. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for assembly, refinish entire unit.
- J. Identify hazardous substances or conditions exposed during the Work to Owner for decision or remedy.

### 3.5 PROTECTING INSTALLED CONSTRUCTION

- A. Protect installed Work and provide special protection where specified in individual Specification Sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate Work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Use durable sheet materials to protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects.
- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. When traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

### 3.6 FINAL CLEANING

- A. Execute final cleaning prior to final Project assessment.
1. Employ experienced personnel or professional cleaning firm.
- B. Clean interior and exterior glass and surfaces exposed to view; remove temporary labels, stains, and foreign substances; polish transparent and glossy surfaces.
- C. Clean equipment and fixtures to sanitary condition with appropriate cleaning materials.
- D. Replace filters of operating equipment.
- E. Clean debris from roofs, gutters, downspouts, and drainage systems.

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- F. Clean Site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste and surplus materials, rubbish, and construction facilities from Site.

**END OF SECTION**



**END OF PROJECT MANUAL**  
(Whew! Thank goodness...)