

**GENERAL INFORMATION**

Project No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

Consultant: \_\_\_\_\_

CM@Risk: (If applicable) \_\_\_\_\_

Construction Period: \_\_\_\_\_ Days

Liquidated Damages: \$ \_\_\_\_\_ / Calendar Day; \$ \_\_\_\_\_ / Calendar Day

Optional Prices:	<u>Yes</u>	<u>How Many?</u>	Set Up Item 2 in Bid Form Part 1 (If Design-Bid-Build), coordinate Optional Price wording for Section 01019 or 01030 (whichever section is used for Optional Prices)
	<u>No</u>		Delete from Bid Form Part 1 (If Design-Bid-Build), edit Div 1 section accordingly

Construction Estimate Range: \_\_\_\_\_

\*\*\*\*\*  
**The following information in blue is for Bid Projects. Proceed to Boilerplate Index for CM@Risk projects.**  
\*\*\*\*\*

Documents Deposit: \$ \_\_\_\_\_ / Each for \_\_\_\_\_ Sets (2 is standard)

Pre-Bid Location: \_\_\_\_\_  
\_\_\_\_\_

**SCHEDULING A BID OPENING DATE AND TIME, AND COMPLETING THE BOILERPLATE/ADVERTISING PROCESS**

Upon completion of a boilerplate and before faxing for publication, obtain anticipated Advertising, Pre-Bid Meeting, and Bid Opening Dates from the Project Manager.

- Bid Openings are usually held on Tuesdays or Thursdays; usually at 2:00 p.m. or 4:00 p.m.
- Confirm the availability of the anticipated Bid Date through the Master Bid Schedule
- If the anticipated date is available, make sure all the other dates do not conflict:
  - Second date of publication is one week after first date
  - Pre-bid is about one and a half weeks after first date of publication
  - Bid Date is **at least** three weeks after first date of publication

**Scheduling the Bid Opening:**

- Go into Meeting Maker and Propose Meeting
- Invite Guests: Construction Group Manager, Facilities Project Manager (construction), Project Manager (Design) and the selected room. cc your backup Support Staff
- Go to Master Bid Schedule and Create New Activity for the Pre-Bid and Bid Dates

If this is a capital project and a large number of bidders are expected, you may need to reserve 104/106

Note the confirmed bidding process dates:

\_\_\_\_\_ Date of Documents (first ad  
date)

&

Ad Dates

\_\_\_\_\_

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Pre-bid Date and Time

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Bid Due Date and Time

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Complete the Boilerplate by inserting the various dates above in the appropriate locations.

Fax following information:

**For Small and Medium Projects:**

Fax Cover Sheet, Advertisement ("Notice to Contractors of Intent to Receive Bids") and Letter to Daily Territorial

Fax Cover Sheet and Advertisement to APTAN, and Dodge Plan Service Information **MUST** be received at Newspaper by: 10:00 a.m. two days prior to printing

**For Large (Capital) Projects:**

Advertisement and Letter to Daily Territorial  
Advertisement and Letter to Tribune Newspapers  
Advertisement to Construction Market Data (CMD)  
Information **MUST** be received at Newspapers by: 10:00 a.m. three days prior to printing, taking into account holidays

**DOUBLE CHECK DEADLINES WITH NEWSPAPERS WHEN ANY HOLIDAY IS APPROACHING**

Distribute copies of Advertisement and letters as follows

Business Services (advertisement and letter(s))  
Project Manager (advertisement only)  
Director, Facilities Design & Construction (advertisement only)  
Associate Director (advertisement only)  
Construction Group Manager (advertisement only)  
Design Group Manager (advertisement only)  
Engineering Group Manager (advertisement only)  
Contracts Administrator, Facilities Design & Construction (advertisement only)  
Contracts Administrator, Procurement & Contracting (advertisement only)  
Administrative Secretaries, Design & Engineering (fax cover letters, letter(s), and advertisement)  
Public Information Coordinator (advertisement only)  
Receptionist (advertisement only)

## **BOILERPLATE INDEX**

\*\*\*\*\*  
**Use the following four Division 00 Sections for CM@Risk Projects**  
\*\*\*\*\*

### **DIVISION 00 – CM@RISK REQUIREMENTS:**

- 00100 Instructions to CM@RISK
- 00102 Prior Approval Request Form
- 00200 Information Available to ~~Bidders~~ *Edit title to delete "to Bidders" when using CM@Risk*
- 00800 Supplementary Conditions *Use only if there is any specific contract provisions such as grant language or other Federal requirements that must be passed through into the Construction Contract and have not already been incorporated into the CM@Risk Agreement*
- 00860 Schedule of Drawings *Info to be provided by design consultant*

\*\*\*\*\*  
**Use the following Division 00, Sections 00030-00900 as required for Design-Bid-Build Projects.**  
\*\*\*\*\*

### **DIVISION 00 – BIDDING REQUIREMENTS:**

- 00030 Notice to Contractors of Intent to Receive Bids
- 00100 Instructions to Bidders
- 00101 Inquiries
- 00102 Prior Approval Request Form
- 00200 Information Available to Bidders
- 00300 Bid Form - Stipulated Sum
- 00400 Supplements to Bid Form
- 00401 Appendix A - List of Subcontractors/Material Suppliers
- 00402 Appendix B - List of Unit Prices
- 00403 Appendix C - List of Optional Prices
- 00404 Appendix D - List of Separate Prices
- 00405 Appendix E - Cost Breakdown
- 00406 Appendix F - List of Supplementary Architectural Information
- 00407 Appendix G - List of Supplementary Mechanical Information
- 00408 Appendix H - List of Equipment
- 00410 Bid Bond
- 00490 Qualification of Corporation Signature
- 00491 Qualification of Limited Liability Company Signature

### *CONTRACT FORMS*

- 00610 Performance Bond
- 00620 Payment Bond
- 00630 Performance Bond for Subcontracts  
UA Agreement Between Owner and Contractor (2000) *Determine applicable contract and retrieve latest version from shared library*  
UA Agreement Between Owner and Contractor (CM Edition, 2000)
- 00800 Supplementary Conditions
- 00860 Schedule of Drawings
- 00900 Addendum

\*\*\*\*\*  
**Edit the following Division 01 specification list to be project specific. Reference to actual sections may be required to make final selection.**  
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**DIVISION 01 – GENERAL REQUIREMENTS**

<b>Section</b>	<b>Section Title</b>	<b>Selection Information</b>
01010	SUMMARY OF WORK	
01019	CONTRACT CONSIDERATIONS	<i>For smaller projects, use this section. Larger projects can use expanded sections 01027, 01028 &amp; 01030 in lieu of this section. Note that this section also includes allowances. If there are allowances, this section should be retained even if expanded sections are used as noted above. Edit remainder of section accordingly.</i>
01027	APPLICATIONS FOR PAYMENT	<i>Expanded section in lieu of APPLICATIONS FOR PAYMENT article in Section 01019</i>
01028	MODIFICATION REQUIREMENTS	<i>Expanded section in lieu of CHANGE PROCEDURES article in Section 01019</i>
01030	OPTIONAL PRICES	<i>Expanded section in lieu of OPTIONAL PRICES article in Section 01019</i>
01039	COORDINATION AND MEETINGS	
01043	PARTNERING	
01045	CUTTING AND PATCHING	<i>Use for minor alteration work, Where more significant Alterations are required, consider Section 01120</i>
01050	FIELD ENGINEERING	<i>Expanded section in lieu of FIELD ENGINEERING article in Section 01039</i>
01090	REFERENCE STANDARDS	<i>Expanded section in lieu of REFERENCES article in Section 01400</i>
01120	ALTERATION PROJECT PROCEDURES	<i>In lieu of Section 01045 CUTTING and PATCHING when alteration work is more extensive</i>
01300	SUBMITTALS	
01310	CONSTRUCTION PROGRESS SCHEDULES	<i>Expanded section in lieu of CONSTRUCTION PROGRESS SCHEDULE article in Section 01300</i>
01311	COST-LOADED CONSTRUCTION PROGRESS SCHEDULES	<i>Expanded section in lieu of CONSTRUCTION PROGRESS SCHEDULE article in Section 01300 or in lieu of Section 01310. Note: using a cost loaded schedule has cost implications. For CM@Risk projects this requirement must be identified early in the design process.</i>
01400	QUALITY CONTROL	<i>Use Testing and Inspection services in this Section Typically. For expanded sections on Testing and Inspection services see 01410</i>

01500 CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS	<p><i>and 01411</i></p> <p><i>Use this section for small projects and/or projects with little site work. For large projects and projects with extensive site construction use expanded sections 01510, 01550, 01555, 01560, 01561, 01570 and 01590 in lieu of 01500. These sections address dust control, traffic control, haul routes etc. in a more thorough and detailed way that is required especially when projects are adjacent to the planning boundaries or when surrounding UA facilities will be impacted by construction.</i></p>
01510 TEMPORARY UTILITIES	<i>Expanded section in lieu of Section 01500</i>
01540 SECURITY	<i>When extraordinary security is required use this expanded section</i>
01550 ACCESS ROADS AND PARKING AREAS	<i>Expanded section in lieu of Section 01500</i>
01555 CONSTRUCTION FACILITIES	<i>Expanded section in lieu of Section 01500</i>
01560 TEMPORARY CONTROLS	<i>Expanded section in lieu of Section 01500</i>
01561 CONSTRUCTION CLEANING	<i>Expanded section in lieu of Section 01500</i>
01570 TRAFFIC REGULATION	<i>Expanded section in lieu of Section 01500</i>
01580 PROJECT IDENTIFICATION AND SIGNS	
01590 FIELD OFFICES AND SHEDS	<i>Expanded section in lieu of Section 01500</i>
01600 MATERIAL AND EQUIPMENT	
01601 SUBSTITUTION REQUEST FORM	
01650 STARTING OF SYSTEMS	
01700 CONTRACT CLOSEOUT	
01730 OPERATION AND MAINTENANCE DATA	<i>Expanded section in lieu of OPERATIONS AND MAINTENANCE DATA article in Section 01700</i>
01740 WARRANTIES	<i>Expanded section in lieu of WARRANTIES article in Section 01700</i>
01741 WARRANTY FORM	<i>Use this form in addition to either 01730 or 01740</i>
01810 GENERAL COMMISSIONING REQUIREMENTS	<p><i>Assume all large capital projects include Commissioning as part of the scope. Independent Commissioning is also part of LEED certification. This section outlines GC, Subcontractor requirements as it relates to the Commissioning scope.</i></p>



## Project Manual and Specifications for

**\*\*\*\*\*PROJECT NAME\*\*\*\*\***

**\*\*\*Date\*\*\***

UA Project No.: \*\*-\*\*\*\*

For:

The Arizona Board of Regents

Project Management:  
Department Of Facilities Design And Construction  
220 West Sixth Street, University Services Annex  
P.O. Box 210300, Tucson, Arizona 85721-0300

Prepared by:

\*\*\*\*Consultant Name\*\*\*\*

\*\*\*\*Address\*\*\*\*

\*\*\*\*City, State, Zip\*\*\*\*

\*\*\*\*Phone Number\*\*\*\*

**NOT FOR CONSTRUCTION**

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DIVISION 00

UA No.

Section 00030

NOTICE TO CONTRACTORS

ARIZONA BOARD OF REGENTS

NOTICE TO CONTRACTORS OF INTENT TO RECEIVE BIDS

Sealed bids will be received until [\_\_p.m., \_\_, \_\_,] 20[\_\_\_] , by the Arizona Board of Regents, care of the Department of Facilities Design and Construction, University Service Annex, Room \_\_, University of Arizona in Tucson, Attention: Mr. Robert R. Smith, for the furnishing of all labor, materials, transportation and services required for Project No.: [\_\_\_\_]; [\_\_\_\_\_] on the campus of the University of Arizona in accordance with the plans and specifications on file in the office of [\_\_\_\_], Tucson, Arizona 857 [\_\_\_]. The project consists of **[insert example]**

Bids will be opened publicly in Room [\_\_\_] of the University Service Annex, 220 West Sixth Street, on [\_\_\_], [\_\_\_], 20[\_\_\_] at [\_\_\_] and read aloud. Plans and specifications for the proposed work may be obtained at **[Reproductions, Inc., 234, East Sixth Street, Tucson, Arizona 85705], Phone [622-7747]**, by making a deposit of **[\$50.00]** per set in the form of check or money order, made payable to the University of Arizona. Bidders may obtain **[2]** sets on deposit, which will be refunded upon the return of the plans and specifications in **good condition**. Bidders desiring to obtain additional sets may do so by a direct, non-refundable purchase. Plans and specifications **shall be returned to [Reproductions, Inc] within ten (10) calendar days after the bid date** to be eligible for refund.

All Potential Bidders are strongly urged to attend the Pre-Bid Conference and Site Visit. The Conference will be held on [\_\_day\_\_], [\_\_date\_\_], at [\_\_time\_\_]. Bidders shall assemble at **[location]**.

All Potential Bidders are cautioned that attendance at the Pre-Bid Conference and Site Visit is mandatory for general contract bidders and for **[subcontractors]** subcontract bidders. Each attending firm must be represented by its actual proposed project manager, superintendent, and/or foreman to qualify as having attended the Meeting. The Meeting will be held on [\_\_day\_\_], [\_\_date\_\_], at [\_\_time\_\_]. Bidders shall assemble at **[location]**. (refer to the map in the drawings).

A certified or cashier's check or a surety bond for ten percent (10%) of the total amount of the Bid (base plus all additive optional prices) and applicable local transaction privilege or use taxes or both must accompany each Bid, as a guarantee that the Contractor will enter into a contract to perform the Bid in accordance with the plans and specifications or as liquidated damages in the event of failure or refusal of the Contractor to enter into the contract, which check or bond will be returned to the unsuccessful bidders, and to the successful bidder upon the execution of a satisfactory bond and contract, as prescribed by Arizona Revised Statutes.

Issued October 2003

00030-1

**DIVISION 00**

**UA No.**

**Section 00030**

**NOTICE TO CONTRACTORS**

The apparent low bidder, after receiving a Notice of Intent to Award, shall furnish to the aforesaid Board of Regents satisfactory performance and payment bonds, each in an amount equal to one hundred percent (100%) of the full amount of the Bid. These bonds are not to be expressly limited as to time in which action may be instituted against the surety company for possible non-performance of the Contractor.

Work shall commence in accordance with a Notice to Proceed issued after execution of the contract and shall be completed **[within [ ] [ ] days from the starting thereof.] [by \_\_\_\_ .]**

The Board reserves the right to reject any or all bids, to waive or decline to waive irregularities in any bid, or to withhold the award for any reason it may determine and also reserves the right to hold any or all bids for a period of **[sixty (60) days]** after the date of the opening thereof. No bidder may withdraw his bid during this **[sixty (60)]** day period.

All correspondence relating to this project should be addressed to:

ARIZONA BOARD OF REGENTS

**[\*\*name\*\*]**  
Project Coordinator  
Department of Facilities  
Design and Construction  
University of Arizona  
P.O. Box 210300  
Tucson, Arizona 85721-0300

By: Robert R. Smith  
Director  
Department of Facilities  
Design and Construction

PUBLISH: **Daily Territorial:** \_\_\_\_\_, and \_\_\_\_\_, 20\_\_\_\_

**[Mesa Tribune \_\_\_\_\_: \_\_\_\_\_ and \_\_\_\_\_, 20 \_\_\_\_]**  
**[Scottsdale Progress \_\_\_\_\_: \_\_\_\_\_ and \_\_\_\_\_, 20 \_\_\_\_]**  
**[Construction Market Data : \_\_\_\_\_ and \_\_\_\_\_, 20 \_\_\_\_]**

**Issued October 2003**

1 SUMMARY

1.1 DOCUMENT INCLUDES

A. Invitation

1. Bid Submission.
2. Work Identified in the Contract Documents.
3. Contract Time.

B. Bid Documents and Contract Documents.

1. Definitions.
2. Contract Documents Identification.
3. Availability.
4. Examination.
5. Inquires/Addenda.
6. "Or Equal" Products.

C. Site Assessment.

1. Site Examination.
2. Prebid Conference.

D. Qualifications.

1. Evidence of Qualifications and Responsibility.
2. Subcontractors.

E. Bid Submission.

1. Bidder Interest in More Than One (1) Bid.
2. Submission Procedure.
3. Bid Acceptability.

F. Bid Enclosures/Requirements.

**Section 00100**

**INSTRUCTION TO BIDDERS**

1. Security Deposit.
  2. Qualification of Corporate Signature.
  3. Qualification of Limited Liability Company Signature.
  4. Performance Assurance.
  5. Insurance.
  6. Bid For Requirements.
  7. Fees for Changes in the Work.
  8. Bid Form Signature.
  9. Additional Bid Information.
- G. Selection and Award.
1. Contract.
  2. Optional Prices.
  3. Unit Prices.
- H. Bid Acceptance/Rejection.
1. Duration of Bid.
  2. Acceptance of Bid.
- I. Owner Policies/Regulations.
1. Approved Applicator letter.
  2. Policy on Sexual Harassment.
  3. Drugs, Alcohol and Firearms.
  4. Recycling and Reuse of Salvaged/Surplus and Waste Materials.
  5. Payment to Subcontractors.

**1.2 RELATED DOCUMENTS**

- A. Document 00030 – Notice to Contractors of Intent to Receive Bids.

## Section 00100

## INSTRUCTION TO BIDDERS

- B. Document 00200 – Information Available to Bidders.
- C. Document 00300 Bid Form– Stipulated Price.
- D. Document 00400 – Supplements to Bid Form.
- E. Document 004100 – Bid Bond.
- F. Document 00490 – Qualification of Corporation Signature.
- G. Document 00491 – Qualification of Limited Liability Company Signature.
- H. **Document 00800 – Supplementary Conditions**

## 2 INVITATION.

## 2.1 BID SUBMISSION

- A. Properly executed Bids, signed, dated and under seal, when applicable, will be received by the Owner as stated in the Notice to Contactors of Intent to Receive Bids.
- B. Bids submitted after the stated time will be returned to the bidder unopened.
- C. Submit all of Document 00400 – Supplements to Bid Form with the Bid except as directed by Subsection 7.9 of these Instructions to Bidders.
- D. Bids will be opened publicly at the time and location stated in the Notice to Contractors of Intent to Receive Bids.
- E. Any Bidder may withdraw his bid, either personally or by written request, at any time prior to the scheduled closing time for receipt of bids. No Bid may be withdrawn after the scheduled closing time for receipt of bids.

## 2.2 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises **general construction**, **site development**, **remodeling**, **renovation**, **demolition**, **\_\_\_\_\_** **including structural**, **mechanical**, **electrical**, **\_\_\_\_\_** **Work**.
- B. This Project is located on the campus of the University of Arizona, Tucson, Arizona.
- C. Work required by any one of the Contract Documents shall be binding as if required by all. The intention of the Documents is to include all labor, equipment, material or other items inferable from the documents as being necessary to produce the intended results.

## 2.3 CONTRACT TIME

## Section 00100

## INSTRUCTION TO BIDDERS

- A. Perform the Work within the time stated in the Bid Form. The Bidder, by submitting a Bid, accepts the Contract Time period stated for performing the Work. The completion date in the Agreement shall be the Contract Time added to the commencement date set forth in the Notice to Proceed.
- B. By submitting a Bid, every Bidder represents that the Bid is based upon the completion time specified in the Bidding Documents, and acknowledges that Owner shall not be liable in any way for damages, claims or suits arising from Bidder's intended completion of the Project prior to the contractual completion date.

## 3 BID DOCUMENTS AND CONTRACT DOCUMENTS

## 3.1 DEFINITIONS

- A. Bid Documents: Consist of the Contract Documents including Instructions to Bidders, Information Available to Bidders, Bid Form and Appendix A, other Supplements to Bid Forms and Appendices as applicable, Bid securities, and all items listed in the Table of Contents of the Project Manual.
- B. Contract Documents: The Construction Agreement Between Owner and Contractor with General Conditions of the Construction Agreement **[(Construction Manager Edition)]**, including issued Addenda.
- C. Bid or Bidding: Act of submitting a Bid.
- D. Bid Price: Monetary sum identified by the Bidder in the Bid Form.

## 3.2 CONTRACT DOCUMENTS IDENTIFICATION

- A. The Contract Documents are dated ( \_\_\_\_\_ ) and identified as Project number ( \_\_\_\_\_ ) **(insert project name)**, as prepared by **[the Architect/Engineer]** under the direction of the President of the University of Arizona for the Arizona Board of Regents.

## 3.3 AVAILABILITY

- A. Bid Documents may be obtained as stated in the Notice to Contractors of Intent to Receive Bids.
- B. Deposit will be refunded if Bid Documents are returned complete, undamaged, unmarked and reusable, within the time period stated in the Notice. Failure to comply will result in forfeiture of deposit.
- C. Bid Documents are made available only for the purpose of obtaining Bids for this Project. Their use does not grant a license for other purposes.

## 3.4 EXAMINATION

## Section 00100

## INSTRUCTION TO BIDDERS

- A. Bid Documents are on display at Shirley's Plan Services, FW Dodge, and Reed Construction Data.
- B. Upon receipt of Bid Documents, verify that documents are complete. Notify Architect/Engineer should the documents be incomplete.
- C. Immediately notify the Architect/Engineer upon finding discrepancies or omissions in the Bid Documents.

## 3.5 INQUIRIES/ADDENDA

- A. Should a Bidder find discrepancies in, or omissions from the drawings, specifications or other bidding documents, or should he be in doubt as to their meaning, he should at once notify in writing, using the Form included at the end of these Instructions, **[(Person and Firm names) ] telephone [ \_\_\_\_\_ ]**, who will send a written instruction, correction or interpretation to each person receiving a set of such documents in the form of an Addendum. The Owner will not be responsible for any explanations or interpretations except those duly issued in the form of written Addenda. Addenda so issued during the time of bidding shall be acknowledged on the bid form and will be made part of the contract documents, and all resultant costs shall be included in the Bid Price. Such Addenda shall be binding on all Bidders, and it shall be the responsibility of all Bidders to ascertain the existence of Addenda and the content of each and to acknowledge same on the Bid Form.
- B. Clarifications requested by Bidders must be in writing, using the Form included at the end of these Instructions, not less than **[ 7 ]** days before date set for receipt of Bids, to enable reply in the form of an Addendum.
- C. Should any Bidder have questions after complying with the above instruction, he shall notify **[(FDC contact)]** not later than five (5) days prior to the bidding date by calling the following" **( ) ( )**.

## 3.6 "OR EQUAL" PRODUCTS

- A. Each Bidder represents that his Bid is based upon the materials and equipment described in the Bid Documents.
- B. Any Pre-bid requests for substitution of products shall follow the procedure specified herein.
- C. No "or equal" products will be allowed unless written approval has been obtained for the proposed "or equal" material or equipment prior to the opening of Bids. Such prior approval shall be by the Architect, in writing, in the form of an Addendum to the Bid Documents.
- D. In order for prior approval to be given, a written request for approval of such products shall be submitted at least **[fourteen (14) calendar days]** prior to bidding, using the Form included at the end of these Instructions, and the material submitted shall

## Section 00100

## INSTRUCTION TO BIDDERS

- include a complete description, drawings, specifications, cut sheets, performance and test data and any other information necessary for a complete evaluation.
- E. Wherever the words "or equal" occur in the Bid Documents, such wording shall be construed to mean "or equal product as approved by the Architect/Engineer prior to submission of Bids."
  - F. For information regarding substitution of material or equipment after Bids have been opened, see Subsection 1.7 of Section 01600 of the Specifications.
  - G. For information regarding substitution of subcontractors see Section 5.2, Subcontractors, of these Instructions to Bidders.

## 4 SITE ASSESSMENT

## 4.1 SITE EXAMINATION

- A. Before bidding, Bidder shall examine the site and fully determine the conditions under which he will operate in performing the work under this contract. No allowance will be made subsequently for his failure to do so. He shall satisfy himself as to the nature and location of the work and the general and local conditions. He shall gain full knowledge as to transportation, disposal, handling and storage of materials, availability of water, electric power, and all other facilities in the area which will have a bearing on the performance of his work and the contract for which he submits his bid.
- B. Any failure by the Bidder to acquaint himself with all the available information shall not relieve him from any responsibility for performing his work properly. No additional compensation shall be allowed for conditions reasonably ascertainable by Bidder prior to submission of his Bid.
- C. Bidders are cautioned that certain work hour restrictions (Owner, City of Tucson, or both) may apply to this project, and that all such applicable restrictions will be strictly enforced. Refer to Section 01010 for details of Owner regulations.
- D. A visit to the project site has been arranged for bidders as part of the Prebid Conference.

## 4.2 PREBID CONFERENCE

- A. A bidders conference has been scheduled as stated in the Notice to Contractors of Intent to Receive Bids. All general contract **[and [major] subcontract]** Bidders **[and suppliers]** are invited.

\*\*\*\*\*[OR]\*\*\*\*\*

Due to the nature of this Project, the Owner is requiring all interested Bidders attend the Prebid Conference and site visit. This requirement applies to all general contract bidders, and to the following subcontractors.



**[list subcontractor discipline]**

General contract bids will be accepted from attendees only, and non-attending subcontractors in the above disciplines will be deemed unacceptable.

The Owner will make every reasonable effort to schedule the Prebid Conference for the convenience of all interested bidders.

- B. Representatives of the **[Owner] [Architect/Engineer] [\_\_\_\_\_]** will be in attendance.
- C. Summarized minutes of this meeting will be circulated to **[attendees] [all plan holders of record] [\_\_\_\_\_]**. These minutes **[will not] [will]** form part of the Contract Documents.
- D. Information relevant to the Bid Documents will be recorded in an Addendum.

## 5 QUALIFICATIONS

## 5.1 EVIDENCE OF QUALIFICATIONS AND RESPONSIBILITY

- A. Upon request of the Owner, a Bidder whose bid is under consideration for the award of the Contract shall submit promptly to the Owner satisfactory evidence showing the Bidder's financial resources, his construction experience, organization, and resources available for the performance of the Contract.

## 5.2 SUBCONTRACTORS

- A. The Owner reserves the right to reject a proposed Subcontractor for reasonable cause.
- B. Refer to Section 13 of the General Conditions.
- C. The University of Arizona believes that seeking or encouraging post-bid or post-award price competition among subcontractors ("bid shopping") by an apparent low or successful general contract bidder has a detrimental effect upon quality and delivery of the completed project, and is not in the best interests of the University. Therefore the University will not approve substitution of a subcontractor on the basis of lower price. The conditions under which the University will consider a request for substitution of a subcontractor are:
  - 1. The request for substitution is a result of changes in scope, materials or equipment made by Owner during post-bid cost reduction negotiations as allowed by Subsection 3-803.B.7 of the University Procurement Code.
  - 2. Owner actions, such as the selection of Optional Price(s) or optional work, makes a subcontractor's bid non-responsive or significantly non-competitive.

## Section 00100

## INSTRUCTION TO BIDDERS

3. Written admission by the subcontractor of its inability to perform the work included in its bid or subcontractor as required by the Contract Document.
  4. A written refusal by the subcontractor to enter into a subcontractor for the price and scope of work included in its bid on bid day, utilizing the standard subcontract form required by Subsection 5.2.E below.
  5. Insolvency or bankruptcy, cessation of business operations, or other inability of the subcontractor to perform the work bid or contracted for.
  6. Persistent or repeated failure or refusal by the subcontractor to perform its work as reasonably expected by the General Contractor to enable the General Contractor to meet its contractual commitment to the University.
  7. No license or improper license for the work included in the bid or subcontract.
- D. When the Bidder proposes to perform certain items of work with its own forces and so indicates on the List of Subcontractors (Appendix A), the Bidder shall, as Contractor, perform the work so designated unless the Owner has a reasonable objection to such arrangement prior to the award of the Contract.
- E. The University of Arizona believes there is a need for uniformity of contract documents at all tiers of the construction contracting process. Therefore, the University requires that all subcontractors on University projects be executed using AIA Form A401-1997. This form shall be fully conformed to be provisions of the Prime Contract, including, but not limited to, the following changes:
1. Delete Paragraph 1.2 in its entirety.
  2. Delete from the first sentence of Paragraph 2.1 the words "the provisions of the edition of AIA Document A201 current as of the date of this Agreement apply to this Agreement pursuant to Paragraph 1.2 and".
  3. Delete Paragraph 3.2.5 in its entirety.
  4. Add Paragraph 6.3 as follows:

"This Article 6 shall not be deemed a limitation of rights or remedies which the Subcontractor may have under Federal law or under applicable labor or material payment bonds unless such rights or remedies are expressly waived by the Subcontractor."
  5. Delete the wording "along with reasonable overhead and profit on the Work not executed" at the end of Paragraph 7.2.4.
  6. Delete Paragraphs 13.7.2, 13.7.3, and 13.8 in their entirety.

As evidence of compliance with this Subsection 5.2.E, the Contractor shall furnish to the Owner, within the time limits stated in Section 01300 of the Project Manual, one fully executed copy of all subcontracts for this project. Each copy shall consist of the

## Section 00100

## INSTRUCTION TO BIDDERS

subcontract agreement (Form A401), with compensation amounts deleted but including all special or supplementary conditions applicable to the subcontract.

- F. The University of Arizona is subject to and complies with the prompt pay provisions contained in the University Procurement Code under Subsection H of Section 3-804. Bidder's attention is directed to the payment provisions of the subcontract agreement (AIA Form A401-1997) specified under Subsection 5.2.E above for use on all University projects. The provisions of Form A401 regarding payment to subcontractors are in general more stringent than are the provisions contained in the University Procurement Code.

The University of Arizona believes prompt payment at all levels of the construction process is vital to a successful project for all the parties involved. Therefore, the University welcomes inquiries or notices regarding slow payment or nonpayment from any party with appropriate standing. In no event will the University continue to make progress payments when there is or appears to be a violation of Subsection 3-804.H of the University Procurement Code which requires payment to subcontractors by the General Contractor within seven (7) days of receipt of the Owner's payment.

- G. In accordance with Section 13.5 of the General Conditions, the Owner requires from each subcontractor whose subcontract amount is \$100,000 or more a Performance Bond obtained by the subcontractor as a separate entity. These subcontractor bonds shall be written using the form (Arizona Board of Regents—Performance Bond for Subcontractors) bound in the Project Manual, copies of which are available from the Owner. Subcontractor bonds shall accompany the subcontracts when submitted in accordance with Subsection 5.2.E above. If approved in advance by the Owner, the Contractor may provide subcontractor default protection that is equivalent or better than bonds provided by the subcontractors. The cost of such bonds or default protection shall be included in the Bid.

Upon request by the Owner, a Bidder whose bid is under consideration for the award of the Contract shall submit promptly to the Owner a proof of ability to obtain a performance bond as a separate entity for each subcontract bidder subject to the provisions of this Subsection 5.2.G. The proof of ability shall be on the original letterhead of the subcontractor's bonding agent, be signed by the individual within the agency authorized to sign such a certification, and embody the following wording:

"I certify that this agency regularly issues Performance Bonds on behalf of (insert name of subcontractor) with (list name of Surety) as Surety, and that this agency will issue a Performance Bond with that Surety for the work proposed to be performed by (insert name of subcontractor) on University of Arizona Project No. (insert University project number). The Bond will be executed on the prescribed form as bound in the Project Manual for the Project upon award of the subcontract, and the penal sum will equal the full amount of the subcontract."

Failure to submit the required proof for any subcontract bidder subject to the provisions of this Subsection 5.2.G will render the subcontract bidder unacceptable to the Owner.

**Section 00100****INSTRUCTION TO BIDDERS****6 BID SUBMISSION****6.1 BIDDER INTEREST IN MORE THAN ONE BID**

- A. No person, firm, or corporation shall be allowed to make or file more than one (1) bid for the same work. A person, firm, or corporation who has submitted a sub-bid to a Bidder, or who has quoted prices on materials to a Bidder, is not hereby disqualified from submitting a sub-bid or quoting prices to other Bidders, but is disqualified from submitting a Bid for the work as a Bidder. All Bidders are disqualified from submitting sub-bids or quoting material prices to other Bidders.

**6.2 SUBMISSION PROCEDURE**

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and by the time prescribed.
- B. Submit one copy of the executed Bid on the Bid Form provided, signed (and sealed, when applicable) with the required security and supporting documents in a sealed opaque envelope, addressed to the Owner, clearly identified with Bidder's name, project name and number and the date and hour of the opening of the Bids on the outside.

**6.3 BID ACCEPTABILITY**

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of a similar kind, will, at the discretion of the Owner, be declared unacceptable, and be rejected.
- B. Failure to provide security deposit, bonding or to meet the insurance requirements will invalidate the bid.

**7 BID ENCLOSURES/REQUIREMENTS****7.1 SECURITY DEPOSIT**

- A. A bid security (a certified or cashier's check, or a bid bond) in an amount equal to ten percent (10%) of the total Bid (base plus all additive optional prices and applicable local transaction privilege or use taxes or both) must accompany each Bid when submitted. Only Bid Bonds utilizing the form contained in the Bid Documents or a photocopy thereof are acceptable.
- B. A Bid Bond must name the Owner as obligee, contain the name and number of the project, and be signed and sealed by the Bidder and surety.
- C. A certified or cashier's check must be made in the name of the Owner.
- D. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bonds and insurance certificates, and signing of the Contract by the acceptable Bidder.

- E. Include the cost of bid security of the Bid Price.
- F. After a contract has been awarded, all securities will be returned to the respective Bidders.
- G. If no contract is awarded, all security deposits will be returned.

**7.2 QUALIFICATIONS OF CORPORATE SIGNATURE**

- A. If the Bidder is incorporated, a properly completed Qualification of Corporation Signature form should be submitted with the Bid.
- B. The certification must be made by an authorized Office of the corporation other than the individual named in the top portion of the form.

**7.3 QUALIFICATION OF LIMITED LIABILITY COMPANY SIGNATURE**

- A. If the bidder is a Limited Liability Company, a properly completed Qualification of Limited Liability Company Signature form should be submitted with the Bid.
- B. The certification must be made by a company member other than the individual named in the top portion of the form.

**7.4 PERFORMANCE ASSURANCE**

- A. Accepted Bidder: Provide Performance and Payment Bonds as described in Section 16 of the General Conditions.
- B. Subcontracts of \$100,000 or more in value: Provide Performance Bond as described in Section B of the General Conditions.
- C. Include the cost of performance bonds in the Bid Price.

**7.5 INSURANCE**

- A. Accepted Bidder: Provide insurance certificates as required by the General Conditions as amended.

**7.6 BID FORM REQUIREMENTS**

- A. Complete all requested information in the Bid Form and Appendices.
- B. Bids shall be submitted only on the forms contained herein or photocopies thereof. All required signatures and initials must be original manual ink signatures or initials of the signer. Copies of signed Bid Form, Appendix A or Bid Bond are not acceptable. Bidders are cautioned to complete all blank spaces on all Bid Forms and Appendices, including dollar amounts (in both words and numerals) for the Base Bid. Failure to complete all blanks shall be a basis for rejection of the bid.

## Section 00100

## INSTRUCTION TO BIDDERS

- C. All entries on Bid Forms must be entered in ink or typewritten. No alterations or interlineations are permitted to the printed content of the Bid Form. Any alterations or erasures in the content furnished by the Bidder shall be made before submission and be initialed by the signer of the Bid Form or by signer's authorized representative. An authorization letter to the Owner naming such a representative, and bearing the original manual ink signature of the signer of the Bid Form, shall be attached to the Bid Form when this procedure is used.
- D. The Arizona Revised Statutes contain the following provision in Subsection G of Section 41-2533: "The amount of any applicable transaction privilege or use tax of a political subdivision of this state is not a factor in determining the lowest bidder." To enable the Owner to determine the apparent low bidder in accordance with this provision, all bidders must calculate their bid prices (base bid and all optional prices) excluding all applicable local transaction privilege or use taxes.

Upon Owner's request, the apparent low Bidder shall furnish complete and documented information as required for Owner to determine the dollar amount to be added to the low Bid for any local transaction privilege or use taxes or either or both, payable by the Bidder to cities, counties or other political subdivisions within the State of Arizona as a result of the Bidder being located within that political subdivision. The Owner will use this information only to determine the amount of the lump sum Contract Price for the purpose of the contract award. PLEASE NOTE that taxes levied by the State of Arizona, which are effective statewide, are not to be included in such post-bid tax information, but are to be included in the Bid Price (s)

#### 7.7 FEES FOR CHANGES IN THE WORK

- A. Bidders are advised that section 28 of the General Conditions limits the fees that can be charged for Changes in the Work.

#### 7.8 BID FORM SIGNATURES

- A. The Bid Form shall be signed by the bidder as follows:
1. Sole Proprietorship: Signature of sole proprietor in the space provided. Circle or underline the words "Sole Proprietor" above the signature.
  2. Partnership: Signature of a partner in the space provided. Circle or underline the word "Partner" above the signature.
  3. Corporation: Signature of a duly authorized signing officers in their normal signature. Insert the officer's capacity in which the signing officer acts, under the signature. Affix the corporate seal. Circle or underline the word "Corporation" above the signature. A properly executed Qualification of Corporation Signature form or a copy of the authorizing by-law resolution of the board of directors must also be submitted with the Bid Form in the bid envelope.
  4. Limited Liability Company: Signature of duly authorized company member signing in their normal signature. Insert the capacity in which the member acts

## Section 00100

## INSTRUCTION TO BIDDERS

above the signature and circle or underline the words "Limited Liability Company" above the signature. A properly executed Qualification of Limited Liability Company Signature form must also be submitted with the Bid Form in the bid envelope.

5. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above. Insert words clearly indicating Bidder is a joint venture.

## 7.9 ADDITIONAL BID INFORMATION

A. Submit the following Appendices concurrent with bid submission:

1. Document 00401 – Appendix A – Subcontractors: Include the names of all Subcontractors and the portions of the Work they will perform.
2. **[Document 00402 – Appendix B – Unit Prices: Include a listing of unit prices specifically requested by the Contract Documents.]**
3. **[Document 00403 – Appendix C – List of Optional Prices: Include the cost variation to the Bid Price applicable to the Work described in Section [\_\_\_\_\_]].**

B. Submit the following Appendices **[[24] hours after bid submission:]**

1. Document 00404 – Appendix D – List of Separate Prices: Include a listing of separate prices as specifically requested in the Contract Documents.
2. Document 00405 – Appendix E – Cost Breakdown identifies the Bid Price/Sum segmented into portions as requested.
3. Document 00406 – Appendix F – Supplementary Architectural Information.
4. Document 00407 – Appendix G – Supplementary Mechanical and Electrical Information.
5. Document 00408 – Appendix H – List of Equipment.

## 8 SELECTION AND AWARD

## 8.1 CONTRACT

A. The award of the contract, if made by the Owner, will be made to the responsible Bidder submitting the lowest responsive Base Bid.

## 8.2 OPTIONAL PRICES

A. All Optional Prices requested by the Owner are described in the Supplements to the Bid Form and in Division 01 of the Specifications. In the Supplements to Bid Form all blank spaces, opposite the correspondingly numbered Options, shall be completed

## Section 00100

## INSTRUCTION TO BIDDERS

by inserting the exact amount to be added to, or deducted from, the Base Bid for each particular Option. The Owner reserves the right to choose none, or any combination of the Optical Prices.

- B. Bids will be evaluated on the base bid price. After determination of a successful bidder, consideration will be given to options.

## 8.3 UNIT PRICES

- A. All Unit Prices requested by the Owner are described in the Supplements to Bid Form and in Division 01 of the Specifications. In the Bid Form, all blank spaces opposite the correspondingly number Unit Prices, shall be completed by inserting the exact amount to be added to, or deducted from, the Contract Sum for each unit of work added to, or deducted from, the scope of the Contractor's work under the Contract by means of applicable unit pricing.
- B. The Owner reserves the right to accept or reject any individual unit price when awarding the Contract and to utilize either a negotiated lump sum price or applicable unit price (as contained in the Contract), or a combination thereof, to adjust the Contract Sum for variations in the Contractor's scope of work. This determination will be made by Owner when authorizing the work to be performed.

## 9 BID ACCEPTANCE/REJECTION

## 9.1 DURATION OF BID

- A. Bid shall remain open to acceptance and shall be irrevocable for a period of **thirty (30) [sixty (60)] [ninety (90)]** [ \_\_\_\_\_ ] days after the bid closing date.

## 9.2 ACCEPTANCE OF BID

- A. The Owner reserves the right to accept or reject any or all Bids, and to waive or decline to waive any irregularities in any Bid received.
- B. After acceptance, the Owner will issue to the successful Bidder a written Notice of Intent to Award with a copy to all Bidders.

## 10 OWNER POLICIES/REGULATIONS

## 10.1 APPROVED APPLICATOR LETTER

- A. If roofing work is involved in the project, the successful bidder must provide, at the preconstruction conference, a copy of the roofing subcontractor's Approved Applicator Letter as issued by the approved roofing manufacturer.

## 10.2 POLICY ON SEXUAL HARASSMENT

- A. The successful contractor will be required to comply with University of Arizona Policy on Sexual Harassment (adopted 12/82 – revised 11/88). The University prohibits sexual harassment by any person on University premises or at University affiliated functions.



**10.3 DRUGS, ALCOHOL AND FIREARMS**

- A. Bidders are notified that the University of Arizona requires its construction sites to be drug, alcohol, and firearm free areas, and that the University considers the presence of any person either using or possessing any of these items to be a violation of the provisions of Subsection 11.2 of the General Conditions. Therefore, the successful Bidder, as Contractor, shall insure that all persons on the site with Contractor's permission or in any way connected with the Contractor observe the prohibitions against the possession or use of drugs, alcohol, or firearms.

**10.4 RECYCLING AND REUSE OF SALVAGED/SURPLUS AND WASTE MATERIALS**

- A. The University of Arizona encourages its construction contractors to consider the recycling of reuse of all usable salvaged and surplus building materials through the program operated by Habitat Restore – TMM or any similar non-profit program operated by a responsible independent social service agency.
- B. The University of Arizona encourages its construction contractors to consider the recycling of all corrugated cardboard boxes used for the shipping of construction materials. Deliver the boxes to Campus location designated by Owner. There is no charge for this service.

**END OF INSTRUCTION TO BIDDERS**

1 SUMMARY

1.1 DOCUMENTS INCLUDES

A. Contract Documents

1. Definitions
2. Contract Documents Identification
3. Inquiries/Addenda
4. "Or Equal" Products

B. Site Assessment

1. Site Examination

C. Qualifications

1. Subcontractors

D. Guaranteed Maximum Price

1. Optional Prices **[Not Used]**
2. Unit Prices **[Not Used]**

E. Owner Prices/Regulations

1. Approved Applicator letter
2. Policy on Sexual Harassment
3. Drugs, Alcohol, and Firearms
4. Recycling and Reuse of Salvaged/Surplus and Waste Materials
5. Payment to Subcontractors

2 CONSTRUCTION DOCUMENTS

2.1 DEFINITIONS

## Section 00100

## INSTRUCTIONS TO CM@RISK

- A. Definitions are generally as set forth in the General Conditions of the Agreement, and are applicable to these Construction Documents. Additionally, wherever the word "Owner" is used, it shall mean the Arizona Board of Regents. Wherever the words "Architect", "Engineer", or "Design Professional" are used, they shall mean [ DP Name ] [ Address ].
- B. Wherever the word "Contractor" is used in these specifications it shall mean Construction Manager at Risk or the sub-contractor, as indicated by the context in which it appears.
- C. Wherever the title "Construction Manager" appears in Division 1 of these specifications, it shall mean the Owner's Construction Project Manager.
- D. Guaranteed Maximum Price Documents: Consist of the Contract Documents including Instructions to CM@Risk, Information Available, and all items listed in the Table of Contents of the Project Manual.
- E. Contract/Agreement: THE UNIVERSITY OF ARIZONA® STANDARD FORM AGREEMENT BETWEEN OWNER AND CM@RISK ON THE BASIS OF A GUARANTEED MAXIMUM PRICE including issued Addenda.

## 2.2 CONTRACT DOCUMENT IDENTIFICATION

- A. The Contract Documents are dated [ \_\_\_\_\_ ] and identified as Project number [ \_\_\_\_\_ ] **[Project Name]** as prepared by **[DP]** under the direction of the President of the University of Arizona for the Arizona Board of Regents.

## 2.3 INQUIRIES/ADDENDA DURING PREPARATION OF GUARANTEED MAXIMUM PRICE (GMP)

- A. Should the CM@Risk find discrepancies in, or omissions from the drawings, specifications or other construction documents, or should be in doubt as to their meaning, they should at once notify in writing, **[DP]** [ Address ], phone [ ( ) \_\_\_\_\_ ] who will send a written instruction, correction or interpretation to the CM@Risk in the form of an Addendum. The Owner will not be responsible for any explanations or interpretations except those duly issued in the form of written Addenda. Addenda so issued during the time of preparing the Guaranteed Maximum Price shall be acknowledged on the GMP form and will be made part of the construction documents, and all resultant costs shall be included in the Guaranteed Maximum Price.
- B. Should the CM@Risk have questions after complying with the above instruction, they shall notify [ FDC Contact ] UA Facilities Design and Construction not later than five (5) days prior to the submission of the GMP by calling the following: [(520) 62\*-\*\*\*\*].

## Section 00100

## INSTRUCTIONS TO CM@RISK

## 2.4 "OR EQUAL" PRODUCTS

- A. The Construction Manager @ Risk represents that the Guaranteed Maximum Price is based upon the materials and equipment described in the Construction Documents.
- B. Any Pre-GMP requests for substitution of products shall follow the procedure specified herein.
- C. No "or equal" products will be allowed unless written approval has been obtained for the proposed "or equal" material or equipment prior to the submission of the GMP. Such prior approval shall be by the Architect, in writing, in the form of an Addendum to the Construction Documents.
- D. In order for prior approval to be given, a written request for approval of such products shall be submitted at least **[fourteen (14)]** calendar days prior to submission of the GMP, using the Form included at the end of these Instructions, and the material submitted shall include a complete description, drawings, specifications, cut sheets, performance and test data and any other information necessary for a complete evaluation.
- E. Wherever the words "or equal" occur in the Construction Documents, such wording shall be construed to mean "or equal product as approved by the Architect/Engineer prior to submission of the GMP."
- F. For information regarding substitution of material or equipment after the GMP has been accepted, see Subsection 1.7 of Section 01600 of the Specifications.
- G. For information regarding substitution of subcontractors see Section 4.1, Subcontractors, of these Instructions to CM@Risk.

## 3 SITE ASSESSMENT

## 3.1 SITE EXAMINATION

- A. Before submitting the Guaranteed Maximum Price, the Construction Manager @ Risk shall examine the site and fully determine the conditions under which he will operate in performing the work under this contract. No allowance will be made subsequently for failure to do so. The Construction Manager @ Risk shall be satisfied as to the nature and location of the work and the general and local conditions. The Construction Manager @ Risk shall gain full knowledge as to transportation, disposal, handling and storage of materials, availability of water, electric power, and all other facilities in the area which will have a bearing on the performance of their work.
- B. Any failure by the Construction Manager @ Risk to acquaint themselves with all the available information shall not relieve them from any responsibility for performing their work properly. No additional compensation shall be allowed for conditions reasonably ascertainable by the CM@Risk prior to submission of the GMP.

## Section 00100

## INSTRUCTIONS TO CM@RISK

- C. Construction Manager @ Risk is cautioned that certain work hour restrictions (Owner, City of Tucson, or both) may apply to this project, and that all such applicable restrictions will be strictly enforced. Refer to Section 01010 for details of Owner regulations.

## 4 QUALIFICATIONS

## 4.1 SUBCONTRACTORS

- A. The Owner reserves the right to reject a proposed Subcontract for reasonable cause.
- B. The conditions under which the University will consider a request for substitution of a subcontractor are:
1. Owner actions, such as the selection of Optional Price(s) or optional work, makes a subcontractor's bid non-responsive or significantly non-competitive.
  2. Written admission by the subcontractor of its inability to perform the work included in its bid or subcontract as required by the Construction Documents.
    1. A written refusal by the subcontractor to enter into a subcontract for the price and scope of work included in its bid on bid day, utilizing the standard subcontract form required by Subsection 4.1.C below.
    2. Insolvency or bankruptcy, cessation of business operations, or other inability of the subcontractor to perform the work bid or contracted for.
    3. Persistent or repeated failure or refusal by the subcontractor to perform its work as reasonably expected by the CM@Risk to enable the CM@Risk to meet its contractual commitment to the University.
    4. No license or improper license for the work included in the bid or subcontract.
- C. When the CM@Risk proposes to perform certain items of work with its own forces and so indicates on the List of Subcontractors, the CM@Risk shall, as Contractor, perform the work so designated unless the Owner has a reasonable objection to such arrangement prior to the acceptance of the GMP. The University of Arizona requires that all subcontracts on University projects be executed using AIA Form A401-1997. This form shall be fully conformed to the provisions of the Prime Contract, including, but not limited to, the following changes:
1. Delete Paragraph 1.2 in its entirety.
  2. Delete from the first sentence of Paragraph 2.1 the words "the provisions of the edition of AIA Document A201 current as of the date of this Agreement apply to this Agreement pursuant to Paragraph 1.2 and".
  3. Delete Paragraph 3.2.5 in its entirety.

## Section 00100

## INSTRUCTIONS TO CM@RISK

4. Add Paragraph 6.3 as follows:

“This Article 6 shall not be deemed a limitation of rights or remedies which the Subcontractor may have under Federal law or under applicable labor or material payment bonds unless such rights or remedies are expressly waived by the Subcontractor.”

5. Delete the wording “along with reasonable overhead and profit on the Work not executed” at the end of Paragraph 7.2.4.
6. Delete Paragraphs 13.7.2, 13.7.3, and 13.8 in their entirety.

As evidence of compliance with this Subsection, the Contractor shall furnish to the Owner, within the time limits stated in Section 01300 of the Project Manual, one fully executed copy of all subcontracts for this project. Each copy shall consist of the subcontract agreement (Form A401), with compensation amounts deleted but including all special or supplementary conditions applicable to the subcontract.

## 5 GUARANTEED MAXIMUM PRICE

- A. All Optional Prices requested by the Owner are described in Division 01 of the Specifications. The Guaranteed Maximum Price shall indicate the exact amount to be added, or deducted from, the Guaranteed Maximum Price for each particular Option. The Owner reserved the right to choose none, or any combination of the Optional Prices.

## 6 OWNER POLICIES/REGULATIONS

### A. APPROVED APPLICATOR LETTER

1. The CM@Risk must provide, at the preconstruction conference, a copy of the roofing subcontractor’s Approved Applicator Letter as issued by the approved roofing manufacturer.

### B. POLICY ON SEXUAL HARASSMENT

1. The CM@Risk will be required to comply with University of Arizona Policy on Sexual Harassment (adopted 12/82 – revised 11/88). The University prohibits sexual harassment by any person on University premises or at University affiliated functions.

### C. DRUGS, ALCOHOL AND FIREARMS

1. The University of Arizona requires its construction sites to be drug, alcohol, and firearm free areas, and that the University considers the presence of any person either using or possessing any of these items to be a violation of the provisions of Subsection 2.6 of the General Conditions. Therefore, the Construction Manager @ Risk shall insure that all persons on the site with Contractor’s permission or in

any way connected with the CM@Risk observe the prohibitions against the possession or use of drugs, alcohol, or firearms.

**D. RECYCLING AND REUSE OF SALVAGED/SURPLUS AND WASTE MATERIALS**

1. The University of Arizona encourages its construction contractors to consider the recycling of reuse of all usable salvaged and surplus building materials through the program operated by Habitat Restore – TMM or any similar non-profit program operated by a responsible independent social service agency.
2. The University of Arizona encourages its construction contractors to consider the recycling of all corrugated cardboard boxes used for the shipping of construction materials. Deliver the boxes to Campus location designated by Owner. There is no charge for this service.

**END OF SECTION**

**DIVISION 0**

**UA No.**

**Section 00101**

**INQUIRIES**

Project: \_\_\_\_\_ Date: \_\_\_\_\_

Subject: \_\_\_\_\_

Reference Drawings: \_\_\_\_\_ Spec Section: \_\_\_\_\_

Information Requested: \_\_\_\_\_

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Attachments: \_\_\_\_\_

Signed: \_\_\_\_\_

END OF SECTION



**DIVISION 00**

**UA No.**

**Section 00102**

**Prior Approval Request Form**

**PRIOR APPROVAL REQUEST FORM**

**UA Project Name:**

**UA Project No.:**

We hereby submit for your consideration the following material/product in lieu of the specified item for the above referenced product.

Section No.:

Page:

Paragraph / Line:

Item:

\_\_\_\_\_

Proposed Substitution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach complete product descriptions, drawings, specifications, and any other information or data to fully describe the proposed item.

A. The proposed item meets or exceeds specification requirements?

Yes:

No:

B. Will any changes be required to building design in order to properly install the proposed item?

Yes:

No:

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8/11/05

DIVISION 00

UA No.

Section 00102

Prior Approval Request Form

**PRIOR APPROVAL REQUEST FORM**

**UA Project Name:**

**UA Project No.:**

C. Supplier is responsible for all changes to the building design, including engineering and drawings costs, caused by requested approval/substitution?

Yes:

No:

D. List all differences between proposed substitution and specified item.

SPECIFIED ITEM

PROPOSED ITEM

SPECIFIED ITEM	PROPOSED ITEM

E. Does substitution affect drawing dimensions?

If yes, please explain:

---



---

F. What affect does the substitution have on other trades?

Yes:

No:

G. Proposed product is subject to all requirements of specifications, including warranties.

Yes:

No:

8/11/05

**DIVISION 00**

**UA No.**

**Section 00102**

**Prior Approval Request Form**

**PRIOR APPROVAL REQUEST FORM**

**UA Project Name:**

**UA Project No.:**

H. Will proposed substitution affect progress schedule?

Yes:

No:

If yes, please explain:

---

I. Will maintenance and service parts be locally available for proposed substitution?

Yes:

No:

J. Will proposed substitution require more license fees or royalties than specified product?

Yes:

No:

K. Will proposed product meet all requirements of reviewing agencies (health, life, safety, fire, etc.)?

Yes:

No:

If no, please explain:

---

Please quantify or explain benefits to the Owner:

---

Submitted By:

Representative:

Company:

8/11/05

**DIVISION 00**

**UA No.**

**Section 00102**

**Prior Approval Request Form**

**PRIOR APPROVAL REQUEST FORM**

**UA Project Name:**

**UA Project No.:**

Address:

Phone:

Representative's Signature:

Date:

For Architect's Use Only:

Accepted:

Accepted As Noted:

Rejected:

Received Too Late:

By:

Date:

Remarks:

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END OF SECTION

8/11/05

Section 00200

INFORMATION AVAILABLE [TO BIDDERS]

1 GENERAL

The following documents are available for review at [list the offices of the Architect, Engineers, Construction Manager, plan rooms, etc. as applicable] but are not part of the Contract Documents and are made available to the Bidders for their convenience only.

2 SUBSURFACE SOIL INVESTIGATION

- A. A subsurface soil investigation has been made at Project Site. The resultant report on soil and foundation investigation(s) was prepared by: \_\_\_\_\_ **(Firm)** \_\_\_\_\_, \_\_\_\_\_ **(Address)** \_\_\_\_\_, \_\_\_\_\_ **(phone #)** \_\_\_\_\_, **Job No.** \_\_\_\_\_, **Dated** \_\_\_\_\_, for Owner’s use in preparation of site and structural foundation design and engineering for this Project.
- B. Making this data on subsurface conditions available is not intended by the Owner as any representation or warranty, either express or implied, that the conditions indicated are representative of those existing throughout the site or any part thereof, or of any continuity between borings. It is expressly understood and agreed that the Owner will not be responsible for interpretations or conclusions drawn therefrom by Contractor. Bidders are expected to examine the site of the Work, and will be permitted to conduct their own subsurface explorations upon proper application to the Owner.
- C. The recommendations contained in the report shall not be construed as a requirement of this Contract, unless specifically referenced in the Contract Documents.

3 AS BUILT DRAWINGS

- A. The following documents are available for review at the [\_\_\_\_\_], [ address ] [\_\_\_\_\_]. This information is NOT part for the Contract Documents, and is made available to bidders **[CM@Risk]** for convenience only.
  - 1. As Build Drawings for [\_\_\_\_\_].

4 TOPOGRAPHIC SURVEY

- A. A copy of a topographic survey with respect to the project site is available for viewing at the office of the **[Owner] [Architect/Engineer] [Construction Manager]**

[\_\_\_\_\_] titled [as \_\_\_\_\_]

**Dated [\_\_\_\_\_] and prepared by:**

[\_\_\_\_\_]
- B. This survey identifies grade elevations prepared primarily for the use of the Architect/Engineer in establishing new grades and identifying natural water shed.

**DIVISION 00**

**UA No.**

**Section 00200**

**INFORMATION AVAILABLE [TO BIDDERS]**

**END OF INFORMATION AVAILABLE [TO BIDDERS]**

DIVISION 00

UA No.

Section 00300

Bid Form - Stipulated Sum

To: Arizona Board of Regents  
Administration Building  
Tucson, Arizona 85721

Project Name: [ \_\_\_\_\_ ]  
Project No: [ \_\_\_\_\_ ]

Date: \_\_\_\_\_

Submitted by:

(full name) \_\_\_\_\_

(full address) \_\_\_\_\_

(Arizona License)      Class \_\_\_\_\_      Number \_\_\_\_\_  
                                  Class \_\_\_\_\_      Number \_\_\_\_\_  
                                  Class \_\_\_\_\_      Number \_\_\_\_\_

Gentlemen:

1. OFFER

A. In compliance with your Notice to Contractors of Intent to Receive Bids, Instructions to Bidders, University Procurement Code and applicable State and Federal Regulations, the undersigned hereby offers to furnish the necessary materials and equipment to perform the work, and to provide necessary transportation for the **[(project name and number) \_\_\_\_\_]** in strict accordance with the Contract Documents prepared by **[(name and address of Architect) \_\_\_\_\_]**, and agrees upon receipt of a Notice of Intent to Award showing acceptance of this bid within **[thirty (30)] [sixty (60)] [ninety (90)] [\_\_\_\_\_] calendar days** after date of opening thereof, that he will execute a contract in accordance with the Bid as accepted, and that he will give performance and payment bonds, with sufficient surety, each in the amount of one hundred percent (100%) of the Contract price, and submit required insurance certificates, all within five (5) working days after the receipt of the Notice of Intent To Award the Contract.

The Undersigned Bidder hereby agrees that he will perform all the work shown on the contract documents, excluding all applicable local transaction privilege or use taxes or both and any Optional Prices listed on Appendix C, for the sum of:

Issued September 2000

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_), which sum represents the BASE BID including all work as indicated on the drawings and specifications.

- B. Excluded from the above amounts are all applicable local transaction privilege or use taxes. The apparent low Bidder shall furnish within 48 hours after Owner's request, complete detailed and documented information setting forth the amounts of such taxes and the political subdivisions(s) to which they will be paid.
- C. Enclosed is the required Bid Security in an amount which is not less than ten percent (10%) of the above total bid (base plus all additive optional prices and applicable local transaction privilege or use taxes).

2. ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for **[thirty (30)] [sixty (60)] [ninety (90)] [\_\_\_\_\_]** days from the bid closing date.
- B. If this Bid is accepted by the Owner within the time period stated above, Bidder agrees that he will:

Furnish the required bonds and insurance certificates within five (5) working days of receipt of Notice of Intent to Award the Contract.

Execute the Agreement within **[seven] [\_\_\_\_\_]** days of receipt of Agreement for signature.

Commence work in accordance with the written Notice to Proceed to be issued by the Owner after complete execution of the Agreement.

- C. If this bid is accepted within the time stated, and Bidder fails to comply in all respects with the requirements of the Bid Documents, the security deposit shall be forfeited as damages to the Owner by reason of the Bidder's failure.
- D. In the event this Bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity of this Bid for an extended period of time.

3. CONTRACT TIME

It is understood and agreed that the Work under the Contract shall be commenced by the Undersigned Bidder, as Contractor, if awarded the Contract for the project, in accordance



Section 00300

Bid Form - Stipulated Sum

with the Notice To Proceed and shall be substantially completed by the Undersigned Bidder, as Contractor, not later than [\_\_\_\_\_ (\_\_) calendar days after the commencement date shown in the Notice To Proceed] [\_\_\_\_\_, 20\_\_].

4. LIQUIDATED DAMAGES

If the Work[or designated portion thereof] is not substantially completed by the designated date, the Contractor shall pay to the Owner \_\_\_\_\_ dollars (\$\_\_\_\_.00) as liquidated damages for each day after the designated date during which the Contractor fails to substantially complete the Work [or designated portion thereof]. If the Work is not totally and finally complete by the date designated in the Certificate of Substantial Completion, the Contractor shall pay to the Owner \_\_\_\_\_ dollars (\$\_\_\_\_.00) as liquidated damages for each day after the designated date during which the Work remains uncompleted.

5. ADDENDA

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

Addendum # ..... Dated .....

Addendum # ..... Dated .....

Addendum # ..... Dated .....

Addendum # ..... Dated .....

Addendum # ..... Dated .....

6. SUPPLEMENTS TO BID FORM

Submit the following Appendices concurrent with Bid submission:

Document 00401 - Appendix A - List of Subcontractors: Include the names of all Subcontractors and the portions of the Work they will perform.

[Document 00402 - Appendix B - List of Unit Prices: Include a listing of unit prices specifically requested by the Contract Documents.]

Section 00300

Bid Form - Stipulated Sum

[Document 00403 - Appendix C - List of Optional Prices: Include the cost variation to the Bid Sum applicable to the Work described in Section [\_\_\_\_].]

[Submit Document 00400] - Supplements to Bid Form and following Appendices [\_\_\_\_] [24] [48] [\_\_\_\_] hours after submission of this Bid.]

[Submit Document 00404 - Appendix D - List of Separate Prices: Include a listing of separate prices as specifically requested in the Contract Documents.]

[Submit Document 00405 - Appendix E - Cost Breakdown identifies the Bid Sum segmented into portions as requested.]

[Submit Document 00406 - Appendix F - List of Supplementary Architectural Information.]

[Submit Document 00407 - Appendix G - List of Supplementary Mechanical and Electrical Information.]

[Submit Document 00408 - Appendix H - List of Equipment.]

7. BID FORM SIGNATURE(S)

The Corporate Seal of

DATE \_\_\_\_\_

\_\_\_\_\_  
(Official Name of Firm)  
(Individual) (Partnership) (Corporation)  
(Limited Liability Company) (Other - give details)

\_\_\_\_\_  
(Business Address)

BY \_\_\_\_\_  
(Signing official's name-printed or typewritten)

**DIVISION 00**

**UA No.**

**Section 00300**

**Bid Form - Stipulated Sum**

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Title)

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 above in the space below.

END OF BID FORM - STIPULATED SUM

**DIVISION 00**

**UA No.**

**Section 00400**

**Supplements to Bid Form**

To: Arizona Board of Regents  
Administration Building  
University of Arizona  
Tucson, Arizona 85721

Project Name: [\_\_\_\_\_]

Project No.: [\_\_\_\_\_]

Date: [\_\_\_\_\_]

Submitted by: [\_\_\_\_\_  
(full name)

(full address) [\_\_\_\_\_]

[\_\_\_\_\_]

In accordance with Document 00100 - Instructions to Bidders and Document 00300 - Bid Form - Stipulated Price, included are the Supplements To Bid Form Appendices listed below. The information provided shall be considered an integral part of the Bid Form.

These Appendices are as follows:

Document 00401 - Appendix A - List of Subcontractors: Include the names of all Subcontractors and the portions of the Work they will perform.

Document 00402 - Appendix B - List of Unit Prices: Include a listing of unit prices specifically requested by the Contract Documents.

Document 00403 - Appendix C - List of Optional Prices: Include the cost variation to the Bid Sum applicable to the Work described in Section 01030.

Document 00404 - Appendix D - List of Separate Prices: Include a listing of separate prices as specifically requested in the Contract Documents.

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**DIVISION 00**

**UA No.**

**Section 00400**

**Supplements to Bid Form**

Document 00405 - Appendix E - Cost Breakdown identifies the Bid Sum segmented into portions as requested.

Document 00406 - Appendix F - List of Supplementary Architectural Information.

Document 00407 - Appendix G - List of Supplementary Mechanical and Electrical Information.

Document 00408 - Appendix H - List of Equipment.

**SUPPLEMENTS TO BID FORM SIGNATURE(S)**

DATE \_\_\_\_\_

\_\_\_\_\_  
(Official Name of Firm)  
(Individual) (partnership) (Corporation) (Limited Liability Company) (Other)

\_\_\_\_\_  
(Business Address)

BY \_\_\_\_\_  
(Signing official name-printed or typewritten)

\_\_\_\_\_  
(Signature of authorized official)

\_\_\_\_\_  
(Title)

**END OF SUPPLEMENTS TO BID FORM**

**DIVISION 00**

**UA No.**

**Section 00401**

**Appendix A - List of Subcontractors**

PROJECT NAME: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_

This Appendix A shall be sealed in a separate envelope and shall be submitted along with Document 00300, Bid Form - Stipulated Price, both of which shall be placed in an outer sealed envelope. The inner envelope shall be marked "Appendix A - List of Subcontractors".

The Bidder shall list below for each portion of the Work shown, the name of the firm being proposed to perform that portion of the work. Where the Bidder is proposing to perform the item of work with its own forces, the Bidder's name shall be entered and the work shall be performed per the provisions of Subsection 5.2.D of the Instructions to Bidders. After entering all the required information, Bidder shall certify the entries by signing this form in the space provided at the end.

Bidder shall be prepared to furnish documentary evidence of subcontractor license numbers and expiration dates within 24 hours after request for same by the Owner.

Proof of ability to obtain a performance bond shall be submitted for each subcontract bidder subject to the provisions of subsection 5.2.G of the Instructions to Bidders.

NOTE: See Section 5, Subcontractors, of the Instructions to Bidders for information regarding substitution of subcontractors.

\*\*\*\*\*  
\*Note To Contractor: All items or "portions of the work" exceeding \$10,000 in cost or 5% of the total construction cost must be entered, by trade in the "Portion of Work" column. Where the Owner has indicated that the material or equipment suppliers names are desired also, use Appendices F, G and/or H as applicable.  
\*\*\*\*\*

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**DIVISION 00**

**UA No.**

**Section 00401**

**Appendix A - List of Subcontractors**

PORTION OF WORK	FIRM NAME
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	

SIGNED BY \_\_\_\_\_

BIDDER FIRM: \_\_\_\_\_

END OF SECTION

**DIVISION 00**

**UA No.**

**Section 00402**

**Appendix B - List of Unit Prices**

PROJECT NAME: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_

The following is the list of Unit Prices for the bid submitted by:

(Bidder)

\_\_\_\_\_

Dated \_\_\_\_\_ and which is an integral part of the Bid Form.

The following are Unit Prices for changes to specific portions of the Work as listed, and are applicable to variations from the Contract Documents only in accordance with Section 8.3 of the Instructions to Bidders.

ITEM DESCRIPTION	UNIT	UNIT PRICE
[_____]	[_____]	_____
[_____]	[_____]	_____
[_____]	[_____]	_____
[_____]	[_____]	_____
[_____]	[_____]	_____

END OF SECTION



PROJECT NAME: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_

The following is the list of Optional Prices for the bid submitted by:

(Bidder) \_\_\_\_\_

Dated \_\_\_\_\_ and which is an integral part of the Bid Form.

The following amounts shall be added to or deducted from the Base Bid Sum. Refer to Section **[01019 - Contract Considerations] [01030 - Optional Prices]**: Schedule of Optional Prices.

Optional Price # 1 [Add] [Deduct] \$ \_\_\_\_\_

Optional Price # 2 [Add] [Deduct] \$ \_\_\_\_\_

END OF SECTION

**DIVISION 00**

**UA No.**

**Section 00404**

**APPENDIX D - LIST OF SEPARATE PRICES**

PROJECT NAME: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_

The following is the list of Separate Prices for the bid submitted by:

(Bidder) \_\_\_\_\_

Dated \_\_\_\_\_ and which is an integral part of the Bid Form.

ITEM DESCRIPTION

VALUE

Separate Price # 1:

[\_\_\_\_\_]

\$ \_\_\_\_\_

Separate Price # 2:

[\_\_\_\_\_]

\$ \_\_\_\_\_

END OF SECTION

**Issued September 2000**

**DIVISION 00**

**UA No.**

**SECTION 00405**

**APPENDIX E - COST BREAKDOWN**

PROJECT NAME: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_

The following is a Cost Breakdown for the bid submitted by:

(Bidder) \_\_\_\_\_

Dated \_\_\_\_\_ and which is an integral part of the Bid Form.

ITEM OF WORK	VALUE
	[Overhead] [Profit] [_____] [Included] [Excluded]
[_____]	\$ _____
[_____]	\$ _____
[_____]	\$ _____
[_____]	\$ _____
[_____]	\$ _____
[_____]	\$ _____

END OF SECTION

Issued September 2000

**DIVISION 00**

**UA No.**

**Section 00406**

**Appendix F - List of Supplementary Architectural Information**

PROJECT NAME: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_

The following is Supplementary Architectural Information for the bid submitted by:

(Bidder) \_\_\_\_\_

Dated \_\_\_\_\_ and which is an integral part of the Bid Form.

COMPONENT OR ITEM	MANUFACTURER
[ _____ ]	_____
[ _____ ]	_____
[ _____ ]	_____
[ _____ ]	_____
[ _____ ]	_____
[ _____ ]	_____

END OF SECTION

**Issued September 2000**

**DIVISION 00**

**UA No.**

**Section 00407**

**Appendix G - List of Supplementary  
Mechanical & Electrical Information**

PROJECT NAME: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_

The following is Supplementary Mechanical and Electrical Information for the bid submitted by:

(Bidder) \_\_\_\_\_

Dated \_\_\_\_\_ and which is an integral part of the Bid Form.

COMPONENT OR ITEM	MANUFACTURER
[ _____ ]	_____
[ _____ ]	_____
[ _____ ]	_____
[ _____ ]	_____
[ _____ ]	_____
[ _____ ]	_____

END OF SECTION

**Issued September 2000**

**DIVISION 00**

**UA No.**

**Section 00408**

**Appendix H - List of Equipment**

PROJECT NAME: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_

The following is a List of Equipment for the bid submitted by:

(Bidder) \_\_\_\_\_

Dated \_\_\_\_\_ and which is an integral part of the Bid Form.

COMPONENT OR ITEM	MANUFACTURER
[ _____ ]	_____
[ _____ ]	_____
[ _____ ]	_____
[ _____ ]	_____
[ _____ ]	_____
[ _____ ]	_____

END OF SECTION

**Issued September 2000**

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned,

\_\_\_\_\_ as Principal, and

\_\_\_\_\_ as Surety, are hereby held and

firmly bound unto the Arizona Board of Regents for and on behalf of the University of Arizona as Owner in the penal sum of ten percent (10%) of its total Bid (base bid plus all additive optional prices and applicable local transaction privilege or use taxes or either for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns. Signed, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

The condition of the above obligation is such that whereas the Principal has submitted to the Owner a certain Bid, attached hereto and hereby made a part hereof to enter into a contract in writing, for Project No. [\_\_\_\_ (insert project number and title)\_\_\_\_\_ ]

NOW THEREFORE,

- (a) If said Bid shall be rejected, or in the Alternate,
- (b) If said Bid shall be accepted and the principal shall execute and deliver a contract in the Form of Contract provided (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

**DIVISION 00**

**UA No.**

**Section 00410**

**Bid Bond**

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

\_\_\_\_\_  
Principal (L.S.)

\_\_\_\_\_  
Surety

\_\_\_\_\_  
By

SEAL

END OF SECTION

**Issued September 2000**



**QUALIFICATION OF CORPORATION SIGNATURE**  
**MEETING OF THE BOARD OF DIRECTORS**

\_\_\_\_\_, An Arizona Corporation  
(Construction Company)

RESOLVED:

That \_\_\_\_\_ of this  
(name) (office)

corporation, whose signature appears below, is hereby authorized, empowered and directed for and on behalf of this corporation and its corporate name to make and execute bids, offers and contracts binding upon this corporation for supplies and services required or rendered by this corporation in the course of this business in amount, up to:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

\_\_\_\_\_  
(signature of individual named above)

**CERTIFICATE**

I hereby certify that I am a duly elected and qualified \_\_\_\_\_ of  
(office)  
\_\_\_\_\_, the above  
(Construction Company)

named corporation, that the foregoing is a true and correct copy of a resolution adopted at a special meeting of the Board of Directors of said corporation held on \_\_\_\_\_, and that the foregoing resolution is in full force and effect and has not been repealed, amended, or canceled.

**IN WITNESS WHEREOF** I have hereunto set my hand and official seal of said corporation.

SEAL

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(typed name)

Must be submitted if firm is a corporation.

**QUALIFICATION OF LIMITED LIABILITY COMPANY SIGNATURE**  
**MEETING OF THE MEMBERS**

\_\_\_\_\_, An Arizona Limited Liability Company  
(Construction Company)

RESOLVED:

That \_\_\_\_\_, a member of this Limited Liability Company,  
(name)

whose signature appears below, is hereby authorized, empowered and directed for and on behalf of this Limited Liability Company and its company name to make and execute bids, offers and contracts binding upon this company for supplies and services required or rendered by this company in the course of this business in amount, up to:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

\_\_\_\_\_  
(signature of member named above)

**CERTIFICATE**

I hereby certify that I am a duly qualified member of \_\_\_\_\_, the above named Limited Liability Company, that management of this Limited Liability Company is reserved to its \_\_\_\_\_ by the Articles of Organization which have not since been amended, that the foregoing is a true and correct copy of a resolution adopted at a special meeting of the members of said Limited Liability Company held on \_\_\_\_\_, and that the foregoing resolution is in full force and effect and has not been repealed, amended, or canceled.

**IN WITNESS WHEREOF** I have hereunto set my hand as an authorized member of said Limited Liability Company.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(typed name)

Must be submitted if firm is a Limited Liability Company

ARIZONA BOARD OF REGENTS

**PERFORMANCE BOND**

Pursuant to Board of Regents Policy 3-804E  
(Penalty of this bond must be 100% of the contract amount.)

KNOW ALL MEN BY THESE PRESENTS:

THAT, \_\_\_\_\_  
(hereinafter called Principal), as Principal, and \_\_\_\_\_  
\_\_\_\_\_, a corporation organized and existing under the laws of the State of  
\_\_\_\_\_, with its principal office in the City of \_\_\_\_\_, (hereinafter called the Surety),  
as Surety, are held and firmly bound unto the Arizona Board of Regents, (hereinafter called the Obligee) in the amount of  
\_\_\_\_\_  
(Dollars) (\$ \_\_\_\_\_) for the payment whereof, the said Principal and Surety bind themselves, and their  
heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Obligee, dated the \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, to construct and complete a certain work described as  
\_\_\_\_\_  
which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall  
faithfully perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract during the  
original term of said contract and any extension thereof, with or without notice to the Surety and during the life of any  
guaranty required under the contract, and shall also perform and fulfill all the undertakings, covenants, terms, conditions,  
and agreements of any and all duly authorized modifications of said contract that may hereafter be made, notice of which  
modifications to the Surety being hereby waived; then the above obligation shall be void, otherwise to remain in full force  
and effect.

PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions of Arizona Board of Regents  
Policy 3-804E, and all liabilities on this bond shall be determined in accordance with provisions of this section, to the  
extent as if copied at length herein.

The prevailing party in a suit on this bond, including any appeal thereof, shall recover as a part of his judgment  
such reasonable attorneys' fees as may be fixed by a judge of the Court.

Witness our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Principal Seal  
By \_\_\_\_\_  
Print Name \_\_\_\_\_

\_\_\_\_\_  
Surety Seal  
By \_\_\_\_\_  
Print Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone # \_\_\_\_\_

ARIZONA BOARD OF REGENTS

PAYMENT BOND

Pursuant to Board of Regents Policy 3-804E
(Penalty of this bond must be 100% of the contract amount)

KNOW ALL MEN BY THESE PRESENTS:

THAT, \_\_\_\_\_
(hereinafter called Principal), as Principal, and \_\_\_\_\_
\_\_\_\_\_, a corporation organized and existing under the laws of the State of
\_\_\_\_\_, with its principal office in the City of \_\_\_\_\_, (hereinafter called the Surety),
as Surety, are held and firmly bound unto the Arizona Board of Regents, (hereinafter called the Obligee) in the amount of
\_\_\_\_\_(Dollars)
(\$ \_\_\_\_\_) for the payment whereof, the said Principal and Surety bind themselves, and their heirs,
administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Obligee, dated the \_\_\_\_ day of
\_\_\_\_\_, 20\_\_\_\_, to construct and complete a certain work described as
\_\_\_\_\_
which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall
promptly pay all monies due to all persons supplying labor or materials to him or his subcontractors in the prosecution of
the work provided for in said contract, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions of Arizona Board of Regents
Policy 3-804E, and all liabilities on this bond shall be determined in accordance with the provisions of this section, to the
same extent as if copied at length herein.

The prevailing party in a suit on this bond, including any appeal thereof, shall recover as a part of this judgment
such reasonable attorneys' fees as may be fixed by a judge of the Court.

Witness our hands this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Principal \_\_\_\_\_ Seal
By \_\_\_\_\_
Print Name \_\_\_\_\_

Surety \_\_\_\_\_ Seal
By \_\_\_\_\_
Print Name \_\_\_\_\_
Address \_\_\_\_\_
\_\_\_\_\_
Telephone # \_\_\_\_\_

ARIZONA BOARD OF REGENTS

**PERFORMANCE BOND  
FOR SUBCONTRACTS**

Pursuant to Board of Regents Policy 3-804E  
(Penalty of this bond must be 100% of the subcontract amount.)

KNOW ALL ME BY THESE PRESENTS:

THAT, \_\_\_\_\_  
(hereinafter called Principal), as Principal, and \_\_\_\_\_  
\_\_\_\_\_, a corporation organized and existing under the laws of the State  
of \_\_\_\_\_ with its principal office in the City of \_\_\_\_\_, (hereinafter  
called the Surety), as Surety, are held and firmly bound unto \_\_\_\_\_  
\_\_\_\_\_, (General Contractor) and the Arizona Board of Regents, (hereinafter called  
the Obligees) in the amount of \_\_\_\_\_  
(Dollars) (\$\_\_\_\_\_) for the payment whereof, the said Principal and Surety bind  
themselves, and their heirs, administrators, executors, successors and assigns, jointly and severally,  
firmly by these presents.

WHEREAS, the Principal has entered into a certain written subcontract with the General  
Contractor, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to construct and complete  
certain work described as the \_\_\_\_\_ work for The University of  
Arizona Project Number \_\_\_\_\_, known as \_\_\_\_\_,  
which subcontract is hereby referred to and made a part hereof as fully and to the same extent as if  
copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said  
Principal shall faithfully perform and fulfill all the undertakings, covenants, terms, conditions and  
agreements of said subcontract during the original term of said subcontract and any extension  
thereof, with or without notice to the Surety and during the life of any guaranty required under the  
subcontract, and shall also perform and fulfill all the undertakings, covenants, terms, conditions, and  
agreements of any and all duly authorized modifications of said subcontract that may hereafter be  
made, notice of which modifications to the Surety being hereby waived; then the above obligation  
shall be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions of the Arizona  
Board of Regents Policy 3-804E, and all Liabilities on this bond shall be determined in accordance  
with provisions of this section, to the extent as if copied at length herein.

The prevailing party in a suit on this bond, including any appeal thereof, shall recover as a  
part of his judgment such reasonable attorneys' fees as may be fixed by a judge of the Court.

Witness our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
PRINCIPAL  
By \_\_\_\_\_  
Print Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone # \_\_\_\_\_  
Seal

\_\_\_\_\_  
SURETY  
By \_\_\_\_\_  
Print Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone # \_\_\_\_\_  
Seal

**Issued September 2000**

The following provisions shall be considered part of **[the General Conditions of the Construction Agreement] [ the designated Contract Documents]**.

(Example:

The following provisions shall be considered part of the General Conditions of the Construction Agreement.

**1      CONFIDENTIALITY**

- 1.1.    The Contractor warrants and represents that the Contractor shall not knowingly or negligently communicate or disclose at any time to any person or entity any information in connection with the Work or the Project, except: (1) with prior written consent of the Owner, (2) information that was in the public domain prior to the date of this Agreement, (3) information which becomes part of the public domain by publication or otherwise not due to any unauthorized act or omission of the Contractor, or (4) as may be required to perform the Work or by any applicable law.**
- 1.2.    The Contractor, at any time upon the request of the Owner, shall immediately return and surrender to the Owner all copies of any materials, records, notices, memoranda, recordings, drawings, specifications and mock-ups and any other documents furnished by the Owner or the Architect to the Contractor.**
- 1.3.**
- 1.4.    The Contractor shall specifically cause all Subcontractors or any other person or entity performing any services, or furnishing any materials or equipment, for the Work to warrant and represent all items set forth in this Section 41.**
- 1.5.**
- 1.6.    The representations and warranties contained in this Section 41 shall survive the complete performance of the Work or earlier termination of this Agreement.)**

END OF SECTION

Issued March 2007

**DIVISION 0**

**Section 00860**

**UA No.**

**SCHEDULE OF DRAWINGS**

**Sheet No.**

**Sheet Title**

**Division 00**

**UA No.**

**Section 00900**

**Addendum Number [\_\_\_\_]**

DATE: [\_\_\_\_\_]

PROJECT: [\_\_\_\_\_]

[\_\_\_\_\_]

PROJECT NUMBER: [\_\_\_\_\_]

OWNER: [\_\_\_\_\_]

[\_\_\_\_\_]

[ARCHITECT]: [\_\_\_\_\_]

[ENGINEER]: [\_\_\_\_\_]

TO: **[All Prospective Bidders]** [\_\_\_\_\_]

**Issued February 1996**



**Division 00**

**UA No.**

**Section 00900**

**Addendum Number [\_\_\_\_]**

This Addendum forms a part of the Contract Documents and modifies the Bidding Documents dated [\_\_\_\_], **Addendum Number [1] [\_\_\_\_] issued [\_\_\_\_], and Addendum Number [2] [\_\_\_\_] issued [\_\_\_\_]**, with amendments and additions noted below.

Acknowledge receipt of this Addendum in the space provided in the Bid Form. [\_\_\_\_.] Failure to do so may disqualify the Bidder.

This Addendum consists of [\_\_\_\_] pages and the following Drawings:

No.	Drawing Title	Issue Date
[____]	[_____]	[_____]
[____]	[_____]	[_____]
[____]	[_____]	[_____]
[____]	[_____]	[_____]

**CHANGES TO ADDENDUM NUMBER 1 - Issued July 6, 1994**

1. Revise Item #3, bid closing date and time to July 31, 1994, 2:00 pm Central Standard time.

**CHANGES TO THE PROJECT MANUAL**

**TABLE OF CONTENTS**

2. Delete "Section 09686 - Carpeting with Cushion" from the listing.

**DOCUMENT 00100 - INSTRUCTIONS TO BIDDERS**

3. Article 2.1 Paragraph C:

**Issued February 1996**

**Division 00**

**UA No.**

**Section 00900**

**Addendum Number [\_\_\_\_]**

Add to the end of the sentence: ". . . to the offices of the Architect."

**SECTION 01019 - CONTRACT CONSIDERATIONS**

4. Article 1.3 Paragraph F: Add the following Subparagraph:

4. Section 09688 - Carpeting - Glue Down: Allow the stipulated sum of \$26.75 per sq yd (sq m) for carpet purchase, delivery to site, unloading, and temporary protected storage.

**SECTION 09686 - CARPETING WITH CUSHION**

5. Delete this section in its entirety.

**SECTION 10800 - TOILET AND BATH ACCESSORIES**

6. Add the following Acceptable Manufacturers:  
Ace Distributors  
Forman Manufacturing, Inc.

**CHANGES TO THE DRAWINGS**

**DRAWING A1 - SITE PLAN**

7. Revise dimension between the main building and the Boiler House from 30' - 0" (9.1 m) to 36' - 9" (11.2 m).
8. To the List of Drawings add: "L1 - Landscaping Plan".

**DRAWING S4 - JOIST FRAMING PLAN**

9. Delete this Drawing and replace with Drawing S4a issued with this Addendum.

**DRAWING L1 - LANDSCAPING PLAN**

10. Include this new Drawing issued with this Addendum in the list of Contract Documents.

**APPROVAL OF ADDITIONAL PRODUCTS/SYSTEMS**

Section #	Acceptable Manufacturer(s)
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**Issued February 1996**

**Division 00**

**UA No.**

**Section 00900**

**Addendum Number [\_\_\_\_]**

11. 03300

Acme Admixtures, Inc.

**END OF ADDENDUM NUMBER [\_\_\_\_]**

**Issued February 1996**

## Section 01010

## SUMMARY OF WORK

## 1 PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. Contract Description.
- B. Work by Owner.
- C. Owner supplied Products.
- D. Contractor use of site **[and premises]**.
- E. Work Sequence.
- F. Owner occupancy.

## 1.2 CONTRACT DESCRIPTION

- A. Contract Type: Stipulated Price as described in the Standard Form Agreement Between Owner and Contractor **[(Construction Management Edition)]**.
- A. Contract Type: The University of Arizona® Standard Form Agreement Between Owner and CM@Risk on the Basis of a Guaranteed Maximum Price including issued Addenda.
- B. The work to be performed includes, but is not limited to the following:
  - 1. **[\*\*insert short outline description\*\*]**
  - 2. All other work shown on the drawings and/or miscellaneous incidental work not shown that may be required to complete the project.
- C. Documents Furnished To The Contractor:
  - 1. Owner will furnish the General Contractor **[fifteen (15)]** [\_\_\_\_\_] sets of drawings and specifications for use in construction of the project. Any additional sets required by the Contractor may be purchased from the Owner.

## 1.3 WORK BY THE OWNER

- A. Other Contractors, Vendors, and/or forces of the Owner will be working at **[Project Name]** during the construction period and during the Contractor's work on punch list items following substantial completion**[s]**. The areas of other work include, but are not limited to **[furniture installation], [art installation], [lab equipment installation]**.
  - 1. The sequencing of [\_\_\_\_\_] installation shall be coordinated between the Owner, the Contractor, and the **[Vendor] [Contractor] [UA Forces]**.

## Section 01010

## SUMMARY OF WORK

- A. The Owner **[has awarded] [will award] [a contract] [contracts]** for **[supply] [and] [installation]** of **[\_\_\_\_\_]** which **[commences] [will commence on] [\_\_\_\_\_]**.
- B. Work under **[this contract] [these contracts] [will include:] [includes:]**
- Existing Building Demolition: *The Owner has contracted for demolition of the existing garage structure on site and removal of its foundations. The site will be backfilled at the removed foundations and filled to existing grade elevation. Work will be completed on July 1, 1994.*
  - Elevators: The Owner intends to award a separate contract for elevator work associated with this contract. The proposed elevator contract documents are available for inspection at the office of the Owner.
- C. Items noted NIC (Not in Contract), **[movable cabinets,] [furnishings,] [minor equipment,] [and] [\_\_\_\_\_]** will be supplied and installed by Owner **[beginning] [before] [after] [\_\_\_\_\_]**.
- D. Owner will remove and retain possession of the following items before start of work:
- [\_\_\_\_\_]**.
  - [\_\_\_\_\_]**.
- E. Contractor shall remove and Owner will take possession of **[the following items:] [items indicated.]**
- [\_\_\_\_\_]**.
  - [\_\_\_\_\_]**.

## 1.4 OWNER SUPPLIED PRODUCTS

- A. Owner's Responsibilities:
- Arrange for and deliver review Shop Drawings, Product Data, and Samples to Contractor.
  - Arrange and pay for Product delivery to site.
  - On delivery, inspect Products jointly with Contractor.
  - Submit claims for transportation damage and replace damaged, defective, or deficient items.
  - Arrange for manufacturers; warranties, inspections, and service.

Section 01010

SUMMARY OF WORK

B. Contractor's Responsibilities:

1. Review Owner furnished Shop Drawings, Product Data, and Samples.
2. Receive and unload Products at site: inspect for completeness or damage jointly with Owner.
3. Handle, store, install, and finish Products.
4. Repair or replace items damaged after receipt.

C. Products supplied to site and installed by Owner.

1. [\_\_\_\_\_].
2. [\_\_\_\_\_].

D. Items supplied by Owner for installation by Contractor.

1. [\_\_\_\_\_].
2. [\_\_\_\_\_].

1.5 CONTRACTOR USE OF SITE **[AND PREMISES]**.

A. Limit use of site **[and premises]** to allow:

1. Owner occupancy.
2. **[Work by Others] [and] [Work by Owner]/**
3. Use of site **[and premises]** by **[the public.] [\_\_\_\_\_].]**
4. In addition to site utilization limitations and requirements shown on drawings, and other contract documents, Contractor shall administer allocation of available space equitably among entities needing access and space, so as to produce the best overall efficiency in performance of total work on project. Contractor shall schedule deliveries as so to minimize space and time requirements for storage of materials and equipment on site. Use of the site, other than as specified in the Contract Documents, shall be requested in writing for the Owner's review and approval.

B. Access to Site: **[Limited to [\_\_\_\_\_].] [\_\_\_\_\_].]**

C. Emergency Building Exits During Construction: **[Limited to [\_\_\_\_\_]. [\_\_\_\_\_].]**

## Section 01010

## SUMMARY OF WORK

D. Construction Operations: **[Limited to [areas noted on Drawings] [\_\_\_\_\_].]**  
**[\_\_\_\_\_].]**

1. Protect all existing work from damage. All damaged work shall be replaced or repaired a no cost to the Owner and to the satisfaction of the Owner or the Authority having jurisdiction thereover.

E. Time Restrictions for Performing Work:

1. No work shall be performed before **[7:00 a.m.]** and after **[5:00 p.m.]**, Monday through Friday, except with approval of the Owner. Hot weather concrete work and other critical work may require work between **[5:00 p.m.]** and **[7:00 .am.]** in which event the Contractor shall, in advance, coordinate time and obtain the prior written approval of Owner for such work.

2. Night Work:

- a. In general, all work shall be performed during regulated daytime hours. Night work hours shall be defined as 6 p.m. to 6 a.m. Approval for night work must be obtained in writing from the Owner.
- b. If night work is allowed, the Contractor shall furnish, erect and maintain an amount of artificial lighting sufficient for the construction, flagging, inspection, etc., and for the safety of the workmen and the general public. Lighting shall be directed downward towards the construction site and away from the adjacent residential area to the greatest extend possible. Refer to requirements in Section 01510. No night work shall be performed until the Construction Project Manager is satisfied that an adequate amount of artificial light has been furnished and placed properly.
- c. When doing night work, deactivation of the vehicle back-up devices will be required. When vehicle back-up alarm devices are deactivated, the Contractor shall provide flag personnel to direct traffic at all times in order to comply with OSHA requirements.
- d. Every effort shall be made to minimize noise and disruptions during all night work activities.

3. In addition to the above provision, Contractor must restrict work activities during certain critical periods of Owner's operations. These time periods and application restrictions are as follows:

**[\*\*incorporate UA schedule with desired restrictions\*\*]**

4. On any project located adjacent to (within 150 feet) non-University residential areas, all applicable City of Tucson ordinances concerning nuisance abatement shall be observed by the Contractor. These ordinances shall apply to all work under this Contract whether or not they are applicable to said work as enacted. Where there are variations between the Owner's regulations and applicable City ordinances, the more restrictive shall be observed.
5. In addition to all the above provisions, Owner reserves the right to restrict Contractor's work activity as may be necessary proper and uninterrupted

## Section 01010

## SUMMARY OF WORK

operation of Owner's facilities. Owner will attempt to coordinate Contractor's schedule with Owner's schedule of activities so as to minimize any unscheduled restrictions of Contractor's work.

## F. Utilities Outages and Shutdowns

1. The Contractor shall perform the work under this Contract with a minimum of outage time for all utilities. Coordinate all interruptions with the Owner. Interruption shall be by approved section of the utility. In some cases, the Contractor may be required to perform the work while the existing utility is in service. When it is necessary to interrupt the existing utilities, the Contractor shall notify the Architect and the Owner in writing at least two weeks in advance of the time the existing service is to be interrupted. Depending upon the activities at the facility which require continuous service from the existing utility, an interruption may not be subject to schedule at the time desired by the Contractor. In such cases the interruption may have to be scheduled at a time of minimum requirement of demand from the utility. The amount of time requested by the Contractor for interruption of existing utility services shall be as approved by the Owner. Service interruptions may occur outside regular working hours without any additional expense to the Owner.

## G. Hot Work Permit;

1. Hot work is defined as cutting, welding, soldering, sweating, brazing, and other similar activities conducted with portable gas or arc equipment.
2. Hot work permits are required for demolition, structural, mechanical, and general hot work activities, in new and existing buildings (including utility tunnels and vaults).
3. Hot work permits must be obtained by each individual entity performing hot work on a project. More than one permit may be required for each project. A separate permit is required for each building where hot work is being conducted when a particular project includes multiple buildings.
4. Secure permits prior to the commencement of any on-site hot work from the Owner's Department of Risk Management and Safety, 220 West Sixth Street, Fourth Floor, 621-1790. Detailed procedures for obtaining and complying with the hot work permit (including validity periods and renewal requirements) will be issued with the actual permit.
5. All permits must be turned in to Owner upon expiration.

## H. Safety

1. The Contractor shall comply with the Williams-Steiger Occupational Safety and Health Act of 1970 and shall submit a written statement to Architect that he will do so.



Section 01010

SUMMARY OF WORK

2. Contractor shall maintain adequate emergency exiting at all times for construction area and areas adjacent to the construction area while work is being completed.

1.6 WORK SEQUENCE

- A. Construction Work in **[phase] [to accommodate Owner's occupancy requirements]** [\_\_\_\_\_] during the construction period, coordinate construction schedule and operations with **[Owner:] [Architecture/Engineer:]**

1. **[Phase] 1:** [\_\_\_\_\_].

2. **[Phase] 2:** [\_\_\_\_\_].

3. **[Phase] 3:** [\_\_\_\_\_].

1.7 OWNER OCCUPANCY

- A. The Owner intends to occupy the [\_\_\_\_\_] portion of the Project by [\_\_\_\_\_].

- A. The Owner will occupy the **[site] [premises]** [\_\_\_\_\_] during **[the entire period of construction.] [[Stage] [Phase] of construction.] [for the conduct of normal operations.] [for installation of [\_\_\_\_\_].]**

- B. Cooperate with Owner to minimize conflict, and to facilitate Owner's operations.

- C. Schedule the Work to accommodate Owner occupancy.

2 PART 2 PRODUCTS

Not Used.

3 PART 3 EXECUTION

Not Used.

END OF SECTION

## Section 01019

## CONTRACT CONSIDERATIONS

## 1 PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. Allowances.
- B. Schedule of Values.
- C. Application for payment.
- D. Change procedures.
- E. Defect Assessment.
- F. Measurement and payment – unit prices.
- G. Optional Prices.

## 1.2 RELATED SECTIONS

- A. Section 01027 – Application For Payment.
- B. Section 01028 – Modification Requirements.
- C. Section 01030 – Optional Prices.
- D. Section 01600 – Material and Equipment: Product substitutions.

## 1.3 ALLOWANCES

- A. Costs Included in Allowances: Cost of Product to Contractor or Subcontractor, less applicable trade discounts; **[delivery to site] [and] [applicable taxes]** [\_\_\_\_\_]. Subcontractor, less applicable trade discounts; **[delivery to site] [and] [applicable taxes]** [\_\_\_\_\_].
- B. Costs Not Included in Allowances but Included in the Contract Sum: Product **[delivery to site and] handling at site, including unloading, uncrating, and storage; [protection of Products from elements and from damage;] [and] [labor for installation and finishing;]** [\_\_\_\_\_].
- C. **[Architect/Engineer] [Construction Manager]** Responsibilities:
  - 1. Consult with Contractor for consideration and selection of Products, **[suppliers] [and] [installers]**.
  - 2. Select Products in consultation with Owner and transmit decision to Contractor.

## Section 01019

## CONTRACT CONSIDERATIONS

3. Prepare Change Order.
- D. Contractor Responsibilities:
1. Assist **[Architect/Engineer] [and Construction Manager]** in selection of Products, suppliers **[and installers]**.
  2. Obtain proposals from suppliers **[and installers]**. and offer recommendations.
  3. On notification of selection by **[Architect/Engineer] [Construction Manager] [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. Allowances Schedule:
1. Section [\_\_\_\_\_]: Include the stipulated sum of \$[\_\_\_\_\_] for purchase and delivery of [\_\_\_\_\_].
  2. Section [\_\_\_\_\_]: Include the stipulated sum of \$[\_\_\_\_\_] for installation of [\_\_\_\_\_].
  3. Section [\_\_\_\_\_]: Include the stipulated sum of \$[\_\_\_\_\_] for purchase, delivery, and installation of [\_\_\_\_\_].
  4. Section [\_\_\_\_\_]: Include the unit price of \$[\_\_\_\_\_] per [\_\_\_\_\_] for purchase, delivery, and installation of [\_\_\_\_\_].
  5. **Section 01312 – Cost Loaded Construction Progress Schedules (Third Party Scheduler): Included the stipulated sum of \$[\_\_\_\_\_] for Contractor’s share of the cost of the Third Party Scheduler.**
- 1.4 SCHEDULE OF VALUES
- A. Submit a printed schedule on AIA Form G702 and G703 – Application and Certification for Payment Continuation Sheet. Contractor’s electronic media printout of this form will also be considered.
  - B. Submit Schedule of Values in duplicate within **[15] [20] [\_\_\_\_\_]** days after date established in Notice to Proceed.

## Section 01019

## CONTRACT CONSIDERATIONS

- C. Format: **[Utilize the Table of Contents of this Project Manual. Identify each line with number and title of the major specification Section.] [Identify [site mobilization,] [bonds and insurance.] [\_\_\_\_\_].]**

**\*\* OR \*\***

- D. Submit a Schedule of Values for review by the Owner's Representative. The Schedule of Values shall be based on the breakdown of the computer listing of activities. The Schedule of Values produced for the Cost-Loaded Construction Progress Schedule specified in Section **[01311] [01312]** shall allocate a dollar Value (cost), an estimate of manpower, and crew size for each activity of the Construction CPM Network. Activity costs, summed by responsibility, shall equal the actual subcontract price, or cost to the Contractor for work it is to perform. Bonds and insurance for which payment is made in full at the commencement of the project shall be a separate line item. The cost breakdown shall also indicate preparation and delivery of operations and maintenance manuals, record documents, and punch lists as separate line items. The sum of all activity costs shall equal the total Contract Sum. Each activity cost shall be coded with a cost code corresponding to the subcontractor responsible for performing the work so that subtotals for each division of the work can be prepared.
- E. Include as separate line items, the amount of each Allowance specified in this section. **[For unit cost Allowances, identify quantities taken from Contract Documents multiplied by the unit cost to achieve the total for the item.]**

**\*\*OR\*\***

- F. Within **[seven (7)] [\_\_\_\_\_]** calendar days following receipt of the final cost-loaded schedule, Contractor shall participate in a conference with the Owner's Representative, **[Architect] [and the Third Party Scheduler]** to review and evaluate the Schedule of Values. The accepted Schedule of Values shall, in the best judgment of the Contractor, Owner's Representative, **[Architect] [and the Third Party Scheduler]**, represent a fair, reasonable, and equitable dollar cost and manpower allocation for each activity in the cost-loaded construction schedule.
- G. **[Include within each line item a direct proportional amount of Contractor's overhead and profit.] [\_\_\_\_\_].**
- H. Submit revised schedule listing approved Change Orders with each Application For Payment.

## 1.5 APPLICATIONS FOR PAYMENT

- A. Submit **[three] [\_\_\_\_\_]** copies of each application on **Application and Certificate for Payment and AIA G703 – Continuation Sheet.] [AIA G722 – Project Application and Project Certificate for Payment and AIA G723 – Project Application Summary.]** Contractor's electronic media printout of this form will also be considered.

## Section 01019

## CONTRACT CONSIDERATIONS

- B. Content and Format: Utilize current approved Schedule of Values for listing items in Application for Payment.
- C. Payment Period: **[Monthly]**.
- D. Waiver of **[Claims]**.
- E. Include Vendor Claim Forms and other forms required by Owner.
- F. Include an updated construction progress schedule.
- G. Payment for stored materials and equipment will be restricted by Owner to custom fabricated materials identified with mark numbers on shop or erection drawings, and to equipment specified with tag numbers in the Contract Documents.
- H. Payment for bulk materials which are normally stocked by suppliers will be made by Owner only when such materials have been physically incorporated into the Work.
- I. Materials Stored Offsite: Submit all requests for off-site storage to the Owner for consideration and approval. Options and requirements for off-site storage include, but may not be limited to:
  - 1. Possibility of off-site Owner property on which adequately secured storage can be made available during the contract period, at rental rates as set by the Owner; or the availability of an Owner approved bonded warehouse or secured bonded site.
  - 2. Provision by the Contractor, at no cost to the Owner, of off-site storage on non-University property with insurance (naming the Owner as additional insured) and bonding to hold the Owner free of all risks, including delay attributed to loss, damage or destruction of stored materials off job site.
    - (a) Bonding shall protect the Owner's exclusive right of possession, and indemnify the Owner against any loss of use or possession of materials paid for by the Owner and not stored on University property.
  - 3. Contractor shall provide suitable security fence/materials enclosure for locked containment of materials submitted for payment.
  - 4. Contract shall bear all costs for inspection of quantities at time of storage, and monthly thereafter if the list of materials changes.
  - 5. Contractor shall bear all costs for security monitoring of the storage site as deemed required by the Owner.
  - 6. All Payment Applications for stored materials billed must be accompanied by a Bill of Sale, indicating transfer of ownership of such materials to the Owner.

Submit all requests for off-site storage to Owner for consideration. Materials stored off-site on non-University property must be bonded and insured, adequately secured. Owner must be named as additional insured for all stored materials. Any and all costs of inspection of quantities

## Section 01019

## CONTRACT CONSIDERATIONS

at time of storage and/or for security monitoring of the storage site (if required) shall be borne by the Contractor.

## 1.6 CHANGE PROCEDURES

- A. The **[Architect/Engineer]** will advise of minor changes in the Work not involving an adjustment to Contract Sum or Contract Time by issuing a written order.
- B. The **[Architect/Engineer] [Construction Manager] [Owner]** may issue a Proposal Request which includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a request for any change in Contract Time for executing the change **[and] [the period of time during which the requested price will be considered valid]**. Contractor shall prepare and submit an estimate within the number of days stated in the Proposal Request.
- C. The Contractor may propose changes by submitting a request for change to the **[Architect/Engineer], [Construction Manager], [Owner]**, describing the proposed change and its full effect on the Work. Include a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation **[and a statement describing the effect on Work by separate or other Contractors]**. **[Document any requested substitutions in accordance with Section [01600.] [\_\_\_\_\_].]**
- D. Stipulated Sum Change Order: Based on **[Proposal Request] [Notice of Change]** and Contractor's **[fixed] [estimated] [maximum]** price quotation **[or Contractor's request for a Change Order as approved by [Architect/Engineer] [Construction Manager] [Owner].]**
- E. 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 work which are not pre-determined, execute Work under a Work Directive issued by **[Owner] [Architect] [Engineer] [Construction Manager]** and changes in the Contract Sum will be computed in accordance with **[Section 28] [Section 10]** of the General Conditions.
- F. **[Architect/Engineer] [Construction Manager] [Owner]** may issue a written directive, instructing the Contractor to proceed with a 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 the change.
- G. Cost Basis Change Order: Submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract. **[Architect/Engineer] [Construction Manager] [Owner]** will determine the change allowable in Contract Sum and Contract Time as provided in the Contract Documents.

## Section 01019

## CONTRACT CONSIDERATIONS

- H. Maintain detailed records of work done on cost basis. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.
- I. Change Order Forms: **[AIA G701]** **[AIA G701/CM]** Change Order.
- J. Execution of Change Orders: **[Architect/Engineer]** **[Construction Manager]** **[Owner]** will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.

## 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 **[Architect/Engineer]** **[Construction Manager]** **[Owner]** **[\_\_\_\_\_]**, it is not practical to remove and replace the Work, the **[Architect/Engineer]** **[Construction Manager]** **[Owner]** **[\_\_\_\_\_]** will direct an appropriate remedy or adjust payment.

## 1.8 MEASUREMENT AND PAYMENT – UNIT PRICES

- A. Authority: Measurement methods are delineated in the individual specification sections.
- B. Take measurements and compute quantities. The **[Architect/Engineer]** **[Construction Manager]** **[Owner]** **[\_\_\_\_\_]** will verify measurements and quantities.

**\*\*OR\*\***

- B. The **[Architect/Engineer]** **[Construction Manager]** **[Owner]** will take measurements and compute quantities accordingly. Provide and assist in the taking of measurements.
- C. Unit Quantities: Quantities and measurements indicated in the **[Bid Form]** **[\_\_\_\_\_]** are for contract purposes only. **[Quantities and measurements supplied or placed in the Work shall determine payment.]** **[Actual quantities provided shall determine payment.]**
- D. Payment Includes: Full Compensation for required labor, Products, tools, equipment, plant and facilities, transportation, services and incidentals; erection, application or installation of an item of the Work; overhead and profit.
- E. Unit Price Schedule:
  - 1. **[Item: [\_\_\_\_\_]; Section [\_\_\_\_\_].]**

Section 01019

CONTRACT CONSIDERATIONS

2. **[Item: [ \_\_\_\_\_ ]; Section [ \_\_\_\_\_ ].]**

3. **[Item: [ \_\_\_\_\_ ]; Section [ \_\_\_\_\_ ].]**

1.9 OPTIONAL PRICES

A. Accepted Options will be identified in Owner-Contractor Agreement.

B. Coordinate related work and modify surrounding work as required.

C. Schedule of Optional Prices:

1. Optional Price No. 1: **[Foundation Wall Construction:**

***Based Bid Item: Sections 03100, 03200, and 03300 (Cast-In-Place Concrete including pre-molded control joints) and Drawing numbers A-3 and S-2 including referenced details.***

***Optional Price No. 1: Sections 04100 and 04310 (mortar and masonry including integral reinforcement) and Drawing numbers A-3-a and S-2-a including referenced details.]***

2. Optional Price No. 2 **[Title]:**

Base Bid item: Section [ \_\_\_\_\_ ] and Drawing number { \_\_\_\_\_ } including [ \_\_\_\_\_ ].

Optional Price No. 2: Section [ \_\_\_\_\_ ] and Drawing number [ \_\_\_\_\_ ] including { \_\_\_\_\_ }.

3. Optional Price No. 3: **[Title]:**

Base Bid Item: Section [ \_\_\_\_\_ ] and Drawing number [ \_\_\_\_\_ ] including [ \_\_\_\_\_ ].

Optional Price No. 3: Section [ \_\_\_\_\_ ] and Drawing number [ \_\_\_\_\_ ] including [ \_\_\_\_\_ ].

2 PART 2 PRODUCTS

Not Used.

3 PART 3 EXECUTION

Not Used.



**DIVISION 1**

**UA No.**

**Section 01019**

**CONTRACT CONSIDERATIONS**

END OF SECTION

Section 01027

APPLICATIONS FOR PAYMENT

1 PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Format
- B. Preparation of Applications
- C. Submittal Procedures
- D. Substantiating Data
- E. Materials Stored Offsite

1.2 RELATED SECTIONS

- A. Section 01019 – Contract Considerations.
- B. Section 01028 – Modification Requirements.
- C. Section 01019 – Contract Considerations.
- D. Section 01300 – Submittals.
- E. Section 01700 – Contract Closeout.

1.3 FORMAT

- A. **[AIA G702 – Application and Certificate for Payment and AIA G703 – Continuation Sheet] [AIA G722 – Project Application and Project Certificate for Payment and AIA G723 – Project Application Summary] [Contractor’s electronic media driven form] [\_\_\_\_\_]** including continuation when required.
- B. For each item, provide a column for listing each of the following:
  - 1. Item Number.
  - 2. Description of work.
  - 3. Scheduled Values.
  - 4. Previous Applications.
  - 5. Work in Place **[and Stored Materials]** under this Application.
  - 6. Authorized Change Orders.
  - 7. Total Completed **[and Stored]** to Date of Application.

## Section 01027

## APPLICATIONS FOR PAYMENT

8. Percentage of Completion.
9. Balance to Finish.
10. Retainage.

## 1.4 PREPARATION OF APPLICATIONS

- A. General: Unless otherwise indicated, sequence of progress payments shall be regular, and each must be consistent with previous applications and payments. Certain applications will involve extra requirements, including initial application, application at time of substantial completion, and final payment application which is addressed in Section 01700.
- B. Present required information **[in typewritten form.] [or] [on electronic media printout.]**
- C. Execute certification by notarized signature of authorized officer.
- D. Use data from current approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed **[and for stored Products]**.
- E. Applications for payment of allowance items shall include invoices and/or receipts for documentation of payment amount.
- F. List each authorized Change Order as an extension on AIA G703 – Continuation Sheet, listing Change Order number and dollar amount(s) for each item of Work.
- G. The following submittals must precede submittal of first payment application:
  1. Listing of subcontractors and material vendors **[submitted with the bid]**.
  2. Schedule of Values.
  3. Construction Schedule – See Section **[01300] [01310] [01311]** for specific requirements.
  4. Proposed Products List and Submittal Schedule.
  5. Copies of any required authorizations from governing authorities for current performance of the work.
  6. Performance and Payment Bonds and Certificate(s) of Insurance (submitted to the Owner prior to contract award).
  7. Copies of executed contracts for all subcontractors.
  8. Copies of Performance Bond from required subcontractors.

## Section 01027

## APPLICATIONS FOR PAYMENT

- H. Following issuance of the final Certificate of Substantial Completion, a "special" payment application may be prepared and submitted. The principal actions and submittals which must precede such special Application for Payment include the following:
1. Any required approvals or certifications by governing authorities and/or franchised services, assuring Owner's full access and use of completed Work.
  2. Warranties, guaranties, maintenance agreements, and similar provisions of Contract Documents.
  3. Test/adjust/balance records, Operation and maintenance instructions, meter readings, start-up performance reports, and similar information for Owner's use.
  4. Consent of Surety for any requested reduction of retainage.
  5. Final progress photographs, when required.
  6. Change-over of door locks and other access to Owner's property.
  7. Complete start-up and testing of systems and instructions for Owner's operating/maintenance personnel. Discontinue or change over and remove from project site temporary facilities and services, along with construction tools and facilities, mock-ups, and similar elements.
  8. Complete final cleaning requirements.
  9. Touch-up and otherwise repair and restore marred exposed finishes.
- I. Prepare Application for Final Payment as specified in Section 01700.

## 1.5 SUBMITTAL PROCEDURES

- A. Submit **[three]** [\_\_\_\_\_] copies of each Application for Payment.
- B. Submit an updated [\_\_\_\_\_] construction schedule with each Application for Payment.
- C. Payment Period: **[Submit at intervals stipulated in the Agreement.]**  
[\_\_\_\_\_.]
- D. Submit with transmittal letter as specified for Submittals in Section **[01300.]**
- E. Submit [\_\_\_\_\_] waivers.

## 1.6 SUBSTANTIATING DATA

- A. When **[Architect/Engineer]** **[Construction Manager]** or Owner requires substantiating information, submit data justifying dollar amounts in question.

## Section 01027

## APPLICATIONS FOR PAYMENT

- B. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.
- C. Include the following with the application:
  - 1. Current construction photographs specified in Section 01300.
  - 2. Partial release of liens from major subcontractors and vendors.
  - 3. Record documents as specified in Section 01700, for review by the Owner which will be returned to the Contractor.
  - 4. Affidavits and other specified documents attesting to off-site stored products.
  - 5. Construction progress schedules, revised and current as specified in Section **[01300] [01310] [01311] [01312]**.

## 1.7 MATERIALS STORED OFFSITE

## 1 Materials Stored Offsite:

Submit all requests for off-site storage to the Owner for consideration and approval. Options and requirements for off-site storage include, but may not be limited to:

- A. Possibility of off-site Owner property on which adequately secured storage can be made available during the contract period, at rental rates as set by the Owner; or the availability of an Owner approved bonded warehouse or secured bonded site.
- B. Provision by the Contractor, at no cost to the Owner, of off-site storage on non-University property with insurance naming the Owner as additional insured and bonding to hold the Owner free of all risks, including delay attributed to loss, damage or destruction of stored materials off jobsite.
  - 1. Bonding shall protect the Owner's exclusive right of possession and indemnify the Owner against any loss of use or possession of materials paid for by the Owner and not stored on University property.
- C. Contractor shall provide suitable security fence/materials enclosure for locked containment of materials submitted for payment.
- D. Contractor shall bear all costs for inspection of quantities at time of storage, and monthly thereafter if the list of materials changes.
- E. Contractor shall bear all costs for security monitoring of the storage site as deemed required by the Owner.

**Section 01027**

**APPLICATIONS FOR PAYMENT**

F. All Payment Applications for stored materials billed must be accompanied by a Bill of Sale, indicating transfer of ownership of such materials to the Owner.

**2 PART 2 PRODUCTS**

Not Used.

**3 PART 3 EXECUTION**

Not Used.

END OF SECTION

Section 01028

MODIFICATION REQUIREMENTS

1 PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Submittals.
- B. Documentation of change in Contract Sum and Contract Time.
- C. Change procedures.
- D. Owner Order.
- E. Stipulated Sum change order.
- F. Unit price change order.
- G. Cost Basis change order.
- H. Execution of change orders.
- I. Correlation of Contractor submittals.

1.2 RELATED SECTIONS

- A. Document **[00500 - Agreement]** [\_\_\_\_\_]
- B. Document **[00700 – General Conditions]** [\_\_\_\_\_]
- C. Section 01019 – Contract Considerations.
- D. Section [\_\_\_\_ -- \_\_\_\_\_]: Scope of unit prices.
- E. Section 01027 – Applications for Payment:
- F. Section 01300 – Submittals:
- G. Section 01310 – Construction Progress Schedules:
- H. Section 01311 – Cost Loaded Construction Progress Schedules:
- I. Section 01312 – Third Party Scheduler:
- J. Section 01600 – Material and Equipment: Product options and substitutions.
- K. Section 01700 – Contract Closeout: Project record documents.

1.3 SUBMITTALS

## Section 01028

## MODIFICATION REQUIREMENTS

A. Submit name of the individual authorized to receive change documents and be responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.

B. Change Order Forms: **[AIA G701] [AIA G701/CM]** Change Order.

## 1.4 DOCUMENTATION OF CHANGE IN CONTRACT SUM AND CONTRACT TIME

A. Maintain detailed records of work done on a cost basis. Provide full information required for evaluation of proposed changes, and to substantiate costs of changes in the Work.

B. Document each quotation for a change in cost or time with sufficient data to allow evaluation of the quotation.

C. Provide data to support computations: (For computation of items 2 and 3, refer to example of Change Order Pricing included at the end of this section).

1. Quantities of products, labor and equipment.
2. Taxes, Insurance, and bonds.
3. Overhead and profit.
4. Justification for any change in Contract Time.
5. Credit for deletions from Contract, similarly documented.

D. Support each claim for additional costs, and for work done on a cost basis, with additional information.

1. Origin and date of claim.
2. Dates and times work was performed, and by whom.
3. Time records and wage rates paid.
4. Invoices and receipts for products, equipment, and subcontracts, similarly documented.

## 1.5 CHANGE PROCEDURES

A. The Architect/Engineer will advise of minor changes in the Work not involving an adjustment to Contract Sum or Contract Time as authorized by AIA A201, by issuing supplemental instructions on **[AIA Form G710.] [\_\_\_\_\_].]**

B. The **[Architect/Engineer] [Construction Manager] [Owner]** may issue a Proposal Request which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications, **[a change in Contract Time]**



## Section 01028

## MODIFICATION REQUIREMENTS

for executing the change] [with a stipulation of any overtime work required] [and] [the period of time during which the requested price will be considered valid.]

- C. The Contractor may propose a change by submitting a request for change to the **[Architect/Engineer] [Construction Manager] [Owner]** describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation **[and a statement describing the effect on Work by separate or other contractors]**. **[Document any requested substitutions in accordance with Section [01600.] [\_\_\_\_\_].]**

## 1.6 OWNER DIRECTIVE

- A. The **[Architect/Engineer] [Construction Manager]** may issue a written order, signed by the Owner, instructing the Contractor to proceed with a change in the Work, in accordance with Section **[28.4] [10.2 CM@R]** of the General Conditions, for subsequent inclusion in a Change Order.
- B. The document will describe changes in the Work, and will designate the method of determining any change in Contract Sum or Contract Time.
- C. Promptly execute the change in Work.

## 1.7 STIPULATED SUM CHANGE ORDER

- A. Based on a **[Proposal Request]** and the Contractor's **[fixed] [estimated] [maximum]** price quotation **[or Contractor's request for a Change Order as approved by the [Architect/Engineer] [Construction Manager] [and Owner]**.

## 1.8 UNIT PRICE CHANGE ORDER

- A. For pre-determined unit prices and quantities, the Change Order will be executed on a fixed unit price basis.
- B. For unit costs or quantities of units of work which are not pre-determined, execute Work under a written order from Owner.
- C. Changes in Contract Sum or Contract Time will be computed as specified for a Cost Basis Change Order.

## 1.9 COST BASIS CHANGE ORDER

- A. Submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- B. The **[Architect/Engineer] [Construction Manager] [Owner]** will determine the change allowable in Contract Sum and Contract Time as provided in the Contract Documents.

Section 01028

MODIFICATION REQUIREMENTS

- C. Maintain detailed records of work done on cost basis.
- D. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.

1.10 EXECUTION OF CHANGE ORDERS

- A. Execution of Change Orders: The [Architect/Engineer] [Construction Manager] [Owner] will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.

1.11 CORRELATION OF CONTRACTOR SUBMITTALS

- A. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as separate line items and adjust the Contract Sum.
- B. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- C. Promptly enter changes in Project Record Documents.

2 PART 2 PRODUCTS

Not Used

3 PART 3 EXECUTION

Not Used

END OF SECTION

## Section 01030

## OPTIONAL PRICES

## 1 PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. Submission requirements.
- B. Schedule of Options.

## 1.2 RELATED SECTIONS

- A. Document **[00500] [00500CM Agreement:]** Incorporating monetary value of accepted Options.
- B. Document 00100 – **[Instruction to Bidders.] [Instructions to CM@Risk.]**
- C. Section 01019 – Contract Considerations.
- D. Section 01300 – Submittals.
- E. Section 01600 – Material and Equipment: Product options and substitutions.

## 1.3 SUBMISSION REQUIREMENTS

- A. As set forth in the Instructions to **[Bidders] [CM@Risk]** the amount quoted for each *Optional Price* is to include the *furnishing of all materials, plant, equipment, tools and all other facilities called for in the Contract Documents, and the performance of all labor and services necessary and proper for the completion of the Option(s) except such as may be otherwise expressly provided in the Contract Documents.*
- B. Options quoted **[on Bid Forms] [in the GMP]** will be reviewed and accepted or rejected at the Owner's option. Accepted options will be identified in the Owner-Contractor Agreement.
- C. Coordinate related work and modify surrounding work to integrate the Work of each Option.

## 1.4 SCHEDULE OF OPTIONS

- A. Optional Price No. 1 – *[\*Provide a fire sprinkler system.*
  - 1. *\*This Optional Price is for providing a complete automatic fire sprinkler system installation for the areas shown on the drawings and as described in the Specifications.]*
- B. Optional Price No. 2 – *[\*Provide an acid neutralization system.*

**DIVISION 1**

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**Section 01030**

**OPTIONAL PRICES**

1. *\*This Optional Price includes installing new concrete curbs and a new drain line connecting the new installation to an existing sewer. Also included is the relocation of two tanks, three steel cover plates, one trap, one sensor, one sink, one eye wash and shower, and one controller from an existing location shown on the drawings. These items to be relocated must be installed as a complete system at the new location as indicated.\*]*

2 PART 2 PRODUCTS

Not Used.

3 PART 3 EXECUTION

Not Used

END OF SECTION

**Issued October 2003**

## Section 01039

## COORDINATION AND MEETINGS

## 1 PART 1 GENERAL

## 1.1 SECTIONS INCLUDES

- A. Coordination and Project Conditions.
- B. Coordination Drawings.
- C. Staff Names.
- D. Field Engineering.
- E. Preconstruction Meeting.
- F. Progress Meetings.
- G. Preinstallation Meetings.

## 1.2 RELATED SECTIONS

- A. Section 01045 – Cutting and Patching.
- B. Section 01050 – Field Engineering.
- C. Section 01120 – Alteration Project Procedures.

## 1.3 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, **[with provisions for accommodating items installed later.]**
- B. Verify 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 in service, such equipment.
- C. The Installer or Subcontractor of each element of the work must examine the conditions of the substrate to receive the work, dimensions and spaces adjacent, tolerances, interfacing with other elements and services, and the conditions under which the work will be performed, and must notify the Contractor in writing of conditions detrimental to the proper or timely completion of the work. If work proceeds the substrate will be deemed acceptable by Installer or Subcontractor. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Installer.

## Section 01039

## COORDINATION AND MEETINGS

- D. Coordinate space requirements, supports, and installation of mechanical and electrical Work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas **[except as otherwise indicated]**, conceal pipes, ducts, and wiring within the 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 **[and for portions of Work designated for Owner's [partial] occupancy]**.
- G. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

## 1.4 COORDINATION DRAWINGS

- A. For locations where several elements of equipment mechanical, electrical or other work must be sequenced and positioned with precision in order to fit into the available space, prepared coordination drawings showing the actual physical dimensions at accurate scale required for the installation. Prepare and submit coordination drawings prior to purchase/fabrication/installation of any of the elements involved in the coordination.
- B. Lay out the work in conformity with the Contract Drawings, coordination drawings and other shop drawings, product data and similar requirements, so that the entire installation will perform as a properly interfaced and integrated system.
- C. Comply with submittal requirements, Section 01300.
- D. The submittal by the Contractor of suitable coordination drawings meeting the above requirements shall be a condition precedent to the Owner making monthly progress payments.

## 1.5 STAFF NAMES

- A. Within 5 days of Notice of Intent to Award, submit a list of the Contractor's principle staff assignments, including the Project Manager, Superintendent, and other coordinating, administrative and supervisory personnel in attendance at the site. Contractor shall provide relevant work experience data for all assigned personnel to the Owner for review and approval, including authority assignment, addresses, and phone numbers.

## 1.6 FIELD ENGINEERING

## Section 01039

## COORDINATION AND MEETINGS

- A. Employ a Land Surveyor registered in the State of Arizona and acceptable to Architect/Engineer.
- B. Contractor confirms and protects survey control and reference points.
- C. Verify set-backs and easements, confirm drawing dimensions and elevations. Prior to commencing work, carefully check existing conditions and compare all drawings that in any way affect the location or elevation of the Work, and immediately report any discrepancy to Architect for verification and adjustments. Any duplication of work made necessary by failure or neglect to comply with this requirement shall be done at Contractor's sole expense.
- D. Provide field engineering services. Establish elevations, lines, and levels, utilizing recognized engineering survey practices. Working from existing or Owner established reference points, establish and maintain bench marks and other dependable markers, and set lines and levels for the work at each story of construction and elsewhere on site as needed to properly locate each element of entire project. Calculate and measure required dimensions as shown within recognized tolerances. Do not scale drawings to determine dimensions. Advise tradesmen performing the work of the marked lines and levels provided for their use in layout of work.
- E. Submit a copy of **[site drawing] [and] certificate** signed by the Land Surveyor certifying that the elevation and locations of the Work are in conformance with the Contract Documents.

## 1.7 PRECONSTRUCTION MEETING

- A. Owner will schedule a meeting after Notice of Intent to Award has been issued.
- B. Attendance Required: Owner, **[Architect/Engineer,] [Construction Manager] [\_\_\_\_\_]** and Contractor.
- C. Agenda:
  - 1. Receipt of Construction Agreement Between Owner and Contractor signature (if applicable).
  - 2. Submission of executed bonds and insurance certificates (if applicable).
  - 3. Distribution of Contract Documents (if applicable).
  - 4. Submission of complete **[list of Subcontractors,]** list of Products, schedule of values, and progress schedule.
  - 5. Designation of personnel representing the parties in Contract, **[\_\_\_\_\_,]** and the Architect/Engineer.

## Section 01039

## COORDINATION AND MEETINGS

6. Procedures and processing of field decisions, submittals, **[substitutions]**, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
7. Scheduling.
8. Scheduling activities of a(n) **[Geotechnical Engineer,] [Special Inspector] [\_\_\_\_\_].]**
9. Site Mobilization
  - a. Use of premises by Owner and Contractor.
  - b. Owner's requirements **[and [partial] occupancy].**
  - c. Construction facilities and controls provided by Owner.
  - d. Temporary utilities.
  - e. Survey and layout.
  - f. Security and housekeeping procedures.
10. **[Owner] [Architect] [Construction Manager]** will record minutes and distribute copies.

## 1.8 PROGRESS MEETINGS

- A. **[Architect] [Construction Manager]** will schedule and administer meetings throughout progress of the Work at weekly intervals.
- B. **[Architect/Engineer,] [Construction Manager]** will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner, **[Architect/Engineer,] [Construction Manager,]** as appropriate to agenda topics for each meeting.
- D. Agenda:
  1. Progress noted.
  2. Schedule Status/Look Ahead.
  3. Contractual and Administrative Items.
  4. Job Safety/Cleanliness.



Section 01039

COORDINATION AND MEETINGS

- 5. Old Business.
  - 6. New Business.
  - 7. Clarifications.
  - E. **[Architect/Engineer] [Construction Manager]** will record minutes and distribute copies of meeting minutes.
- 1.9 PREINSTALLATION MEETINGS
- A. When required in individual specification sections, convene a preinstallation meeting at **[the site] [\_\_\_\_\_]** prior to commencing work of the section.
  - B. Require attendance of parties directly affecting, or affected by, work of the specific section.
  - C. Notify Architect/Engineer, Owner, **[Construction Manager] [one week] [\_\_\_\_\_]** days in advance of meeting date.
  - D. Prepare agenda and preside at meeting:
    - 1. Review conditions of installation, preparation and installation procedures.
    - 2. Review coordination with related work.
  - E. **[Architect/Engineer] [Construction Manager]** will record minutes and distribute copies of minutes.
- 2 PART 2 PRODUCTS
- Not Used
- 3 PART 3 EXECUTION
- 4 Not Used

END OF SECTION

## Section 01043

## PARTNERING

## 1 PART 1 GENERAL

## 1.0 RELATED DOCUMENTS

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

## 1.1 SUMMARY

- A. Section includes:

1. Owner's intention for partnering.
2. Goals and concepts of partnering.
3. Team building workshop.

## 1.2 INTENTION

- A. The Owner expects a cohesive team-orientated relationship between the successful contractor, its suppliers and subcontractors, the Architect/Engineer, **Construction Manager** and the Owner to accomplish the Work under this Contract.
- B. This relationship will be structured to draw on the strengths of each organization to identify and achieve such mutual beneficial goals as a quality project done right the first time, within the contract prices at all levels and on schedule.
- C. The terms of Partnering arrangement will be negotiated and agreed upon by all concerned.

## 1.3 GOALS AND CONCEPTS

- A. Other supplemental information is outlined below to assist the contractor in understanding the intended goals and concepts.
- B. The concept of Partnering involves developing a cooperative management team consisting of the key players from the organizations involved in the construction project. The team focuses on common goals and benefits to be achieved during project execution and develops processes to keep the team working toward those goals. The idea is best summarized as an environment that nurtures team building cooperation. Successful Partnering depends upon both commitment and communication. All team members need to participate in the identification of goals and objectives for the project, and also in the decisions as to how these goals and objectives can best be achieved.
- C. The Partnering relationship will be multilateral. To implement this partnering initiative, it is anticipated that, within 30 calendar days of a Notice to Proceed, the project managers and key management representatives of all the team members will

## Section 01043

## PARTNERING

attend an initial partnering (team-building) workshop. Follow-up workshops will be held periodically throughout the duration of the Contract as agreed to by the team members.

- D. An integral aspect of partnering is the resolution of problems or disputes in a timely, professional and non-adversarial manner. A project dispute resolution process will be developed to assist in promoting and maintaining an amicable working relationship. This process is intended to be a non-binding procedure available for use by the parties to this Contract to resolve any dispute that may arise during performance of the Work.
- E. Good working relationships need to be developed between team members. These relationships form a basis for trust and understanding between team members and thus foster more open communications between them.

## 1.4 TEAM BUILDING WORKSHOP

- A. Certain topics and agenda items for a typical team building workshop include, but are not limited to, those listed below:
  - 1. The Work.
  - 2. The Challenge.
  - 3. The Players—the Champions.
  - 4. Team Goals (derived by team members: Contractor, Owner, Architect/Engineer, **Construction Manager,** Subcontractor/Supplier)
  - 5. Action Plans for:
    - a. Accident prevention.
    - b. Achieving the desired quality product.
    - c. Continuing the partnering commitment.
    - d. Project dispute resolutions (informal procedures)

## 2 PART 2 PRODUCTS

Not Used.

## 3 PART 3 EXECUTION

Not Used.

**DIVISION 1**

**UA No.**

**Section 01043**

**PARTNERING**

**END OF SECTION**

**Section 01045**

**CUTTING AND PATCHING**

1 PART 1 GENERAL

1.1 SECTION INCLUDES

A. Requirements and limitations for cutting and patching of Work.

1.2 RELATED SECTIONS

A. Section 01010 – Summary of Work for Work by Owner or by separate contractors.

B. Section 01300 – Submittals.

C. Section 01500 – Construction Facilities and Temporary Controls for cleaning requirements.

D. Section 01600 – Material and Equipment.

E. Section [ ] – Selective Demolition for demolition of selected portions of the building for alterations.

F. Section [ ] – Firestopping.

G. Individual Product Specification Sections.

1. Cutting and patching incidental to work of the section.

2. Coordination of required openings.

3. Limitations on cutting structural members.

4. Division 15 and 16 Sections for other requirements and limitations applicable to cutting and patching mechanical and electrical installations.

1.3 SUBMITTALS

A. Submit written request in advance of cutting or alteration which affect:

1. Structural integrity of any element of Project, including its load-carrying capacity or load/deflection ratio.

2. Integrity of weather exposed or moisture resistant element.

3. Efficiency, maintenance, or safety of any operational element.

4. Visual qualities of sight exposed elements.

5. Work of Owner or separate contractor.

B. Include in request:

**Section 01045****CUTTING AND PATCHING**

1. Identification of Project.
2. Location and description of affected Work.
3. Necessity for cutting or alteration.
4. Description of proposed Work and Products to be used.
5. Firms or entities that will perform work.
6. Alternatives to cutting and patching.
7. Effect on work of Owner or separate contractor.
8. Written permission of affected separate contractor.
9. Date and time the Work will be executed.
10. Utilities that will be disturbed or affected. List utilities that will be relocated and those that will be temporarily out of service. Indicate how long service will be disrupted.
11. Details and engineering calculations for any required structural reinforcement and how reinforcement is integrated with the original structure.

**1.4 QUALITY ASSURANCE**

- A. Do not cut and patch structural elements in a manner that would change their load-carrying capacity or load-deflection ratio.
  1. Obtain approval of the cutting and patching proposal before cutting and patching the following structural elements:
    - a. Structural Concrete.
    - b. Structural Steel.
    - c. Structural Decking.
    - d. Stair Systems.
    - e. Miscellaneous structural metals.
    - f. Equipment supports.
    - g. Piping, ductwork, vessels, and equipment.
- B. Operational Limitations: Do not cut and patch operating elements or related components in a manner that would result in reducing their capacity to perform as intended. Do not cut and patch operating elements or related components in a manner that would result in increased maintenance or decreased operational life or safety.

**Section 01045****CUTTING AND PATCHING**

1. Obtain approval of the cutting and patching proposal before cutting and patching the following operating elements or safety related systems:
    - a. Primary operational systems and equipment.
    - b. Air or smoke barriers.
    - c. Water, moisture, or vapor barriers.
    - d. Membranes and flashings.
    - e. Fire protection systems.
    - f. Noise and vibration control elements and systems.
    - g. Control systems.
    - h. Communication systems.
    - i. Electrical wiring systems.
  
  - C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in the Architect's opinion, reduce the building's aesthetic qualities. Do not cut and patch construction in a manner that would result in visual evidence of cutting and patching. Remove and replace construction cut and patched in a visually satisfactory manner.
  
  - D. Warranty:
    1. Existing Warranties: Replace, patch, and repair material and surfaces cut or damaged by methods and with materials in such a manner as not to void any warranties required or existing.
- 2 PART 2 PRODUCTS
- 2.1 MATERIALS
- A. Primary Products: Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible if identical materials are not available or cannot be used. Use materials whose installed performance will equal or surpass that of existing materials.
- 3 PART 3 EXECUTION
- 3.1 EXAMINATION
- A. Examine existing conditions prior to commencing Work, including elements subject to damage or movement during cutting and patching.
  - B. Meet at the project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve conflicts before proceeding.
  - C. After uncovering existing Work, assess conditions affecting performance of work.

## Section 01045

## CUTTING AND PATCHING

- D. Beginning of cutting or patching means acceptance of existing conditions.

## 3.2 PREPARATION

- A. Coordinate work of alterations and renovations to expedite completion and to accommodate Owner occupancy.
- B. Provide temporary supports to ensure structural integrity of the Work. Provide devices and methods to protect other portions of Project from damage.
- C. Provide protection from elements for areas, which may be exposed by uncovering work.
- D. Maintain excavations free of water.
- E. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- F. Avoid cutting existing pipe, conduit, or ductwork serving the building but scheduled to be removed or relocated until provisions have been made to by pass them.

## 3.3 INSTALLATION

- A. Remove, cut, and patch Work in a manner to minimize damage and to provide a means of restoring products and finishes to **[original] [specified]** conditions.
- B. In addition to specified replacement of **[equipment] [and] [fixtures]** restore existing **[plumbing,] [heating,] [ventilation,] [air conditioning,] [electrical,] [and] [\_\_\_\_\_]** systems to full operational condition.
- C. Re-cover and refinish Work that exposes mechanical and electrical work exposed accidentally during the work.

## 3.4 CUTTING

- A. Execute cutting and fitting to complete the Work.
- B. Remove and replace defective or non-conforming work.
- C. Remove samples of installed work for testing when requested.
- D. Provide openings in the Work for penetration of mechanical and electrical work.
- E. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.



**Section 01045**  
3.5 PATCHING**CUTTING AND PATCHING**

- A. Execute patching to complement adjacent Work.
- B. Fit products together to integrate with other Work.
- C. Execute work by methods to avoid damage to other Work, and which will provide appropriate surfaces to receive patching and finishing.
- D. Employ approved installer to perform patching for weather exposed and moisture resistant elements, and sight-exposed surfaces.
- E. Restore work with new products in accordance with requirements of Contract Documents.
- F. Fit work to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- G. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with **[fire rated] [fire resistant] [\_\_\_\_\_]** material **[in accordance with Section 07270] [\_\_\_\_\_]**, to full thickness of the penetrated element.
- H. Patch or replace portions of existing surfaces, which are damaged, lifted, discolored, or showing other imperfections.
- I. Repair substrate prior to patching finish.
- J. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
  - 1. Where Work abuts or aligns with existing, perform a smooth and even transition. Patch Work to match existing adjacent Work in texture and appearance.
  - 2. When finished surfaces are cut so that a smooth transition with new Work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect/Engineer.
  - 3. Where removal of partitions or walls result in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
  - 4. Where a change of plane of **[1/4] [\_\_\_\_\_] inch [[6] [\_\_\_\_\_]mm]** or more occurs, request instructions from **[Architect/Engineer] [Construction Manager] [Owner]**.
  - 5. Trim existing doors as necessary to clear new floor finish. Refinish trim as required.

**DIVISION 1**

**UA No.**

**Section 01045**

**CUTTING AND PATCHING**

**END OF SECTION**

Section 01050

FIELD ENGINEERING

- 1 PART 1 GENERAL
- 1.1 SECTION INCLUDES
  - A. Quality assurance.
  - B. Submittals for review.
  - C. Project Record Documents.
  - D. Examination.
  - E. Survey reference points.
  - F. Survey requirements.
- 1.2 RELATED SECTIONS
  - A. Document 00200 – Information Available to **[Bidders.] [CM@Risk.]**
  - B. Document **[00700 – General Conditions]. [00700CM – General Conditions (CM Edition)]**.
  - C. Section 01700 – Contract Closeout.
- 1.3 QUALITY ASSURANCE
  - A. Employ an individual acceptable to Architect/Engineer to perform survey work of this section.
  - B. Submit evidence of satisfactory completion of a number of similar projects within last 5 years.
  - C. Employ a Professional Engineer of the discipline required for specific service on Project, licensed in the State of Arizona.
- 1.4 SUBMITTALS FOR REVIEW
  - A. Submit name, address, and telephone number of proposed individual before starting survey work.
  - B. On request, submit documentation verifying accuracy of survey work.
  - C. Submit a copy of site drawing signed by the responsible individual, certifying that the elevations and locations of the Work are in conformance with Contract Documents.

## Section 01050

## FIELD ENGINEERING

## 1.5 PROJECT RECORD DOCUMENTS

- A. Maintain a complete and accurate log of control and survey work as it progresses.
- B. On completion of foundation walls, major site improvements, and underground utilities, prepare and submit a survey showing as-built locations.
- C. Maintain and submit Record Documents under provisions of Section 01700.

## 1.6 EXAMINATION

- A. Verify locations of survey control points prior to starting work.
- B. Prior to commencing work, carefully check existing conditions and compare all drawings that in any way affect the location or elevation of the Work, and immediately report any discrepancy to Architect for verification and adjustments. Any duplication of work made necessary by failure or neglect to comply with this requirement shall be done at Contractor's sole expense.
- C. Promptly notify **[Architect/Engineer]** **[Construction Manager]** of any discrepancies discovered.

## 1.7 SURVEY REFERENCE POINTS

- A. Contractor confirm and protect survey control and reference points.
- B. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- C. Promptly report to **[Architect/Engineer]** **[Construction Manager]** **[Owner]** the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.
- D. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to **[Architect/Engineer]** **[Construction Manager]** **[Owner]**.

## 1.8 SURVEY REQUIREMENTS

- A. Provide field engineering services. Utilize recognized engineering survey practices. Working from existing or Owner established reference points, establish and maintain bench marks and other dependable markers, and set lines and levels for the work at each story of construction and elsewhere on site as needed to properly locate each element of entire project. Calculate and measure required dimensions as shown within recognized tolerances. Do not scale drawings to determine dimensions. Advise tradesmen performing the work of the marked lines and levels provided for their use in layout of work.

**Section 01050**

**FIELD ENGINEERING**

- B. Establish a minimum of two permanent bench marks on site, referenced to established control points. Record locations, with horizontal and vertical data, on project record documents.
- C. Establish elevations, lines and levels. Locate and lay out by instrumentation and similar appropriate means:
  - 1. Site improvements including pavements; stakes for grading, fill and topsoil placement; utility locations, slopes, and invert elevations; **[and]** [\_\_\_\_\_].
  - 2. Grid or axis for structures.
  - 3. Building foundation, column locations, ground floor elevations, **[and]** [\_\_\_\_\_].
- D. Periodically verify layouts by same means.

**2 PART 2 PRODUCTS**

Not Used.

**3 PART 3 EXECUTION**

Not Used.

**END OF SECTION**

**1 PART 1 GENERAL**

- A. Conform to reference standard by date of issue on date of Contract Documents except where a specific date is established by code or in individual specification section.
- B. Obtain copies of standards where required by product specification sections.
- C. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of the Architect/Engineer shall be altered from the Contract Documents by mention or inference otherwise in any reference document.

**1.1 SECTIONS INCLUDE**

- A. Quality assurance.
- B. Applicable Codes.
- C. Applicable Standards.

**1.2 RELATED SECTIONS**

- A. Section 01400 - Quality Control
- B. Section 01600 - Materials and Equipment

**1.3 QUALITY ASSURANCE**

- A. Throughout the Contract Documents, reference is made to Codes and Standards which establish qualities and types of workmanship and materials and which establish methods for testing and reporting on the pertinent characteristics.
- B. Work Included: Where materials or workmanship are required by these Contract Documents to meet or exceed the specifically named Code or Standard, it is the Contractor's responsibility to provide materials and workmanship which meet or exceed the specifically named Code or Standard.
- C. Related Work: Specific naming of the Codes or Standards occurs on the Drawings and in other Sections of these Specifications.
- D. Quality Control: It is the Contractor's responsibility to verify the requirements of the specifically named Codes and Standards to verify that the items produced for this work meet or exceed the specified requirements.
- E. The Architect/Engineer reserves the right to reject items incorporated in the work which fail to meet the specified minimum requirements or accept non-complying

## Section 01090

## REFERENCE STANDARDS

items subject to an adjustment in the Contract amount approved by the Architect and the Owner.

## 1.4 APPLICABLE CODES

When reference is made in the Drawings and/or Specifications to "this code", it shall mean all the codes listed below:

1. 2018 International Fire Code, as amended by the University of Arizona
2. 2018 International Building Code, as amended by the University of Arizona
3. 2018 International Existing Building Code, as amended by the University of Arizona
4. 2018 International Mechanical Code, as amended by the University of Arizona
5. 2018 International Plumbing Code, as amended by the University of Arizona
6. 2018 International Fuel Gas Code, as amended by the University of Arizona
7. 2018 International Residential Code, as amended by the University of Arizona
8. 2017 National Electrical Code (NFPA 70), as amended by the University of Arizona
9. Code Amendments: Refer to the [Manual of Design and Specifications Standards \(DSS\) on the PDC Website](#) for links to the actual text of the following amendments:
  - 2018 - IFC - UA
  - 2018 - IBC - UA
  - 2018 - IEBC - UA
  - 2018 - IMC - UA
  - 2018 - IPC - UA
  - 2018 - IFGC - UA
  - 2018 - IRC - UA
  - 2017 - NEC - UA
10. Accessibility Guidelines: In addition to any requirements in the codes enumerated above, incorporate the guidelines listed below:
  - Governing Regulation: Department of Justice Regulations for Title II (28 CFR 35) and Title III (28 CFR 36) of the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments of 2008
  - Governing Regulation: Arizona Civil Rights Act, ARS Title 41, Article 41-1401 *et seq.*
  - Americans with Disabilities Act Standards for Accessible Design (ADASAD), dated September 15, 2010
  - If a conflict arises between these code and regulation references, Owner will make a determination in consultation with the Project Team
11. Occupational Safety Guidelines: In addition to any requirements in the codes enumerated above, incorporate the guidelines listed below:
  - Occupational Safety and Health Administration (OSHA) Regulations 29 CFR 1910 (General Industry Regulations) and 29 CFR 1926 (Construction Regulations)

## 1.5 APPLICABLE STANDARDS

Applicable standards referenced in the Drawings and/or Specifications may include, but are not limited to:

AAMA

Architectural Aluminum Manufacturing Association

	35 East Wacker Drive Chicago, IL 60601
ACI	American Concrete Institute Box 10150, Redford Station Detroit, MI 48219
ADA	Americans with Disabilities Act, Public Law 101-336 Office of the Americans with Disabilities Act Civil Rights Division U.S. Department of Justice Washington, D.C. 20530
AISC	American Institute of Steel Construction Inc. 122 Avenue of the Americas New York, NY 10020
AMCA	Air Movement and Control Association 30 West University Drive Arlington Heights, IL 60004
ANSI	American National Standards Institute (successor to USASI & ASA) 1430 Broadway New York, NY 10018
APA	American Plywood Association P.O. Box 11700 Tacoma, WA 98411
ASTM	American Society for Testing and Materials 1916 Race Street Philadelphia, PA 19103
AWI	Architectural Woodwork Institute 2310 South Walter Reed Drive Arlington, VA 22206
AWS	American Welding Society, Inc. 2501 N.W. 7th Street Miami, FL 33125
AWWA	American Water Works Association, Inc. 6666 West Quincy Avenue Denver, CO 80235
CRSI	Concrete Reinforcing Steel Institute 228 North LaSalle Street Chicago, IL 60610



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REFERENCE STANDARDS

CS	Commercial Standard of NBS U.S. Department of Commerce Government Printing Office Washington, D.C. 20402
FED SPEC & FED STANDARDS	Specifications Sales (3FRI) Bldg. 197 Washington Navy Yard General Services Administration Washington, D.C. 20407
FGMA	Flat Glass Marketing Association 3310 Harrison Topeka, KS 66611
	International Building Code Council Los Angeles District Office 5360 South Workman Mill Road Whittier, CA 90601
IFC	International Fire Code
IBC	International Building Code
IEBC	International Existing Building Code
IMC	International Mechanical Code
IPC	International Plumbing Code
IFGC	International Fuel Gas Code
IRC	International Residential Code
NAAMM	The National Association of Architectural Metal Manufacturers 1033 South Boulevard Oak Park, IL 60302
NEC	National Electrical Code (NFPA 70)
NEMA	National Electrical Manufacturer's Association 155 East 44 Street New York, NY 10017
NFPA	National Fire Protection Association 470 Atlantic Avenue Boston, MA 02210
NRCA	National Roofing Contractors Association 8600 Bryn Mawr Avenue Chicago, IL 60631-3502
OSHA	Occupational Safety Health Administration Government Printing Office Washington, D.C. 20402

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**REFERENCE STANDARDS**

SAMA	Scientific Apparatus Makers Association 1101 16th Street Washington, D.C. 20036
SDI	Steel Door Institute 712 Lakewood Center N. Cleveland, OH 44107
SDI	Steel Deck Institute 135 Addison Avenue Elmhurst, IL 60125
SSPC	Steel Structures Painting Council 4400 5th Avenue Pittsburg, PA 15213
SMACNA	Sheet Metal & Air Conditioning Contractors National Association 8224 Old Courthouse Road Vienna, VA 22180
TCA	Tile Council of America, Inc. P.O. Box 326 Princeton, NJ 08540
UL	Underwriter's Laboratories, Inc. 207 East Ohio Street Chicago, IL 60611

**2 PART 2 PRODUCTS**

Not Used

**3 EXECUTION**

Not Used

**END OF SECTION**

## Section 01120

## ALTERATION PROJECT PROCEDURES

- 1 PART 1 GENERAL
  - 1.1 SECTION INCLUDES
    - A. Products and installation for patching and extending work.
    - B. Transition and adjustments.
    - C. Repair of damaged surfaces, finishes, and cleaning.
  - 1.2 RELATED SECTIONS
    - A. Section 01039 – Coordination and Meetings: **[Work sequence,] [Owner occupancy,] [maintenance of utility services,] [and] [\_\_\_\_\_].**
    - B. Section **[01039 – Coordination and Meetings:] [01045 – Cutting and Patching:] [Cutting and patching.] [\_\_\_\_\_].**
    - C. Section **[\_\_\_\_\_ - \_\_\_\_\_]:** Special procedures for historic restorations.
    - D. Section 01500 – Construction Facilities and Temporary Controls: **[Temporary enclosures,] [protection of installed work,] [and] [cleaning during construction].**
- 2 PART 2 PRODUCTS
  - 2.1 PRODUCTS FOR PATCHING AND EXTENDING WORK
    - A. New Materials: As specified in product sections; match existing Products and work for patching and extending work.
    - B. Type and Quality of Existing Products: Determine by inspecting and testing Products where necessary, referring to existing Work as a standard.
- 3 PART 3 EXECUTION
  - 3.1 EXAMINATION
    - A. Verify that demolition is complete and areas are ready for installation of new Work.
    - B. Beginning of restoration Work means acceptance of existing conditions.
    - C. The Installer or Subcontractor of each element of work must examine the conditions of the substrate to receive the work, dimensions and spaces adjacent, tolerances, interfacing with other elements and services, and the conditions under which the work will be performed, and must notify the Contractor in writing of conditions detrimental to the proper or timely completion of the work. If work proceeds the substrate will be deemed accepted by Installer or Subcontractor. Do not proceed

## Section 01120

## ALTERATION PROJECT PROCEDURES

with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Installer.

## 3.2 PREPARATION

- A. Cut, move, or remove items as necessary for access to alterations and renovation Work. Replace and restore at completion.
- B. Remove unsuitable material not marked for salvage, such as rotted wood, corroded metals, and deteriorated masonry and concrete. Replace materials as specified for finished Work.
- C. Remove debris and abandoned items from area and from concealed spaces.
- D. Prepare surface and remove surface finishes to provide for proper installation of new work and finishes.
- E. Close openings in exterior surfaces to protect existing work **[and salvage items]** from weather and extremes of temperature and humidity. Insulate duct work and piping to prevent condensation in exposed areas.

## 3.3 INSTALLATION

- A. Coordinate work of alterations and renovations to expedite completion **[sequentially] [and] [to accommodate Owner occupancy].**
- B. Remove, cut, and patch Work in a manner to minimize damage and to provide a means of restoring Products and finishes to **[original] [specified]** condition **[in accordance with Section [01039] [01045]].**
- C. Refinish visible existing surfaces to remain in renovated rooms and spaces, to specified condition for each material, with a neat transition to adjacent finishes **[in accordance with Section [01039] [01045]].**
- D. **[Project,] [Designated areas,] [Rooms and spaces,] [and] [Finishes]:** Complete **[including operational mechanical and electrical work] [and] [\_\_\_\_\_].**
- E. In addition to specified replacement of **[equipment] [and] [fixtures]** restore existing **[plumbing,] [heating,] [ventilation,] [air conditioning,] [electrical,] [and] [\_\_\_\_\_]** systems to full operational condition.
- F. Re-cover and refinish Work that exposes mechanical and electrical work exposed accidentally during the work.
- G. Install Products as specified in individual sections.

## 3.4 TRANSITIONS

## Section 01120

## ALTERATION PROJECT PROCEDURES

- A. Where new Work abuts or aligns with existing, perform a smooth and even transition. Patch Work to match existing adjacent Work in texture and appearance.
- B. When finished surfaces are cut so that a smooth transition with new Work is not possible, terminate existing surface along with straight line at a natural line of division and make recommendation to Architect/Engineer.

## 3.5 ADJUSTMENTS

- A. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
- B. Where a change of plane of 1/4 [ \_\_\_\_\_ ] inch (6 [ \_\_\_\_\_ ] mm) or more occurs, **submit recommendation for providing a smooth transition for Architect/Engineer [Construction Manager] [Owner] review. [request instructions from Architect/Engineer.] [Construction Manager] [Owner] [\_\_\_\_\_].**
- C. Trim existing doors as necessary to clear new floor finish. Refinish trim as required.
- D. Work at penetrations of surfaces as specified in Section **01045.** [ \_\_\_\_\_ ].

## 3.6 REPAIR OF DAMAGED SURFACES

- A. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections.
- B. Repair substrate prior to patching finish.

## 3.7 FINISHES

- A. Finish surfaces as specified in individual Product sections.
- B. Finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest intersections.

## 3.8 CLEANING

- A. In addition to cleaning specified in Section **01500** [ \_\_\_\_\_ ], clean Owner occupied areas of work.

END OF SECTION

1 PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Submittal Procedures.
- B. Submittal Log.
- C. Construction Progress Schedules.
- D. Proposed Products List.
- E. Product Data.
- F. Shop Drawings.
- G. Samples.
- H. Design Data.
- I. Electronic Files.
- J. Test reports.
- K. Certificates.
- L. Manufacturer's Instructions.
- M. Manufacturer's Field Reports.
- N. Erection Drawings.
- O. Construction Photographs.

1.2 RELATED SECTIONS

- A. Section 01027 – Applications for Payment.
- B. Section 01400 – Quality Control.
- C. Section 01700 – Contract Closeout.

1.3 REFERENCES

- A. AGC (Associated General Contractors of America) publication "Construction Planning and Scheduling", June 1997.

## Section 01300

## SUBMITTALS

## 1.4 SUBMITTAL PROCEDURES

- A. Transmit each submittal with **[Architect/Engineer]** **[Construction Manager]** **[Owner]** accepted form.
- B. Sequentially number submittals in the following format:  
  
Section number. submittal number. submission number.  
Example: 15300.1.1 First shop drawing submittal. First submission.  
15300.2.1 Second shop drawing submittal. First submission
- C. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate.
- D. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite the Project, and deliver to **[Architect/Engineer]** **[Construction Manager]** **[Owner]** [ ] at **[location]** Coordinate submission of related items.
- F. For each submittal for review, allow **[20]** [ ] days excluding delivery time to and from the Contractor.
- G. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
- H. Provide space for Contractor **[Construction Manager]** and Architect/Engineer review stamps.
- I. When revised for resubmission, identify all changes made since previous submission.
- J. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- K. Submittals not requested will not be recognized or processed.

## 1.5 SUBMITTAL LOG

- A. Submittal Log: Within 14 days of Notice to Proceed the Contractor shall submit a Submittal log and Submittal schedule for review and approval by the Architect. The log shall include a list of all Shop Drawings, Materials List and Literature and Samples specified to be submitted and organized by specification section.

## 1.6 CONSTRUCTION PROGRESS SCHEDULES

## Section 01300

## SUBMITTALS

- A. Submit initial schedule in duplicate within **[10] [20] [\_\_\_\_\_]** days after date **[of Owner-Contractor Agreement.] [established in Notice to Proceed.]** No payment requests from Contractor will be paid after **[10] [20] [\_\_\_\_\_]** calendar days after Notice to Proceed unless the initial project schedule has been submitted and agreed to in principle.
- B. Revise and resubmit as required.
- C. Submit revised schedules with **[each] [\_\_\_\_\_]** Application for Payment, identifying changes since previous version.
- D. Submit a computer generated **[or hand-drawn]** comprehensive horizontal bar chart with separate line for each major portion of Work or operation to be performed at the Project Site, identifying first work day of each week and showing completion of the Work by the date established for Substantial Completion.

\*\*\*\*\* **[OR]** \*\*\*\*\*

- D. Submit computer generated network analysis diagram using the critical **path** method, as outlined in AGC – “Construction Planning and Scheduling”, June 1997, showing completion of the Work by the date established for Substantial Completion.
- E. The schedule shall incorporate all schedule constraints (phasing or sequence of construction, delivery windows for Owner furnished items, interim milestone dates, etc.) specified in the Contract Documents.
- F. The schedule shall show separate procurement activities for all specially fabricated or custom produced items of material or equipment including order, design, submittals, fabrication and delivery.
- G. The schedule shall include separate activities for both submittal and review of all required submittals. The minimum time allocated for review and return of submittals and all resubmittals shall be **[\_\_ days]** as stated in Subsection 1.4 above for each submittal or resubmittal. Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by Owner and required by Allowances.
- H. Secure critical time commitments for performing major elements of the Work by meeting with subcontractors and material suppliers to ascertain crew size, anticipated production, and lead times for materials and equipment to be incorporated into the Work. The schedule shall demonstrate fulfillment of all Contract requirements so that it can be utilized for scheduling, coordinating, and monitoring work under this Contract.
- I. Submit schedule for initial approval and then update and resubmit monthly or more often as required in order to demonstrate contract compliance and facilitate evaluation of monthly payment requests and requests for time extension. All monthly updates shall show schedule revisions and actual progress **[by use of additional parallel time bars for each activity, while retaining the original approved schedule time bars.]**



- J. At the preconstruction conference, Contractor shall submit a preliminary **[major milestone type]** project schedule **[and a 90-day “look ahead” schedule for the work to be done during the first 90 days of the Contract Time.]** No onsite construction work will be permitted and no progress payments will be made by Owner until the **[preliminary 90-day] [preliminary] [project]** schedule has been submitted **[and approved.]**
- K. Show the sequence and interdependence of activities required for complete performance of all items of work under this Contract or portion thereof. Show complete and proper sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. **[Indicate the early and late start, early and late finish, float dates, and duration.]** Preparing the schedule:
1. Exercise sufficient care to produce a clear, legible, and accurate schedule. Activities related to specific physical areas of the project shall be grouped on the schedule for ease of understanding and simplification.
  2. In addition to the performance of work in place, show special activities such as:
    - a. Interruption of utilities, delivery of Owner furnishings and equipment, special inspections, or other project phasing requirements.
    - b. Testing and balancing of mechanical equipment, special testing, equipment start-up, Owner training, etc.
    - c. Final cleaning, punch list inspections, final inspection, demobilization.
  3. Break up the Work into activities of a duration no longer than 20 work days each, except as to non-construction activities (such as procurement of materials, delivery of equipment and concrete curing) and any other activities for which the Owner may approve the showing of longer duration.
  4. Show time periods for the start-up and shakedown operation of the following systems:
    - a. HVAC
    - b. Life Safety Systems
    - c. Elevators
    - d. **(Other special systems as applicable)**
- L. Submit the following supporting data with the schedule:
- a. The proposed number of working days per week.
  - b. The holidays to be observed during the life of the Contract (by day, month, and year).
  - c. The planned number of shifts per day.
- M. Unless otherwise agreed upon, the schedule format shall be 11” x 17” minimum.

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## SUBMITTALS

- N. All changes to the Work resulting in a time change shall be reflected in the schedule. Minor changes may be omitted from the schedule provided that there is no change in time and that the Owner is in agreement with the procedure.
- O. Following initial submittal and response by Owner, print and distribute Construction schedule to Owner (\_\_\_\_ copies), Architect (\_\_\_\_ copies), **[Construction Manager (\_\_\_\_ copies)]** subcontractors, suppliers, fabricators, and other with schedule-compliance requirements. Post copies in Project meeting rooms and field office. When revisions are made, distribute updated issues to same entities. Those who are no longer involved in performance of scheduled work may be deleted from distribution list.
- P. The submittal of monthly schedule updates by the Contractor shall be a condition precedent to the making of monthly progress payments by the Owner.
- Q. Owner may request expediting of material and equipment deliveries without assuming the responsibility for said deliveries. Upon request, furnish to the Owner copies of equipment and material purchase orders complete with scheduled shipping and receiving dates.
- R. When the monthly update of the schedule indicates that any critical activity directly affecting completion of the Project will not be completed as scheduled, Contractor shall take some or all of the following actions at no additional cost to the Owner unless the late completion of the activity is due to an excusable delay:
- a. Increase construction manpower in quantities needed to eliminate the backlog of work and put the Project back on schedule.
  - b. Increase the number of working hours per shift, shifts per working day, working days per week, or the amount of construction equipment or any combination of the foregoing which will eliminate backlog of work and put the Project back on schedule.
  - c. Reschedule activities to achieve maximum practical concurrency of accomplishment of activities and put the Project back on schedule.
- S. Ownership and Use of Float: Float is defined as the amount of time between the early and late completion dates of a scheduled activity. Float time on this Project is a project resource jointly owned by the Owner and Contractor. This resource expires as the Project progresses, and it is to be available to and consumed by the joint owners on a first-come first-served basis. If Contractor's schedule indicates a completion date for the project prior to the contractual completion date, then the time period between the two dates shall be considered as project float and shall be owned and used in accordance with this paragraph.

## 1.7 PROPOSED PRODUCTS LIST

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

## Section 01300

## SUBMITTALS

- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.
- C. Overstock Materials Log: Within 15 days of Notice to Proceed, the Contractor will submit a list of all materials and quantities specified as extra stock.

## 1.8 PRODUCT DATA

- A. Product Data For Review:
  - 1. Submitted to Architect/Engineer, [**Construction Manager**] for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
  - 2. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article above and for the record documents purposes described in Section 01700 – CONTRACT CLOSEOUT.
- B. Product Data For Information:
  - 1. Submitted for the [**Architect/Engineer's**] [**Construction Manager's**] knowledge as contract administrator or for the Owner.
- C. Product Data For Project Close-out:
  - 1. Submitted for the Owner's benefit during and after project completion.
- D. Submit the number of copies which the Contractor requires, plus [**three**] [\_\_\_\_\_] copies which will be retained by the Architect/Engineer.
- E. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- F. Indicate Product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- G. After review, distribute in accordance with the Submittal Procedures article above and provide copies for record documents described in Section 01700 – CONTRACT CLOSEOUT.

## 1.9 SHOP DRAWINGS

- A. Shop Drawings For Review:
  - 1. Submitted to Architect/Engineer [**Construction Manager**] for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.

## Section 01300

## SUBMITTALS

2. After review, produce copies and distribute in accordance with SUBMITTAL PROCEDURES article above and for record documents purposes described in Section 01700 – CONTRACT CLOSEOUT.
- B. Shop Drawings For Information:
1. Submitted for the **[Architect/Engineer's] [Construction Manager's]** knowledge as contract administrator or for the Owner.
- C. Indicate special utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- D. Submit in the form of one reproducible transparency **[and] [4\_\_\_\_\_]** opaque reproductions.

## 1.10 SAMPLES

- A. Samples For Review:
1. Submitted to Architect/Engineer **[Construction Manager]** for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
  2. After review, produce duplicates and distribute in accordance with SUBMITTAL PROCEDURES article above and for record documents purposes described in Section 01700 – CONTRACT CLOSEOUT.
- B. Samples For Information:
1. Submitted for the **[Architect/Engineer's] [Construction Manager's]** knowledge as contract administrator for the Owner.
- C. Samples For Selection:
1. Submitted to Architect/Engineer for aesthetic, color, or finish selection.
  2. Submit samples of finishes, textures, and patterns for Architect/Engineer selection, as specified in individual specification sections.
  3. After review, produce duplicates and distribute in accordance with SUBMITTAL PROCEDURES article above and for record documents purposes described in Section 01700 – CONTRACT CLOSEOUT.
- D. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- E. Include identification on each sample, with full Project information.

## Section 01300

## SUBMITTALS

- F. Submit the number of samples specified in individual specification sections; **[one]** **[\_\_\_\_\_]** of which will be retained by Architect/Engineer.
- G. Reviewed samples which may be used in the Work are indicated in individual specification sections.
- H. Samples will not be used for testing purposes unless specifically stated in the specification section.

## 1.11 DESIGN DATA

- A. Submit for the Architect/Engineer's **[Construction Manager's]** knowledge as contract administrator or for the Owner.
- B. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.

## 1.12 TEST REPORTS

- A. Submit for the **[Architect/Engineer's] [Construction Manager's]** knowledge as contract administrator or for the Owner.
- B. Submit test reports for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.

## 1.13 CERTIFICATES

- A. When specified in individual specification sections, submit certification by the manufacturer, installation/application subcontractor, or the Contractor to **[Architect/Engineer] [Construction Manager]**, in quantities specified for Product Data.
- B. Indicate material or Product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product, but must be acceptable to Architect/Engineer.

## 1.14 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, **[start-up]** adjusting, and finishing, to **[Architect/Engineer] [Construction Manager]** for delivery to Owner in quantities specified for Product Data.
- B. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.
- C. Refer to Section 01400 – Quality Control, Manufacturers' Field Service article.

## Section 01300

## SUBMITTALS

## 1.15 MANUFACTURER'S FIELD REPORT

- A. Submit reports for the Architect/Engineer's **[Construction Manger's]** benefit as contract administrator or for the Owner.
- B. Submit report **[in duplicate]** within **[30]** **[\_\_\_\_\_]** days of observation to **[Architect/Engineer]** **[Construction Manager]** for information.
- C. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.

## 1.16 ERECTION DRAWINGS

- A. Submit drawings for the **[Architect/Engineer's]** **[Construction Manager's]** benefit as contract administrator or for the Owner.
- B. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- C. Data indicating inappropriate or unacceptable Work may be subject to action by the **[Architect/Engineer's]** **[Construction Manager]** or Owner.

## 1.17 CONSTRUCTION PHOTOGRAPHS

- A. **[Twice monthly]** **[Each month]** **[On alternating months]** submit photographs **[with Application for Payment]** **[\_\_\_\_\_].**
- B. Photographs: **[One print]** **[two]** **[\_\_\_\_\_]** prints; **[color]** **[black and white]**, **[glossy]** **[matte]**; **[8 x 10]** **[\_\_\_\_\_]** inch (**[200 x 250]** **[\_\_\_\_\_]**mm) size; mounted on **[8-1/2 x 11]** **[\_\_\_\_\_]** inch (**[216 x 280]** **[\_\_\_\_\_]** mm) soft card stock, with left edge binding margin for **[three hole punch.]** **[\_\_\_\_\_].**
- C. Take **[two]** **[\_\_\_\_\_]** site photographs from differing directions and **[five]** **[\_\_\_\_\_]** interior photographs of **[\_\_\_\_\_]** indicating the relative progress of the Work, **[\_\_\_\_\_]** days maximum prior to submitting.
- D. Identify photographs with date, time, orientation, and project identification.

## 2 PART 2 PRODUCTS

Not Used

## 3 EXECUTION

Not Used.

**DIVISION 1**

**UA No.**

**Section 01300**

**SUBMITTALS**

**END OF SECTION**

## Section 01310

## CONSTRUCTION PROGRESS SCHEDULES

## 1 PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. General Requirements.
- B. Format.
- C. Content.
- D. Updating of Schedules.
- E. Revisions to Schedules.
- F. Submittals.
- G. Distribution.

## 1.2 RELATED SECTIONS

- A. Section **[01010 – Summary of Work:] [Work sequence.] [Owner occupancy.] [\_\_\_\_\_.]**
- B. Section 01019 – Contract Considerations.
- C. Section **[01019 – Contract Considerations] [01027 – Application for Payment.]**
- D. Section 01039 – Coordination & Meetings.
- E. Section 01300 – Submittals.

## 1.3 REFERENCES

- A. AGC (Associated General Contractors of America) publication “Construction Planning and Scheduling”, June 1997.

## 1.4 GENERAL REQUIREMENTS

- A. General: Prepare and maintain a progress schedule consisting of a computer generated network analysis system generally known as the Critical Path Method (CPM) Schedule. Proceed with the preparation immediately following first notification of Contract Award. Submit schedule and pursue the necessary steps of development and analysis as specified below. Establish regular procedures for monitoring, updating and reporting, coordinated with progress meeting dates and payment request dates.



## Section 01310

## CONSTRUCTION PROGRESS SCHEDULES

- The Construction Progress Schedule shall establish a baseline from which actual project progress will be measured, utilizing more than one level of schedule detail. All levels of the schedule shall roll-up into one or more summaries.
- B. The principles and definitions of the terms used herein shall be as set forth in the Associated General Contractors of America (AGC) publication, "Construction Planning and Scheduling", copyright 1997, but the provisions of this section shall govern.
- C. Program: Utilize computer hardware/software systems as approved by Owner. System shall be intended for building construction progress schedule management. The scheduling program must be capable of calculating and presenting negative float.
- D. Preliminary Schedule: At the preconstruction conference the Contractor shall submit for the Owner's review a preliminary bar chart progress schedule covering the first 30 calendar days of the Project. This schedule shall include both procurement and construction activities. The Notice to Proceed will not be issued by the Owner until this preliminary schedule has been submitted and agreed to in principle.
- E. Interim Diagram: Within 20 calendar days after issue date of Notice to Proceed, the Contractor shall submit for the Owner's review an Interim Diagram covering the first 90 calendar days of the Project in detail. The Interim Diagram shall include construction and shop drawing submission and approval activities occurring during the 90 calendar day period. Format shall be as identified in the section, except manpower shall not be required for the interim schedule. No interim progress payments will be made by Owner until the 90-day schedule has been approved.
- F. Final Network Diagram: Within [60] calendar days after issue date of Notice to Proceed, the Contractor shall submit for the Owner's review the complete CPM system. The submittal shall include computer-produced time-scaled network diagram(s) and tabular management reports showing the information required by this Section. The complete working diagram shall reflect the Contractor's approach to scheduling the complete project, taking into account the accuracy of the logic and the experience gained from the interim diagram. No payment requests from Contractor will be paid after [60] calendar days after start date contained in Notice to Proceed unless the Final CPM Diagram has been submitted and agreed to in principle.
- G. Subcontractor Participation: The Contractor shall consult with its subcontractors and suppliers relating to the preparation and updating of its construction plan and construction schedule. Subcontractors shall receive copies of those portions of the Contractor's CPM which relate to their work. They, in turn, shall supply comments on activity definitions, scope, and durations, as needed, for each activity. The Contractor shall continually advise subcontractors and suppliers of any updates or revisions to the Construction Schedule as the work progresses, and obtain their concurrence with the changes affecting their portions of the Work.
- H. The CPM schedule shall be utilized for scheduling, coordinating, and monitoring work under this Contract. The CPM Schedule shall be submitted for initial approval and then be updated and resubmitted monthly or more often as required in order to

## Section 01310

## CONSTRUCTION PROGRESS SCHEDULES

demonstrate contract compliance and facilitate evaluation of monthly payment requests and requests for time extension.

- I. The CPM Schedule shall consist of a time scaled Network Analysis Diagram (logic diagram), a time scaled bar chart, a cost loaded schedule (computer data printout) and any other standard tabular reports as requested by Owner, all of which shall be submitted together in triplicate.
- J. Computer-Produced Schedule: The computer produced schedule shall meet all contractual requirements, such as contract duration, phasing, and phasing restraints, and cover all procurement activities, including submittals, submittals status, fabrication and delivery times, and reflect all key long lead or critical procurement activities.
- K. Ownership and Use of Float: Float is defined as the amount of time between the early and late completion dates of a scheduled activity. Float time on this Project is a project resource jointly owned by the Owner and Contractor. This resource expires as the Project progresses, and it is to be available to and consumed by the joint owners on a first-come first-serve basis. If Contractor's schedule indicates a completion date for the project prior to the contractual completion date, then the time period between the two dates shall be considered as project float and shall be owned and used in accordance with this paragraph.

## 1.5 FORMAT

- A. Prepare computer generated network analysis system using the critical path method, as outlined in AGC – The Use of CPM in Construction.
- B. Network Analysis Diagram: The logic diagram shall show the sequence and interdependence of activities required for complete performance of all items of work under this Contract in the time frame allowed. The diagram shall be drafted or plotted to show a continuous flow of work, from start to finish for the entire project, reading from left to right with all activities and subnets interfaced and matchlined to allow assembly as one total project schedule.
- C. Exercise sufficient care to produce a clear, legible, and accurate diagram. Activities related to specific physical areas of the project shall be grouped on the diagram for ease of understanding and simplification. Critical path activities must be clearly identified in red. The critical path shall be plotted generally along the center of the sheet with channels with increasing floats placed towards the top or bottom.
- D. Uniquely number each activity with event numbers ranging up to 9999 only. The diagram should be generally numbered in sequence; left to right, and top to bottom. Activity number to be prefixed or suffixed with corresponding specification division. Number activities in the general progressive order that they will be completed in. Allow for inserting of additional activities should further breakdown of the work be required.

## Section 01310

## CONSTRUCTION PROGRESS SCHEDULES

- E. The Network Analysis Diagram must clearly show the Critical Path for the Project at all times.
- F. Sequence of Listings: [The Table of Contents of this Project Manual.] [The chronological order of the start of each item of Work.] [\_\_\_\_\_].]
- G. Scale and Spacing: To provide space for notations and revisions.
- H. Sheet Size: [\_\_\_\_\_x\_\_\_\_\_] inches.

## 1.6 CONTENT

- A. Activities: Before attempting to produce the CPM schedule, prepare a listing of activities involved. Include every activity having a possible bearing on the time required to complete the project. This listing of activities and levels of detail to be presented to Owner for approval.

Show the following on each work activity in alphanumeric form:

1. Work activity number (unique number identifying the work activity).
  2. Concise description of the work activity. Activity descriptions shall be unique to an activity and understandable at the working level.
  3. Duration (in work days).
  4. Total float.
  5. Early start, early finish, late start, late finish.
- B. In addition to the performance of work in place, show special activities such as:
    1. Interruption of utilities, delivery of Owner furnishings and equipment, special inspections, or other project phasing requirements.
    2. Testing and balancing of mechanical equipment, special testing, equipment start-up, Owner training, etc.
    3. Final cleaning, punch list inspections, final inspection, demobilization.
    4. Punchlist: Show two separate activities totaling a minimum of [30] work days for completion of punch list items and final cleanup.
    5. Weather Delays: Total weather delays for this project are anticipated to be [\_\_\_\_\_] work days. A [\_\_\_\_\_] work day "Planned Weather Delay" activity shall be inserted between the Contract Directed Completion Date and the Scheduled Completion Date. The planned weather delays duration will be reduced by the number of actual critical path weather delays experienced at each monthly update until the activity duration reaches 0 days. Thereafter weather delays will be an excusable delay (see General Conditions, **[Article 8]** **[Article 9]**).

## Section 01310

## CONSTRUCTION PROGRESS SCHEDULES

- C. Show not only the activities for actual construction work for each trade category of the project, but also include trade restrictions to indicate the movement of trades from one area, floor, etc., to another area, floor, etc., for trades who are performing major portions of the work under this contract.
- D. Break up the work into activities of a duration no longer than 20 work days each, except as to nonconstruction activities (such as procurement of materials, delivery of equipment and concrete curing) and any other activities for which the Owner may approve the showing of longer duration. The duration for Architect's approval of any required submittal, shop drawing, etc., shall be as stated in Section 01300. The construction time as determined by the Construction Progress Schedule from early start to late finish for any sub-phase, phase, or the entire project shall not exceed the Contract times indicated in Contract Documents.
- E. Describe work activities such that the work is readily identifiable for assessment of completion. Activities labeled "start", "continue", or "completion" will not be allowed. All constraints will be start finish relationships. Lead and lag time activities will be acceptable only if the description accurately identifies such a restraint and that such restraints are realistic with respect to the schedule of the project. Partial dependencies of activities will not be permitted without approval of the Owner.
- F. The schedules shall include separate activities for both submittal and review of all required submittals. The minimum time allocated for review and return of submittals and all resubmittals shall be as stated in Section 01300 for each submittal or resubmittal.
- G. The schedule shall incorporate all schedule constraints (phasing or sequence of construction, delivery windows for Owner furnished items, interim milestone dates, etc.) specified in the Contract Documents.
- H. The schedule shall show separate procurement activities for all specially fabricated or custom produced items of material or equipment including order, design, submittals, fabrication and delivery.
- I. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
- J. Identify work of **[separate stages]** **[separate floors]** and other logically grouped activities.
- K. Provide sub-schedules for each stage of Work identified in Section **[01010]**.
- L. Provide sub-schedules to define critical portions of the entire schedule.
- M. Include conferences and meetings in schedule.
- N. Provide separate schedule of submittal dates for shop drawings, product data, and samples, including **[Owner furnished products]** **[and]** **[Products identified under**

## Section 01310

## CONSTRUCTION PROGRESS SCHEDULES

**Allowances**, and dates reviewed submittals will be required from Architect/Engineer. Indicate decision dates for selection of finishes.

- O. Indicate delivery dates for **Owner furnished products** **and** **Products identified under Allowances.**
- P. Coordinate content with schedule of values specified in **Section 01019** **General Conditions CM@Risk**.
- Q. The schedule shall show the following minimum time periods for the start-up and shakedown operation of the following systems:
  - 1. HVAC
  - 2. Life Safety Systems (**list**)
  - 3. Elevators
  - 4. **(Other special systems as applicable)**  
**list times**

## 1.7 UPDATING OF SCHEDULES

- A. The CPM Schedule shall be updated monthly, or more often if required, to indicate the actual progress of the Project. Show accumulated percentage of completion of each item, and total percentage of Work completed, as of the **first** **\_\_\_\_\_** day of each month.
- B. The computer-produced report shall categorize areas of work behind schedule by use of thirty, sixty, and ninety day "look ahead" projections. Along with this data, the Contractor shall submit a narrative report as a part of this monthly review and update, in a form agreed upon by the Contractor and the Owner. The narrative report shall include the current status, a description of problem areas, current and anticipated delaying factors and their estimated impact on performance of other activities and completion dates, and an explanation of corrective action taken or proposed.
- C. The submittal of monthly schedule updates by the Contractor shall be a condition precedent to the making of monthly progress payments by the Owner.
- D. When the monthly update of the schedule shows negative float on any activity, the Contractor shall take some or all of the following actions at no additional cost to the Owner, unless the negative float is the result of an excusable delay:
  - 1. Increase construction manpower in quantities needed to eliminate the backlog of work and put the Project back on schedule.

## Section 01310

## CONSTRUCTION PROGRESS SCHEDULES

2. Increase the number of working hours per shift, shifts per working day, working days per week, or the amount of construction equipment or any combination of the foregoing which will eliminate backlog of work and put the Project back on schedule.
  3. Reschedule activities to achieve maximum practical concurrency of accomplishment of activities and put the Project back on schedule.
- E. If the monthly update of the schedule shows completion of the Project prior to the current contractual completion date, the time between such an early completion date and the current contractual completion date shall be identified and used as project float in accordance with Subsection 1.4.K this Section 01310.

## 1.8 REVISIONS TO SCHEDULES

- A. Indicate progress of each activity to date of submittal, and projected completion date of each activity.
- B. Identify activities modified since previous submittal, major changes in scope, and other identifiable changes.
- C. Provide narrative report to define problem areas, anticipated delays, and impact on Schedule. Report corrective action taken, or proposed, and its effect **[including the effect of changes on schedules of separate Contractors]**.
- D. **Changes to the Work:** With each change proposal containing a request for a time extension, Contractor shall furnish a detailed subnet and other backup information as required to support and enable ready quantitative evaluation of the request. This backup shall indicate, by event number, the activities affected, activities added, or activities deleted. The time effect shall be indicated for each activity. In the event the Contractor does not furnish the required information or an agreement cannot be reached, the Owner may direct the Contractor as to the specific logic changes and/or time adjustment which shall be entered into the schedule. All changes in the work shall be reflected in the computer produced schedule and listed in a specific fashion so as to be summarized by trade sort and incorporated into the schedule of values by change order number. Major changes shall be reflected in the Network Analysis Diagram. Minor changes may be omitted from the Network Analysis Diagram provided there is no change in time and that the Owner and Contractor are in agreement with the procedure.
  1. All changes to the Contract must be approved by the Owner prior to inclusion into the Network Analysis System. Requests for time extension as related to changes in the scope of work will be reviewed in conjunction with the revised NAS, but will not be granted or rejected on that basis alone.
  2. All costs related to the production and/or revision of the Network Analysis System including but not limited to changes in the work schedule (for whatever reason), updating requirements, reproduction, and distribution shall be borne by the Contractor. These costs shall be considered to be indirect costs only,

## Section 01310

## CONSTRUCTION PROGRESS SCHEDULES

recoverable as being included in the Contractor's mark-up referenced in Conditions of the Contract.

## 1.9 SUBMITTALS

- A. Immediately upon receipt of Notice of Intent to Award, submit a statement to the Owner **[Construction Manager]** describing Contractor's computerized scheduling capability for review and approval. This statement shall include the following as a minimum:
1. Identification, qualifications, and experience of the members of the Contractor's scheduling staff or any consultant's staff.
  2. References of not less than two previous projects on which the Contractor or Consultant has utilized computerized CPM scheduling, which were of not less than one-half of the value of the present Contract. Owner references shall be included. Actual working examples from previous projects may be requested by Owner.
  3. The name and description of the project management software and computer hardware to be utilized on this Contract.
- B. At the preconstruction conference, Contractor shall submit the preliminary schedule.
- C. Submit Interim and Final Network Diagrams in accordance with this Subsection 1.4 of this Section 01310.
- D. The Contractor shall also submit the following logic diagram supporting data:
1. The proposed number of working days per week.
  2. The holidays to be observed during the life of the Contract (by day, month, and year).
  3. The planned number of shifts per day.
  4. The number of hours per shift.
  5. The major construction equipment to be used on the site.
- E. Submit updated Progress Schedules with each Application for Payment.
- F. Submit one reproducible transparency.

## 1.10 DISTRIBUTION

- A. Following initial submittal and response by Owner, print and distribute Construction Schedule to Owner (      ) copies. **[Construction Manager] (      ) copies**, Architect (      ) **copies**, subcontractors, suppliers, fabricators, and others with schedule-compliance

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**CONSTRUCTION PROGRESS SCHEDULES**

requirements. Post copies in Project meeting rooms and field office. When revisions are made distribute updated issues to same entities. Those who are no longer involved in performance of scheduled Work may be deleted from distribution list. Revised Schedule shall be reissued with report of Progress Meeting.

B. Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.

**2 PRODUCTS**

Not Used.

**3 EXECUTION**

Not Used.

**END OF SECTION**



## Section 01311

## COST-LOADED CONSTRUCTION PROGRESS SCHEDULES

## 1 PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. General Requirements.
- B. Format.
- C. Content.
- D. Updating of Schedule.
- E. Revisions to Schedules.
- F. Submittals.
- G. Distribution.

## 1.2 RELATED SECTIONS

- A. Section **[01010 – Summary of Work: [Work sequence.] [Owner occupancy,] [\_\_\_\_\_.]**
- B. Section 01019 – Contract Considerations.
- C. Section **[01019 – Contract Considerations:] [01027 – Applications for Payment:]**
- D. Section **[01019 – Contract Considerations:] [01028 – Modifications Requirements:]**
- E. Section 01300 – Submittals.
- F. Section 01039 – Coordination and Meetings.

## 1.3 REFERENCES

- A. AGC (Associated General Contractors of America) publication "Construction Planning and Scheduling", June 1997.

## 1.4 GENERAL REQUIREMENTS

- A. General: Prepare and maintain a progress schedule consisting of a computer generated network analysis system generally known as the Critical Path Method (CPM) Schedule. Proceed with the preparation immediately following first notification of Contract Award. Submit schedule and pursue the necessary steps of development and analysis as specified below. Establish regular procedures for monitoring, updating and reporting, coordinated with progress meeting dates and payment request dates.

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## COST-LOADED CONSTRUCTION PROGRESS SCHEDULES

- The Construction Progress Schedule shall establish a baseline from which actual project progress will be measured, utilizing more than one level of schedule detail. All levels of the schedule shall roll-up into one or more summaries.
- B. The principles and definitions of the terms used herein shall be as set forth in the Associated General Contractors of America (AGC) publication, "Construction Planning and Scheduling", copyright 1997, but the provisions of this section shall govern.
- C. Program: Utilize Computer hardware/software systems as approved by Owner. System shall be intended for building construction progress schedule management. The scheduling program must be capable of calculating and presenting negative float.
- D. Preliminary Schedule: At the preconstruction conference the Contractor shall submit for the Owner's review a preliminary bar chart progress schedule covering the first 30 calendar days of the Project. This schedule shall include both procurement and construction activities. The Notice to Proceed will not be issued by the Owner until this preliminary schedule has been submitted and agreed to in principle.
- E. Interim Diagram: Within [ ] [ ] calendar days after receipt of Notice to Proceed, the Contractor shall submit for the Owner's review an Interim Diagram covering the first 90 calendar days of the Project in detail. The Interim Diagram shall include construction and shop drawing submission and approval activities occurring during the 90 calendar day period. Format shall be as identified in this section, except manpower shall not be required for the interim schedule. The interim schedule will be used for progress payments until final CPM system is completed.
- F. Final Network Diagram: Within **[60]** [ ] calendar days after receipt of Notice to Proceed, the Contractor shall submit for the Owner's review the complete CPM system. The submittal shall include computer-produced time-scaled network diagram(s) and tabular management reports showing the information required by this Section. The complete working diagram shall reflect the Contractor's approach to scheduling the complete project, taking into account the accuracy of the logic and the experience gained from the interim diagram. No payment requests from Contractor will be paid after **[60]** [ ] calendar days after Notice to Proceed unless the Final CPM Diagram has been submitted and agreed to in principle.
- G. Subcontractor Participation: The Contractor shall consult with its subcontractors and suppliers relating to the preparation and updating of its construction plan and construction schedule. Subcontractors shall receive copies of those portions of the Contractor's CPM which relate to their work. They, in turn, shall supply comments on activity definitions, scope, and durations, as needed, and provide the dollar value, man hours, and crew size to execute each activity. The Contractor shall continually advise subcontractors and suppliers of any updates or revisions to the Construction Schedule as the work progresses, and obtain their concurrence with the changes affecting their portions of the Work.

## Section 01311

## COST-LOADED CONSTRUCTION PROGRESS SCHEDULES

- H. The CPM schedule shall be utilized for scheduling, coordinating, and monitoring work under this Contract. The CPM Schedule shall be submitted for initial approval and then be updated and resubmitted monthly or more often as required in order to demonstrate contract compliance and facilitate evaluation of monthly payment requests and requests for time extension.
- I. The CPM Schedule shall consist of time scaled Network Analysis Diagram (logic diagram), a time scaled bar chart, a cost loaded schedule (computer data printout) and any other standard tabular reports as requested by Owner, all of which shall be submitted together in triplicate.
- J. Computer-Produced Schedule: The computer produced schedule shall meet all contractual requirements, such as contract duration, phasing, and phasing restraints, and cover all procurement activities, including submittals, submittals status, fabrication and delivery times, and reflect all key long lead or critical procurement activities.
- K. No on-site construction work will be permitted and no progress payments will be made by Owner until the **[preliminary 90-day] [preliminary] [project]** schedule has been submitted **[and approved]**.
- L. Ownership and Use of Float: Float is defined as the amount of time between the early and late completion dates of a scheduled activity. Float time on this Project is a project resource jointly owned by the Owner and Contractor. This resource expires as the Project progresses, and it is to be available to and consumed by the joint owners on a first-come first-served basis. If Contractor's schedule indicates a completion date for the project prior to the contractual completion date, then the time period between the two dates shall be considered as project float and shall be owned and used in accordance with this paragraph.

## 1.5 FORMAT

- A. Prepare computer generated network analysis system using the critical path method, as outlined in AGC – Construction Planning and Scheduling.
- B. Network Analysis Diagram: The logic diagram shall show the sequence and interdependence of activities required for complete performance of all items of work under this Contract in the time frame allowed. The diagram shall be drafted or plotted to show a continuous flow of work, from start to finish for the entire project, reading from left to right with all activities and subnets interfaced and matchlined to allow assembly as one total project schedule.
- C. Exercise sufficient care to produce a clear, legible, and accurate diagram. Activities related to specific physical areas of the project shall be grouped on the diagram for ease of understanding and simplification. Critical path activities must be clearly identified in red. The critical path shall be plotted generally along the center of the sheet with channels with increasing floats placed towards the top or bottom.

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## COST-LOADED CONSTRUCTION PROGRESS SCHEDULES

- D. Uniquely number each activity with event numbers ranging up to 9999 only. The diagram should be generally numbered in sequence; left to right, top to bottom. Activity number to be prefixed or suffixed with corresponding AIA division. Number activities in the general progressive order that they will be completed in. Allow for inserting of additional activities should further breakdown of the work be required.
- E. The Network Analysis Diagram must clearly show the Critical Path for the Project at all times.
- F. Sequence of Listings: **[The Table of Contents of this Project Manual.] [The chronological order of the start of each item of Work.] [\_\_\_\_\_].]**
- G. Scale and Spacing: To provide space for notations and revisions.
- H. Sheet Size: **[Minimum [22 x 17][24 x 36] [36 x 42] [\_\_\_\_ x \_\_\_\_] inches [[560 x 432] [\_\_\_\_ x \_\_\_\_] mm.] [Multiples of 8 1/2 x 11 inches (216 x 280 mm).] [\_\_\_\_\_].]**

## 1.6 CONTENT

- A. Activities: Before attempting to produce the CPM schedule, prepare a listing of activities involved. Include every activity having a possible bearing on the time required to complete the project. Submit this listing of activities and levels of detail to Owner for approval.

Show the following on each work activity in alphanumeric form:

1. Work activity number (unique number identifying the work activity).
  2. Concise description of the work activity. Activity descriptions shall be unique to an activity and understandable at the working level.
  3. Performance responsibility or trade code.
  4. Duration (in work days).
  5. Work location, descriptive of the area involved.
  6. Total float.
  7. Early start, early finish, late start, late finish.
- B. In addition to the performance of work in place, show special activities such as:
1. Interruption of utilities, delivery of Owner furnishings and equipment, special inspections, or other project phasing requirements.
  2. Testing and balancing of mechanical equipment, special testing, equipment start-up, Owner training, etc.

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## COST-LOADED CONSTRUCTION PROGRESS SCHEDULES

3. Final cleaning, punch list inspections, final inspections, demobilization.
  4. Punchlist: Show two separate activities totaling a minimum of [\_\_\_\_\_] work days for completion of punch list items and final cleanup.
  5. Weather Delays: Total weather delays for this project are [**per the General Conditions, Construction Manager at Risk**]. A [\_\_\_\_\_] work day "Planned Weather Delay" activity shall be inserted between the Contract Directed Completion Date and Scheduled Completion Date. The planned weather delays duration will be reduced by the number of actual critical path weather delays experienced at each monthly update until the activity duration reaches 0 days. Thereafter weather delays will be an excusable delay (see General Conditions, **[Article 8] [Article 9]**).
- C. Show not only the activities for actual construction work for each trade. Category of the project, but also include trade restrictions to indicate the movement of trades from one area, floor, etc. to another area, floor, etc., for trades who are performing major portions of the work under this contract.
- D. Break up the work into activities of a duration no longer than **[20]** [\_\_\_\_\_] work days each, except as to nonconstruction activities (such as procurement of materials, delivery of equipment and concrete curing) and any other activities for which the Owner may approve the showing of longer duration. The duration for Architect's approval of any required submittal, shop drawing, etc., shall not be more than **20** work days. The construction time as determined by the Construction Progress Schedule from early start to late finish for any sub-phase, phase, or the entire project shall not exceed the Contract times indicated in Contract Documents.
- E. Describe work activities such that the work is readily identifiable for assessment of completion. Activities labeled "start", "continue", or "completion" will not be allowed. All constraints will be start-finish relationships. Lead and lag tie activities will be acceptable only if the description accurately identifies such a restraint and that such restraints are realistic with respect to the schedule of the project. Partial dependencies of activities will not be permitted without approval of the Owner.
- F. The schedule shall include separate activities for both submittal and review of all required submittals. The minimum time allocated for review and return of submittals and all resubmittals shall be **[\_\_\_\_ days] [as stated in Section] [01300]** for each submittal or resubmittal.
- G. The schedule shall incorporate all schedule constraints (phasing or sequence of construction, delivery windows for Owner furnished items, interim milestone dates, etc.) specified in the Contract Documents.
- H. The schedule shall show separate procurement activities for all specially fabricated or custom produced items of material or equipment including order, design, submittals, fabrication and delivery.
- I. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.

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## COST-LOADED CONSTRUCTION PROGRESS SCHEDULES

- J. Identify work of **[separate stages]** **[separate floors]** and other logically grouped activities.
- K. Provide sub-schedules for each stage of Work identified in Section **[01010.] [01011.]**
- L. Provide sub-schedules to define critical portions of the entire schedule.
- M. Include conferences and meetings in schedule.
- N. Provide separate schedule of submittal dates for shop drawings, product data, and samples, including **[Owner furnished products]** **[and]** **[Products identified under Allowances]**, and dates reviewed submittals will be required from Architect/Engineer. Indicate decision dates for selection of finishes.
- O. Indicate delivery dates for **[Owner furnished products]** **[and]** **[Products identified under Allowances.]**
- P. The schedule shall allow the following minimum time periods for the startup and shakedown operation of the following systems:
- a. HVAC.
  - b. Life Safety systems **(list)**.
  - c. Elevators.
  - d. **(Other special systems as applicable)**.
- [List times]**
- Q. Cost load all work activities to a singular resource and take special care to separate the costs for labor and materials where the placement of major equipment is involved. In special cases actual invoices or back-up may be required to verify costs.
- R. The cumulative amount of all cost loaded work activities shall equal the total Contract price. Overhead and profit shall be pro-rated on all activities for the entire project length. Generate from this information cash flow curves indicating graphically the total percentage of activity dollar value scheduled to be in place for early finish, late finish, and 50% float dates. These cash flow curves will be used by the Owner to assist in determining approval or disapproval of the cost loading. In the event of disapproval, resubmit, within 10 calendar days, a corrected or adjusted cost load report in accordance with any agreements reached during the previous notification.
- S. The computer program shall summarize the value of work completed each month by way of a responsibility (trade) sort. This sort shall summarize all work by type or trade rather than by time or sequential fashion, which sort is also required. A summary of all trade work and other work by the General Contractor will, in terms of information, constitute the schedule of values to be utilized on the monthly pay request form.
- T. Mathematical Analysis: Tabulate each activity of detailed network diagrams, using calendar dates, and identify for each activity:

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## COST-LOADED CONSTRUCTION PROGRESS SCHEDULES

1. Preceding and following event numbers.
  2. Activity description.
  3. Estimated duration of activity, in maximum **[15]** [\_\_\_\_\_] day intervals.
  4. Earliest start date.
  5. Earliest finish date.
  6. Actual start date.
  7. Actual finish date.
  8. Latest start date.
  9. Latest finish date.
  10. Total and free float; float time shall accrue to the Owner and to the Owner's benefit.
  11. Monetary value of activity, keyed to Schedule of Values.
  12. Percentage of activity completed.
  13. Responsibility.
- U. Required Sorts: List activities in sorts or groups:
1. By preceding work item or event number from lowest to highest.
  2. By amount of float, then in order of early start.
  3. By responsibility in order of earliest possible start date.
  4. In order of latest allowable start dates.
  5. In order of latest allowable finish dates.
  6. Contractor's periodic payment request sorted by **[Schedule of Values listings]** **[specifications sections]**.
  7. Listing of basic input data which generates the report.
  8. Listing of activities on the critical path.
- V. Coordinate content with schedule of values specified in Section **[01019.]** [\_\_\_\_\_].

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## COST-LOADED CONSTRUCTION PROGRESS SCHEDULES

## 1.7 UPDATING OF SCHEDULES

- A. The CPM Schedule shall be updated monthly, or more often if required, to indicate the actual progress of the Project. Show accumulated percentage of completion of each item, and total percentage of Work completed, as of the **[first]** [\_\_\_\_\_] day of each month.
- B. The computer-produced report shall categorize areas of work behind schedule by use of thirty, sixty, and ninety day “look ahead” projections. Along with this data, the Contractor shall submit a narrative report as a part of this monthly review and update, in a form agreed upon by the Contractor and the Owner. The narrative report shall include the current status, a description of problem areas, current and anticipated delaying factors and their estimated impact on performance of other activities and completion dates, and an explanation of corrective action taken or proposed.
- C. The submittal of monthly schedule updates by the Contractor shall be a condition precedent to the making of monthly progress payments by the Owner.
- D. When the monthly update of the schedule shows negative float on any activity, the Contractor shall take some or all of the following actions at no additional cost to the Owner, unless the negative float is the result of an excusable delay:
  - a. Increase construction manpower in quantities needed to eliminate the backlog of work and put the Project back on schedule.
  - b. Increase the number of working hours per shift, shifts per working day, working days per week, or the amount of construction equipment or any combination of the foregoing which will eliminate backlog of work and put the Project back on schedule.
  - c. Reschedule activities to achieve maximum practical concurrency of accomplishment of activities and put the Project back on schedule.
- E. If the monthly update of the schedule shows completion of the Project prior to the current contractual completion date, the time between such an early completion date and the current contractual completion date shall be identified and used as project float in accordance with Subsection 1.4L of this Section 10311.

## 1.8 REVISIONS TO SCHEDULES

- A. Indicate progress of each activity to date of submittal, and projected completion date of each activity.
- B. Identify activities modified since previous submittal, major changes in scope, and other identifiable changes.



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## COST-LOADED CONSTRUCTION PROGRESS SCHEDULES

- C. Provide narrative report to define problem areas, anticipated delays, and impact on Schedule. Report corrective action taken, or proposed, and its effect **[including the effect of changes on schedules of separate Contractors]**.
- D. Change to the Work: With each change proposal containing a request for a time extension, Contractor shall furnish a detailed subnet and other backup information as required to support and enable ready quantitative evaluation of the request. This backup shall indicate, by event number the activities affected, activities added, or activities deleted. Both the time and money effect shall be indicated for each activity. In the event the Contractor does not furnish the required information or an agreement cannot be reached, the Owner may direct the Contractor as to the specific logic changes and/or time adjustment which shall be entered into the schedule. All changes in the work shall be reflected in the computer produced schedule and listed in a specific fashion so as to be summarized by trade sort and incorporated into the schedule of values by change order number. Major changes shall be reflected in the Network Analysis Diagram. Minor changes may be omitted from the Network Analysis Diagram provided that there is no change in time and that the Owner and Contractor are in agreement with the procedure.
1. All changes to the Contract must be approved by the Owner prior to inclusion into the Network Analysis System. Requests for time extension as related to changes to the scope of work will be reviewed in conjunction with the revised NAS, but will not be granted or rejected on that basis alone.
  2. All costs related to the production and/or revision of the Network Analysis System including but not limited to changes in the work schedule (for whatever reason), updating requirements, reproduction, and distribution shall be borne by the Contractor. These costs shall be considered to be indirect costs only, recoverable as being included in the Contractor's mark-up referenced in Conditions of the Contract.

## 1.9 SUBMITTALS

- A. Immediately upon receipt of Notice of Intent to Award, submit a statement to the Owner **[Construction Manager]** describing Contractor's computerized scheduling capability for review and approval. This statement shall include the following as a minimum:
1. Identification, qualifications, and experience of the members of the Contractor's scheduling staff or any consultant's staff.
  2. References of not less than two previous projects on which the Contractor or Consultant has utilized computerized CMP scheduling, which were of not less than one-half of the value of the present Contract. Owner references shall be included. Actual working examples from previous projects may be requested by Owner. Contractor's project management and supervisory personnel shall have **[\_\_\_\_\_ years]** **[\_\_\_\_\_ projects]** minimum experience in using and monitoring cost-loaded CPM schedules on comparable projects.

## Section 01311

## COST-LOADED CONSTRUCTION PROGRESS SCHEDULES

3. The name and description of the project management software and computer hardware to be utilized on this Contract.
  - B. At the preconstruction conference, Contractor shall submit the preliminary progress schedule.
  - C. Submit Interim and Final Network Diagrams in accordance with Subsection 1.4 of this Section 01311.
  - D. Participate in review of Interim and Final network diagrams jointly with Architect **Construction Manager** and Owner.
  - E. Within **[20]** **[\_\_\_\_\_]** days after joint review of Interim network diagram, submit draft of proposed Final network diagram for review. Include written certification that **[major]** **mechanical and electrical** Subcontractors have reviewed and accepted proposed schedule.
  - F. Within **[10]** **[\_\_\_\_\_]** days after joint review of proposed Final network submit complete analysis consisting of network diagrams and mathematical analysis.
  - G. The Contractor shall also submit the following logic diagram supporting data:
    1. The proposed number of working days per week.
    2. The holidays to be observed during the life of the Contract (by day, month, and year).
    3. The planned number of shifts per day.
    4. The number of hours per shift.
    5. The major construction equipment to be used on the site.
  - H. Submit updated Progress Schedules with **each** **every second** **[\_\_\_\_\_]** Application for Payment.
  - I. Submit the number of opaque reproductions which Contractor requires, plus **[two]** **[\_\_\_\_\_]** copies which will be retained by **Architect/Engineer.** **Construction Manager** **Owner** **[\_\_\_\_\_].**
- \*\*\*\*\*[OR]\*\*\*\*\*
- I. Submit **[one]** **[\_\_\_\_\_]** opaque reproduction and one reproducible transparency.
  - J. Owner may request expediting of material and equipment deliveries without assuming the responsibility for said deliveries. Upon request, furnish to the Owner copies of the equipment and material purchase orders complete with scheduled shipping and receiving dates.

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COST-LOADED CONSTRUCTION PROGRESS SCHEDULES

1.10 DISTRIBUTION

- A. Following initial submittal to and response by Owner, print and distribute Construction Schedule to **[Construction Manager ( \_\_\_\_\_ copies)]**, Owner, ( \_\_\_\_\_ copies), Architect ( \_\_\_\_\_ copies), subcontractors, suppliers, fabricators, and others with schedule-compliance requirements. Post copies in Project meeting rooms and field office. When revisions are made, distribute updated issues to same entities. Those who are no longer involved in performance of scheduled Work may be deleted from distribution list. Revised Schedule shall be reissued with report of Progress Meeting.
  
- B. Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.

2 PART 2 PRODUCTS

Not Used.

3 PART 3 EXECUTION

Not Used.

END OF SECTION

**Section 01400****QUALITY CONTROL**

- 1 PART 1 GENERAL
- 1.1 SECTION INCLUDES
  - A. Quality assurance – control of installation
  - B. Tolerances
  - C. Testing Services
  - D. Inspection Services
  - E. Manufacturers' field services
  - F. Workmanship
- 1.2 RELATED SECTIONS
  - A. Section 01090 – Reference Standards.
  - B. Section 01300 – Submittals.
  - C. Section 01600 – Material and Equipment.
  - D. Section 01650 – Starting of Systems.
- 1.3 QUALITY ASSURANCE – CONTROL OF INSTALLATION
  - A. Monitor quality control over suppliers, manufacturers, Products, services, site conditions, and workmanship, to produce Work of specified quality.
  - B. Comply with manufacturers' instructions, including each step in sequence.
  - C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.
  - D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
  - E. Perform Work by persons qualified to produce required and specified quality.
  - F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
  - G. Secure Products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

**Section 01400****QUALITY CONTROL****1.4 TOLERANCES**

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

**1.5 TESTING SERVICES**

- A. Owner will appoint, employ, and pay for specified services of an independent firm to perform testing. Employment of testing agency or laboratory in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- B. The independent firm will perform tests and other services specified in individual specification sections and as required by the Architect/Engineer or Authority Having Jurisdiction.
- C. Testing and source quality control may occur on or off the project site. Perform off-site testing as required by the Architect/Engineer or the Owner.
- D. Reports will be submitted by the independent firm to the Architect/Engineer, Owner and Contractor, in duplicate indicating observations and results of tests and indicating compliance or non-compliance with Contract Documents.
- 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 Architect/Engineer and independent firm 24 hours prior to expected time for operations requiring services.
  - 2. Make arrangements with independent firm and pay for additional samples and tests required for Contractor's use.
- F. Re-testing required because of non-conformance to specified requirements shall be performed by the same independent firm on instructions by the Architect/Engineer. Payment for re-testing will be charged to the Contractor by deducting testing charges from the Contractor's Payment Application.
- G. Limits of testing authority are as follows:
  - 1. Independent firm may not release, revoke, alter, or enlarge on requirements of Contract Documents.

**Section 01400**

**QUALITY CONTROL**

- 2. Independent firm may not approve or accept any portion of the Work.
  - 3. Independent firm may not assume any duties of Contractor.
  - 4. Independent firm has no authority to stop the Work.
- H. Testing requirements are specified in the individual specification section for the Work requiring tests.

**1.6 INSPECTION SERVICES**

- A. Owner will perform its inspection services utilizing either its own employees or independent firms, or both.
- B. The independent firm(s) will perform inspections and other services as specified in individual specification sections or required by the Owner.
- C. Inspection may occur on or off the project site. Off-site inspection will be performed as required by the Architect/Engineer or the Owner.
- D. Reports will be submitted to the Architect/Engineer, Owner, and Contractor, in duplicate, indicating inspection observations and indicating compliance or non-compliance with Contract Documents.
- E. Cooperate with inspectors; furnish safe access and assistance by incidental labor as request. Notify Architect/Engineer and independent firm 24 hours prior to expected time for operations requiring services.
- F. Inspection of Work in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- G. Re-inspection required because of non-conformance to specified requirements shall be performed by the same inspector(s). Payment for re-inspection will be charged to the Contractor by deducting re-inspection charges from the Contractor's Payment Application.
- H. Limits of inspection authority are as follows:
  - 1. Inspections may not release, revoke, alter, or enlarge on requirements of Contract Documents.
  - 2. Inspectors may not approve or accept any portion of the Work.
  - 3. Inspectors may not assume any duties of Contractor.
  - 4. Inspectors have no authority to stop the Work.
- I. Inspection requirements are specified in the individual specification section for the Work requiring inspection.

**Section 01400**

**QUALITY CONTROL**

**1.7 MANUFACTURERS' FIELD SERVICES**

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment, as applicable, and to initiate instruction when necessary.
- B. Submit qualifications of observer to Architect/Engineer 30 days in advance of required observations.
- C. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.
- D. Refer to Section 01300 – SUBMITTALS, MANUFACTURERS' FIELD REPORTS article.

**1.8 WORKMANSHIP**

- A. Owner will observe Contractors performance relating to workmanship and shall have authority to direct Contractor to instigate and maintain procedures to ensure that persons performing work at site are skilled and knowledgeable in methods and craftsmanship needed to produce required quality in completed work. Contractor shall remove and replace persons and work which does not comply with workmanship standards specified and as recognized in the construction industry for applications indicated and shall remove and replace other work damaged or deteriorated by faulty workmanship or its replacement.

**2 PRODUCTS**

Not Used.

**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, of the correct characteristics, and in correct locations.

**3.2 PREPARATION**

**Section 01400**

**QUALITY CONTROL**

- A. Clean substrate surfaces prior to applying next material or substance.
- 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 any new material or substance in contact or bond.

END OF SECTION



## Section 01500

## CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

## 1 PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. Temporary Utilities: **[Electricity,] [lighting,] [heat,] [cooling,] [ventilation,] [communication services,] [water,] [and] [sanitary facilities].**
- B. Temporary Controls: **[Barriers,] [enclosures and fencing,] [protection of the Work,] [surface water control,] [dust control,] [erosion and sediment control,] [and] [noise control].**
- C. Construction Facilities: **[Access roads,] [parking,] [progress cleaning,] [and] [temporary buildings].**

## 1.2 RELATED SECTIONS

- A. Section 01540 – Security.
- B. Section 01561 – Construction Cleaning.
- C. Section 01580 – Project Identification and Signs.
- D. Section 01590 – Field Offices and Sheds.
- E. Section 01700 – Contract Closeout: Final cleaning.

## 1.3 TEMPORARY ELECTRICITY

- A. Cost: By Contractor; provide and pay for power service required from **Tucson Electric Power Company**. Source shall be **[location of pole.]**

\*\*\*\*\*[OR]\*\*\*\*\*

- B. Cost: By Owner; connection to Owner's existing power service. Do not disrupt Owner's need for continuous service. **[Owner will pay cost of energy used. Exercise measures to conserve energy.]**

\*\*\*\*\*[OR]\*\*\*\*\*

- C. Cost: By Contractor; connect to Owner's existing power service. Do not disrupt Owner's need for continuous service.

- 1. Provide temporary electric feeder from **[existing building]** electrical service at **[location as directed]**. Provide an electric utility meter at this location. Owner will read the meter on a monthly basis and directly invoice the contractor for reimbursement. Do not disrupt Owner's need for continuous service.

## Section 01500

## CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

- D. **[Power] [Feeder]** Service Characteristics: [\_\_\_\_\_] volt, [\_\_\_\_\_] ampere, **[three]** [\_\_\_\_\_] phase, **[four]** [\_\_\_\_\_] wire.Com.

\*\*\*\*\*[OR]\*\*\*\*\*

- D. Complement existing power service capacity and characteristics as required.
- E. Provide power outlets for construction operations, with branch wiring and distribution boxes located **[at each floor.] [as required.]** [\_\_\_\_\_] Provide flexible power cords as required.
- F. Provide **[main service disconnect and over-current protection at convenient location.] [feeder switch at source distribution equipment.]**
- G. Permanent convenience receptacles may **[not]** be utilized during construction.
- H. Remove the temporary installation and connections of systems when no longer required. Restore the services sources and supply to proper operating condition.
- I. Provide protection for each power supply source complete with disconnect switches and other required electrical devices.

## 1.4 TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

- A. Provide and maintain lighting for construction operations to achieve a minimum lighting level of **[2] [\_\_\_\_\_] watt/sq. ft.**
- B. Provide and maintain **[1] [\_\_\_\_\_] watt/sq. ft** lighting to exterior staging and storage areas after dark for security purposes.
- C. Provide and maintain **[0.25] [\_\_\_\_\_] watt/sq. ft** H.I.D. lighting to interior work areas after dark for security purposes.
- D. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.

\*\*\*\*\*[OR]\*\*\*\*\*

- D. Maintain lighting and provide routine repairs.
- E. Permanent building lighting may **[not]** be utilized during construction.

## 1.5 TEMPORARY HEATING

- A. Provide heating devices and heat as needed to maintain specified conditions for construction operations.
- B. Prior to operation of permanent equipment for temporary heating purposes, verify that installation is approved for operation, equipment is lubricated and filters are in

## Section 01500

## CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

- place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.
- C. Maintain minimum ambient temperature of 50 degrees F in areas where construction is in progress, unless indicated otherwise in product sections.
- 1.6 TEMPORARY COOLING
- A. Provide cooling devices and cooling as needed to maintain specified conditions for construction operations.
- B. Prior to operation of permanent equipment for temporary cooling purposes, verify that 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.
- C. Maintain maximum ambient temperature of 80 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.
- 1.7 TEMPORARY VENTILATION
- A. Ventilation enclosed areas to achieve curing of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases. Comply with IAQ Guidelines for Occupied Buildings Under Construction.
- B. Utilize existing ventilation equipment. Extend and supplement equipment with temporary fan units as required to maintain clean air for construction operations.
- 1.8 COMMUNICATION SERVICES
- A. Arrange for all of the following services through Owner's Communications (CCIT) Department.
- B. TELEPHONE SERVICE
1. Provide, maintain, and pay for telephone service to field office **[and Architect/Engineer's field office]** at time of project mobilization.
  2. Architect/Engineer will pay for own service.
- C. FACSIMILE SERVICE
1. Provide, maintain and pay for facsimile service **[and a dedicated telephone]** to field office **[and Architect/Engineer's field office]** at time of project mobilization.
  2. Architect/Engineer will pay for own service.
- D. DATA (COMPUTER) SERVICE

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## CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

1. Provide, maintain and pay for data service **[and a dedicated telephone]** to field office **[and Architect/Engineer's field office]** at time of project mobilization.
2. Architect/Engineer will pay for own service.
3. Provide scanning capability up to 11" x 17" size minimum.

## 1.9 TEMPORARY WATER SERVICE

- A. **[Provide, maintain and pay for suitable quality water service required]**  
**[Connect to existing water source]** for construction operations at time of project mobilization.
- B. **[Owner will pay cost of water used. Exercise measures to conserve water.]**
- C. Extend branch piping with outlets located so water is available by hoses with threaded connections. **[Provide temporary pipe insulation to prevent freezing.]**

## 1.10 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. **[Existing facility use is not permitted.]** Provide at time of project mobilization.

\*\*\*\*\*[OR]\*\*\*\*\*

- B. **[Existing]** **[Permanent]** **[Designated]** facilities **[located at [\_\_\_\_\_]]** may be used during construction operations. Maintain daily in clean and sanitary condition equivalent to Owner's maintenance.
- C. At end of construction, return facilities to same or better condition as originally found.

## 1.11 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent properties from damage from construction operations.
- B. Provide barricades and covered walkways required by governing authorities for public right-of-ways **[and for public access to existing building]**.
- C. Provide protection for plants designated to remain. Replace damaged plants.
- D. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

## 1.12 FENCING

## Section 01500

## CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

- A. Exterior work and storage areas exposed to adjacent pedestrian traffic or which present an attractive nuisance shall at all times be satisfactorily fenced and secured with chain link fence panels.
- B. Construction: **[Commercial grade chain link fence.]** Associated support posts are to be driven or anchored into the ground, concrete or asphalt. T-posts are to be avoided.
- C. Provide 6 foot high fence around construction site; equip with vehicular **[and pedestrian]** gates with locks.
- D. When the hazard/nuisance to pedestrian traffic is minimal and subject to the approval of the Architect and Owner, temporary, short term fencing needs may be accomplished with plastic roll fencing and flagging.

## 1.13 SURFACE WATER CONTROL

- A. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- B. Protect site from puddling or running water. **[Provide water barriers as required to protect site from [soil erosion] [\_\_\_\_\_].]**
- C. Provide temporary measures such as berms, dikes and drainage ways to prevent water flow from damaging the Work or adjacent property.

## 1.14 EXTERIOR ENCLOSURES

- A. Provide temporary **[insulated]** weather tight closure of exterior opening to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.
- B. If exterior work on or above new roof level is not complete by the time of dry-in for start of interior work, provide temporary roofing as specified in Section [\_\_\_\_\_].

## 1.15 INTERIOR ENCLOSURES

- A. Provide temporary partitions **[and ceilings]** as indicated to separate work areas from Owner occupied areas, to prevent penetration of dust and moisture into Owner occupied areas, and to prevent damage to existing materials and equipment.
- B. Construction: Framing and **[reinforced polyethylene] [plywood] [gypsum board]** sheet materials with closed joints and sealed edges at intersections with existing surfaces.
  - 1. Insulated to R [\_\_\_\_\_] (RS) [\_\_\_\_\_].

## Section 01500

## CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

2. STC rating of [**35**] [\_\_\_\_\_] in accordance with ASTM E90.
  3. Maximum flame spread rating of [**75**] [**25**] in accordance with ASTM E84.
- C. Paint surfaces exposed to view from Owner occupied areas.
- 1.16 PROTECTION OF INSTALLED WORK
- A. Protect installed Work and provide special protection where specified in individual specification sections.
  - B. Provide temporary and removable protection for installed Products. Control activity in immediate work area to prevent damage.
  - C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
  - D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
  - E. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
  - F. Prohibit traffic from landscaped areas.
- 1.17 DUST CONTROL
- A. Execute Work by methods to minimize raising dust from construction operations.
  - B. Provide positive means to prevent air-borne dust from dispersing into atmosphere.
  - C. When dust-generated work is performed in the vicinity of active fire alarm devices, temporary fire alarm bypasses will be required.
- 1.18 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. Provide soil and erosion control plan as required by Pima County Department of Environmental Quality.
  - B. Minimize amount of bare soil exposed at one time.
  - C. Provide temporary measures such as berms, dikes, and drains, to prevent water flow.

## Section 01500

## CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

- D. Construct fill and waste areas by selective placement to avoid erosive surface silts or clays.
- E. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.

## 1.19 NOISE CONTROL

- A. Provide methods, means, and facilities to minimize noise from [\_\_\_\_\_] and noise produced by construction operations.
- B. The Contractor shall comply with all local sound control and noise level rules, regulations and ordinances, which apply to any work performed pursuant to the contract including excavation, hauling and dumping.
- C. Haul trucks and equipment shall be maintained and operated in such a manner so as to minimize the generation of noise. The Owner reserves the right to review the operation of this equipment throughout the haul route to insure that no unnecessary noise is generated. The Contractor will be required to remedy any unsatisfactory conditions. In no case will the use of engine compression brakes be permitted.

## 1.20 ACCESS ROADS

- A. Construct and maintain temporary roads accessing public thoroughfares to serve construction area.
- B. Extend and relocate as Work progress requires. Provide detours necessary for unimpeded traffic flow.
- C. Provide and maintain access to fire hydrants, free of obstructions.
- D. Provide means of removing mud from vehicle wheels before entering streets.
- E. **[Designated]** existing on-site roads **[may] [shall not]** be used for construction traffic.

## 1.21 PARKING

- A. Parking of Contractor's vehicles and vehicles of the Contractor's employees, shall be only at locations designated by the Owner. The available space for Contractor parking will be verified at the Pre-Construction Conference. The location will be as close to the construction site as possible.
- B. Vehicle spaces will be limited in number, and the vehicles must have permits properly displayed. The Contractor may apply to the parking Service Field Coordinator at 621-3756 for permits to park on campus.
- C. If granted, the costs for these permits will be borne by the Contractor. The permits are transferable and are valid for one year with the unused portion being refundable. Verify costs and all conditions with the Owner.

## Section 01500

## CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

- D. If a vehicle is permitted and parked in unauthorized space, a citation will be issued. If vehicle does not display permit, a citation will be issued.

## 1.22 PROGRESS CLEANING AND WASTE REMOVAL

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and rubbish from site **[weekly]** **[\_\_\_\_\_]** and dispose off-site.
- E. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

## 1.23 FIELD OFFICES AND SHEDS

- A. Office: Weather tight, with lighting, electrical outlets, heating, cooling, **[and]** **[ventilating]** equipment, and equipped with sturdy furniture, drawing rack, and drawing display table.
- B. Provide space for Project meetings, with table and chairs to accommodate 12 persons.
- C. Provide separate private office, similarly equipped and furnished, for use of **[Architect/Engineer]** **[Owner]**.
- D. Locate offices and sheds as directed.

## 1.24 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, materials, prior to Final Acceptance inspection.
- B. Remove underground installations. **[Grade site as indicated.]**
- C. Clean and repair damage caused by installation or use of temporary work.
- D. Restore existing **[and permanent]** facilities used during construction to original condition. **[Restore permanent facilities used during construction to specified condition.]**



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**Section 01500**

**CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS**

2 PART 2 PRODUCTS

Not Used.

3 PART 3 EXECUTION

Not Used.

END OF SECTION

## Section 01510

## TEMPORARY UTILITIES

## 1 PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. Temporary Utilities: **[Electricity.] [Lighting.] [Heat.] [Ventilation.],  
Telephone service.] [Water.] [and] [Sanitary facilities]**

## 1.2 RELATED SECTIONS

- A. Section 01555 – Construction Facilities
- B. Section 01560 – Temporary Controls
- C. Section 01570 – Traffic Regulation
- D. Section 01580 – Project Identification and Signs
- E. Section 01590 – Field Offices and Sheds.
- F. Section 01700 – Contract Closeout: Final cleaning

## 1.3 TEMPORARY ELECTRICITY

- A. Cost: By Contractor; provide and pay for power service required from **Tucson Electric Power Company**. Source shall be **[location of pole.]**

\*\*\*\*\*[OR]\*\*\*\*\*

- B. Cost: By Owner; connection to Owner's existing power service. Do not disrupt Owner's need for continuous service. **[Owner will pay cost of energy used. Exercise measures to conserve energy.]**

\*\*\*\*\*[OR]\*\*\*\*\*

- C. Cost: By Contractor; connect to Owner's existing power service. Do not disrupt Owner's need for continuous service.
1. Provide temporary electric feeder from **[existing building]** electrical service at **[location as direct]**. Provide an electric utility meter at this location. Owner will read the meter on a monthly basis and directly invoice the contractor for reimbursement. Do not disrupt Owner's need for continuous service.
- D. **[Power] [Feeder]** Service Characteristics: **[\_\_\_\_\_]** volt, **[\_\_\_\_\_]** ampere, **[three]** **[\_\_\_\_\_]** phase, **[four]** **[\_\_\_\_\_]** wire.Com

\*\*\*\*\*[OR]\*\*\*\*\*

- G. Complement existing power service capacity and characteristics as required.

## Section 01510

## TEMPORARY UTILITIES

- H. Provide power outlets for construction operations, with branch wiring and distribution boxes located **[at each floor.] [as required.] [\_\_\_\_\_.]**  
Provide flexible power cords as required.
- I. Provide **[main service disconnect and over-current protection at convenient location.] [feeder switch at source distribution equipment.]**
- J. Permanent convenience receptacles may **[not]** be utilized during construction.
- K. Remove the temporary installation and connections of systems when no longer required. Restore the services sources and supply to proper operating condition.
- L. Provide protection for each power supply source complete with disconnect switches and other required electrical devices.
- M. Submit sealed electrical diagram and one-line drawing of temporary service for Owner approval.

## 1.4 TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

- A. Provide and maintain **[incandescent]** lighting for construction operations **[to achieve a minimum lighting level of [2] [\_\_\_\_] watt/sq ft].**
- B. Provide and maintain **[1]** watt/sq ft lighting to exterior staging and storage areas after dark for security purposes.
- C. Provide and maintain **[0.25]** watt/sq ft H.I.D. lighting to interior work areas after dark for security purposes.
- D. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.
- E. Maintain lighting and provide routine repairs.
- F. Permanent building lighting may **[not]** be utilized during construction.
- G. Exterior fixtures over 50 watts shall be fully shielded per City of Tucson Lighting Ordinance.
- H. Exterior lamp sources over 50 watts shall not be metal halide.
- I. All HID fixtures shall be totally enclosed with safety chains and tempered glass lenses.

## 1.5 TEMPORARY HEATING

- A. Existing facilities shall not be used.

\*\*\*\*\*[OR]\*\*\*\*\*

- B. Provide **and pay for** heating devices and heat as needed to maintain specified conditions for construction operations.

\*\*\*\*\*[OR]\*\*\*\*\*

- C. Utilize Owner's **existing** **new** heat plant, extend and supplement with temporary heat devices as needed to maintain specified conditions for construction operations.
- D. **Owner will pay cost of energy used. Exercise measures to conserve energy.** **Provide separate metering and reimburse Owner for cost of energy used.**
- E. **Enclose building prior to activating temporary heat in accordance with the Exterior Enclosures article in this section.**
- F. Prior to operation of permanent equipment for temporary heating purposes, verify that 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.
- G. Maintain maximum ambient temperature of **50** degrees F(**10** degrees C) in areas where construction is in progress, unless indicated otherwise in specifications.
- H. When it has been determined by mutual agreement between the Contractor and the Architect, in writing, that the temporary heating is no longer required, remove all temporary piping, temporary heating units and other equipment.

#### 1.6 TEMPORARY COOLING

- A. Existing facilities shall not be used.

\*\*\*\*\*[OR]\*\*\*\*\*

- B. Provide **and pay for** cooling devices and cooling as needed to maintain specified conditions for construction operations.

\*\*\*\*\*[OR]\*\*\*\*\*

- C. Utilize Owner's **existing** **new** cooling plant, extend and supplement with temporary cooling devices as needed to maintain specified conditions for construction operations.
- D. **Owner will pay cost of energy used. Exercise measures to conserve energy.** **Provide separate metering and reimburse Owner for cost of**

## Section 01510

## TEMPORARY UTILITIES

**energy used.] [Enclose building prior to activating temporary cooling in accordance with the Exterior Enclosures article in this section.]**

- E. Prior to operation of permanent equipment for temporary cooling purposes, verify that 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.
- F. Maintain maximum ambient temperature of **[80] [ ]** degrees F (**[26] [ ]** **degrees C**) in areas where construction is in progress, unless indicated otherwise in specifications.

## 1.7 TEMPORARY VENTILATION

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- B. Utilize existing ventilation equipment. Extend and supplement equipment with temporary fan units as required to maintain clean air for construction operations.

## 1.8 TELEPHONE AND DATA SERVICE

- A. Provide, maintain, and pay for telephone service to field office **[and Architect/Engineer's field office]** at any time of project mobilization.
- B. **[Architect/Engineer will pay for own service]**

## 1.9 FACSIMILE SERVICE

- A. Provide, maintain and pay for facsimile service **[and a dedicated telephone line]** to field office **[and Architect/Engineer's field office]** at time of project mobilization
- A. Provide, maintain, and pay for dedicated connection to University's data service from Field Office at time of project. Coordinate installation requirements with University CCIT Department.
- B. **[Provide for telephone/and data outlet at Owner and Architect/Engineer plan table. Refer to Section 01590.]**

## 1.10 TEMPORARY WATER SERVICE

- A. **[Provide, maintain and pay for suitable quality water service required]** **[Connect to existing water source]** for construction operations at time of project mobilization

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TEMPORARY UTILITIES

- B. Owner will pay cost of water used. Exercise measures to conserve water. Provide separate metering and reimburse Owner for cost of water used.
- C. Extend branch piping with outlets located so water is available by hoses with threaded connections. Provide temporary pipe insulation to prevent freezing.

1.11 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Existing facility use is not permitted. Provide at time of project mobilization.

\*\*\*\*\*[OR]\*\*\*\*\*

- A. Existing Permanent designated facilities located at [ ] may be used during construction operations. Maintain daily in clean and sanitary condition.
- B. At end of construction, return facilities to same or better condition as originally found.

2 PART 2 PRODUCTS  
Not Used

3 PART 3 EXECUTION  
Not Used

END OF SECTION

1 PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Security program
- B. Entry control.
- C. Building Access.

1.2 RELATED SECTIONS

- A. Section **[01010 – Summary of Work:] [Contractor use of premises.] [Owner occupancy].**
- B. Section 01500 – Construction Facilities and Temporary Controls.

1.3 SECURITY PROGRAM

- A. Protect Work **[existing premises] [and] [Owner’s operations]** from theft, vandalism, and unauthorized entry.
- B. Initiate program **[in coordination with Owner’s existing security system]** at project mobilization.
- C. Maintain program throughout construction period until **[Owner occupancy.] [Owner acceptance precludes the need for Contractor security.] [directed by Architect/Engineer.]**

1.4 ENTRY CONTROL

- A. Restrict entrance of persons and vehicles into Project site **[and existing facilities].**
- B. Allow entrance only to authorized persons with proper identification.
- C. Maintain log of workers and visitors, make available to Owner on request
- D. **[Owner will] [Contractor shall]** control entrance of persons and vehicles related to Owner’s operations.

\*\*\*\*\*[OR]\*\*\*\*\*

- E. Coordinate access of Owner’s personnel to site in coordination with Owner’s security forces.

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**Section 01540**

**SECURITY**

1.5 BUILDING ACCESS

- A. If in order to execute the work it becomes necessary to issue keys to the Contractor, a deposit of \$50.00 will be required for each key so issued. Deposits will be returned to the Contractor upon the return of the keys to the University.
- B. In the event that a key is lost and is not returned to the University, thereby breaching the security of the building(s), the deposit shall be forfeited, and in addition, the Contractor shall be held liable for the cost of re-keying of the building(s) by the Owner.
- C. Where keyless access systems are in place, Contractor and subcontractors will be authorized to purchase Owner's "Cat cards" at a cost of \$15 each for building access in lieu of keys.

2 PRODUCTS

Not Used.

3 EXECUTION

Not Used.

END OF SECTION

**Issued October 2003**



- 1 PART 1 GENERAL
- 1.1 SECTION INCLUDES
  - A. Access roads.
  - B. Maintenance.
  - C. Removal, repair.
  - D. Mud from site vehicles.
  - E. Haul Routes
  - F. Hauling Restrictions/Load Requirements
- 1.2 RELATED SECTIONS
  - A. Section 01010 – Summary of Work.
  - B. Section 01039 – Coordination and Meetings.
  - C. Section 01555 – Construction Facilities
  - D. Section 01560 - Temporary Controls.
  - E. Section 01570 – Traffic Regulation.
  - F. Section 02200– Earthwork.
- 2 PART 2 PRODUCTS
- 2.1 MATERIALS
  - A. Temporary Construction: Contractor's option.
  - B. Earthwork, Paving Base, and Topping which will all become part of permanent construction as specified in product specification sections.
- 3 PART 3 EXECUTION
- 3.1 PREPARATION
  - A. Clear areas, provide surface and storm drainage of road, parking, area premises, and adjacent areas.

## Section 01550

## ACCESS ROADS

## 3.2 ACCESS ROADS

- A. Construct and maintain temporary access roads from public thoroughfares to serve construction area, of a width and load bearing capacity to provide unimpeded traffic for construction purposes.
- B. Extend and relocate as Work progress requires, provide detours as necessary for unimpeded traffic flow.
- C. Provide unimpeded access for emergency vehicles. Maintain 20 foot width driveways with turning space between and around combustible materials.
- D. Provide and maintain access to fire hydrants and control valves free of obstructions.

## 3.3 MAINTENANCE

- A. Maintain traffic and parking areas in a sound condition free of excavated material, construction equipment, Products, mud, snow, and ice.
- B. Maintain existing and permanent paved areas used for construction; promptly repair breaks, potholes, low areas, standing water, and other deficiencies, to maintain paving and drainage in original, or specified, condition.

## 3.4 REMOVAL, REPAIR

- A. Remove temporary materials and construction before Substantial Completion.
- B. Remove underground work and compacted materials to a depth of 2 feet, fill and grade site as specified.
- C. Repair permanent facilities damaged by use, to specified condition.

## 3.5 MUD FROM SITE VEHICLES

- A. Provide means of removing mud from vehicle wheels before entering streets.

## 3.6 HAUL ROUTES

- A. The Contractor is to coordinate with the Owner and secure approval from the City of Tucson; Traffic Engineering regarding haul routes and schedules on public roads.
- B. **[Supplemental traffic control by an off-duty Traffic Control Officer will be required during night work. The Traffic Control Officer will control the signal at [ ] and [ ] during times when that access is used.]**
- C. Traffic control plans and schedules shall be submitted to the Owner and reviewed and approved by the City of Tucson; Traffic Engineering.

**Section 01550****ACCESS ROADS**

- D. Residential streets are not to be used. Any public street damages by the Contractor's vehicles or operation shall be repaired by the Contractor at no expense to the Owner.

**3.7 HAULING RESTRICTIONS/LOAD REQUIREMENTS**

- A. The Contractor shall comply with all legal load restrictions in the hauling of materials on public roads. A pamphlet, Sizes and Weights of Vehicles and Loads upon Highways, which has been extracted from Title 28, Chapter 6, Arizona Revised Statutes, is available from the Motor Vehicle Division, Arizona Department of Transportation. A special permit shall not relieve the Contractor of liability for damage, which may result from hauling of material or moving of equipment.
- B. The operation of equipment of such weight or so loaded as to cause damage to structures or the roadway or to any other type of construction shall not be permitted. The Contractor shall be responsible for all damage done by the Contractor's hauling equipment. In no case shall legal load limits be exceeded unless permitted, in writing, by the City of Tucson Traffic Engineer.
- C. Hauling of materials over the subgrade or the base course or surface course under construction shall be limited as directed by the Architect. No loads shall be permitted on a portland cement concrete pavement, base or structure before the expiration of the curing period.
- D. City of Tucson Requirements:
  - 1. The applicant must furnish to the City of Tucson Traffic Engineering proof that the University was notified prior to any approval of haul route.
  - 2. The applicant and its subcontractors are responsible for traffic control. It is their responsibility to periodically examine barricades, traffic control devices, and warning signs to insure they meet all federal and city requirements.
  - 3. The applicant is responsible for continually cleaning the entrance, egress, and roadway of the haul route of excess dirt and debris.
  - 4. The University is responsible for notifying businesses and residences affected by the egress and entrance of haul routes.
  - 5. The normal days and hours of haul route operations are Monday through Friday, 7:00 p.m. to 6:00 a.m. Weekend operation requires a variance from Traffic Engineering. Traffic Engineering may grant a variance if the applicant makes a request 24 hours in advance with written proof that the University was previously notified.
  - 6. Off-duty police officers or Traffic Control Officers shall be employed and utilized during all hauling operations.

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**Section 01550**

**ACCESS ROADS**

7. All work site personnel in or along the roadway are required to wear a clean reflective vest that meets federal and city standards.
8. The applicant shall meet all special conditions that may be set by Traffic Engineering during the course of haul route operation.
9. In addition, the applicant shall meet all necessary federal, state, county, and city requirements that apply to haul route operation.
10. The City of Tucson Traffic Engineering reserves the right to alter any requirement or specify additional requirement(s) during the course of the haul route operation.

END OF SECTION

**Section 01555**

**CONSTRUCTION FACILITIES**

1 PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Construction Facilities: progress cleaning and removal of utilities, facilities, and controls

1.2 RELATED SECTIONS

- A. Section 01510 – Temporary Utilities.
- B. Section 01550 – Access Roads
- C. Section 01560 – Temporary Controls.
- D. Section 01570 – Traffic Regulation.
- E. Section 01590 – Field Offices and Sheds.
- F. Section 01700 – Contract Closeout: Final cleaning.

1.3 PROGRESS CLEANING AND WASTE REMOVAL

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and rubbish from site periodically and dispose off-site.
- E. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

1.4 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, and materials prior to Substantial Completion inspection.
- B. Remove underground installations to minimum depth of 2 feet (600 mm). Grade site as indicated.
- C. Clean and repair damage caused by installation or use of temporary work.

**Section 01555**

**CONSTRUCTION FACILITIES**

D. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

**2 PART 2 PRODUCTS**

Not Used.

**3 PART 3 EXECUTION**

Not Used

END OF SECTION

**Section 01560**

**TEMPORARY CONTROLS**

- 1 PART 1 GENERAL
- 1.1 SECTION INCLUDES
  - A. Barriers
  - B. Fencing
  - C. Surface water control
  - D. Interior Enclosures
  - E. Protection of Installed Work
  - F. Security
  - G. Erosion and Sediment Control,
  - H. Noise Control
- 1.2 RELATED SECTIONS
  - A. Section 01010 – Summary of Work
  - B. Section 01039 – Coordination and Meetings
  - C. Section 01555 – Construction Facilities
  - D. Section -01561 – Construction Cleaning: Pollution and Dust Control
  - E. Section 02900 – Plant Protection
- 1.3 BARRIERS
  - A. Provide barriers to prevent unauthorized entry to construction areas but to allow for Owner’s use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
  - B. Provide barricades and covered walkways required by governing authorities for public rights-of-way and for public access to existing buildings.
  - C. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.
- 1.4 FENCING
  - A. Exterior work and storage areas exposed to adjacent pedestrian traffic or which present an attractive nuisance shall at all times be satisfactorily fenced and secured.
  - B. Construction: Commercial grade chain link fence

**Section 01560**

**TEMPORARY CONTROLS**

- C. Provide 6 foot high fence around construction site; equip with vehicular gates with locks.
- D. When the hazard/nuisance to pedestrian traffic is minimal and subject to the approval of the Architect and the Owner, temporary short term fencing needs may be accomplished with plastic roll fencing and flagging.

**1.5 SURFACE WATER CONTROL**

- A. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- B. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion and flooding.

**1.6 INTERIOR ENCLOSURES**

- A. Provide temporary partitions and ceilings as indicated to separate work areas from Owner occupied areas, to prevent penetration of dust and moisture into Owner occupied areas, and to prevent damage to existing materials and equipment.
- B. Construction: Framing and gypsum board sheet materials with closed joints and sealed edges at intersections with existing surfaces:  
  
STC rating of 35 in accordance with ASTM E90.  
Maximum flame spread rating of 75 in accordance with ASTM E84.
- C. Paint surfaces exposed to view from Owner occupied areas.

**1.7 PROTECTION OF INSTALLED WORK**

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



## Section 01560

## TEMPORARY CONTROLS

## 1.8 SECURITY

- A. Provide security and facilities to protect Work, and existing facilities, and Owner's operations from unauthorized entry, vandalism, or theft.
- B. Coordinate with Owner's security program.
- C. Building Access:
  - 1. If, in order to execute the work, it becomes necessary to issue keys to the Contractor, a deposit of \$200.00 will be required for each key so issued. Deposits will be returned to the Contractor upon the return of the keys to the University.
  - 2. In the event that a key is lost and is not returned to the University, thereby breaching the security of the building(s), the deposit shall be forfeited, and in addition, the Contractor shall be held liable for the cost of re-keying of the building(s) by the Owner.
  - 3. Where keyless access systems are in place, Contractor and subcontractors will be authorized to purchase Owner's "Cat cards" at a cost of \$15 each for building access in lieu of keys.

## 1.9 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 to comply with the University of Arizona Storm Water Management Plan dated March 10, 2003.
- B. Minimize amount of bare soil exposed at one time.
- C. Provide temporary measures such as berms, dikes, and drains, to prevent water flow.
- D. Construct fill and waste areas by selective placement to avoid erosive surface silts or clays.
- E. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.

## 1.10 NOISE CONTROL

- A. Provide methods, means and facilities to minimize noise produced by construction operations.
- B. The Contractor shall comply with all local sound control and noise level rules, regulations and ordinances, which apply to any work performed pursuant to the contract including excavation, hauling and dumping.
- C. Haul trucks and equipment shall be maintained and operated in such a manner so as to minimize the generation of noise. The Owner reserves the right to review the

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**TEMPORARY CONTROLS**

operation of this equipment throughout the haul route to insure that no unnecessary noise is generated. The Contractor will be required to remedy any unsatisfactory conditions. In no case will the use of engine compression brakes be permitted.

D. Haul trucks shall not be hired on a piecework basis.

**2 PART 2 PRODUCTS**

Not Used

**3 PART 3 EXECUTION**

Not Used.

**END OF SECTION**

## Section 01561

## CONSTRUCTION CLEANING

## 1 PART 1 GENERAL

## 1.1 SECTION INCLUDES:

- A. General Requirements
- B. Cleaning Materials
- C. Waste Disposal
- D. Clean up

## 1.2 RELATED SECTIONS

- A. Section 01700 – Contract Closeout

## 1.3 GENERAL REQUIREMENTS

- A. General: Contractor and each Subcontractor and Installer is responsible for specific cleaning operations of his work.
- B. Safety and insurance standards: State Industrial Commission (of Arizona) OSHA.
- C. Fire Protection: Store volatile waste in covered metal containers, and remove from the premises daily.
- D. Pollution Control: Conduct clean-up and disposal operations to comply with applicable anti-pollution laws and local ordinances. Burning or burying of waste materials on the site is not permitted. Disposal of volatile fluids and wastes in storm or sanitary sewers, or into streams or waterways is not permitted.
- E. Dust Control: Provide a plan acceptable to the Owner for preventing generation of dust due to construction operations on site, along haul routes, in equipment parking areas, and in waste areas. This plan may consist of water sprinkling or an equivalent service in compliance with State and Pima County Control Rules and Regulations.
- F. Dust Control: The work under this section shall consist of applying all water required for the control of dust as considered necessary for the safety and convenience of the public, for the reduction of the dust nuisance to adjacent buildings and property, and for the allaying of dust on roads used to haul materials, all in accordance with the requirements of the Pima County Air Pollution Control District Ordinance. This project is located at the [ ] of the University campus adjacent to **[research], [teaching] and [residential facilities]** and dust control is a serious concern.
  - 1. Water utilized for dust control purposes shall be that quantity required to assure conformance with the Pima County Air Pollution Control Ordinance as administered by the Pima County Health Department.

**Section 01561**

**CONSTRUCTION CLEANING**

2. The Contractor shall also comply with the applicable requirements of Title 49 – Public Health and Safety, Chapter 3 Air Quality, of the Arizona Revised Statutes, and with the Arizona Administrative Code, Title 18 – Environmental Quality, Chapter 2 Air Pollution Control, Arizona Department of Environmental Quality pursuant to the authority granted by the Statutes.
  3. All loads are to be satisfactorily covered and secured prior to hauling off site.
- G. When dust-generating work is performed in the vicinity of active fire alarm devices, temporary fire alarm bypasses will be required.
- 2 PART 2 PRODUCTS
- 2.1 CLEANING MATERIALS
- A. Use only cleaning materials recommended by manufacturer of surface to be cleaned. Use cleaning materials only on surfaces recommended by cleaning material manufacturer.
- 3 PART 3 EXECUTION
- 3.1 WASTE DISPOSAL
- A. Collection and Disposal of Wastes:
1. Establish and enforce a daily system for collection and disposing of waste materials from construction areas and elsewhere at the project site. Provide suitable trash containers at a central collection point on the site. Provide chutes or other suitable means for removing trash safely and cleanly from elevated portions of the work.
  2. Comply with NFPA 241 for removal of combustible waste material and debris.
  3. Maintain project in accordance with State Industrial Commission (of Arizona) OSHA.
  4. Contractor and each Subcontractor and Installer is responsible for cleaning and removal of his trash and debris to this collection point.
  5. Do not hold collected materials at the site for periods of more than seven days. Handle hazardous, dangerous, or unsanitary wastes separately from other waste materials, by containerizing properly. Dispose of each category of waste material in a lawful manner. Do not bury or burn waste materials on the Owner's property.
  6. Enforce strict prohibition against the washing of waste materials down sewers or into waterways.

**Section 01561**

**CONSTRUCTION CLEANING**

7. Waste concrete and masonry shall be removed from the site and legally disposed of by masonry and concrete installers.

**3.2 CLEAN UP**

**A. Cleaning and Protection of Work:**

1. At the time each unit of work or element of the construction is completed.
2. Where subsequent construction activities could result in damage to other work in place, provide appropriate protective covering or other provisions.
3. Repeat cleaning and protection operations during remainder of construction period, wherever work might otherwise be damaged by sustained soiling or exposure.

**B. During Construction:**

1. Oversee cleaning and ensure that building, grounds, and public properties are maintained free from accumulation of waste materials and rubbish.
2. Take measures to prevent spread of trash, debris, cartons, packaging, or other waste materials on or off the Project Site by wind.
3. Sprinkle dusty debris with water.
4. At reasonable intervals during progress of work or as directed by the Owner, clean up site and access and dispose of waste materials, rubbish, and debris.
5. Remove snow and ice from public sidewalks adjacent to site and from access ways to the building and construction.
6. Clean adjacent and nearby streets of dirt occasioned by construction operations; frequency and methods as required by governing authority.
7. Vacuum clean interior building areas when ready to receive finish painting.

**C. Contaminated Earth:**

1. Remove earth contaminated by construction operations and dispose of off site. Replace with clean soils, as approved, in accordance with Section [02200] using materials appropriate to the location on the site and methods specified for fills and backfills.
2. Contaminated earth includes, but is not limited to, waste concrete and mortar; debris and waste materials, areas used for cleaning tools, washing mixers, and concrete trucks; and areas containing oils, solvents, paints, and similar liquids or other residues.

**DIVISION 1**

**UA No.**

**Section 01561**

**CONSTRUCTION CLEANING**

END OF SECTION

**1 PART 1 GENERAL**

**1.1 SECTION INCLUDES**

- A. Construction parking controls.
- B. Flag persons.
- C. Flares and lights.
- D. Haul routes.
- E. Traffic signs and signals.
- F. Removal.

**1.2 RELATED SECTIONS**

- A. Section 01010 – Summary of Work.
- B. Section 01039 – Coordination and Meetings.
- C. Section 01555 – Construction Facilities
- D. Section 01560 - Temporary Controls.

**2 PART 2 PRODUCTS**

**2.1 SIGNS, SIGNALS, AND DEVICES**

- A. Post Mounted and Wall Mounted Traffic Control and Informational Signs: Specified in Section 01580.
- B. Traffic cones and Drums, Flares and Lights: As approved by local jurisdictions.
- C. Flag-person Equipment: As required by local jurisdictions.

**3 PART 3 EXECUTION**

**3.1 CONSTRUCTION PARKING CONTROL.**

- A. Control vehicular parking to prevent interference with public traffic and parking, access by emergency vehicles, and Owner's operations.

**Section 01570**

**TRAFFIC REGULATION**

- B. Parking of Contractor's vehicles and vehicles of the Contractor's employees shall be only at locations designated by the Owner. The exact quantity and location for Contractor parking will be verified at the Pre-Construction Conference. The location will be as close to the construction site as possible. Vehicle spaces will be limited in number, and the vehicles must have permits properly displayed. The Contractor may apply to the parking Services Field Coordinator at 621-3756 for permits to park on campus. If granted, the costs for these permits will be borne by the Contractor. The permits are transferable and are valid for one year with the unused portion being refundable. Verify costs and all conditions with the Owner. Apply for permits sufficiently in advance.
- C. If a vehicle is permitted and parked in an unauthorized space, a citation will be issued. If vehicle does not display permit, a citation will be issued.
- D. Contractor can request additional permits at his expense if Owner's Parking and Transportation Department approves the request.

**3.2 FLAG PERSONS**

- A. Provide trained and equipped flag persons to regulate traffic when construction operations or traffic encroach on public traffic lanes.

**3.3 FLARES AND LIGHTS**

- A. Use flares and lights during hours of low visibility to delineate traffic lanes and to guide traffic.

**3.4 HAUL ROUTES**

- A. Consult with authority having jurisdiction, establish public thoroughfares to be used for haul routes and site access.

\*\*\*\*\*[OR]\*\*\*\*\*

- B. Drawings indicate haul routes designated by authorities for use of construction traffic.
- C. Confine construction traffic to designated haul routes.
- D. Provide traffic control at critical areas of haul routes to regulate traffic, to minimize interference with public traffic.

**3.5 TRAFFIC SIGNS AND SIGNALS**

- A. At approaches to site and on site, install at crossroads, detours, parking areas, and elsewhere as needed to direct construction and affected public traffic.
- B. Relocate as Work progresses, to maintain effective traffic control.



**DIVISION 1**

**UA No.**

**Section 01570**

**TRAFFIC REGULATION**

3.6 REMOVAL

- A. Removal equipment and devices when no longer required.
- B. Repair damage caused by installation.
- C. Remove post settings in their entirety.

END OF SECTION

**Section 01580**

**PROJECT IDENTIFICATION AND SIGNS**

1 PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Project identification sign.
- B. Project informational signs.
- C. Maintenance.
- D. Removal.

1.2 RELATED SECTIONS

- A. Section 01010 – Summary of Work.
- B. Section 01555 – Construction Facilities
- C. Section 01560 - Temporary Controls.
- D. Section 01570 – Traffic Regulation.

1.3 QUALITY ASSURANCE

- A. Design sign and structure to withstand 60 miles/hr wind velocity.
- B. Sign Painter: Experienced as a professional sign painter for minimum three years.
- C. Finishes, Painting: Adequate to withstand weathering, fading, and chipping for duration of construction.

1.4 SUBMITTALS

- A. Section 01300 – Submittals: Shop drawings.
- B. Show content, layout, lettering, color, and sizes.

2 PART 2 PRODUCTS

2.1 SIGN MATERIALS

- A. Structure and Framing: New wood, structurally adequate, 4x4 minimum post size.
- B. Sign Surfaces: Exterior grade plywood with medium density overlay, minimum 3/4 inch thick, standard large sizes to minimize joints.
- C. Rough Hardware: Galvanized.

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Section 01580

PROJECT IDENTIFICATION AND SIGNS

- D. Paint and Primers: Exterior quality, two coats; sign background of color as selected.
- E. Lettering: Exterior quality paint, as selected.

2.2 PROJECT IDENTIFICATION SIGN

- A. One painted sign of construction, design, and content shown on sample Project Sign Details at end of section.
- B. Actual Names for this Project Are:

Project Name:

---

Architect:

---

Construction Manger @ Risk:

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Project Management:

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- C. Content: As Indicated on Project Sign Details.
- D. Graphic Design, Colors, Style of Lettering: As Indicated on Project Sign Details.
- E. The University may elect to place a decal of a rendering or perspective view of the project in the upper left hand corner of the sign.
- F. Obtain information on required University of Arizona word marks from Owner. Only use the electronic file of the indicated wordmark provided by the Owner for incorporation into the project sign. The wordmark idicated in the Project Sign Detail is "UA Horizontal 200-281-no tag" and is the only wordmark approved for use on the Project Identification Sign.

2.3 PROJECT INFORMATIONAL SIGNS

- A. Painted informational signs of same colors and lettering as Project Identification sign, or standard products; size lettering to provide legibility at 100 foot distance.
- B. Provide directional signs at each field office, storage shed(s) and site entries as required to direct traffic into and within site. Relocate as Work progress requires.

2.4 OTHER SIGNS

- A. No other promotional signage for consultants, contractors, subcontractors, etc. will be allowed on the construction fence or as free standing signs anywhere on the site.

**Section 01580**

**PROJECT IDENTIFICATION AND SIGNS**

**3 PART 3 EXECUTION**

**3.1 INSTALLATION**

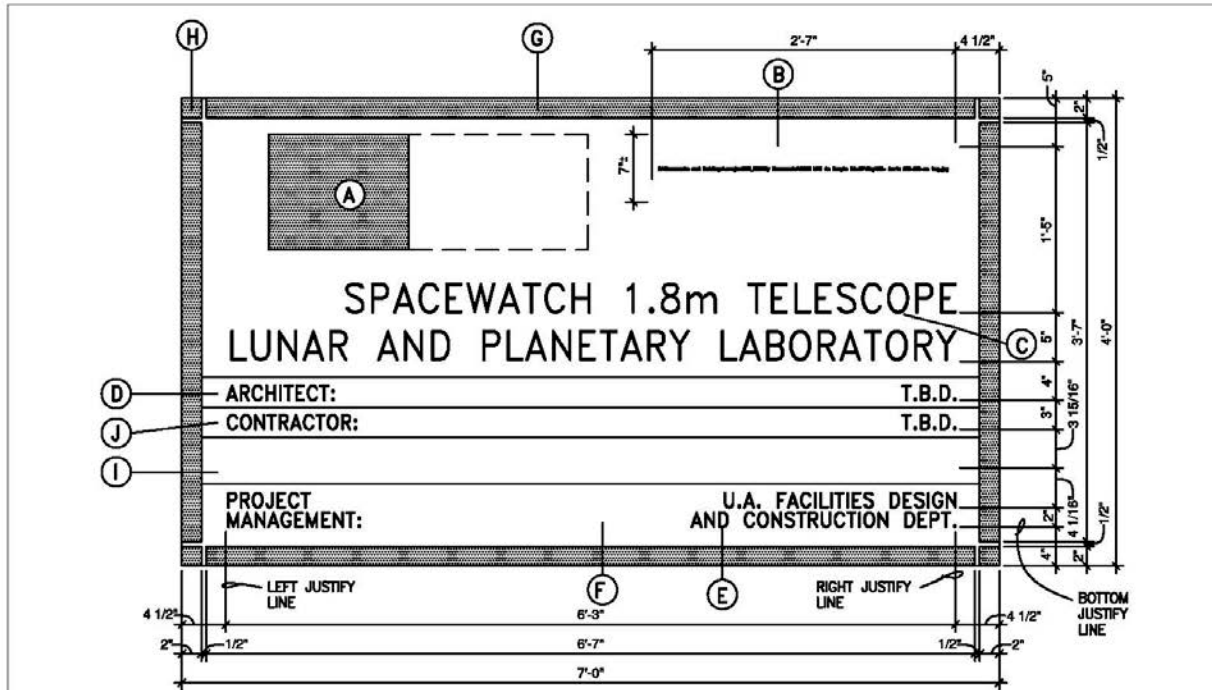
- A. Install free standing project identification sign within 15 days after start date specified in Notice to Proceed.
- B. Erect at designated location.
- C. Erect supports and framing on secure foundation, rigidly braced and framed to resist wind loadings.
- D. Install sign surface plumb and level, with butt joints. Anchor securely. Bottom edge of sign shall be a minimum of 4'-0" above adjacent grade.
- E. Paint exposed surfaces of sign, supports, and framing.

**3.2 MAINTENANCE**

- A. Maintain signs and supports clean, repair deterioration and damage.

**3.3 REMOVAL**

- A. Remove signs, framing, supports, and foundations at completion of Project and restore the area.



JOB SIGN ELEVATION



PAINTING AND LETTERING SCHEDULE				
MARK	LETTERING STYLE	SIZE	PAINTING COLOR	REMARKS
A	PROJECT GRAPHIC IMAGE	AS SHOWN	_____	PROJECT GRAPHIC—ELECTRONIC FILE PROVIDED BY FDC
B	UA WORDMARK HORZ. RED & BLUE	AS SHOWN	BRIGHT RED—PMS 200 BRILLIANT BLUE—PMS 281	PER UA TRADEMARK. .EPS FILE WILL BE PROVIDED
C	HELVETICA— MEDIUM	3"	BLACK	HOLD TO ONE LINE CAN BE TWO IF NECESSARY
D	HELVETICA— MEDIUM	1 1/2"	BLACK	FIRM IDENTIFICATION
E	HELVETICA— REGULAR	1 1/2"	BLACK	FIRM NAME
F	_____	_____	POLAR WHITE	BACKGROUND
G	_____	_____	BRILLIANT BLUE (CHROMATIC L156)	INTERMEDIATE BORDER
H	_____	_____	BRIGHT RED (CHROMATIC L104)	BORDER CORNER
I	_____	_____	_____	BLANK FOR DISCRETIONARY USE
J	_____	_____	_____	CONSTRUCTION MANAGER ● RISK FOR CM●R PROJECT DELIVERIES

NOTE:  
CONSTRUCTED OF 3/4" EXT GRADE PLYWOOD, BOTTOM EDGE OF SIGN SHALL BE 4'-0" ABOVE ADJACENT GRADE MINIMUM, BRACING AND SUPPORT TO BE RESPONSIBILITY OF CONTRACTOR.

**DIVISION 1**

**UA No.**

**Section 01580**

**PROJECT IDENTIFICATION AND SIGNS**

END OF SECTION

**Section 01590**

**FIELD OFFICES AND SHEDS**

1 PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Use of Existing Facilities
- B. Use of Permanent Facilities
- C. Materials, Equipment, Furnishings
- D. Construction
- E. Environmental Control
- F. Contractor Office and Facilities
- G. Storage Areas and Sheds
- H. Preparation
- I. Installation
- J. Maintenance and Cleaning
- K. Removal

1.2 RELATED SECTIONS

- A. Section 01010 – Summary of Work.
- B. Section 01555 – Construction Facilities
- C. Section 01560 - Temporary Controls.
- D. Section 01550 – Access Roads.
- E. Section 01580 – Project Identification and Signs.
- F. Section 01600 – Material and Equipment.

1.3 USE OF EXISTING FACILITIES

- A. Existing facilities shall not be used for field offices or for storage.

1.4 USE OF PERMANENT FACILITIES

- A. When permanent facilities are enclosed with operable utilities, relocate offices and storage into building, with written agreement of Owner, and remove temporary buildings.

**Section 01590**

**FIELD OFFICES AND SHEDS**

**2 PART 2 PRODUCTS**

**2.1 MATERIALS, EQUIPMENT, FURNISHINGS**

A. Materials, Equipment, Furnishings: Serviceable, new or used, adequate for required purpose.

**2.2 CONSTRUCTION**

A. Portable or mobile buildings, or buildings constructed with floors raised above ground, securely fixed to foundations, with steps and landings at entrance doors.

B. Construction: Structurally sound, secure, weather tight enclosures for office and storage spaces. Maintain during progress of Work; remove when no longer needed.

C. Temperature Transmission Resistance of Floors, Walls, and Ceilings; Compatible with occupancy and storage requirements.

D. Exterior Materials: Weather resistant, finished color acceptable to Owner.

E. Interior Materials in Offices: Sheet type materials for walls and ceilings, pre-finished or painted; resilient floors and bases.

G. Lighting for Offices: 50 ft-C at desk top height, exterior lighting at entrance doors.

H. Fire Extinguishers: Appropriate type fire extinguisher at each office and each storage area.

I. Interior Materials in Storage Sheds: As required to provide specified conditions for storage of products.

**2.3 ENVIRONMENTAL CONTROL**

A. Heating, Cooling, and Ventilating for Offices: Automatic equipment to maintain comfortable conditions.

B. Storage Spaces: Heating and ventilation as needed to maintain Products in accordance with Contract Documents; adequate lighting for maintenance and inspection of Products.

**2.4 CONTRACTOR OFFICE AND FACILITIES**

A. Size: For Contractor's needs and to provide space for project meetings.

B. Telephone/Data: As specified in Section 01510.

C. Fax: As specified in Section 01510.



**Section 01590**

**FIELD OFFICES AND SHEDS**

- D. Furnishings in Meeting Area: Conference table and chairs to seat at least eight persons; racks and files for Contract Documents, submittals, and project record documents.
- E. Furnishings for Owner and Architect/Engineer: Separate plan table and chair for sole use of Owner and Architect/Engineer.
- F. Other Furnishings: Contractor's option.
- G. Equipment: Six adjustable band protective helmets for visitors, one 10 inch outdoor weather thermometer.

**2.5 STORAGE AREAS AND SHEDS**

- A. Size to storage requirements for products of individual Sections, allowing for access and orderly provision for maintenance and for inspection of products to requirements of Section 01600.

**3 PART 3 EXECUTION**

**3.1 PREPARATION**

- A. Fill and grade sites for temporary structures to provide drainage away from buildings.

**3.2 INSTALLATION**

- A. Install office spaces ready for occupancy 15 days after date fixed in the Notice to Proceed.
- B. Employee Residential Occupancy: Not allowed on Owner's property.

**3.3 MAINTENANCE AND CLEANING**

- A. Weekly janitorial services for offices; periodic cleaning and maintenance for office and storage areas.
- B. Maintain approach walks free of debris, mud, water, and snow.

**3.4 REMOVAL**

- A. At completion of Work remove buildings, foundations, utility services, and debris. Restore areas.

**END OF SECTION**

Section 01600

MATERIAL AND EQUIPMENT

1 PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Products.
- B. Transportation and handling.
- C. Storage and protection.
- D. "Or Equal" Products.
- E. Substitutions.

1.2 RELATED SECTIONS

- A. Document 00100 – Instructions to **[CM @ Risk]** **[Bidders]**: Product options and substitution procedures.
- B. Section 01027 – Applications for Payment.
- C. Section 01400 – Quality Control.

1.3 PRODUCTS

- A. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.
- B. Provide interchangeable components of the same manufacture for components being replaced.
- C. Only unmanufactured materials produced in the United States of America and only products manufactured in the United States of America, chiefly from materials produced in the United States of America, shall be used under this Contract in construction of the project, unless prior approval is obtained from the Owner.**TRANSPORTATION AND HANDLING**

- A. Transport and handle Products in accordance with manufacturer's instructions.
- B. Deliver all manufactured materials in the original packages, containers, or bundles with seals unbroken bearing the name or identification mark of the manufacturer.
- C. Deliver fabrications in as large assemblies as practicable and where specified to be shop-primed or shop finished, they shall be packaged or crated as required to preserve such priming or finish intact and free from abrasion.
- D. Promptly inspect shipments to ensure that Products comply with requirements, quantities are correct, and Products are undamaged.

## Section 01600

## MATERIAL AND EQUIPMENT

- E. Provide equipment and personnel to handle Products by methods to prevent soiling, disfigurement, or damage.

## 1.5 STORAGE AND PROTECTION

- A. Store and protect Products in accordance with manufacturers' instructions.
- B. Store with seals and labels intact and legible.
- C. Store sensitive Products in weather tight, climate controlled, enclosures in an environment favorable to Product.
- D. Store all materials in such manner as necessary to properly protect same from damage. Materials or equipment damaged by handling, weather, dirt, or from any other cause will not be acceptable.
- E. Store material so as to cause no obstructions, stored off sidewalks, roadways, and underground services. The Contractor shall be responsible for protecting all material and equipment furnished under the Contract.
- F. When any room in the project is used as a shop or store room, the Contractor shall be responsible for any repairs, patching or cleaning necessary due to such use. Location of such storage space shall be subject to approval of the Architect **[Construction Manager] [Owner]**.
- G. For exterior storage of fabricated Products, place on sloped supports above ground.
- H. Provide suitable off-site storage and protection when site does not permit on-site storage or protection.
- I. Cover Products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of Products.
- J. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- K. Provide equipment and personnel to store Products by methods to prevent soiling, disfigurement, or damage.
- L. Arrange storage of Products to permit access for inspection. Periodically inspect to verify Products are undamaged and are maintained in acceptable condition.

## 1.6 "OR EQUAL" PRODUCTS

- A. During the **[Guaranteed Maximum Price (GMP)] [Bid]** period, requests for approval of "or equal" products shall follow the process specified in the **[Instructions to CM@R.] [Instruction to Bidders.]**

## Section 01600

## MATERIAL AND EQUIPMENT

## 1.7 SUBSTITUTION

- A. Instructions to **[CM@R]** **[Bidders]** specify procedures for submitting requests for prior approval of equal products during the **[GMP]** **[Bid]** period.
- B. Award of the contract in accordance with Contract Documents requires that the specified manufacturers, trade names or materials and equipment shall be furnished and installed.
- C. Substitutions will not be allowed unless specifically submitted and approved in accordance with the following provisions.
- D. Owner will not approve a substitution of materials or equipment on the basis of lower price after **[GMP is accepted]** **[bids are opened]**. The conditions under which a request for substitution will be considered are:
  - 1. The request for substitution is a result of changes in scope, materials or equipment made by Owner during post-bid cost reduction negotiations as allowed by Subsection 3-803.B.7 of the University Procurement Code.
  - 2. Owner actions, such as selection of Optional Price(s) or optional work, makes a suppliers bid non-responsive or significantly non-competitive.
  - 3. Written admission by the manufacturer of its inability to furnish the product required by the Contract Documents in a timely manner.
  - 4. A written refusal by the supplier to furnish the product for the price included in its bid on bid day.
  - 5. The manufacturer becomes insolvent or bankrupt, ceases its business operations, or otherwise becomes unable to furnish the specified product.
  - 6. Persistent or repeated failure or refusal by the manufacturer to furnish its product as reasonably expected by the General Contractor to enable the General Contractor to meet its contractual commitment to the University.
- E. A request constitutes a representation that the Contractor:
  - 1. Has investigated proposed Product and determined that it meets or exceeds the quality level of the specified Product.
  - 2. Will provide the same warranty for the Substitution as for the specified Product.
  - 3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
  - 4. Waives claims for additional costs or time extensions which may subsequently become apparent.

## Section 01600

## MATERIAL AND EQUIPMENT

5. Will reimburse Owner and/or Architect/Engineer for review or redesign services associated with re-approval by authorities.
- F. Substitution shall not be offered unless a thorough check is made of all related items and interferences, all approved or pending changes in the Work, and any changes in the order of performance of the Work or the construction progress schedule that are or may be necessary to accommodate the proposed substitution. Prepare drawings of revised equipment and piping arrangements caused by substitutions.

Such drawings shall be at least equal in quality and detail to Contract Drawings. The cost of supplying drawings shall be included by the Contractor in his estimate of proposed substituted materials.
- G. By offering a substitution Contractor shall accept responsibility for its effect on the work of all trades, including any possible delays in completion time of Project. All costs of changes in the work of other trades and As-Built Drawings, etc., affected by inclusion of Contractor requested substitutions shall be paid by the Contractor.
- H. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, with separate written request, or when acceptance will require revision to the Contract Documents.
- I. Substitution Submittal Procedure:
  1. Requests for approval of substitute manufacturer, trade name or materials shall be submitted on the Substitution Request Form, Section 01601. Submit three [ ] copies of request for Substitution for consideration. Limit each request to one proposed Substitution.
  2. Submit shop drawings, product data, and certified test results attesting to the proposed Product equivalence. Burden of proof is on proposer. Submittals shall contain sufficient information, samples or other data as necessary to provide direction comparison to the specified products. Each submittal shall be well marked and identified as to the type and kind of items being submitted for approval. Lack of proper information will be sufficient cause for rejection. References to catalogs that the Architect may or may not have will not be accepted.
  3. The Architect/Engineer will notify Contractor in writing of decision to accept or reject request.
- J. Unless specifically submitted and approved in accordance with the above, substitutions will not be allowed.

## 2 PART 2 PRODUCTS

**DIVISION 1**

**UA No.**

**Section 01600**

**MATERIAL AND EQUIPMENT**

**3 PART 3 EXECUTION**

Not Used.

END OF SECTION

DIVISION 1

UA NO.

SECTION 01601

SUBSTITUTION REQUEST FORM

SUBSTITUTION REQUEST FORM

UA Project Name:

UA Project No.:

We hereby submit for your consideration the following material/product in lieu of the specified item for the above referenced product.

Section No.:

Page:

Paragraph / Line:

Item:

\_\_\_\_\_

Proposed Substitution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach complete product descriptions, drawings, specifications, and any other information or data to fully describe the proposed item.

A. The proposed item meets or exceeds specification requirements?

Yes:

No:

B. Will any changes be required to building design in order to properly install the proposed item?

Yes:

No:

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Supplier is responsible for all changes to the building design, including engineering and drawings costs, caused by requested approval/substitution?

Yes:

No:

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DIVISION 1

UA NO.

SECTION 01601

SUBSTITUTION REQUEST FORM

UA Project Name:

UA Project No.:

D. List all differences between proposed substitution and specified item.

SPECIFIED ITEM	PROPOSED ITEM

E. Does substitution affect drawing dimensions?

Yes:  No:

If yes, please explain:

---

F. What affect does the substitution have on other trades?

G. Proposed product is subject to all requirements of specifications, including warranties?

Yes:  No:

H. Will proposed substitution affect progress schedule?

Yes:  No:

If yes, please explain:

---

I. Will maintenance and service parts be locally available for proposed substitution?

Yes:  No:

J. Will proposed substitution require more license fees or royalties than specified product?

Yes:  No:

K. Will proposed product meet all requirements of reviewing agencies (health, life, safety, fire, etc.)?

Yes:  No:

If no, please explain:

---

Issued January 26, 2004



**DIVISION 1**

**UA NO.**

**SECTION 01601**

**SUBSTITUTION REQUEST FORM**

**UA Project Name:**

**UA Project No.:**

Please quantify or explain benefits to Owner:

---

Submitted By:

Representative:

Company:

Address:

Phone:

Representative's Signature:

Date:

For Architect's Use Only:

Accepted:

Accepted As Noted:

Rejected:

Received Too Late:

By:

Date:

Remarks:

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END OF SECTION

Issued January 26, 2004

01601-3

**Section 01650**

**STARTING OF SYSTEMS**

**1 PART 1 GENERAL**

**1.1 SECTION INCLUDES**

- A. Starting systems.
- B. Demonstration and instructions.
- C. Testing, adjusting, and balancing.
- D. Commissioning.

**1.2 RELATED SECTIONS**

- A. Section 01400 – Quality Control.
- B. Section 01700 – Contract Closeout.

**1.3 STARTING SYSTEMS**

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Notify Architect/Engineer and Owner seven days to prior to start-up 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 tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- E. Verify that wiring and support components for equipment are complete and tested.
- F. Execute start-up under supervision of applicable manufacturer's representative or Contractors' personnel in accordance with manufacturers' instructions.
- G. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.
- H. Submit a written report in accordance with Section 01300 that equipment or system has been properly installed and is functioning correctly.

**1.4 DEMONSTRATION AND INSTRUCTIONS**

- A. Demonstrate operation and maintenance of Products to Owner's personnel two weeks prior to date of final inspection.

**Section 01650**

**STARTING OF SYSTEMS**

- B. Demonstrate Project equipment instructed by a qualified manufacturers' representative who is knowledgeable about the Project.
- C. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- D. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owners' personnel in detail to explain all aspects of operation and maintenance.
- E. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each of equipment at scheduled time at designated location.
- F. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.
- G. The amount of time required for instruction on each item of equipment and system is that specified in individual sections.

**1.5 TESTING, ADJUSTING, AND BALANCING**

- A. Owner will appoint, employ, and pay for services of an independent firm to perform testing, adjusting, and balancing.
- B. The independent firm shall perform services specified in Section 15990.
- C. Reports shall be submitted by the independent firm to the Architect/Engineer indicating observations and results of tests and indicating compliance or non-compliance with the requirements of the Contract Documents.

**1.6 COMMISSIONING**

- A. Commissioning is primarily the responsibility of the Owner's Independent Commissioning Agent, with support for start-up, testing, and commissioning the responsibility of the Contractor. The commissioning process does not relieve the Contractor from participation in the process or diminish the role and obligations to complete all portions of work in a satisfactory and fully operational manner.
- B. Refer to appropriate sections in Divisions 15 and 16 for scope of work.

**2 PART 2 PRODUCTS**

Not Used.

**3 PART 3 EXECUTION**

Not Used.

**DIVISION 1**

**UA No.**

**Section 01650**

**STARTING OF SYSTEMS**

**END OF SECTION**

1 PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Substantial Completion.
- B. Final Acceptance.
- C. Final Cleaning.
- D. Adjusting.
- E. Project Record Documents.
- F. Operation and Maintenance Data.
- G. Spare Parts and Maintenance Products.
- H. Warranties
- I. Maintenance Service.

1.2 RELATED SECTIONS

- A. Section 01500 – Construction Facilities and Temporary Controls.
- B. Section 01555 – Construction Facilities.
- C. Section 01560 – Temporary Controls.
- D. Section 01650 – Starting of Systems.
- E. Section [ \_\_\_\_\_ - **Project Commissioning.**]
- F. Section 01730 – Operation and Maintenance Data.
- G. Section 01740 – Warranties.

1.3 SUBSTANTIAL COMPLETION (See General Conditions)

- A. GENERAL: The following conditions must exist for the Work **for any designated portion thereof** to be considered as substantially complete in accordance with Section 31 of the General Conditions:

- 1. All Life Safety systems are operating and are approved by the authorities having jurisdiction.

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2. All building systems (mechanical, plumbing, electrical and other special systems) are operating as specified except for minor adjustments such as final balancing of flows, final programming of controls, etc.
  3. All of the Contractor's remaining work may be performed without major interruption or disruption of the Owner's operations, should Owner occupy the facility.
  4. All test and balance work on the building systems has been found by the Architect to be substantially complete, based upon review of submitted reports.
  5. All preliminary operating and maintenance information required by Section **[01700] [01730]** of the Specifications has been submitted and approved.
  6. See the General Conditions for the definition of the term "Substantial Completion".
- B. Preliminary Procedures:
1. Contractor shall give notice to Owner **[and Construction Manager]** of the claim of Substantial Completion of the Project or portion thereof in accordance with the General Conditions.
  2. In the Application for Payment that coincides with, or first allows, the date Substantial Completion is claimed, show 100% completion for the portion of the Work claimed as substantially complete. Include supporting documentation for completion as indicated in the Contract Documents. If 100% completion cannot be shown, include list of incomplete items, the value of incomplete construction, and reasons for the Work being incomplete. This list of remaining incomplete work termed an "Initial Punch List" should be prepared in close cooperation and agreement with the **[Architect] [Construction Manager]**.
  3. Advise Owner, Architect, **[and Construction Manager]** of pending insurance changeover requirements.
  4. Submit specific warranties, final certifications, and similar documents.
  5. Obtain and submit releases enabling Owner unrestricted use of the Work and access to services and utilities, including occupancy permits, operating certificates, and similar releases.
  6. Submit test and balance reports, preliminary operating and maintenance information.
  7. Deliver tools, spare parts, extra stocks of materials, and similar physical items to Owner.
  8. Make final change-over of permanent locks, transmit keys to Owner, and advise Owner's personnel of change-over in security provisions.

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9. Complete start-up and testing of systems and instructions for Owner's operating/maintenance personnel. Discontinue or change over and remove from project site temporary facilities and services, along with construction tools and facilities, mock-ups, and similar elements.
10. Complete final cleaning requirements.
11. Touch-up and otherwise repair and restore marred exposed finishes.

## C. Inspection and Certification Procedure:

1. In order to verify Substantial Completion, the **[Construction Manager]** Architect and his Engineers, as appropriate, within **[10] [ ]** days of written receipt of request for inspection, will inspect the Project, provided specified prerequisites listed above are met. If they find it substantially complete, Owner will prepare the Certificate of Substantial Completion, AIA Document G704, and advise the Contractor by means of a "Punch List" inspection report prepared by the Architect of items required for completion and acceptance.

If Work is not substantially complete, Contractor will be advised of general reasons for this judgment or specific areas of non-compliance with the Contract Documents requiring correction or completion for the Work to be considered substantially complete.

- a. The "Substantial Completion" inspection will not be made until test and balance reports, and preliminary operating and maintenance information have been delivered to the Architect and found by him to be substantially complete.
  - b. The combined total number of "Punch List" items identified by the Contractor, **[Construction Manager]** Architect, and Owner shall not be excessive in number and scope. If the volume or nature of the deficiencies identified are deemed to be excessive, the inspection will be canceled and the Contractor shall assume responsibility for payment of the costs for additional inspections. The costs for such additional inspections will be deducted from any funds due the Contractor.
2. Proceed immediately to complete all items and transmit to the **[Construction Manager and]** Architect a weekly report of the progress on or completion of each item on the "Punch List" **[and the Contractor's list.]** Any non-conforming or incomplete work brought to the Architect's attention during this period will be added to the list.
  3. Should the Architect **[and Construction Manager]** determine that the work is not substantially complete, they will notify the Contractor, in writing, stating reasons. After the Contractor completes work, he shall resubmit certification and request for final inspection.

## 1.4 FINAL ACCEPTANCE

**Section 01700****CONTRACT CLOSEOUT****A. Preliminary Procedures:**

1. Before requesting final inspection for certification of final acceptance and final payment, complete the following. List known exceptions in the request.
2. Submit any special warranties.
3. Submit Project Record Documents.
4. Submit final payment request with final releases and supporting documentation not previously submitted and accepted.
5. Submit certified copy of Architect's final Punch List of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, endorsed and dated by Architect.
6. Submit Contractor's Subcontracting Report to Owner's Small Business Program Coordinator.
7. Submit consent of surety to final payment, AIA G707, and Contractor's Affidavit of Payment of Debts and Claims, AIA G706.
8. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
9. Remove all temporary facilities, services, surplus materials, rubbish, and similar materials.
10. When applicable, submit final meter readings for utilities and similar data as of the date of Substantial Completion or when Owner took possession of and responsibility for corresponding elements of the work.
11. Submit certification letter and backup testing information certifying that facility is mold free at the time of final acceptance.

**B. Final Inspection:**

1. Contractor shall submit written certification that:
  - a. Contract Documents have been reviewed.
  - b. Project has been inspected for compliance with Contract Documents.
  - c. Work has been completed in accordance with Contract Documents.
  - d. Equipment and systems have been tested in the presence of Owner's Representative and are operational.
2. The Architect will re-inspect the Work upon receipt of notice that the Work, including inspection list times from earlier inspections, has been completed,



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except items whose completion has been delayed because of circumstances acceptable to the **[Construction Manager and]** Architect. If additional inspections are required, the costs of such additional inspections will be deducted from any funds due the Contractor.

3. Upon completion of this inspection, the Architect will prepare a Certificate of Final Acceptance, or advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.'
4. If necessary, inspection will be repeated. The Contractor shall assume responsibility for payment of the costs for additional inspections. These costs will be deducted from any funds due the Contractor.

## 1.5 FINAL CLEANING

- A. Execute final cleaning prior to final project assessment.
- B. Clean interior and exterior glass, surface exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, **[vacuum carpeted and soft surfaces.]**
- C. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and materials being cleaned.
- D. **[Clean] [Replace]** filters of operating equipment.
- E. Clean debris from roofs, gutters, downspouts, and drainage systems.
- F. Clean site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste and surplus materials, rubbish, and construction facilities from the site.

## 1.6 ADJUSTING

- A. Adjust operating Products and equipment to ensure smooth and unhindered operation.

## 1.7 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
  1. As-Built Drawings.
  2. Specifications.
  3. Addenda.

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## CONTRACT CLOSEOUT

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.
- 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 utilized.
  3. Changes made by Addenda and modifications.
- F. As-Built Drawings **[and Shop Drawings]**: Legibly mark each item to record actual construction including:
1. Measured depths of foundations in relation to finish first floor datum.
  2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  4. Field changes of dimension and detail.
  5. Details not on original Contract drawings.
- G. Submit documents to Architect/Engineer **[Construction Manager] [Owner] [with claim for final Application for Payment.] [\_\_\_\_\_].]**
- 1.8 OPERATION AND MAINTENANCE DATA
- A. Submit data bound in 8-1/2 x 11 inch (A4) text pages, binders with durable covers.
- B. Prepare binder cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS", title of project, and subject matter of binder when multiple binders are required.

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## CONTRACT CLOSEOUT

- C. Internally subdivide the binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
- D. Contents: Prepare a Table of Contents for each volume, with each Product or system description identified, typed on white bond paper, in three parts as follows:
1. Part 1: Directory, listing names, addresses, and telephone numbers of Architect/Engineer, **[Construction Manager]**, 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. Identify 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.
  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.
- E. Submit 1 draft copy of completed volumes **[15] [ ]** days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect/Engineer **[and Construction Manager]** comments. Revise content of all documents sets as required prior to final submission.
- F. Submit three sets of revised final volumes, within 10 days after receipt of final comments.

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## CONTRACT CLOSEOUT

## 1.9 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Provide spare parts, maintenance, and extra Products in quantities specified in individual specification sections.
- B. Deliver to location designated by Owner; obtain receipt prior to final payment.

## 1.10 WARRANTIES

- A. The Contractor shall provide the Owner all product Warranties.
- B. The Contractor shall deliver to the Architect upon completion of all work under the Contract, his written warranty made out to the Owner on the Contractor's Letterhead, in the form included as specification Section 01741. This warranty shall be made to cover the minimum period specified in **[Section 24] [Article 2.7]** of the General Conditions of the Construction Agreement.
- C. Warranties from Contractor shall be supported by individual warranties from each trade or subcontractor and manufacturer or supplier covering work. Where specific sections of the specifications call for longer warranties, those specification sections shall be referenced in the second paragraph of the warranty.
- D. Provide notarized copies.
- E. Execute and assemble transferable warranty documents from Subcontractors, suppliers, and manufacturers.
- F. Provide Table of Contents and assemble in binder with durable cover.
- G. Submit prior to final Application for Payment.
- H. For items of Work delayed beyond date of Substantial Completion, provide updated submittal within **[10] [\_\_\_\_]** days after acceptance, listing date of acceptance as start of warranty period.

## 1.11 MAINTENANCE SERVICE

- A. Furnish service and maintenance of components where indicated in specification sections for **[\_\_\_\_] year from date of Substantial Completion.] [during the warranty period.] [\_\_\_\_\_].]**
- B. Examine system components at a 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 the manufacturer of the original component.

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**CONTRACT CLOSEOUT**

D. Maintenance service shall not be assigned or transferred to any agent or Subcontractor without prior written consent of the Owner.

**2 PART 2 PRODUCTS**

Not Used.

**3 PART 3 EXECUTION**

Not Used.

**END OF SECTION**

**Section 01730**

**OPERATION AND MAINTENANCE DATA**

1 PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Format and content of manuals.
- B. Instruction of Owner's personnel.
- C. Submittals.

1.2 RELATED SECTIONS

- A. Section 01300 – Submittals.
- B. Section 01400 – Quality Control: Manufacturer's instructions.
- C. Section 01600 – Material and Equipment.
- D. Section 01700 – Contract Closeout.
- E. Section 01740 – Warranties.
- F. Individual Specifications Sections: Specific requirements for operation and maintenance data.

1.3 QUALITY ASSURANCE

- A. Prepare instructions and data by personnel experienced in maintenance and operation of described products.

1.4 FORMAT

- A. Prepare data in the form of an instructional manual.
- B. Binders: Commercial quality, 8 ½ x 11 ring binders with durable covers. When multiple binders are used, correlate data into related consistent groupings.
- C. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- D. Provide tabbed dividers for each separate product and system, with typed description of product and major component parts of equipment.
- E. Text: Manufacturer' printed data, or typewritten data on bond paper.

## Section 01730

## OPERATION AND MAINTENANCE DATA

- F. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- G. Contents: Prepare a Table of Contents for each volume, with each Product or system description identified, in three parts as follows:
1. Part 1: Directory, listing names, addresses, and telephone numbers of Architect/Engineer, **[Construction Manager]**, 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. Identify 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.
  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. Photocopies of original warranties.

## 1.5 CONTENTS, EACH VOLUME

- A. Table of Contents: Provide title of Project; names, address, and telephone numbers of Architect/Engineer, **[Construction Manager]** Subconsultants, and Contractor with name of responsible parties; schedule of products and systems, indexed to content of the volume.
- B. For Each Product or System: List names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- C. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- D. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. **[Do not use Project Record Documents as maintenance documents.]**

## Section 01730

## OPERATION AND MAINTENANCE DATA

- E. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions as specified.
- F. Warranties: Originals as specified in Section 01740.

## 1.6 MANUAL FOR MATERIALS AND FINISHES

- A. Building Products, Applied Materials, and Finishes: Include product data, with catalog number, size, composition, and color and texture designations. Provide information for re-ordering custom manufactured Products.
- B. 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.
- C. Moisture Protection and Weather Exposed Products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Additional Requirements: As specified in individual Product specification sections.
- E. Provide a listing of Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

## 1.7 MANUAL FOR EQUIPMENT AND SYSTEMS

- A. 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.
- B. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications.
- C. Include color coded wiring diagrams as installed.
- D. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- E. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and re-assembly. Instructions; and alignment, adjusting, balancing, and checking instructions.
- F. Provide servicing and lubrication schedule, and list of lubricants required.
- G. Include manufacturer's printed operation and maintenance instructions.



## Section 01730

## OPERATION AND MAINTENANCE DATA

- H. Include sequence of operation by controls manufacturer.
- I. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- J. Provide control diagrams by controls manufacturer as installed.
- K. Provide Contractor's coordination drawings, with color coded piping diagrams as installed.
- L. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- M. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- N. Include test and balancing reports.
- O. Additional Requirements: As specified in individual Product specification sections.
- P. Provide a listing in Table of Contents for design data, with tabbed dividers and space for insertion of data.

## 1.8 INSTRUCTIONS OF OWNER PERSONNEL

- A. Before final inspection, instruct Owner's designated personnel in operation, adjustment, and maintenance of products, equipment, and systems, at agreed upon times.
- B. For equipment requiring seasonal operation, perform instructions for other seasons within **[six]** [\_\_\_\_\_] months.
- C. Use operation and maintenance manuals as basis for instruction. Review contents of manual with personnel in detail to explain all aspects of operation and maintenance.
- D. Prepare and insert additional data in Operation and Maintenance Manual when need for such data becomes apparent during instruction.

## 1.9 SUBMITTALS

- A. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect/Engineer will review draft and return one copy with comments.
- B. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit documents within ten days after acceptance.

Section 01730

OPERATION AND MAINTENANCE DATA

- C. Submit 1 copy of completed volumes **15** days prior to final inspection. This copy will be reviewed and returned **[after final inspection]**, with Architect/Engineer **[Construction Manager]** comments. Revise content of all document sets as required prior to final submission.
- D. Submit these sets of revised final volumes in final form within **10** days after final review comments are received.

2 PRODUCTS

Not Used.

3 EXECUTION

Not Used.

END OF SECTION

## Section 01740

## WARRANTIES

## 1 PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. Form of Submittals.
- B. Preparation and Submittal of Warranties.
- C. Time of Submittals.

## 1.2 RELATED SECTIONS

- A. **[Documents 00700 – General Conditions -- [00700CM – General Conditions -]  
[Construction Manager @ Risk form (CM@Risk) – General Conditions]**
- B. Section 01700 – Contract Closeout.
- C. Section 01730 – Operation and Maintenance Data.
- D. Individual Specifications Sections: Warranties required for specific Products or Work.

## 1.3 FORM OF SUBMITTALS

- A. The Contractor shall provide the Owner all product Warranties and Guarantees.
- B. The Contactor shall deliver to the Architect upon completion of all work under the Contract, his written guarantee made out to the Owner on the Contractor's Letterhead, in the form included at the end of this section. This guarantee shall be made to cover the minimum period specified in **[Section 24] [Article 2]** of the General Conditions of the Construction Agreement.
- C. Guarantees from Contractor shall be supported by individual guarantees from each trade or subcontractor and manufacturer or supplier covering work. Where specific sections of the specifications call for longer guarantees, those specification sections shall be referenced in the second paragraph of the guarantee.
- D. Bind in commercial quality 8 ½ x 11 inch 3-ring binders with durable covers.
- E. Cover: Identify each binder with typed or printed title WARRANTIES AND GUARANTEES with title of Project; name, address and telephone number of Contractor and equipment supplier and name of responsible company principal.
- F. Table of Contents: Neatly typed, in the sequence of the Table of Contents of the Project Manual, with each item identified with the number and title of the specification section in which specified, and the name of Product or work item.

- G. Separate each warranty or guarantee with index tab sheets keyed to the Table of Contents listing. Provide full information, using separate typed sheets as necessary. List Subcontractors, supplier, and manufacturer, with name, address, and telephone number of responsible principal.

**1.4 PREPARATION OF SUBMITTALS**

- A. Obtain warranties and guarantees executed in triplicate by responsible Subcontractors, suppliers, and manufacturers, within time frame specified in Section 01700. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittal when required.
- D. Retain warranties and guarantees until time specified for submittal.

**1.5 TIME OF SUBMITTALS**

- A. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within ten days after final acceptance.
- B. Make other submittals within time frame specified in Section 01700.
- C. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within days after acceptance, listing the date of acceptance as the beginning of the warranty period.

**2 PART 2 PRODUCTS**

Not Used.

**3 PART 3 EXECUTION**

Not Used.

**END OF SECTION**

**DIVISION 1**

**UA No.**

**Section 01741**

**Warranty**

WRITTEN WARRANTY FOR \_\_\_\_\_  
(Entire Work, in the case of the Contractor, or Specific Specification SECTION (S) in the case of a Subcontractor or Supplier)

Name and address of Owner  
Re: (Title of Project)

Date: \_\_\_\_\_

Gentlemen:

The undersigned firm(s), hereby warrant(s) that the (description of work covered) \_\_\_\_\_ which it/they have provided for the (Owner's project title and number) \_\_\_\_\_ has been completed in accordance with the requirements of the Contract Documents.

The undersigned firm(s) hereby warrantee the Owner that it/they will be responsible for defective materials, equipment, and workmanship, and further agree to repair or replace any or all of the referenced Work, as may be required to make it conform to the Contract Documents, together with any other adjacent work displaced or damaged by so doing, which may prove to be defective in its workmanship or materials in accordance with the provisions of **[Section(s) \_\_\_\_\_ and \_\_\_\_\_ of the Specifications and] [Section 24] [Article 2.7]** of the General Conditions of the Construction Agreement, ordinary wear and tear and unusual abuse or neglect excepted.

The undersigned firm(s) also agree(s) to repair any and all damages resulting from such defective work.

In the event of failure by the undersigned firm(s) to comply with the above-mentioned conditions within a reasonable time, not to exceed 14 calendar days, after being notified in writing by the Owner, the firm(s) collectively and separately, do hereby authorize the Owner to have said defective Work and damages repaired or replaced and made good at its/their expense, and will honor and pay the costs and charges therefore upon demand.

SIGNED \_\_\_\_\_

(Contractor's name, address, license number, and date of signing)

Attest: \_\_\_\_\_

or

SIGNED \_\_\_\_\_

(Subcontractor's name, address, license number, and date of signing)

Attest: \_\_\_\_\_

**NOTE: All Signatures must be Notarized**

## Section 01810

## GENERAL COMMISSIONING REQUIREMENTS

## GENERAL

## 1.1 REFERENCE

- A. The Work under this Section is subject to requirements of the Contract Documents including the General Conditions, Supplementary Conditions, and sections under Division 1 General Requirements.

## 1.2 DESCRIPTION

- A. This Section will delineate the requirements of the Contractor and Installation Contractors in the execution of the commissioning process.
- B. Commissioning (Cx) is the process of ensuring that all building systems are installed and perform interactively according to the design intent, meet the Owner's operational needs, the installation is adequately documented and the building system Operations and Maintenance staff are adequately trained. It establishes testing and communication protocols to advance the building systems from installation to full dynamic operation and optimization.
- C. The Contractor verifies installation, provides scheduling and coordination of commissioning activities with sub-contractors, performs training, starts up equipment, conducts functional performance testing, corrects deficiencies, performs retests, and provides documentation of the effort. Contractor is expected to verify the functional readiness of systems to be tested prior to scheduling and demonstrating the functional operational performance in the presence of the Commissioning Agent (CA).
- D. The CA works with the Contractors and the A/E to direct and oversee the Cx process and witness functional performance testing.
- E. A Commissioning Plan will be developed by the CA outlining the Commissioning Process as detailed in the project specifications. The plan also identifies the roles and responsibilities of the other project team members. The plan will be updated regularly and redistributed to the commissioning team for review and comment. The intent of this plan is to evoke questions, expose issues, and resolve them with input from the entire commissioning team early in construction.

## 1.3 RELATED SECTIONS

- A. Division 7 – Thermal and Moisture Protection
- B. Division 15 – Mechanical Systems
- C. Division 16 – Electrical Systems

**Section 01810****GENERAL COMMISSIONING REQUIREMENTS**

## 1.4 SYSTEMS IN COMMISSIONING PROGRAM

- A. Building Envelope including roof system
- B. HVAC Mechanical Equipment including air handling units, fan coil units, and zone temperature control
- C. Chilled Water System
- D. Steam and Condensate System
- E. General and Laboratory Exhaust Systems
- F. Building Automation System
- G. Potable Water and Waste Systems
- H. High Purity Water System
- I. Laboratory Process Systems including vacuum, compressed air, industrial water and process cooling water
- J. Electrical Distribution Primary Switchgear and Unit Substations
- K. Emergency Power and Lighting Systems including emergency generator
- L. Automatic Fire Suppression System including fire pump

## 1.5 COORDINATION

- A. Commissioning Team:
  - 1. Members of the Commissioning Team (CT) will consist of:
    - a. Commissioning Agent (CA)
    - b. Owner's Representative(s) (OR)
    - c. Contractor
    - d. Design Professional (A/E)
    - e. Mechanical Contractor (MC)
    - f. Electrical Contractor (EC)
    - g. Test and Balance Contractor (TAB)
    - h. Controls Contractor (CC)
    - i. Equipment Suppliers and Vendors
- B. A majority of the Contractor's effort supporting the Commissioning Program are activities that are typically required for a project that does not include formal commissioning. There are several specific tasks included in the Commissioning Program that do require an increased level of effort:

## Section 01810

## GENERAL COMMISSIONING REQUIREMENTS

1. Installation verification and start-up documentation. The Contractor is responsible for installation in accordance with applicable code, plans, specifications and industry standards and practices. The documentation of installation and start-up is part of the Project Quality Assurance Program
  2. Functional Performance Testing. Provided the installation verification and start-up documentation was properly completed, the involvement of installation contractors during the functional performance testing is minimal except as noted herein. The primary contractors involved in the functional performance testing is the Controls Contractor and the Test, Adjust and Balance Contractor. The anticipated level of involvement for these two contractors are defined in Division 15. The involvement of the Plumbing Contractor for systems included in the Commissioning Program will also be defined in Division 15. The involvement of the Electrical Contractor for systems included in the Commissioning Program will be defined in Division 16.
  3. Training. As specified in the technical sections of this specification, Contractors are responsible for providing training to the building operators. The CA will work with the Owner's Facility Management Department to define the areas of focus for the training and then it will be the Contractors responsibility to develop the training lesson plans and execute the training.
  4. Participate in regularly scheduled commissioning meetings. In order to coordinate the commissioning activities, the CA will conduct regular commissioning meetings. These would typically follow a project progress meeting.
- C. The CA will witness start-up and functional testing activities as specified in this Section. The OR may elect to also witness activities on a case-by-case basis.
- D. Contractor will provide written timely notice to OR of any changes in date, time, location or anticipated duration of start-up and test activities. For the purpose of this paragraph written notice shall be received by Owner's Representative a minimum of 72 hours in advance to be considered timely.
- E. Contractor shall reimburse Owner for actual costs incurred by the Owner as the result of failure to provide timely notice, per preceding paragraph, of changes in date, time, location, or anticipated duration of start-up and test activities.
- F. Management:
1. The Owner will provide the services of the CA. The CA directs and coordinates commissioning activities and reports to OR. All members of the Commissioning Team work together to fulfill contracted responsibilities and objectives of the Contract Documents.
- G. Commissioning Meetings:
1. Within 90 days following the start of construction and concurrent with pre-installation meetings with the contractors, the CA will plan, schedule, and conduct a commissioning kickoff meeting. Responsibilities of the commissioning team will be clarified at this meeting. The CA will distribute meeting minutes to all parties.



## Section 01810

## GENERAL COMMISSIONING REQUIREMENTS

2. Commissioning meetings will be held on a monthly basis as a minimum. The frequency of these meetings will increase as construction and acceptance activities require. Contractors are to designate a primary commissioning representative who will be responsible for attending the meetings, as required. Commissioning meetings will typically be scheduled following the weekly project meetings. Prior to the meeting, the CA will notify which commissioning representatives are required to participate in the meeting.

## H. Scheduling:

1. In cooperation with the CA, the Contractor will integrate commissioning activities into the master construction schedule. This integration of commissioning activities, in general terms, will be developed early in the project and then refined as the project progresses.
2. Scheduling issues will be resolved at monthly commissioning meetings.
3. The CA will provide an initial schedule of primary commissioning events at the commissioning kick-off meeting. As construction progresses, more specific activities and milestones will be incorporated into the master construction schedule.

## 1.6 DEFINITIONS

- A. Acceptance Phase: Phase of construction after startup and initial checkout when Functional Performance Testing, O&M documentation review, and facility and user training occurs.
- B. Basis of Design: Documentation of design criteria and decisions made to meet design intent. Describes systems, components, conditions, and methods chosen to define the intent of the Owner.
- C. Commissioning Agent (CA): The consultant who directs and coordinates day-to-day commissioning activities. The CA reports directly to the Owner.
- D. Commissioning Plan: Overall plan that provides structure means of scheduling and coordination for the commissioning process
- E. Commissioning Team: Owner, Commissioning Agent, Contractor and Division Contractors.
- F. Construction Manager (CM): Owner's representative for management and coordination of construction activities.
- G. Deferred Functional Test: Functional test performed after substantial completion due to conditions that preclude test from being performed in normal sequential order of project delivery.
- H. Deficiency: Condition of a component, piece of equipment, or system that is not in compliance with Contract Documents (That is, does not perform properly or does not comply with design intent.)
- I. Design Professional (A/E) : The design team, generally the Architect, HVAC Mechanical Engineer and Electrical Engineer.
- J. Factory Testing: Testing of equipment at factory by the Manufacturer.

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- K. Functional Performance Test (FPT): Test of dynamic function and operation of equipment and systems. Systems are tested under various modes, such as during low cooling or heating loads, high loads, component failures, unoccupied, varying outside air temperatures, fire alarm, power failure, etc. Systems are run through all specified sequences of operation. Components are verified to be responding in accordance with contract documents. CA develops Functional Performance Test procedures in sequential written form, coordinates, oversees and documents actual testing, which is usually performed by installing contractor or vendor. Functional Performance Tests are executed after installation checklists and startups are complete. FPT's are conducted only after the completed IV documentation has been submitted to the CA.
- L. Functional Performance Test Procedures: Protocols and instructions described in the Commissioning Plan and specifications that describe process required to document the demonstration of functional operational performance.
- M. Indirect Indicator: Indicator of a response or condition by a secondary intangible method, such as a reading from a control system graphical interface reporting some device to be in some state.
- N. Installation Contractor: Contractor responsible for coordinating the installation and start-up of equipment, components and systems. May include sub-contractors from other trades to complete the installation.
- O. Installation Verification and Start-Up Checklist (IV): List of items to inspect and elementary component tests that verify proper installation of equipment. The checklists are primarily static inspections and procedures to prepare equipment or system for initial operation (e.g., belt tension, oil levels, labels affixed, gages in place, sensors calibrated, etc.) The IV document that will eventually be submitted to the Owner, the A/E and the CA will be a coordinated document representing the efforts of all subcontractors and the Contractor. Since this documentation is part of the Project Quality Assurance Program, the Contractor shall be responsible for compiling this information.
- P. Monitoring: Recording of parameters (flow, current, status, pressure, etc.) of equipment operation using data loggers or trending capabilities of control systems.
- Q. Non-Compliance: See Deficiency.
- R. Non-Conformance: See Deficiency.
- S. Over-written Value: "Writing" over a sensor value in control system to verify proper response of a system (e.g., changing outside air temperature value from 50°F to 75°F to verify economizer operation). See also "Simulated Signal".
- T. Over-ridden Value: "Writing over" of a set point or constant operating parameter during functional testing to instigate a mode or reaction in a system to prove operation.
- U. Phased Commissioning: Commissioning completed in phases due to size of structure, construction phasing, availability of systems, etc.

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- V. Seasonal Performance Test: Functional Performance Test executed at the time of year such that system(s) experience conditions closer to design conditions.
- W. Simulated Condition: Condition created for testing component or system (e.g., applying heat to space temperature sensor to monitor response of VAV box).
- X. Simulated Signal: Disconnecting sensor and using signal generator to send amperage, resistance, or pressure to transducer and/or DDC system to simulate sensor value.
- Y. Specifications: Construction specifications of Contract Documents.
- Z. Startup: Initial start or activation of dynamic equipment, including executing Installation Verification and Start-up Checklists.
- AA. Sub-contractor: Contractors under contract to installation contractors who provide and/or install building components and systems.
- BB. Trending: Monitoring controls points of systems as a function of time using building control system.
- CC. Vendor: Supplier of equipment.

**1.7 SUBMITTALS**

- A. General: Submit the following in accordance with Conditions of the Contract and Division 01 Specification Sections.
- B. Start-Up Plan: For each piece of equipment or system submit a start-up plan to the OR for review by the A/E and the CA. Obtain approval of the plan prior to beginning activities. The plan should include, but not be limited to, the following:
  - 1. Start-up schedule
  - 2. Names of firms/individuals required to participate
- C. Start-up procedures: As part of the project quality assurance plan, the Contractor shall utilize installation verification and start-up checklists and data forms, developed by the CA, to document the installation and start-up of the various system components and equipment. Contractors shall review these documents and submit manufacturer, start-up documentation, as appropriate, for inclusion in the forms required for installation verification and start-up.
- D. Preliminary Systems Operations and Maintenance (O&M) Data: Once the contractor's equipment and system component submittals are reviewed and approved by the A/E, but no later than six months prior to substantial completion, the contractor shall submit preliminary Systems O&M data to the CM, in the format specified in Section 01815. The installation contractors shall be required to provide the O&M documentation to the Contractor in sufficient time for the Contractor to compile and submit the manuals to the CA for review and comment. The documentation provided to the CA shall be used to develop the training requirements for the equipment.

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- E. The CA will review submittals for criteria as related to commissioning. Review is primarily intended to aid in development of functional testing procedures and secondarily to verify compliance with equipment specifications. The CA notifies Contractor, OR, and A/E of missing items or where issues may exist.

**1.8 SEQUENCING AND SCHEDULING**

- A. In order to expedite the close out of the facility, various systems can be in various stages of the commissioning process. CA and Contractor shall cooperate to schedule the Cx tasks to minimize the duration of the Cx activities.
- B. Cx Scheduling: Contractor shall incorporate the commissioning process into the project schedule. Start-Up, TAB, and Functional Performance Testing shall be itemized as applicable for each system/area. CA will dictate duration for the tasks.
- C. The satisfactory completion of the functional performance testing of the building systems in the Commissioning Program is a requirement for Substantial Completion of the work. For planning purposes, it is anticipated that the functional performance testing period will occur during the last six weeks prior to Substantial Completion. All building systems included in the commissioning program shall be ready for functional performance testing including the completion of all prerequisite requirements for testing as stated in the specifications.
- D. Approximately six months prior to the start-up activities, a working session will be held to review construction and commissioning milestones with the contractors to ensure that all critical path items are identified and monitored.

**PART 2 - PRODUCTS****2.1 TEST EQUIPMENT**

- A. Division contractors will provide all specialized tools, test equipment, and instruments required to execute startup, checkout, and functional performance testing of equipment under their contract.
- B. Test equipment will be of sufficient quality and accuracy to test and/or measure system performance according to specified tolerances. Test equipment is to have calibrated within the previous 12 months. Calibration will be NIST traceable. Equipment will be re-calibrated according to manufacturer's recommended intervals and when dropped or damaged. Calibration tags will be affixed or certificates be readily available. The accuracy of the test equipment used to verify calibration shall be equal or greater than the specified sensor/device accuracy.

**PART 3 - EXECUTION****3.1 COMMISSIONING PROCEDURE**

- A. Sequence of testing: Commissioning shall proceed from lower to higher levels of complexity. For each discrete subsystem or system, testing at the lower level shall be completed prior to starting the next higher level of tests. In general, the order of testing, from lowest to highest is as follows:

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1. Static tests (e.g. duct leakage tests, meggar tests). Typically, the Owner's Representative, CA and Contractor will witness the initial static tests to establish the standard for testing and the acceptance criteria. The sub-contractors shall then be responsible for conducting future tests in accordance with this standard. Periodically, the Owner's Representative and/or the CA may observe future tests.
  2. Component installation verification (i.e. motors, actuators and sensors) and start-up
  3. System Balancing
  4. System functional performance tests
  5. Intersystem functional performance tests
- B. Retesting: Repeat, at no additional cost to the Owner, the complete functional test procedure for each test in which acceptable results are not achieved and the failed test is due to the contractor's action or non-conformance to contract requirements. Repeat tests until acceptable results are achieved. Compensate the Owner for direct costs incurred as the result of tests repeated to achieve acceptable results, if the requirement for retesting is a direct result of the contractor's action or non-conformance to contract requirements.
- C. Correction of deficiencies
1. Correct functional performance test deficiencies promptly and schedule retest.
  2. Corrections during functional performance tests are generally prohibited to avoid consuming the time of personnel waiting for the test, but not involved in making the correction. Exceptions will be allowed if the cause of the failure is obvious and corrective action can be completed in a timeframe acceptable to the CA. If corrections are made under this exception, the failure shall be noted on the functional performance test data form. A new functional performance test data form, marked "retest," shall be initiated after the correction has been made. The entire functional performance test procedure shall be repeated.

## 3.2 PARTICIPATION IN COMMISSIONING

- A. Provide skilled technicians, and manufacturer representatives as appropriate, to start up systems.
1. These same sub-contractor technicians shall be made available to assist the CA in completing the commissioning program as it relates to each system and their technical specialty.
  2. Work schedules, time required for testing, etc., will be coordinated by the Contractor to ensure that all work is completed and ready for functional performance testing six weeks prior to substantial completion.
  3. Contractor will ensure that qualified technician(s) are available and present during the agreed-upon schedules and for sufficient duration to complete the necessary tests, adjustment, and problem resolutions.
  4. System problems and discrepancies may require additional technician time which shall be made available for the subsequent commissioning periods until required system performance is obtained.

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- 3.3 The CA reserves the right to judge the appropriateness and qualifications of the technicians relative to each item of equipment or system. Such qualifications include expert knowledge relative to the specific equipment involved, adequate documentation and tools to service/commission the equipment, and an attitude/willingness to work with the CA to get the job done.
- 3.4 **INSTALLATION VERIFICATION**
- A. Before system start-up begins, conduct a final installation verification audit. The Contractor shall be responsible for completion of all work, including change orders and punch list items, to the satisfaction of the Owner's Representative.
  - B. If any work is found to be incomplete, inaccessible, incorrect, or non-functional, make note of deficiencies, and correct deficiencies before system start-up work proceeds.
- 3.5 **SYSTEM START-UP**
- A. Develop a start-up plan. The start-up plan shall be developed by the Contractor in coordination with the sub-contractors, taking into consideration the construction and commissioning milestones that have to be met in order to reach substantial completion. Commence with system start-up after approval has been given to the start-up plan and the pre-start-up inspection has been completed. The Contractor shall document the start-up activities on the approved start-up forms and list all system and equipment deficiencies noted during start-up. The Contractor shall take corrective action on all system deficiencies noted and demonstrate to the CA, if requested, suitable system operation. Notify CA and A/E of start-up activities' schedule at least 72 hours in advance. CA may physically witness selected start-up procedures. Should the CA witness a start-up procedure, the Contractor shall obtain signature of the CA indicating successful start-up.
- 3.6 **START-UP DEFICIENCY LISTS**
- A. Prepare Start-up Deficiency List forms to report deficiencies discovered in conjunction with system start-up. Start-up deficiency forms shall indicate the system being started-up, the location and identification of the deficient equipment/material, date of observation; initials of the observer; observed deficiency; date of correction; initials of person making the correction; and corrective action taken. The Contractor will be responsible for incorporating the start-up deficiencies identified by the responsible sub-contractor into a Master Start-up Deficiency Log that will be tracked utilizing the ProLog system.
  - B. Issue weekly Start-up Deficiency Report updates to the Contractor indicating corrective action and follow-up activities. The Contractor shall advise the CA when all start-up deficiency list items have been corrected on a specific piece of equipment or system component.
- 3.7 **FUNCTIONAL PERFORMANCE TESTING**
- A. Participation: CA will coordinate and witness functional performance tests after successful start up, documentation of systems and equipment installation, and testing and balancing is complete. The CA will coordinate with the Contractor to ensure that commissioning milestones do not impact construction milestones and to ensure that the commissioning activities are completed prior to Substantial Completion. The Contractor will generally execute test by manipulation of systems or

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- equipment, provision of supporting equipment or materials (lifts, ladders, specialty test equipment, etc.), and on spot remediation of minor identified deficiencies.
- B. Detailed Test Forms: CA will prepare detailed functional performance test (FPT) protocols for functionally testing systems. These will be developed during the construction phase and completed during the acceptance phase. The protocols will be reviewed with the involved parties (e.g. installation contractor, controls contractor, test and balance contractor, etc.) at least four weeks prior to the scheduled testing to ensure the involved parties clearly understand the procedures, level of involvement and scope of testing prior to the actual system operational demonstration.
- C. Completeness: All systems must be completed and ready for FPT.
- D. Test Documentation: CA will witness functional testing of systems. CA will record test results on the forms developed for the testing. CA will Pass or Fail the testing and record the date and time of the test. Deficiencies shall clearly be indicated when the test is failed. When all related testing is completed successfully, CA shall recommend acceptance of the system or component.
- E. Deficiencies and Re-testing: When deficiencies are identified during testing, depending on their extent or magnitude, they can be corrected during the test and the testing can continue to successful completion without significant delay. More significant deficiencies will require failure of the test and re-testing. Deficiencies of this magnitude will result in an action item on the Action List. The Contractor will then subsequently track the resolution of the deficiency via the Action List. All tests shall be repeated until successful completion.
- F. Sampling: Some types of identical equipment (such as terminal devices) will be tested using a sampling strategy.
- G. Failure Limit on Sample Tests: An acceptable failure limit will be established for each type of equipment where sampling is used. This limit indicates the maximum percentage of tested devices that may have any test that fails before an entirely new sample must be tested. This is based on the concept that if many failures occur, it is a result of inadequate start-up. When the maximum number of failures is reached, testing on that sample will be terminated and re-testing will be scheduled.
1. Where sample tests involve multiple systems, the maximum failure limit will apply per system.
  2. All work necessitated by sample failures shall be at no cost to the Owner
  3. For laboratory spaces, if a sampling strategy is conducted, the acceptance criteria shall be a zero failure rate. For support spaces, offices and educational classrooms (other than laboratories), if a sampling strategy is conducted, the acceptance criteria shall be a maximum of ten percent failure rate for total parameters that are sampled.
- H. Opposite Season Testing: Testing procedures shall be repeated and/or conducted as necessary during appropriate seasons. "Opposite season" testing is primarily for environmental systems and will be required where scheduling prohibits thorough testing in all modes of operation. Air Handler and Central heating system testing for heating related modes of operation and control loops shall

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be tested during outside air temperatures below 40°F. The CA will schedule the opposite season testing during the warranty period to coincide with a design day condition when possible.

- I. Acceptance Criteria: Acceptance criteria for construction installation tests (e.g. duct leakage tests, pipe pressure tests, pipe cleaning, electrical acceptance testing, etc.) is very important. The acceptance criteria where applicable will be specified in the individual sections. Documentation of the testing is to be provided to the CA prior to FPT.
- J. Additional information regarding functional performance testing is found in Division 7, 15 and 16.

## 3.8 TRAINING

- A. Prepare and submit for approval a training plan. Training plan shall include for each training session the following:
  - 1. Dates, start and finish times, and locations
  - 2. Outline of the information to be presented
  - 3. Names and qualifications of the presenters
  - 4. List of texts and other materials required to support training
- B. Contractors, Subcontractor, Vendors, etc. shall prepare and conduct training sessions on the installed systems and equipment they are responsible for. Generally the CA and A/E shall conduct systems overview, design intent, and design criteria training. The Contractors and Vendors shall perform all other training as previously described. The training agenda, content and number of training sessions will be incorporated into a training plan prepared by the Contractor.
- C. Contractor shall compile training plans of contractors, subs, and vendors and present a comprehensive training plan.
- D. Training sessions should typically start and end in a classroom setting. Field demonstrations will also typically be conducted to demonstrate the hands-on aspects of the required tasks.
- E. Appropriate contractor or vendor shall instruct the Owner's designated representative(s) on the safe and proper operation, maintenance, diagnosis, and repair of each piece of specific equipment. Submitted operation and maintenance information shall be used during training. Sessions shall include as a minimum:
  - 1. Conceptual overview of how the equipment works.
  - 2. Names, addresses, numbers etc. of sources for information, tools, spare parts, etc. for the equipment.
  - 3. Details of the warranty or guarantee.
  - 4. Intended sequences of operation in all modes of operation.
  - 5. Sources of utility support.
  - 6. Routine operator tasks involving monitoring and operation covering all modes of operation and mode switching as applicable.
  - 7. Relevant health and safety practices/concerns.



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8. Common problems and their diagnosis and repair.
9. Proper maintenance schedules, tasks and procedures with demonstrations.
10. Emergency response, documentation and recovery procedures.

## F. Minimum Training

1. A three tiered training approach will be employed as follows:
  - a. Tier 1 System Overview (by A/E) – To describe overall system concepts and design intent.
  - b. Tier 2 Component Training (by installing contractor) – To describe detailed component.
  - c. Tier 3 Specific Equipment Training (by installing contractor and manufacturer) – To describe detailed specifics of individual pieces of equipment (such as VFD's).
  - d. Specific training requirements are found in the appropriate Division 15 and 16 sections.

## G. Training is to be expense of the contractor and/or the manufacturer.

H. In addition to the verbal instructions outlined above, the Contractor and the manufacturer's representatives and subcontractors shall furnish written basic instructions indicating the proper operation of each system and associated equipment. Each manufacturer shall also submit maintenance guidelines, in a format defined by the Owner and the Commissioning Agent, on the equipment including instructions on operation, lubrication, recommended spare parts and instruction on preventive, routine and corrective maintenance and equipment troubleshooting.

I. The written instructions and manufacturer's equipment maintenance guidelines that will be used as handouts for the training session shall be bound and ten (10) copies of the training documentation provided for the training. In addition, three(3) copies of the Systems Operations and Maintenance Manuals will be available during the training session.

J. Training shall include both classroom and on-site hands-on system instruction. Training in the classroom setting will utilize the operations and maintenance manuals and appropriate schematics, handouts, and audio/visual training aids.

K. The Owner has the right to videotape training sessions for use in staff orientation training in the future.

## 3.9 TEMPORARY CONDITIONS AND PHASED CONSTRUCTION

A. As the construction progresses it may be necessary to utilize building systems for temporary environmental control within the building. Should systems be used for temporary environmental control, this activity shall be sequenced into the system delivery process and involve temporary start-up and functional operations testing. Temporary conditions will not be fully functionally tested to the extent that a duplication of effort must occur for final delivery to the Owner, once the system is fully operational and balanced. Temporary conditions must, at a minimum, meet the intent of the documentation regarding functionality, fluid flow rates and space pressurization. The sub-contractor shall utilize the installation verification and start-up forms for documenting the readiness of the system to be temporarily operated. The contractor will be responsible to verify that all temporary conditions meet the requirements of the design documents.

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- B. Should the temporary operation of the system include a Sequence of Operations that does not conform fully to the contract requirements, this temporary Sequence of Operations shall be submitted for review and approval prior to energizing and operating the system in the temporary mode.
- C. A formal verification process for temporary systems will be at the discretion of the Owner and the A/E in the event the need becomes apparent. A formal process is defined as the responsible contractor demonstrating comprehensive functionality to a representative of the Owner, CA or A/E. The Owner will not bear additional cost for this demonstration and the demonstration will occur at the request of the Owner or A/E.
- D. The above applies to systems that serve areas of phased construction. Testing will occur piecewise as determined prudent by the project team for conditions of a system considered to be permanent. The intent is to not repeat the formal functional testing process on a system except as deemed prudent for effective delivery by the Owner and A/E.
- E. These stipulations do not apply to the TAB process. The systems and spaces will meet the intent and requirements of the design documents for each subsequent phase or temporary condition as defined in the design documents.

## 3.10 RESPONSIBILITIES

- A. Responsibilities of contractors are provided as follows (see the project Commissioning Plan for a comprehensive list of responsibilities of all project parties):
  - 1. Contractor:
    - a. Include requirements for commissioning in each purchase order or subcontract written.
    - b. Attend commissioning kick-off meeting and other commissioning team meetings.
    - c. Perform required review of Contractor submittals.
    - d. Submit copy of approved submittals with startup, operating and maintenance criteria to CA.
    - e. Facilitate coordination of commissioning activities as directed by CA.
    - f. Incorporate commissioning activities including functional performance testing into master construction schedule. Contractor shall be responsible for maintaining schedule document such that it is an accurate representation of construction progress through the completion of functional performance testing and resolution of all punch list issues.
    - g. Incorporate milestone durations into construction schedule to review system installation progress with appropriate contractor. (Progress is documented to PC and reflected in project schedule.)
    - h. Incorporate durations into construction schedule per each system completion to administer Functional Performance Testing.
    - i. Review Commissioning Plan and Functional Performance Test procedures developed by CA.
    - j. Incorporate durations into construction schedule per each system to administer system training.

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- k. Take active role in coordinating completion and documentation of Installation Verification and Start-Up Checklist.
  - l. Coordinate this activity with knowledgeable staff of contractors and submit single comprehensive document to CA.
  - m. Submit detailed training plan to CA for approval.
  - n. Provide CA with required documentation from commissioning activities and submittal request.
  - o. Manage the submission and review of Installation Verification and Start-Up Checklists as outlined in this specification.
  - p. Forward completed Installation Verification and Start-Up Checklist to CA at least 5 workdays prior to scheduled FPT.
  - q. Schedule, coordinate and assist CA in seasonal or deferred testing and deficiency corrections required by specifications.
  - r. Maintain and keep current all information sharing (e.g. deficiency lists, field observation punchlists, etc.) and project scheduling and documentation in the ProLog Construction Manager software.
2. Installation Contractors and Sub-Contractors:
- a. Attend commissioning kick-off meeting and other commissioning team meetings scheduled by CA. Assign a primary commissioning representative who will be responsible for participating in commissioning meetings and other commissioning related activities as appropriate.
  - b. Assist Contractor and CA with developing a comprehensive commissioning schedule during regularly scheduled commissioning meetings.
  - c. Complete commissioning activities as scheduled in master construction schedule.
  - d. Provide certified and calibrated instrumentation required to take measurements of system and equipment performance during Functional Performance Testing.
  - e. Ensure installation work is complete, is in compliance with Contract Documents, and ready for Functional Performance Testing.
  - f. Execute inspections, tests, and Functional Performance Tests as described in contract documents and Commissioning Plan. Operate systems and equipment to demonstrate proper sequences of operation.
  - g. Complete Installation Verification and Start-Up Checklist in cooperation with Contractor and submit with supporting documentation.
  - h. Review Commissioning Plan and Functional Performance Test procedures.
  - i. Provide required training for Owner personnel as detailed in Part 3.7 of this Section and as specified in other technical specification sections.
  - j. Provide documentation according to contract documents.
  - k. Execute seasonal or deferred Functional Performance Testing.

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3. Controls Contractor:
  - a. Completely install and thoroughly inspect, startup, test, adjust, calibrate, and document systems and equipment under Building Automation/Controls Contract
  - b. Assist CA during Functional Performance Testing. Assistance will generally include the following:
    - 1) Attend Cx progress and coordination meetings
    - 2) Prepare and submit required draft forms and systems information.
    - 3) Provide trend logs of system operation at discretion of CA.
    - 4) Demonstrate system operation to the CA.
    - 5) Provide instrumentation necessary for verification and Functional Performance Testing.
    - 6) Manipulate control systems to facilitate verification and Functional Performance Testing.
    - 7) Train Owner's Representatives in system operation and control equipment use, operation, maintenance, and repair as detailed in Part 3.7 of this Section and as specified in other technical specification sections.
  - c. Provide onsite programmer to correct deficiencies in control sequences during the commissioning period.
4. Test Adjust Balance (TAB) Contractor:
  - a. Attend Commissioning meetings.
  - b. Submit Balancing Plan and forms describing the methodology for execution of the project.
  - c. Coordinate TAB work with EMCS contractor.
  - d. Rebalance deficient areas identified during commissioning.

## 3.11 COMMISSIONING TEAM MEETINGS

- A. Commissioning Team Meetings will be held periodically as determined by CA with frequency increasing as construction advances and systems become operational. Attendance of commissioning representative, as appropriate and as requested by the CA, is mandatory. CA will record minutes and attendance. CA will chair Commissioning Team Meetings.
- B. Discussions held in Commissioning Team Meetings will include but not be limited to system / equipment start-up, progress, scheduling, testing, documentation, training, deficiencies, and problem resolution.

## 3.12 INSTALLATION VERIFICATION (IV) AND START-UP CHECKLISTS

- A. Completion of IV checklists and startup procedures are directed by the Contractor in accordance with the Project Quality Assurance Program and executed by Sub-contractor. When checking off IV checklists, signatures are required by individuals of subcontractors or manufacturer's representatives with specific knowledge of completion of work.

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- B. The IV checklists will be amended by the contractor to include start-up and static test documentation required by the manufacturer for a piece of equipment.
- C. The division contractor will maintain a “living” copy of an IV checklist for each piece of equipment. The master copy of the IV checklist will be attached to the specific piece of equipment to allow all trades to “sign off” on tasks for which they are responsible. The division contractor shall notify the other trades when the equipment/component is ready for sign off. These forms will be reviewed by the Owner’s Representative, A/E and CA, as appropriate, during scheduled site visits.
- D. At appropriate milestones, the Contractor will review the IV of each division contractor and record progress to the project IV checklist that will eventually be submitted to the Owner and CA.
- E. The IV review will be completed by field survey of each piece of equipment by the Contractor representative and the installing contractor. Contractor will document proper installation of equipment to IV checklist in the field with installing division contractor.
- F. The installing contractor will provide the individual with specific knowledge of the installation of respective equipment for this review.
- G. The Owner, A/E and Cx Team receive completed IV Checklist. CA performs random verification of checklist items and makes recommendation to Owner to proceed with FPT.
- H. CA reserves the right to witness any startup and preliminary equipment testing.
- I. Sub-contractor will execute startup and provide CA with signed and dated copy of completed start-up and IV checklists. Only individuals having direct knowledge a task was actually performed will initial or check respective item.
- J. Sub-contractor will clearly list outstanding items of initial start-up and installation items not completed successfully on IV Checklists.
- K. CA reviews report to determine if outstanding items prevent scheduling of Functional Performance Testing.
- L. Sub-Contractor will re-submit an updated IV Checklist with date of completion noted for completed items.

**3.13 FUNCTIONAL PERFORMANCE TESTING****A. Objectives and Scope:**

1. The objective of Functional Performance Testing is to demonstrate each system is operating according to documented Basis of Design intent and Contract Documents. Functional Performance Testing facilitates bringing systems from a state of substantial completion to full dynamic operation. Additionally, during Functional Performance Testing, areas of deficient

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performance are identified and corrected the improving operation and functionality of systems.

2. Each system shall be operated through all modes of operation (seasonal, occupied, unoccupied, warm-up, cool-down, part- and full-load, etc.) where there is a specified system response. Verifying each sequence in the specified sequence of operation is required including responses to conditions such as power failure, freeze condition, low oil pressure, no flow, equipment failure, etc.
3. The contractor that is responsible for the dynamic operation of a system will demonstrate comprehensive functionality of that system. All contractors that have contributed to the installation of the same system will not be required to directly participate in the functional testing activity but will be required to be immediately available for reconciliation of issues that fall within their scope and responsibility during testing.

B. Development of Test Procedures:

1. The purpose of a test is to verify and document compliance with specified criteria and to meet the design intent of the project. The contents of a functional test will not be the limiting factor for acceptance of a system. The Cx team or source vendor will develop specific test procedures and forms to verify and document proper operation of each system. The contractor responsible for associated system or component will provide assistance to CA in finalizing test procedures (answering questions about equipment, operation, sequences, etc.).
2. Test forms for many systems are included in the bid documents and will be used as a basis for proving that systems meet the project requirements as defined in the design documents and the project intent documents. Other systems may require the vendor to provide test documentation at the time of product submittals for review by the A/E. See specifications for specific requirements for each system. The vendor is encouraged to utilize the test format provided at the project website for ease of review and subsequent approval by the A/E.
3. Test procedure forms will include, but not be limited to, the following information:
  - a. Project name
  - b. Date
  - c. System name
  - d. Equipment tags that make up systems
  - e. Participating parties
  - f. Required pre-test field measurements
  - g. Instructions for setting up test
  - h. Specific step-by-step procedures to execute test, in a clear, sequential, and repeatable format
  - i. Acceptance criteria of proper performance with a Yes / No check box to allow for clearly marking whether or not proper performance of each part of test was achieved
  - j. Section for comments
  - k. Signature and date block for participants
4. Coordination and Scheduling:

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- a. Functional and installation issues will be posted to the A/E's punch list and correction will follow protocol as described in the general conditions.
  5. When the contractor completes a system prior to the completion date as shown on the project schedule, the contractor may submit PC documentation and request review and initiation of FPT. Coordination and final scheduling confirmation of Functional Performance Testing will occur during regularly scheduled commissioning meetings. All commissioning activities will be fully integrated into the construction activity schedule. This includes milestone deadlines for completion of installation of major system components and the durations for functional testing of a system.
  6. CM will provide sufficient notice to CA regarding changes to the coordinated completion schedule for systems testing.
  7. CA will witness and document Functional Performance Testing of systems. Designated sub-contractor or vendor responsible for dynamic operation of a system or device will demonstrate system functionality to CA.
  8. Functional Performance Testing is conducted following completion of IV and Start-Up Checklists and associated start-up procedures as required by the manufacturer and design documents.
- C. Test Strategy
1. The responsible contractor will test all systems comprehensively.
  2. Systems that contain many repeated identical devices may be selected and demonstrated to the project team based on a sampling strategy.
    - a. The sample population for any group of identical devices that will undergo functional testing will be determined by the Owner and CA.

## 3.14 COMPLETION OF DOCUMENTATION

## A. Documentation:

1. CA will witness and document results of FPT using procedural forms developed for that purpose. CA will include FPT documentation in final Commissioning report as an appendix to the final report.

## B. Non-Conformance:

1. CA will document results of Functional Performance Test to FPT forms. Deficiency or non-conformance issues will be noted and reported to commissioning team as a punch list item with specific responsibility indicated. The Functional Performance Test Discrepancy Report will be provided to the Contractor by the CA. The Contractor will be responsible for incorporating these discrepancy report items into ProLog and tracking completion.
2. Corrections of minor deficiencies identified may be made during testing at discretion of CA. In such case, deficiency and resolution will be documented on procedure form and to punch list as a resolved issue.
3. Every effort will be made to expedite testing and minimize unnecessary delays, while not compromising integrity of procedures.

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4. Deficiencies are handled in the following manner:
    - a. When there is no dispute on deficiency and Sub-contractor accepts responsibility for remedial action:
      - 1) CA documents deficiency and Sub-contractor's response and intention. CA posts issue to action list. Sub-contractor corrects deficiency and resubmits to commissioning team. Contractor addresses all issues noted on action list by correcting deficiencies or by posting date for completion of resolution of deficiency.
      - 2) Contractor reschedules test with CA, Sub-contractor. New test time is posted to project schedule.
    - b. When there is a dispute about a deficiency, regarding whether it is a deficiency or who is responsible:
      - 1) CA documents deficiency and Contractors response and testing proceeds on subsequent test or sequence. CA post issue to punch list and distributes to team.
      - 2) Contractor facilitates resolution of deficiency. Other parties are brought into discussions as needed. Final interpretive authority is with A/E. Final acceptance authority is with the Owner.
      - 3) CA documents resolution process.
      - 4) Once interpretation and resolution has been decided, appropriate party corrects deficiency, and CA is given notice to proceed for retest. Contractor and CA reschedule test. New test time is posted to project schedule.
- C. Cost of Retesting:
1. If the cause for retesting is construction related, the cost for sub-contractor to recheck IV checklist or re execute FPT will be borne by the sub-contractor.
  2. If the cause of retesting is not construction related (e.g. Design Issue) cost recovery for the sub-contractor for re-visitation will be negotiated with Contractor.
  3. Time for CA and Contractor to direct any retesting required because a specific IV checklist or start-up test item reported to have been successfully completed, but determined during Functional Performance Testing to be faulty, may be backcharged to Sub-contractor.
  4. Contractors and subcontractors may be held responsible for expenses incurred by owner for retesting due to their state of reported readiness or lack thereof as represented on the IV checklists. Expenses could include, but not be limited to, retesting labor costs, travel expenses, and remobilization for owner and consulting teams.
  5. CA notes each satisfactorily demonstrated function on test form. CA, Contractor, and Owner provide formal approval of FPT after review.

## 3.15 COMMISSIONING RECORD AND COMMISSIONING BINDER

- A. CA is responsible to compile, organize, and index commissioning data by equipment and deliver it to the Owner in Commissioning Binders. Some of the documentation compiled by the CA requires information from the sub-contractor. The Contractor shall be responsible for collecting the sub-



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contractor information and providing this information to the CA. Commissioning Data to include the following:

1. Commissioning Plan
2. Final Commissioning Report
3. Startup plan and report, approvals, corrections, blank IV and Start-up Checklists
4. Completed Functional Performance Test documentation
5. Completed training plan with attendee record
6. Deficiency Log
7. Construction photo archive

**3.16 FINAL REPORT DETAILS**

- A. Final commissioning report will include an executive summary, list of participants and roles, brief building description, overview of commissioning process and general description of test and verification methods. Some of the documentation compiled by the CA requires information from the sub-contractor. The Contractor shall be responsible for collecting the sub-contractor information and providing this information to the CA. For each piece of commissioned equipment, the report will contain disposition of commissioning agent regarding adequacy of equipment, documentation and training meeting contract documents in the following areas:
1. Equipment meeting equipment specifications
  2. Equipment installation
  3. Functional performance and efficiency
  4. Equipment documentation and design intent, and
  5. Operator training.
- B. All outstanding non-compliance items will be specifically listed. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. will also be listed. Each non-compliance issue will be referenced to specific functional test, inspection, trend log, etc. where deficiency is documented. Functional performance and efficiency section for each piece of equipment will include brief description of verification method used (manual testing, BAS trend logs, data loggers, etc.) and includes observations and conclusions from testing.

**3.17 DEFERRED TESTING**

- A. Unforeseen Deferred Tests:
1. Any check or test not completed due to building structure, required occupancy condition, or other deficiency, may be delayed upon approval of Owner. These tests will be conducted as soon as possible. Contractor shall provide support, as appropriate and requested by the CA, to satisfactorily complete the testing.
- B. Seasonal Testing:
1. During warranty period, seasonal testing (tests delayed until weather conditions are closer to system's design) on the environmental systems (e.g. air handling units, chilled water system,

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etc.) will involve the installation contractor's for these systems. This contract. CA will coordinate this activity. Tests will be executed, documented and deficiencies corrected by appropriate contractor(s), with facilities staff and CA witnessing. CA will incorporate final updates to O&M manuals as necessary.

**END OF SECTION**