

## SECTION 01020 - ALLOWANCES

### PART 1 - GENERAL

#### 1.1 Related Documents

- A. Related Requirements Specified Elsewhere
- B. Designate delivery dates for product in Project Schedule.

#### 1.2 Allowances for Products/Materials

- A. Purchase product/material under allowance only as directed by Project Management Firm.
- B. Allowance amounts which should be included in the Contract Price are listed in Section 01010.
- C. Amount of allowance shall include:
  1. Net cost of product.
  2. Delivery to the site.
  3. Applicable taxes.
- D. In addition to amount of allowance, include in base bid, for inclusion in Contract Price, Contractor's costs for:
  1. Handling at site including unloading, uncrating, and storage.
  2. Protection from elements, from damage.
  3. Labor, installation, and finishing.
  4. Other expenses (e.g., testing, adjusting, and balancing) required to complete installation.
  5. Overhead and profit.

#### 1.3 Selection of Product/Material

##### A. Design Consultant's Duties

1. Consult with Contractor in consideration of product/material and suppliers.
2. Make selection, designate product/material to be used.
3. Notify Contractor in writing, designating:
  - a. Product, size, color, and texture.
  - b. Supplier.
  - c. Cost, delivered at site.

##### B. Contractor's Duties

1. Assist Design Consultant in determining qualified suppliers.
2. Obtain 3 or more proposals from suppliers unless directed otherwise by the PMF.

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3. Make appropriate recommendations for consideration by Design Consultant.
4. Notify Project Management Firm in writing, of effect anticipated by selection of product or supplier under consideration on:
  - a. Project Schedule.
  - b. Contract Price.
5. On notification of selection enter into purchase agreement with designated supplier.

### 1.4 Delivery

- A. Contractor Responsibility:
  1. Arrange for delivery and unloading.
  2. Promptly inspect product for damage or defects.

### 1.5 Installation

- A. Comply with reference Specification Section requirements.

### 1.6 Adjustment of Cash Allowances

- A. Unused amounts of monies included under allowances shall be credited to the Authority by deduct Change Order prior to approval of Final Application for Payment. Appropriate markup for items listed in item 1.2D will be included in the deduction Change Order.

**PART 2 – PRODUCTS (Not Applicable)**

**PART 3 – EXECUTION (Not Applicable)**

**END OF SECTION 01020**

## **SECTION 01030 - ALTERNATES**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and General Provisions of Contract, including but not limited to, General and Supplementary Conditions and other Division 1, Specification Sections, apply to work of this Section.

#### **1.2 DESCRIPTION OF REQUIREMENTS**

- A. **Definition:** An Alternate is an amount proposed by Bidders and stated on the Bid Form that will be added to or deducted from Base Bid amount if the Authority decides to accept a corresponding Change in either Work or in products, materials, equipment, systems or installation methods described in Contract Documents.
- B. **Coordination:** Coordinate related work and modify or adjust adjacent work as required to ensure that Work affected by each accepted Alternate is complete and fully integrated into the project.

**Notification:** Immediately following award of Contract, prepare and distribute to each party involved, notification of the status of each Alternate. Indicate whether Alternates have been accepted, rejected or deferred for consideration at a later date. Include a complete description of negotiated modifications to Alternates, if any.

- C. **Schedule:** A "Schedule of Alternates" is included in Section 01010.
- D. Include as part of each Alternate, miscellaneous devices, appurtenances and similar items incidental to or required for a complete installation whether or not mentioned as part of the Alternate.

### **PART 2 - PRODUCTS (Not Applicable)**

### **PART 3 - EXECUTION**

#### **3.1 SCHEDULE OF ALTERNATES**

Refer to Section 01010 for list of Alternates.

**END OF SECTION 01030**

## **SECTION 01050 - FIELD ENGINEERING**

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### **PART 1 - GENERAL**

#### *1.1 Related Documents*

- A. Drawings and General Provisions of the Contract, including but not limited to, General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### *1.2 Summary*

- A. This Section specifies administrative and procedural requirements for survey work required for layout and execution of the project and survey measurement of quantities for payment as reviewed and approved by the Design Consultant and Project Management Firm, all as indicated in the Contract Documents.
- B. Related Work Specified Elsewhere
  - a) Section 01010, Summary of the Work

#### *1.3 Quality Assurance*

- A. Contractor shall engage a Surveyor licensed in the State of New Jersey to perform surveying services required.

### **PART 2 - PRODUCTS**

(Not Applicable)

### **PART 3 - EXECUTION**

#### *3.1 Construction Staking, Lines and Grades*

- A. Initial controls (horizontal and vertical) are as shown on the Drawings.
- B. The Contractor shall transfer the line and grade from the controls shown on the plans as is necessary to do the Work. He shall also be responsible for the preservation of all stakes and marks, as previously established. Any and all alterations of previous established survey shall be replaced as before.
- C. As it is the Contractor's responsibility to perform the work from the basic control, the Contractor shall, before performing his work, satisfy himself that he has adequate control to layout the work for line and grade, and that he fully understands the control as set, in order to insure the completion of the project as per the plans. If there are any questions or discrepancies pertaining to the survey work, the Contractor shall immediately notify the Project Management Firm for clarification, or for additional control, prior to doing the construction work. For the Contractor to commence the work implies that he has complied with this requirement.

**SECTION 01050 - FIELD ENGINEERING**

- D. The Contractor shall furnish all stakes, templates, straightedges, and other devices necessary for checking, marking, and maintaining points, lines, and grades as required to perform his work. All surveys made by the Contractor as provided above, shall be properly recorded in duplicate field notebooks satisfactory to the Design Consultant and Project Management Firm. All pages for a ring binder shall be furnished to the Design Consultant and Project Management Firm, at the intervals requested. When each bound notebook is filled or completed, it shall be furnished to the Project Management Firm.
- E. The instruments and other equipment used in surveying by the Contractor, as provided in this section and elsewhere in the Construction Documents, shall be suitable and maintained in proper condition and adjustment for such use. Such surveying shall be performed by personnel qualified and experienced in such work and under the direct supervision of a licensed surveyor.
- F. Tolerances in Setting Survey Stakes: Tolerances in setting survey stakes shall not exceed those stated below:

Survey Stake or Mark Tolerance of Error in Alignment:

	<u>Distance/Ratio</u>	<u>Feet/100 Feet</u>	<u>Tolerance Feet</u>
Marks or control hubs and monuments on centerlines and offset centerlines	1:5,000	0.02/100	±0.01
Intermediate stakes or marks on centerline and offset centerlines	1:2,500	0.04/100	±0.02
Rough excavation and embankment for roads and other work not otherwise provided	1:500	0.20/100	±0.10
Trimming or preparation of earth subgrade and roadways, pipe bedding and concrete foundations	1:2,500	0.04/100	±0.02
Trimming of excavation and embankment, unless otherwise provided	1:1,000	0.10/100	±0.05
Roadway subbase and base, and water lines and other work not otherwise provided for	1:2,000	0.05/100	±0.025

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Roadway surfacing, steel reinforcement, sewers and formed concrete                      1:5,000                      0.02/100                      ±0.01

Grade Stakes or Elevations for:

	Elevation of (ft.)
Rough excavation and embankment for roads and other work not otherwise provided for	±0.10
Trimming of excavation and embankment unless otherwise provided	±0.05
Trimming and preparation for earth subgrade for roadways, pipe bedding and concrete foundations	±0.02
Roadway surfacing, steel reinforcement, sewers and formed concrete	±0.01

- G. The Contractor shall submit a certificate to the Project Management Firm signed by licensed engineer or licensed surveyor certifying that elevations and locations of improvements are in conformance, or nonconformance, with the Contract Documents.

**END OF SECTION 01050**

## SECTION 01080 - CHANGE ORDER PROCEDURES

### 1.1 CHANGES IN THE WORK

#### A. Authority's Changes:

The Authority may make changes in the Work without invalidating the original Contract. All changes shall be made by Change Order and may revise the Contract price or Time of Completion.

#### B. Changed Conditions

The Contractor shall immediately notify the Project Management Firm if actual conditions are materially different from those described in the Contract Documents. Conditions shall be left undisturbed if directed by the Project Management Firm. The Project Management Firm will direct the Design Consultant to promptly investigate the site and revise the Contract Documents, if needed.

#### C. Authority to Proceed

a. The Contractor shall obtain the Authority's written approval before making any changes in the Work.

b. Disagreements regarding proposed changes shall be addressed in accordance with this Article.

#### D. Change Order Procedure

a. The Contractor shall submit a written proposal within ten (10) days of receiving a Contract Change Request from the PMF.

b. Proposals shall be submitted on Contract Change Request forms and Cost Estimate Detail Sheets provided by the Authority.

c. Proposals shall be with maximum charges being the amounts actually incurred or the maximum rates permitted herein, whichever is less. Proposals shall be prepared in accordance with paragraph 1.1.E through 1.1.K.

d. Construction Change Request Proposals, upon approval by the Authority, will be incorporated into the Contract by Change Order.

#### E. Additive Changes

a. Direct Labor Costs: Direct labor costs are estimated labor costs developed by estimating the number of craft hours necessary to perform the change multiplied by the hourly cost for the particular trade involved or industry standard hourly labor.

1. Basic Wages/Fringe Benefits: Hourly rates and fringe benefits shall be stated. Direct supervision shall not exceed fifteen percent (15%) of the cost of direct labor and if a working supervisor's hours are covered, other supervision shall not be allowed.

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2. **Worker's Insurance:** Direct contributions to the State of New Jersey such as industrial insurance, medical aid and supplemental pension, by the class and rates established by the State of New Jersey.
  3. **Federal Insurance:** Direct contributions required by the Federal Insurance Compensation Act, (FICA); Federal Unemployment Tax Act (FUTA) and the State Unemployment Compensation Act (SUCA).
- b. **Direct Material Costs:** Direct material costs are an itemization of the estimated quantity and cost of materials necessary to perform the proposed change. Material pricing shall be developed from actual known costs, supplier quotations or standard industry pricing guides. Material costs shall consider all offered or available discounts and rebates. Freight costs, express charges or special delivery charges shall be itemized.
- c. **Construction Equipment Costs:** Construction equipment costs are an itemization of the type of equipment and the length of time the construction equipment will be used on the proposed change. Cost will be allowed for construction equipment only if used for the changed work or additional rental costs are actually incurred by the Contractor. Equipment cost shall be developed from one of the following sources:
1. Current rental rates established by National Contractor's Association for equipment.
  2. If equipment is required for which a rental rate is not established in any of the above, an agreed rate shall be established for the equipment using the Data Quest Rental rate (Blue Book), or similar as a basis for verifying rates.
  3. Such rates and the use of the equipment on the work must be approved by the Authority prior to performing the work.
- d. **Subcontractor Proposals:** Subcontractor Proposals are to be itemized as specified in paragraphs a., b., and c. above.
- e. **Overhead and Profit by the Contractor Actually Performing the Work:** Cost not to exceed ten percent (10%) overhead and five percent (5%) profit for the party performing the work will be based upon the value of labor, material and the use of construction equipment as defined in paragraphs a., b., and c. above. This cost shall compensate the Contractor for all costs associated with the performance of the change in work.
- f. **Overhead and Profit by the Contractor on Subcontractors Actually Performing the Work**

**SECTION 01080 - CHANGE ORDER PROCEDURES**

1. The Contractor's fee on work performed by a subcontractor will be based upon the net increased cost to the subcontractor as applicable. Maximum allowable markups on charges will not exceed five percent (5%) for overhead and profit.
  2. No direct labor by the Contractor will be allowed to be added to a subcontractor's proposal. Costs incurred by the Contractor that are in excess of the allowable markup specified in paragraph f.1, must be detailed in accordance with paragraphs a., b., and c.
    - g. Cost of Any Increase or Decrease in Premium by Insurance and Bond caused by the Change shall be considered a direct cost and is to be added after overhead and profit have been calculated.
- F. Deductive Changes: The Contractor shall itemize Deductive Changes as required in paragraph E. Additive Changes, subparagraphs a) through e) and g).
- G. Additive Changes and deductive Changes Together:
  - 1). If a Change in the Work involves both additive and deductive Changes for the same type of work, the appropriate overhead and profit amounts allowed will be added to the net difference of items of direct labor, material, construction equipment, small tools and upper Subcontractor proposals.
  - 2). If other unrelated Additive Changed items are included in the same Change Proposal, the appropriate overhead and profit allowed is to be applied to these individual changed items.
- J. Time and Material (T&M) Work: When it is authorized in writing by the Project Management Firm, the cost of the Change shall be based on actual cost for time and materials spent on work performed. The Contractor shall confirm to the following:
  - 1). Labor must be identified on worker's daily time sheets.
  - 2). Time sheets must be submitted within two (2) working days for Project Management Firm's review and approval.
  - 3). If supervisor's hours are included as an itemized labor cost, supervision markup will not be allowed.
  - 4). Material Charges must be supported by invoices.
  - 5). The Contractor shall not exceed any cost limit(s) without prior written approval.

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K. Disagreements: In the event the Contractor does not agree upon the adjustment recommended to the Authority by the PMF in Contract compensation amount, scope of work, or time extension, the following shall apply:

1). Adjustments:

a). Upon completion of the change proposal, the Contractor shall either accept the proposal as adjusted, or within ten (10) days of receipt of the adjustment, notify the Project Management Firm in writing of any disagreement in the manner specified in paragraph 2) Written notice.

b). Invoicing for changes constitutes Contractor's acceptance of the change scope, the dollar value, and extension of time (if any) unless invoicing occurs after notice has been submitted to the Authority for disputed proposals.

2). Written Notice: When the Contractor disagrees with either a Contract interpretation or a processed CCR, a letter shall be submitted to the PMF as outlined below:

a). Explain the nature of the disagreement and the Contractor's position.

b). Outline applicable Sections of the Contract Documents and explain which Sections support the Contractor's position.

c). In the event that monetary compensation is sought, provide detailed cost breakdown of compensation requested.

d). Provide documentation which supports a request for other the monetary relief, including updated project schedule for any request for time extension.

3). Direct the Contractor to do the Work: The Project Management Firm may direct the Contractor to proceed with the Work by issuance of a written Construction Change Directive authorization pending resolution of disputed items.

4). Change disputes: The Design Consultant, Project Management Firm and the Contractor shall review and negotiate the items in disagreement in an effort to clarify and resolve the dispute. All resolutions shall be incorporated into a Contract Change Order.

**END OF SECTION 01080**

## SECTION 01100 - COORDINATION

### PART 1 - GENERAL

#### 1.1. RELATED DOCUMENTS

- A. Provisions established within the General and Supplemental Conditions of the Contract, Specifications, and Drawings are collectively applicable to this Section.

#### 1.2 SECTION INCLUDES

- A. Coordination of Work of the Contract.

#### 1.3 RELATED SECTIONS

- A. Section 01130 - Cutting and Patching
- B. Section 01220 - Project Meetings

#### 1.4 DESCRIPTION

- A. Coordination of scheduling, submittals, and Work of the various Sections of Specifications to assure efficient and orderly sequence of installation of construction elements, with provisions for accommodating items to be installed later.

#### 1.5 MEETINGS

- A. In addition to Project Meetings specified in Section 01220, hold Coordination Meetings and Pre-installation Conferences with personnel and subcontractors to assure coordination of Work.

#### 1.6 GENERAL COORDINATION

- A. Coordinate all portions of the Work under the Contract. Require subcontractor(s) to coordinate their portion of the Work and provide their requirements for coordination of their work with other related Work.
- B. Coordinate mechanical and electrical Work with that of other trades in order that various components of systems are installed at proper time, fit available space, and allow proper service access to those requiring maintenance, including equipment specified in other Divisions.
- C. Coordinate Work of subcontractors having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate use of project space and sequence of installation of mechanical, plumbing, and electrical work which is indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduits as closely as practicable, with due allowance for available physical space; make runs parallel with lines of building. Utilize space efficiently to maximize accessibility for other installations, for maintenance, and for repairs.

## **SECTION 01100 - COORDINATION**

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- E. In normally occupied areas, except as otherwise shown, conceal pipes, ducts, conduit, and wiring in the construction. Coordinate locations of fixtures and outlets with finish elements. Provide escutcheon plates at penetrations through finished surfaces with finish appropriate to adjacent finish surface.
- F. Coordinate Drawings: Before materials are fabricated or Work begun, prepare coordination drawings including plans, elevations, sections, and other details as required to clearly define relationships between sleeves, piping, ductwork, conduit, ceiling grid, lighting, fire sprinkler, HVAC equipment and other mechanical, plumbing and electrical equipment with other components of building such as beams, columns, ceilings, and walls.
  - 1). Hold coordination meetings with trades providing the above work, to coordinate work of the trades for each floor and mechanical areas.
  - 2). Prepare coordination drawings to 1/4" = 1'-0" scale or larger for general layout and 3/8" = 1'-0" for plans and sections in congested areas such as equipment spaces.
  - 3). Resolve conflicts between trades, prepare composite coordinate drawings and obtain signatures on original composite coordination drawings.
  - 4). When conflicts cannot be resolved, Contractor shall request clarification prior to proceeding with that portion of the Work affected by such conflicts or discrepancies. Prepare interference drawings to scale and include plans, elevations, sections, and other details as required to clearly define the conflict between the various systems and other components of the building such as beams, columns, and walls, and to indicate the Contractor's proposed solution.
  - 5). Submit drawings for approval whenever job measurements and an analysis of the Drawings and Specifications by the Contractor indicate that various systems cannot be installed without significant deviation from the intent of the Contract. When such an interference is encountered, cease work in the general areas of the conflict until a solution to the question has been reviewed by the Design Consultant.
  - 6). Submit original composite coordination drawings as part of record document submittals specified in Section 01810.
- G. Remove and relocate items at no additional cost to the Authority, which are installed in a manner which prevents necessary future access.

### **1.7 COORDINATION OF EQUIPMENT AND MATERIALS**

- A. Schedule and coordinate submittals specified in Section 01300.
- B. Coordinate Work of various subcontractors having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.

**SECTION 01100 - COORDINATION**

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- C. Coordinate requests for substitutions to assure compatibility of space, of operating elements, and effect on Work of other subcontractors.

1.8 COORDINATION OF CONTRACT CLOSE-OUT

- A. Coordinate completion and cleanup of Work of separate subcontractors in preparation for Substantial Completion.
- B. After Client School District's occupancy of premises, coordinate access to site by various subcontractors for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Client School District's activities.
- C. Assemble and coordinate close-out submittals specified in section 01700.

**PART 2 - PRODUCTS (Not Applicable)**

**PART 3 - EXECUTION (Not Applicable)**

**END OF SECTION 01100**

## **SECTION 01100 - COORDINATION**

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### **PART 1 - GENERAL**

#### **1.1. RELATED DOCUMENTS**

- A. Provisions established within the General and Supplemental Conditions of the Contract, Specifications, and Drawings are collectively applicable to this Section.

#### **1.2 SECTION INCLUDES**

- A. Coordination of Work of the Contract.

#### **1.3 RELATED SECTIONS**

- A. Section 01130 - Cutting and Patching
- B. Section 01220 - Project Meetings

#### **1.4 DESCRIPTION**

- A. Coordination of scheduling, submittals, and Work of the various Sections of Specifications to assure efficient and orderly sequence of installation of construction elements, with provisions for accommodating items to be installed later.

#### **1.5 MEETINGS**

- A. In addition to Project Meetings specified in Section 01220, hold Coordination Meetings and Pre-installation Conferences with personnel and subcontractors to assure coordination of Work.

#### **1.6 GENERAL COORDINATION**

- A. Coordinate all portions of the Work under the Contract. Require subcontractor(s) to coordinate their portion of the Work and provide their requirements for coordination of their work with other related Work.
- B. Coordinate mechanical and electrical Work with that of other trades in order that various components of systems are installed at proper time, fit available space, and allow proper service access to those requiring maintenance, including equipment specified in other Divisions.
- C. Coordinate Work of subcontractors having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate use of project space and sequence of installation of mechanical, plumbing, and electrical work which is indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduits as closely as practicable, with due allowance for available physical space; make runs parallel with lines of building. Utilize space efficiently to maximize accessibility for other installations, for maintenance, and for repairs.

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- E. In normally occupied areas, except as otherwise shown, conceal pipes, ducts, conduit, and wiring in the construction. Coordinate locations of fixtures and outlets with finish elements. Provide escutcheon plates at penetrations through finished surfaces with finish appropriate to adjacent finish surface.
- F. Coordinate Drawings: Before materials are fabricated or Work begun, prepare coordination drawings including plans, elevations, sections, and other details as required to clearly define relationships between sleeves, piping, ductwork, conduit, ceiling grid, lighting, fire sprinkler, HVAC equipment and other mechanical, plumbing and electrical equipment with other components of building such as beams, columns, ceilings, and walls.
- 1). Hold coordination meetings with trades providing the above work, to coordinate work of the trades for each floor and mechanical areas.
  - 2). Prepare coordination drawings to 1/4" = 1'-0" scale or larger for general layout and 3/8" = 1'-0" for plans and sections in congested areas such as equipment spaces.
  - 3). Resolve conflicts between trades, prepare composite coordinate drawings and obtain signatures on original composite coordination drawings.
  - 4). When conflicts cannot be resolved, Contractor shall request clarification prior to proceeding with that portion of the Work affected by such conflicts or discrepancies. Prepare interference drawings to scale and include plans, elevations, sections, and other details as required to clearly define the conflict between the various systems and other components of the building such as beams, columns, and walls, and to indicate the Contractor's proposed solution.
  - 5). Submit drawings for approval whenever job measurements and an analysis of the Drawings and Specifications by the Contractor indicate that various systems cannot be installed without significant deviation from the intent of the Contract. When such an interference is encountered, cease work in the general areas of the conflict until a solution to the question has been reviewed by the Design Consultant.
  - 6). Submit original composite coordination drawings as part of record document submittals specified in Section 01810.
- G. Remove and relocate items at no additional cost to the Authority, which are installed in a manner which prevents necessary future access.
- 1.7 COORDINATION OF EQUIPMENT AND MATERIALS
- A. Schedule and coordinate submittals specified in Section 01300.
  - B. Coordinate Work of various subcontractors having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.

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- C. Coordinate requests for substitutions to assure compatibility of space, of operating elements, and effect on Work of other subcontractors.

### **1.8 COORDINATION OF CONTRACT CLOSE-OUT**

- A. Coordinate completion and cleanup of Work of separate subcontractors in preparation for Substantial Completion.
- B. After Client School District's occupancy of premises, coordinate access to site by various subcontractors for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Client School District's activities.
- C. Assemble and coordinate close-out submittals specified in section 01700.

**PART 2 - PRODUCTS (Not Applicable)**

**PART 3 - EXECUTION (Not Applicable)**

**END OF SECTION 01100**

# SECTION 01130 - CUTTING AND PATCHING

## PART 1 - GENERAL

### 1.1 RELATED DOCUMENTS

- A. Drawings and General Provisions of Contract, including but not limited to, General and Supplementary Conditions and other Division 1, Specification Sections, apply to work of this Section.

### 1.2 DESCRIPTION OF WORK

- A. Definitions: "Cutting and Patching" includes cutting into existing construction to provide for the installation or performance of other Work and subsequent fitting and patching required to restore surfaces to their original conditions.
- B. "Cutting and Patching" is performed for coordination of the Work, to uncover work for access or inspection, to obtain samples for testing, to permit alternations to be performed, or for other similar purposes.
- C. Cutting and Patching performed during the manufacture of products, or during the initial fabrication, erection or installation processes is not considered to the "Cutting and Patching" under this definition. Drilling of holes to install fasteners and similar operations are also not considered to be "Cutting and Patching".

### 1.3 QUALITY ASSURANCE

- A. Requirements for Structural Work: Do not cut and patch structural work without prior approval of a structural engineer.
- B. Operational and Safety Limitations: Do not cut and patch operational elements or safety related components in a manner that would result in a reduction of their capacity to perform in the manner intended, including energy performance, or that would result in increased maintenance, or decreased operational life or decreased safety.

### 1.4 SUBMITTALS

- A. Procedural Proposal for Cutting and Patching: Where prior approval of cutting and patching is required, submit proposed procedures for this work well in advance of the time work will be performed and request approval to proceed. Include the following information, as applicable, in the submittal.
- B. List products to be used and firms that will perform work.
- C. Give dates when work is expected to be performed.
- D. List utilities that will be disturbed or otherwise be affected by work, including those that will be relocated and those that will be out-of-service temporarily. Indicate how long utility service will be disrupted.

## **SECTION 01130 - CUTTING AND PATCHING**

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- E. Approval by the Design Consultant or Project Management Firm to proceed with cutting *and patching work does not waive the Design Consultant's or Project Management Firm's right to later require complete removal and replacement of work found to be cut and patched in an unsatisfactory manner.*

### **PART 2 - PRODUCTS**

#### **2.1 MATERIALS**

- A. General: Except as otherwise indicated, or as directed by the Design Consultant or Project Management Firm, use materials for cutting and patching that are identical to existing materials. If identical materials are not available, or cannot be used, use materials that match existing adjacent surfaces to the fullest extent possible with regard to visual effect. Use materials for cutting and patching that will result in equal-or-better performance characteristics.

### **PART 3 - EXECUTION**

#### **3.1 INSPECTION**

- A. Before cutting, examine the surface to be cut and patched and the conditions under which the work is to be performed. If unsafe or otherwise unsatisfactory conditions are encountered notify Project Management Firm immediately. Execute cutting (including excavation) fitting or patching of work required to: make several parts fit properly; uncover work to provide for installation or ill-timed work; remove and replace defective work; remove and replace work not conforming to requirements of Contract Documents.

#### **3.2 PREPARATION**

- A. Temporary Support: To prevent failure provide temporary support of work to be cut.
- B. Protection: Protect other work during cutting and patching to prevent damage. Provide protection from adverse weather conditions for that part of the project that may be exposed during cutting and patching operations.

#### **3.3 PERFORMANCE**

- A. General: Except as otherwise indicated or as approved by the Design Consultant or Project Management Firm, proceed with cutting and patching at the earliest feasible time and complete work without delay.
- B. Cutting: Cut the work using methods that are least likely to damage work to be retained or adjoining work. Where possible review proposed procedures with the original installer; comply with original installer's recommendations.

## **SECTION 01130 - CUTTING AND PATCHING**

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- C. In general, where cutting is required use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut through concrete and masonry using a cutting machine such as a carborundum saw or core drill to insure a neat hole. Cut holes and slots neatly to size required with minimum disturbance of adjacent work. To avoid marring existing finished surfaces, cut or drill from exposed or finished side into concealed surfaces. Temporarily cover openings when not in use.
  - D. Comply with requirements of applicable Sections of Division 2 where cutting and patching require excavating and backfilling.
  - E. Patching: Patch with seams which are durable and as invisible as possible. Comply with specified tolerances for the work.
  - F. Where feasible, inspect and test patched areas to demonstrate integrity of work.
  - G. Restore exposed finishes of patched areas and where necessary extend finish restoration into retained adjoining work in a manner which will eliminate evidence of patching and refinishing.
  - H. Where removal of walls or partitions extends one finished area into another finished area, patch and repair floor and wall surfaces in the new space to provide an even surface of uniform color and appearance, remove existing floor and wall coverings and replace with new materials.
  - I. Where patch occurs in a smooth painted surface, extend final paint coat over entire unbroken surface containing patch, after patched area has received prime and base coat.
- 3.4 CLEANING
- A. Thoroughly clean areas and spaces where work is performed or used as access to work. Remove completely, point mortar, oils, putty, and items of similar nature. Thoroughly clean piping, conduit, and similar features before painting or other finishing is applied. Restore damaged pipe covering to its original condition

**END OF SECTION 01130**

## **SECTION 01200 - PRECONSTRUCTION CONFERENCE**

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### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Provisions established within the General and Supplementary General Conditions of the Contract, Specifications, and the Drawings are collectively applicable to this Section.

#### **1.2 SECTION INCLUDES**

- A. Contractor participation in preconstruction conferences.

#### **1.3 RELATED SECTIONS / DOCUMENTS**

- A. Instructions to Bidders: Pre-Bid Conference.
- B. Section 01010 - Summary of Work.
- C. Section 01100 - Coordination.
- D. Section 01220 - Project Meetings

#### **1.4 PRECONSTRUCTION CONFERENCE**

- A. The PMF shall schedule and conduct the meeting within ten (10) days after Contract is signed.
- B. Attendance: Authority, PMF, Design Consultant, Contractor and representatives of major Subcontractors.
- C. Agenda (including but not limited to)
  - 1. Review of Contract Documents.
  - 2. Submittal of list of all subcontractors, list of products, schedule of values, and progress schedule.
  - 3. Designation of responsible personnel.
  - 4. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal requests, change orders, and Contract close-out procedures.
  - 5. Use of premises by Authority, Client School District and Contractor.
  - 6. Authority's requirements: Compliance with prevailing wage and affirmative action.
  - 7. Temporary facilities.
  - 8. Survey and building layout.

**SECTION 01200 - PRECONSTRUCTION CONFERENCE**

9. Safety, security and housekeeping procedures.
10. Schedules.
11. Procedures for testing.
12. Procedures for maintaining Record Documents.
13. Requirements for startup of equipment.
14. Inspection and acceptance of equipment put into service during construction period.
15. Project Close-out requirements.

**PART 2 - PRODUCTS (Not Applicable)**

**PART 3 - EXECUTION (Not Applicable)**

**END OF SECTION 01200**

## **SECTION 01220 - PROJECT MEETINGS**

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### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Provisions established within the General and Supplementary General Conditions of the Contract, Specifications, and the Drawings are collectively applicable to this Section.

#### **1.2 SECTIONS INCLUDES**

- A. Scheduling and administration of progress meetings.
- B. Reinstallation conferences.

#### **1.3 RELATED SECTIONS**

- A. Sections 01100 - Coordination.
- B. Section 01200 - Preconstruction Conferences.
- C. Section 01300 - Submittals.
- D. Section 01310 - Progress Schedules.
- E. Section 01810 - Project Record Documents.
- F. Section 01820 - Operation and Maintenance Data.

#### **1.4 PROGRESS MEETING**

- A. The Project Management Firm will schedule and administer weekly construction progress meetings, throughout progress of Work as appropriate. It will prepare agenda, and distribute notice of meeting to participants, and distribute minutes within five (5) days after meeting.
- B. Project Management Firm shall make physical arrangements.
- C. PMF will preside at meetings, record minutes, and distribute copies after meeting to participants, and to entities affected by decisions at meetings.
- D. Location of Meetings: Contractor's field office or at other location as appropriate
- E. Attendance: Contractor, job superintendent, subcontractors and suppliers (as appropriate to agenda), Authority, PMF, Design Consultant and professional consultants (as appropriate).
- F. Anticipated Agenda:
  - 1. Approval of minutes of previous meeting.
  - 2. Review of Work progress and Contractor's daily manpower reports.

## **SECTION 01220 - PROJECT MEETINGS**

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

### **1.5 PREINSTALLATION CONFERENCES**

- A. When required in individual Specification Sections, the Contractor will convene a preinstallation conference at work site prior to commencing work of the Section.
- B. Contractor shall require attendance of entities directly affecting, or affected by, Work of the Section.
- C. Contractor shall notify PMF and Design Consultant seven (7) days in advance of meeting date.
- D. Contractor shall prepare agenda, preside at conference, record minutes, and distribute copies within five (5) days after conference to participants, with two (2) copies to the PMF.
- E. Contractor shall review conditions of installation, preparation and installation procedures, and coordination with related work.

### **PART 2 - PRODUCTS (Not Applicable)**

### **PART 3 - EXECUTION (Not Applicable)**

**END OF SECTION 01220**

## **SECTION 01300 - SUBMITTALS**

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### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and General Provisions of Contract including, but not limited to, General Conditions and Supplementary Conditions and Division 1 Specifications Sections, apply to Work of this Section.

#### **1.2 DESCRIPTION OF REQUIREMENTS**

- A. General: This Section specifies procedural requirements for non-administrative submittals including shop drawings, product data, samples and other work-related submittals. Shop drawings, product data, samples and other work-related submittals are required to amplify, expand and coordinate the information contained in the Contract Documents.
- B. Refer to other Division 1 Sections and other Contract Documents for Specifications on administrative, non-work-related submittals. Such submittals include, but are not limited to the following:
- 1). Permits.
  - 2). Payment Applications.
  - 3). Performance and Payment Bonds.
  - 4). Insurance Certificates.
  - 5). Inspection and Test Reports.
  - 6). Schedule of Values.
  - 7). Progress Reports.
  - 8). Listing of Subcontractors.
- C. Shop Drawings are technical drawings and data that have been specially prepared for this Project, including but not limited to the following items:
- 1). Fabrication and installation drawings.
  - 2). Setting diagrams.
  - 3). Shopwork manufacturing instructions.
  - 4). Templates.
  - 5). Patterns.
  - 6). Coordination drawings (for use on-site).

## SECTION 01300 - SUBMITTALS

- 7). Material Schedules.
- 8). Design mix formulas.
- 9). Contractor's engineering calculations.

Standard information prepared without specific reference to a Project is not considered to be shop drawings.

D. Product Data includes standard printed information on manufactured products that has not been specially prepared for this Project, including but not limited to the following items:

- 1). Manufacturer's product specifications and installation instructions.
- 2). Standard color charts.
- 3). Catalog cuts.
- 4). Roughing-in diagram and templates.
- 5). Standard wiring diagrams.
- 6). Printed performance curves.
- 7). Operational range diagrams.
- 8). Mill reports.
- 9). Standard product operating and maintenance manuals.

E. Samples are physical examples of Work, including but not limited to the following items:

- 1). Partial sections of manufactured or fabricated work.
- 2). Small cuts or container of materials.
- 3). Complete units of repetitively-used materials.
- 4). Swatches showing color, texture and pattern.
- 5). Color range sets.
- 6). Units of work to be used for independent inspection and testing.

F. Miscellaneous Submittals are work-related, non-administrative submittals that do not fit in the three previous categories, including but not limited to the following:

- 1). Specially prepared and standard printed warranties.

## **SECTION 01300 - SUBMITTALS**

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- 2). Maintenance agreements.
- 3). Workmanship bonds.
- 4). Survey data and reports.
- 5). Project photographs.
- 6). Testing and certification reports.
- 7). Record Drawings.
- 8). Field measurement data.
- 9). Operating and maintenance manuals.
- 10). Keys and other security protection devices.
- 11). Maintenance tools and spare parts.
- 12). Overrun stock.

### **1.3 SUBMITTAL PROCEDURES**

- A. General: Refer to the General Conditions for basic procedures for submittal handling.
- B. Coordination: Coordinate the preparation and processing of submittals with the performance of the Work. Coordinate each separate submittal with other submittals and related activities such as testing, purchasing, fabrication, delivery and similar activities that require sequential activity.  
  
Coordinate the submittal of different units of interrelated work so that one submittal will not be delayed by the Design Consultant's need to review a related submittal. The Design Consultant reserves the right to withhold action on any submittal requiring coordination with other submittals that are forthcoming.
- C. Submittal log: Prepare separate log showing principal work-related submittals and their initial submittal dates as required for coordination of the Work. Organize the log by the related Specification number sequence. Submit the log within 45 days of the date of commencement of the Work.
- D. Coordination of Submittal Times: Prepare and transmit each submittal to the Design Consultant and Project Management Firm sufficiently in advance of the scheduled performance of related work and other applicable activities. Transmit different kinds of submittals for the same unit of work so that processing will not be delayed by the Design Consultant's need to review submittals concurrently for coordination.