

PROJECT MANUAL FOR:

*North Fork Library
Operable Partition Tenant Improvement*

Whatcom County Library System
Bellingham, Washington

BID SET
ISSUE DATE: 01/19/2026



Specification Sections are listed with the number of pages in each section. The Contractor shall check his copies of the specifications with the Table of Contents to be sure they are complete.

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INVITATION TO BID (ITB)

NORTH FORK LIBRARY OPERABLE PARTITION TENANT IMPROVEMENT

ISSUING AGENCY:
Whatcom County Library System

RELEASED:
01/19/2026
CLOSES:
02/13/2026

**Whatcom County Library System
Attn: Ryan Cullup, Facilities Services Manager
5205 Northwest Drive
Bellingham, WA 9826
Ryan.Cullup@wcls.org**

WHATCOM COUNTY LIBRARY DISTRICT
Request for Proposals for
NORTH FORK LIBRARY OPERABLE PARTITION TENANT IMPROVEMENT

NOTICE

The Whatcom County Library System (WCLS) is inviting bids from qualified firms for the installation a new operable partition associated work at the North Fork Library.

I. INTRODUCTION AND BACKGROUND

Whatcom County Library System (WCLS), invites bid proposals from qualified contractors that can provide services to install a new panelized, sliding and stacking operable partition in the existing space. The scope includes selective demolition and salvage, structural modifications, new wall and ceiling construction and finishes. Electrical work will also be required where demolition and alterations to the building affect existing electrical systems.

Work will involve walling off and isolating the area of construction by installing temporary barriers so that ongoing demolition and construction activities minimally impact the regular daily operations of the library.

The North Fork Library is an existing rural Library located at 7506 Kendall Road that serves the communities of Maple Falls, Kendall and the surrounding area.

WCLS is a rural county library district serving Whatcom County, Washington. WCLS served an estimated population of about 139,843 as of 2023, with 10 branch libraries, a bookmobile, homebound services, outreach, and its website.

This project is funded by WCLS internal capital funds and through a grant from Washington State's Climate Commitment Act (CCA). The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov.

For current information about this project including original construction plan documentation, owner schematics, and scope area map please see the WCLS website under <https://www.wcls.org/rfq/>.

II. SCOPE OF SERVICES

A. Services – Generally

- Assist and promote WCLS' goals for continued operations by completing the project scope with minor disruption to the daily functions of the library.

B. Project Goals

- Consult with WCLS and provide a construction work plan that is minimally disruptive to the daily operation of the library.
- Complete the work in a timely manner.
- Maintain a clean and professional jobsite.

- Demolition work that includes salvage and reinstallation of existing systems requires an understanding by the Contractor of the existing building materials and systems prior to bidding. Contractors must spend time assessing the existing conditions so that bids include the work necessary to complete the scope of work as defined in the Bid Documents.

C. Project Scope Elements:

The selected Contractor will perform the following but not limited to:

- Coordinate all work with Project Manager/Owner's Representative/Utility Provider
- Procure all necessary materials to complete the scope of work.
- Apply for necessary permits to modify electrical infrastructure.
- Install temporary walls to isolate the area of construction work.
- Salvage and/or protect existing building materials and systems to remain or be reinstalled.
- Demolish areas are required to facilitate structural work and all other new construction.
- Install new structural elements to support operable partition.
- Install new walls and ceilings and finish to match adjacent finishes with matching paint and trim.
- Minimally modify (remove and reinstall) lighting and other electrical components to accommodate the building alterations.
- Install new operable partition in accordance with the manufacturer's requirements.

III. OPTIONAL SITE WALKTHROUGH

An optional walkthrough for NORTH FORK LIBRARY OPERABLE PARTITION TENANT IMPROVEMENT will be held at 7506 Kendall Rd, Maple Falls, WA 98266 on Tuesday, January 27th, 2026 at 1PM.

IV. BID PROPOSAL REQUIREMENTS AND INSTRUCTIONS

1. Bidder Responsibility Criteria

All Bid Proposals must be submitted to Ryan Cullup for this invitation to bid. It is the intent of WCLS to award a contract to the lowest responsible bidder. Before award, the bidder must meet the following bidder responsibility criteria to be considered a responsible bidder. The bidder may be required by WCLS to submit documentation demonstrating compliance with the criteria. The bidder must:

- (a) Have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of bid submittal;
- (b) Have a current Washington Unified Business Identifier (UBI) number;
- (c) If applicable:
 - i. Have Industrial Insurance coverage (workers' compensation) for the bidder's employees working in Washington as required in Title 51 RCW;
 - ii. Have an employment security department number as required in Title 50 RCW; and
 - iii. Have a Washington Department of Revenue state excise tax registration number as required in Title 82 RCW;
- (d) Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).

2. Bid Security Bond

A bid bond (the “Bid Security”) is required with each bid in an amount equal to five percent (5%) of the bid amount. No bid shall be considered unless accompanied by such Bid Security. The Bid Securities of all unsuccessful bidders will be returned as soon as practical after reviewing of the bids. WCLS will retain the Bid Security of the successful bidder until execution of the Agreement pursuant to Section 12. If no contract is awarded, WCLS will promptly return all Bid Securities to the respective bidders.

3. Verification of Subcontractor Responsibility Criteria

The Contractor must verify responsibility criteria for each first-tier subcontractor, and the Contractor must contractually require each first-tier subcontractor to verify responsibility criteria for each of its subcontractors and to require each of its subcontractors to undertake to verify responsibility criteria for each of its subcontractors. Such verification shall include that each subcontractor, at the time of subcontract execution, meets all of the applicable responsibility criteria listed in Section 4(a) through (d) above and possesses an electrical contractor license (if required by chapter 19.28 RCW) or an elevator contractor license (if required by chapter 70.87 RCW). Upon request of WCLS, the Contractor must promptly provide (or, as applicable, cause all subcontractors of any tier to provide) to WCLS documentation demonstrating such verification.

4. Signature

A bid by a corporation or company shall include the printed name of the corporation or company, the printed name and title and the signature of the President, Secretary, or other officer authorized to bind the corporation or company. An impression of the corporate seal must appear on bids submitted by a corporation. A bid by a firm shall include the printed firm name and member or agent name. Any person signing the proposal as an agent for another or others must also file legal evidence of his authority to do so. The business mailing address and telephone number must be provided.

5. Bid Results

Bidders will be able to attend public bid opening via a Microsoft Teams Meeting invitation scheduled for the date under section V – Estimated Request for Bid Timeline at 11AM. Bid tabulation results shall be emailed to each bidder the day after the RFP deadline. An official Notice of Award will be sent by WCLS to the successful bidder. If in the opinion of WCLS, all bids are unsatisfactory, WCLS may reject all of them and re-advertise. Please note: the successful bidder must procure the appropriate bonds and have a signed and executed contract. The contractor will receive a Notice to Proceed from WCLS before work commences.

6. Non-Collusion Affidavit

Proposals must be prepared without the assistance of any officer or other person employed by or connected in any manner with the Whatcom County Library System. The signed and notarized Non-Collusion Affidavit must be submitted with the Bid Proposal described in Section 4.

7. Examination of Site & Conditions

The contractor, by filing a bid, acknowledges that he or she has examined the premises and site so as to compare them with the drawings and specifications, and to have satisfied him or herself as to the facilities and difficulties attending the execution of the proposed contract (including local conditions, uncertainty of weather and all other contingencies) before the delivery of his proposal, and no allowance shall be subsequently made on behalf of the Contractor by reason of any error or neglect on his or her part.

8. Withdrawal of Proposal

Proposals may only be withdrawn by written and signed request and only if such request is received prior to the bid due date. No bid will be received or considered after the due date.

9. Performance Bond and Labor & Material Payment Bonds

To the extent allowable by law, WCLS will waive payment and performance bonds. In lieu of payment and performance bonds, WCLS will retain five percent (5%) of the contract value as well as retainage requirements in connection with this work. See retainage for more information.

10. Execution of Contract

The successful bidder must sign and return the Contract and furnish the Performance and Labor & Material Payment Bond, a certificate of insurance coverage required by Section 13, and an Intent to Pay Prevailing Wages within fourteen (14) days from the Notice of Award date. In the event that the successful bidder fails to timely sign and return the Agreement and furnish such other documents required by Section 10, all rights of said bidder with regard to this project will be annulled to the extent allowed by law and the successful bidder's Bid Security will be forfeited to WCLS. The Agreement is executed once all of the documents listed in this Section 12 are furnished within the timeline specified and the WCLS Executive Director or designee then signs and dates the Agreement.

11. Insurance & Liability

The Contractor shall procure and maintain during the life of this contract such insurance as shall protect him and any subcontractor performing work covered by this contract from claims or damages for bodily injury, including death resulting therefrom as well as from claims for property damage, which may arise from operations under this contract, whether such operations are performed by himself or by any subcontractor or by anyone directly employed by either of them.

Insurance must be placed with commercial insurance companies licensed to do business in the State of Washington and which possess minimum financial standards of A.M. Best Company, A-:VI or better. Certificates of Insurance for all insurance shall be filed with WCLS naming WCLS as Additional Insured. The policy amount shall be \$1,000,000 combined single limit.

All insurance policies by the Contractor shall provide (1) that the policies shall not be cancelled or the amount thereof reduced without forty-five (45) days prior written notice to WCLS, and (2) that forty-five (45) days prior written notice shall also be given if the policy is not to be renewed at the scheduled expiration date.

12. Prevailing Wage

All laborers, workers or mechanics employed in the performance of this contract, whether by the Contractor, subcontractor or other person, shall be paid no less than the prevailing wage. It is the sole responsibility of the Contractor to assign the appropriate classifications to such laborers, workers or mechanics and to ascertain the applicable prevailing wage rates and fringe benefits for each such classification.

Current prevailing wage data can be obtained by the Contractor from the Industrial Statistician of the Department of Labor and Industries, Prevailing Wage Section, P.O. Box 44540, Olympia, Washington 98504-4540, (360) 902-5335, or on their website at <http://lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>.

Before any payment is made by WCLS for work performed by a Contractor or subcontractor, such Contractor or subcontractor must submit to WCLS a statement of intent to pay prevailing wages in accordance with RCW 39.12.040. Prior to acceptance of such work by WCLS, such Contractor or subcontractor shall submit to WCLS an affidavit of wages paid in accordance with RCW 39.12.040.

13. Retainage

Funds representing five percent of the value of the contract (excluding amounts representing retail sales taxes due from the Contractor to the Department of Revenue) shall be retained and held in trust for the protection and payment of (i) the claims of any person arising under the contract and (ii) the State of Washington with respect to taxes, increases and penalties imposed pursuant to Titles 50, 51 and 82 RCW which may be due from the Contractor; provided that, upon the request of the Contractor, the amount of funds so retained and held shall be reduced to 100 percent of the value of the work remaining on the project. Such funds shall be, at the option of the Contractor, (a) retained by WCLS in a fund, (b) deposited by WCLS in an interest-bearing account in a bank, mutual savings bank, or savings and loan association (with interest payable to the Contractor), or (c) placed by WCLS in escrow with a bank or trust company. After completion of all contract work, the Contractor may request WCLS to release and pay in full the amounts retained and held during performance of this Contract, and, no more than 60 days after such request, WCLS shall release and pay such amounts subject to the provisions of chapters 39.12 and 60.28 RCW.

14. Rejection of Bids

WCLS will have the right to reject any and all bids and in particular to reject a bid received after the deadline for bids due or bids that are not accompanied by the required Bid Security or Non-Collusion Affidavit or a bid in any way incomplete or nonresponsive to the bid package. These bids will be deemed non-responsive. WCLS further reserves the right to accept that proposal which is in the best interest of WCLS.

15. Appeal Process

If WCLS determines that the apparent low bidder does not meet bidder responsibility criteria in Section 4 above and is therefore not a responsible bidder, WCLS shall notify the bidder in writing with the reasons for its determination. If the bidder disagrees with this determination, it may appeal the determination within 24 hours of receipt of WCLS's determination by presenting additional information to WCLS. WCLS will consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, WCLS will not execute a contract with any other bidder until two business days after the bidder determined to be not responsible has received the final determination.

V. ESTIMATED REQUEST FOR BID TIMELINE

The following schedule has been established for submitting and evaluating the bids and selecting the contractor. Except for the RFP due date, the remaining dates are tentative only, and WCLS reserves the right to adjust them at its sole discretion.

<u>Activity</u>	<u>Due Date</u>
Issue Request For Proposal (RFP)	01/19/2026
Voluntary Intent to Apply notice	open
Mandatory Site visit w/ prospective Contractors	01/27/2026
RFP questions submission deadline	02/06/2026

Bid submission deadline	02/13/2026
Bid Opening	02/16/2026
Notice of Award sent to successful bidder	02/17/2026
Board of Trustees Contract Approval	02/17/2026
Contract Execution	02/24/2026
Notice to Proceed	03/10/2026
Project Kickoff Meeting	03/17/2026

VI. SUBMISSION INSTRUCTIONS

Submit bid, bid bond, and anti-collusion certification electronically to Ryan Cullup, Facilities Services Manager at ryan.cullup@wcls.org . Alternatively, bids may be mailed via United States Postal Service to:

Ryan Cullup, Facilities Services Manager
Whatcom County Library System
5205 Northwest Drive
Bellingham WA, 98226

All submissions must be submitted by the dated submission deadline above by 5PM. Late submissions or submissions lacking the appropriate documentation will not be considered.

VII. GENERAL TERMS AND CONDITIONS

These general terms and conditions shall be made a part of and govern any purchase order/contract resulting from this Invitation to Bid.

CONFLICT OF INTEREST: The selected company must agree to disclose all potential, current conflicts of interest, as well as potential conflicts as they might occur.

CERTIFICATION: Bidder shall furnish certification of authority demonstrating authority to conduct business in the State of Washington. Registration is obtained from the Washington Secretary of State, who will also provide certification thereof.

TITLE AND RISK OF LOSS: The title and risk of loss for goods delivered under this contract, if any, shall not pass to WCLS until it actually receives, takes possession and accepts the goods at the point or points of delivery.

ACCEPTANCE OF PRODUCTS AND SERVICES: All products furnished and/or services performed under this Contract shall be to the satisfaction of WCLS and in accordance with the specifications, terms, and conditions of the Contract.

INDEMNIFICATION: To the fullest extent permitted by law, the Bidder agrees to indemnify and hold harmless WCLS, its officers, employees, and agents harmless from and against all claims of any nature or kind arising out of or caused from the performance of services, or provision of goods, by the Respondent

pursuant to this contract, which are caused, in whole or in part, by any negligent act or omission of the Respondent.

COMPLIANCE WITH LAW: Bidder is aware of and in full compliance with its obligations under existing applicable law and regulations, including the Immigration Reform and Control Act of 1986, Title VI of the Civil Rights Act of 1964 (as amended), the Age Discrimination Act of 1975, the Fair Labor Standards Act (as amended), the Americans with Disabilities Act of 1990, Affordable Care Act of 2010, and all other applicable laws and regulations.

APPRENTICESHIP REQUIREMENTS: Grants received by WCLS through the Washington State Department of Commerce and the Washington Electric Vehicle Charging Program (WAEVCP) require that 25% of all electrical crews be an apprentice. Contractors will be required to submit evidence to show apprentice participation.

MWBE CONTRACTOR: WCLS is committed to providing opportunities to MWBE contractors.

COMPLIANCE WITH WCLS POLICIES: Bidders must abide by all applicable WCLS policies and procedures, including but not limited to those relating to safety, confidentiality, use of technology, harassment, and drug and alcohol use. On-site Respondent's personnel may be required to undergo a criminal background check.

PAYMENTS: Payment for services/goods will be made after acceptable performance of services and/or receipt of items in good condition and after receipt of a valid invoice. Payment shall be in accordance with applicable WCLS policies and procedures.

CONTRACT AMENDMENTS: The Contract may be amended within the Contract period by mutual consent of the parties. No modification or amendment to the Contract shall become valid unless in writing and signed by the parties.

INDEPENDENT RESPONDENT STATUS: Respondent agrees that it is engaged as an independent Respondent and acknowledges that WCLS will have no responsibility to provide benefits normally associated with an employer-employee relationship such as transportation, insurance, vacation, or other fringe benefits. Respondent agrees that it will neither hold itself out as nor claim to be an officer, partner, employee or agent of WCLS, including unemployment, insurance benefits, social security coverage, or retirement benefits. Respondent agrees to make its own arrangements for any fringe benefits as it may desire and agrees that it is responsible for all income taxes required by applicable laws.

NON-DISCLOSURE: Respondent and WCLS acknowledge that they or their employees may, in the performance of this contract, come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit or make such information available to any person, firm, corporation, or other organizations, whether directly or indirectly affiliated with Respondent or WCLS, unless required by law.

PUBLICITY: Respondent agrees that it shall not publicize this Contract or disclose, confirm or deny any details thereof to third parties or use any photographs or video recordings of WCLS name in connection with any sales promotion or publicity event without the prior express written approval of WCLS.

SEVERABILITY: If any provision of this Contract, or the application of any provision to any party or circumstance is held invalid, unenforceable, or illegal in any respect, the remainder of the Contract and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

FORCE MAJEURE: If either WCLS or Respondent is delayed at any time in the performance of its obligations under this contract by economic industry-wide strikes, fire, floods, acts of government, unavoidable casualties, or other causes reasonably beyond the control of either party and which could not have been reasonably anticipated, then the party affected by such an event shall give notice to the other party of the probable extent to which the affected party will be unable to perform or be delayed in performing its obligations hereunder. If the performance of either party is delayed or prevented by such an event, both parties shall be excused from performing their obligations hereunder while and to the extent the conditions arising from the event exist, after which the parties' performance shall be resumed. A delay or failure in performance by either party under this paragraph shall not constitute default hereunder or give rise to any claim for damages.

GOVERNING LAW: This contract will be governed and construed according to the laws of the State of Washington. Both parties agree that venue for any litigation arising from this contract shall lie in Whatcom County, Washington.

ASSIGNMENT: The Respondent shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of WCLS.

RIGHT TO A JURY TRIAL: Neither WCLS nor Respondent shall waive its right to a jury trial for any claims arising out of the formation, performance, breach or enforcement of this contract, or any claim for damages resulting therefrom.

INSURANCE: Respondent shall obtain and keep in effect during the term of this contract, insurance coverage in the below listed types and amounts. As evidence of insurance coverage, Respondent shall furnish to WCLS certificate(s) of insurance before commencement of any work under this contract.

TYPE OF COVERAGE LIMITS A. Worker's Compensation Statutory B. Comprehensive General Liability \$1,000,000 Ea. occurrence \$2,000,000 aggregate C. Automobile Liability (owned/leased, non-owned, and hired) (1) Bodily Injury \$1,000,000 Ea. Person \$1,000,000 Ea. Occurrence (2) Property Damage \$1,000,000 Ea. Occurrence

MINIMUM WAGE: WCLS requires that all employees of prime contractor and respondents who submit proposals or statements of qualifications for and perform contractual work for WCLS receive a prevailing wage. Washington State law requires prevailing wages for public works. This project is identified as a public work.

VIII. PROJECT SPECIFICATIONS

- All work to existing municipal, state, and national code
- See Exhibit G for additional specifications

IX. LIST OF ATTACHMENTS

Exhibit A – Acknowledgement of Addenda

Exhibit B – Anti-collusion Certification

Exhibit C – Bid Proposal Form

Exhibit D – Bid Security Form (Bond)

Exhibit E – Bid Security Form (Check)

Exhibit F – Bidders Qualification Form

Exhibit G – Bidding Documents – Drawings and Specs dated 01/19/2026

Exhibit A
ACKNOWLEDGEMENT OF ADDENDA

The Proposer acknowledges receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the statement of qualification. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your statement of qualification. Material impacts include but are not limited to changes to specifications, scope of work/services, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No. _____, Date _____
Addendum No. _____, Date _____
Addendum No. _____, Date _____
Addendum No. _____, Date _____
Addendum No. _____, Date _____
Addendum No. _____, Date _____
Addendum No. _____, Date _____

AUTHORIZED SIGNATORIES/NEGOTIATORS

The respondent represents that the following principals are authorized to sign statements of qualifications, proposals, negotiate and/or sign contracts and related documents to which the proposer will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

_____	Name (print)
_____	Title
_____	Signature
_____	Date
_____	Address
_____	City
_____	State
_____	Phone Number
_____	Email address

Exhibit B
NON-COLLUSION DECLARATION

This form must be submitted by all respondents with their statement of qualifications. WCLS will not accept any statement of qualification that is not accompanied by a completed Non-Collusion Declaration.

STATE OF WASHINGTON }

} ss

COUNTY OF _____ }

, being first duly sworn, on her/his oath says that the statement of qualifications above submitted is a genuine and not a sham or collusive statement of qualifications, or made in the interest or on behalf of any person not therein named; and he/she further says that the said respondent has not directly or indirectly induced or solicited any proposal or statement of qualification on the above Work or supplies for the Work to put in a sham bid, statement of qualifications, or any other person or entity to refrain from bidding or responding to the above work; and that said respondent has not in any manner sought by collusion to secure itself an advantage over any other respondents.

Signature

Print Name

Print Title and Company Name

Subscribed and Sworn before me this _____ day of _____, 20____.

Signature

Print Name

Notary Public in and for the State of Washington,
Residing at:
Appointment expires:

Exhibit C
Bid Proposal Form

Bid To: WHATCOM COUNTY LIBRARY SYSTEM

Date: _____

Job Name: NORTH FORK LIBRARY OPERABLE PARTITION TENANT IMPROVEMENT

Bidder Company Name: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

1. This Bid Proposal (this "Bid") is made in connection with the Invitation to Bid (the "Invitation to Bid"), dated March 2nd, 2025 issued by WHATCOM COUNTY LIBRARY SYSTEM ("WCLS") for a public works project described therein (the "Work") and known by the name Administrative Services Building Remodel. Capitalized terms used but not defined herein shall have the meanings given in the Invitation to Bid.
2. The undersigned, as or on behalf of the bidder (the "Bidder"), proposes and agrees, if this Bid is accepted, to enter into an Agreement with WCLS in accordance with the terms set forth in the Invitation to Bid to perform the Work.
3. Bidder hereby accepts all of the terms and conditions of the Invitation to Bid governing the procedures for bidding on the Work including, without limitation, requirements pertaining to the provision, retention and return of the Bid Security. Bidder acknowledges that this Bid will not be accepted if it is not accompanied by the Bid Security and Non-Collusion Affidavit described in the Invitation to Bid.
4. This Bid will remain open until it is withdrawn by the Bidder pursuant to Section 10 of the Invitation to Bid or until the Bidder has received bid results disclosing that this Bid was not successful. If this Bid is successful, the Bidder will sign and return the Agreement and furnish the Performance and Labor & Material Payment Bond, a certificate of insurance coverage and a statement of intent to pay prevailing wages within fourteen (14) days of the Notice of Award date. The Bidder's failure to timely sign and return the Agreement or furnish such other documents will result in the annulment of all rights of the Bidder with regard to the Work and the forfeiture of the Bidder's Bid Security to WCLS.
5. Bidder has examined the Invitation to Bid including the bid specifications, terms, conditions and deadlines for commencement and completion set forth therein.
6. Bidder has attended the Pre-Bid Showing and has examined the premises and site so as to compare them with the drawings and specifications provided by WCLS, and to have satisfied itself as to the facilities and difficulties attending the performance of the Agreement. Bidder has

familiarized itself with the nature and extent of the Work, the site and locality where the Work is to be performed, the legal requirements (including applicable federal, state and local laws, ordinances, rules, regulations and taxes), and the other conditions (including uncertainty of weather and all other contingencies) which may affect cost, progress or performance of the Work and has made such independent investigations as Bidder deems necessary. Bidder hereby acknowledges that no allowance shall be subsequently made on behalf of Bidder by reason of any error or neglect on the part of the Bidder in the submission of this Bid.

7. If the Bidder is a corporation or company, this Bid shall include the printed name of the corporation or company, the printed name and title and the signature of the President, Secretary or other officer authorized to bind the corporation or company with this Bid. If the Bidder is a corporation, this Bid includes an impression of the Bidder's corporate seal. If the Bidder is a firm, this Bid includes the printed firm name and member or agent name. If the undersigned is an agent for another or others, the undersigned has filed a certificate or other legal evidence of his authority to submit this Bid.

For the complete and timely performance of all Work described in the Invitation to Bid for that project entitled " NORTH FORK LIBRARY OPERABLE PARTITION TENANT IMPROVEMENT," the Bidder agrees to accept in full payment therefor the bid amount stated below.

Bid amount (including all applicable sales tax): _____

Dated: _____ Bidder: _____

By: _____
(Signature)

(Print Name)

Title: _____

Address: _____

Telephone: _____

Bid Security

(BID GUARANTY BOND)

KNOW ALL PERSONS BY THESE PRESENTS THAT: _____,
hereinafter called "Principal", and _____, a corporation organized under
the laws of the State of _____ and authorized to transact surety business in the State of Washington,
hereinafter called the "Surety," are jointly and severally held and firmly bound unto the Whatcom
County Library System, hereinafter called "Owner", in the sum of \$_____ (which amount equals
five percent (5%) of the aggregate of the Bid proposal of Principal for the Work) lawful money of the
United States. The Principal binds itself, its heirs, executors, administrators successors and assigns, and
the Surety binds itself, its heirs, executors, administrators successors and assigns, all jointly and
severally.

WHEREAS, this Bid Security is submitted in connection with the Invitation to Bid (the "Invitation to Bid"),
dated February 23, 2016, issued by WHATCOM COUNTY LIBRARY SYSTEM ("WCLS") for a public works
project described therein (the "Work") and known by the name Administrative Services Building
Remodel. Capitalized terms used but not defined herein shall have the meanings given in the Invitation
to Bid.

NOW, THEREFORE, the condition of this obligation is such that if Principal is notified that it is the lowest
responsible bidder for the Work, and if Principal within fourteen (14) days from the Notice of Award
date enters into, executes, and delivers to Owner a signed Agreement, certificate of insurance coverage,
intent to pay prevailing wages and the Performance and Labor & Material Payment Bond, then this
obligation shall be void. If, however, the Principal fails or refuses to furnish, execute and deliver to
Owner all such documents within the time required, then Principal and Surety shall forfeit to Owner the
sum hereof, and Surety shall pay such sum to the Owner within ten (10) days following written demand
by the Owner.

AND IT IS HEREBY DECLARED AND AGREED the Surety shall be liable under this obligation as Principal,
and that nothing of any kind or nature whatsoever that will not discharge Principal shall operate as a
discharge or a release of liability of Surety.

SIGNED AND SEALED THIS _____ day of _____, 20____.

Seal

Name of Principal

By: _____
Signature

Print Name

Seal

Name of Surety

By: _____
Signature

Print Name

[Power of Attorney Must be Attached]

Surety's Mailing Address:

Surety's Phone and Fax Number:

Bid Security
(CASHIER'S CHECK)

Herewith find the deposit in the form of a certified check in the amount of \$_____, which amount is equal to five percent (5%) of the total Bid submitted by or on behalf of the undersigned Principal. This amount is submitted as Bid Security in connection with the Invitation to Bid (the "Invitation to Bid"), dated February ___, 2016, issued by Whatcom County Library System ("WCLS") for a public works project described therein and known by the name Administrative Services Building Remodel, and may be forfeited to WCLS as provided in the Invitation to Bid.

Name of Principal

By: _____
Signature

Print Name

Bidder's Qualification Certificate

The undersigned hereby certifies and submits the following qualifications:

1. Name and Address: _____

2. State of Washington Contractor Registration Number: _____
Expires: _____

3. Washington Unified Business Identifier (UBI): _____

4. Bidder must meet additional criteria listed in the Invitation to Bid, if applicable:

- a. Does the Bidder have Industrial Insurance coverage (worker's compensation) for the bidder's employees working in Washington as required in Title 51 RCW?
Yes _____ No _____ Not applicable _____
- b. Does the Bidder have an employment security department number as required in Title 50 RCW?
Yes _____ No _____ Not applicable _____
- c. Does the Bidder have a Washington Department of Revenue state excise tax registration number as required in Title 82 RCW?
Yes _____ No _____ Not applicable _____

5. The undersigned certifies that the Bidder has not been disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).

6. Did the Bidder attend the mandatory Pre-Bid Showing?
Yes _____ No _____

Bidder: _____

By: _____ Title: _____
(Authorized Signature)

**WHATCOM COUNTY RURAL LIBRARY DISTRICT
PUBLIC WORKS CONTRACT
NORTH FORK LIBRARY OPERABLE PARTITION TENANT IMPROVEMENT**

THIS CONTRACT ("Contract" or "Agreement") is made this XX day of XX, 202X by and between, the **WHATCOM COUNTY RURAL LIBRARY DISTRICT**, a municipal corporation ("District") and **XXXXXXXXXXXX** ("Contractor") (individually a "Party" and collectively the "Parties").

In consideration of the terms and conditions set forth in this Contract, the Parties agree as follows:

1. Contractor Services. The Contractor shall furnish at its own cost and expense all labor, tools, materials, and equipment required to construct and complete in a good workmanlike manner, and to the satisfaction of the District, the public works project known as North Fork Library Operable Partition Tenant Improvement ("Project"). The Project is detailed in the Scope of Work and the following documents, which are attached hereto and incorporated herein by reference:

Attachment A: Plans

Attachment B: Bid

2. Time of Completion. The Contractor shall complete the work no later than **XX X, 202X**. The time of beginning, rate of progress and time of completion are essential conditions of this Contract.

2.1 Liquidated Damages. Contractor shall be required to pay the District as liquidated damages the sum of one hundred dollars (\$100) for each consecutive calendar day that it is in default after the contract deadline specified above. Liquidated damages shall be deducted from the contract by change order.

3. Payment.

3.1 Payment amount and procedures. The District shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed \$XXXXXX.XX. This amount includes applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal.

The Contractor shall submit monthly invoices for work and services performed in a previous calendar month in a format acceptable to the District. The District shall pay for the portion of the work described in the invoice that has been completed by the Contractor and approved by the District. The District's payment shall not constitute a waiver of the District's right to final inspection and acceptance of the work.

The District shall make a payment to the Contractor not later than twenty (20) days after the District receives the application for payment.

3.2 Defective or Unauthorized Work. If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work

to comply with the requirements of the Contract. The District shall have the right to withhold payment for such work until it meets the requirements of the Contract. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the District may complete the work by contract or otherwise, and the Contractor shall be liable to the District for any additional costs incurred by the District. "Additional costs" means all reasonable costs incurred by the District, including legal costs and attorneys' fees, beyond the maximum contract price under this Contract. The District further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

3.3 Final Payment; Waiver of Claim. Within thirty (30) days after completion and final acceptance of the Project by the District as complying with the terms of this Contract, the District shall pay to the Contractor all sums due as provided by this Contract except those required to be withheld by law or agreed to in special contract provisions. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

3.4 Retainage. To the extent permitted by law, WCLS waives any requirements related to retainage in connection with this work.

4. Prevailing Wage. The Contractor shall comply with and pay prevailing wages as required by Chapter 39.12 RCW, as it may be amended in the future. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Following the final acceptance of services rendered, and prior to making any payment under this Contract, the Contractor must submit to the District the completed combined "Intent to Pay and Affidavit of Wages Paid" for approval. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors.

In case any dispute arises as to what are the prevailing rates of wages for work of a similar nature and such dispute cannot be adjusted by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

Current prevailing wage data can be obtained by the Contractor from the Industrial Statistician of the Department of Labor and Industries, Prevailing Wage Section, P.O. Box 44540, Olympia, Washington 98504-4540, (360) 902-5335, or on their website at

<http://lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>.

5. Indemnification and Hold Harmless. The Contractor shall protect, defend, indemnify, and hold harmless the District, its officers, officials, employees, agents, and volunteers from any and all claims, risks, injuries, damages, losses, suits, judgments, and attorney fees or other expenses of any kind arising out of or in any way connected with the performance of this Contract, except for injuries and damages caused by the sole negligence of the District. The District's inspection or acceptance of any of the work shall not be grounds to avoid any of these covenants of indemnification.

Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the District, its officers, officials, employees, agents, and volunteers, the Contractor's liability under this section shall be only to the extent of the Contractor's negligence.

It is further specifically and expressly understood that the indemnification provided under this section constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this section shall survive the expiration or termination of this Contract.

6. Compliance with Laws. The Contractor shall comply with all federal, state, and local laws and regulations applicable to the work done under this Contract. Any violation of the provisions of these applicable laws and regulations shall be considered a violation of a material provision of this Contract and shall be grounds for cancellation, termination or suspension of the Contract by the District, in whole or in part, and may result in ineligibility for further work for the District.

7. Work Site Safety. Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state, and local regulations, ordinances, and codes. Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

All workers entering the building are required to wear a facial covering that fully covers the nose and mouth. Face shields that are open at the bottom are not sufficient.

8. Utility Location. Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an "excavator" for the purposes of Chapter 19.122 RCW, as amended. Contractor shall be responsible for compliance with Chapter 19.122 RCW including utilization of the "one call" locator system, before commencing any excavation activities.

9. Warranty and Guarantee. Contractor shall warrant and guarantee the materials and work to be free of defects for a period of three (3) years after the District's final acceptance of the entire Project. Contractor shall be liable for any costs, losses, expenses, or damages including consequential damages suffered by

the District resulting from defects in the Contractor's work including, but not limited to, cost of materials and labor expended by the District in making emergency repairs and cost of engineering, inspection, and supervision by the District. The Contractor shall hold the District harmless from any and all claims, which may be made against the District as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the District will rely on the professional judgment of the Contractor to make the appropriate selections.

10. Correction of Defects. Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one (1) year after the acceptance of the corrections of the District. The Contractor shall start work to remedy such defects within seven (7) days of the District's mailed notice of discovery, and shall complete such work within a reasonable time agreed to by both parties. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the District, in which case the Contractor shall pay all costs incurred by the District to perform the correction. In the event the Contractor does not accomplish corrections within the time specified, the correction work will be otherwise accomplished by the District and all costs of same shall be paid by the Contractor.

11. Change Order/Contract Modification.

11.1 Amendments. This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This contract may be amended, modified, or added to only by written change order properly signed by both parties.

11.2 Change orders. The District may issue a written change order for any change in the work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the District within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the District determines that the change increases or decreases the Contractor's costs or time for performance, the District will make an equitable adjustment. The District will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the District will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

11.3 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the District, including any direction, instruction, interpretation, or determination by the District, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the District that states the date of the notice of the protest,

the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The District shall have access to any of the Contractor's records needed to evaluate the protest. If the District determines that a protest is valid, the District will adjust the payment for work or time by an equitable adjustment.

11.4 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or failing to follow procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work, and accepts from the District any written or oral order (including directions, instructions, interpretations, and determinations).

11.5 Contractor's Duty to Complete Protested Work. In spite of any protest, the Contractor shall proceed to promptly complete work that the District has ordered.

11.6 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

12. Claims. The Contractor shall give written notice to the District of all claims other than change orders within thirty (30) days of the occurrence of events giving rise to the claim, but in no event later than the time of approval by the District for final payment. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required in 11.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

13. Contractor's Risk of Loss. It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that he/she has familiarized himself/herself with all existing conditions and other contingencies likely to affect the work, and has made his/her bid accordingly, and that Contractor

shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

14. Insurance and Liability. The Contractor shall procure and maintain during the life of this contract such insurance as shall protect him and any subcontractor performing work covered by this contract from claims or damages for bodily injury, including death resulting therefrom as well as from claims for property damage, which may arise from operations under this contract, whether such operations are performed by himself or by any subcontractor or by anyone directly employed by either of them.

Insurance must be placed with commercial insurance companies licensed to do business in the State of Washington and which possess minimum financial standards of A.M. Best Company, A-:VI or better. Certificates of Insurance for all insurance shall be filed with WCLS naming WCLS, its officers, employees, board, and volunteers as Additional Insured. The policy amount shall be \$1,000,000 combined single limit.

Upon request, Contractor shall furnish the District with a copy of the Certificate of Insurance evidencing policies required above and evidencing policies of insurance for subcontractors, if applicable. The Contractor shall also furnish the District with an endorsement specifically stating that the insurance company or companies issuing the insurance policies contained in the Certificate of Insurance shall give the District at least forty-five (45) days' written notice in the event of cancellation of or material change in any of the applicable policies. The endorsement shall give a brief description of the work being performed under the Contract Documents and shall name the District as co-insureds.

15. Contract Security. To the extent permitted by law, WCLS will waive any requirements related to a performance and payment bond in connection with this work.

16. Termination. This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work and final payment by the District. The District may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient, by giving ten (10) days written notice to the Contractor.

In the event this Contract is terminated by the District, Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the District in finishing the work, and all damages sustained by the District or which may be sustained by the District or which may be sustained by the reason of such refusal, neglect, failure or discontinuance of employment, such excess shall be paid by the District to the Contractor. If the District's expense and damages exceed the unpaid balance, Contractor and his surety shall be jointly and severally liable therefore to the District and shall pay such difference to the District. Such expense and damages shall include all legal costs incurred by the District to protect the rights and interests of the District under the Contract, provided such legal costs shall be reasonable.

17. Attorney's Fees and Costs. If any legal proceeding is brought for the enforcement of this agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

18. General Administration. The Director of Finance and Administration of the District shall have primary responsibility for the District under this Contract to review and process all contract documents, to oversee and approve all work performed as well as all financial invoices.

19. Ownership of Documents. On payment to the Contractor by the District of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the District under this Contract shall become the property of the District and shall be forwarded to the District upon its request. Any records, reports, information, data, or other documents or materials given to or prepared or assembled by the Contractor under this Contract will be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the District or by court order.

20. Subletting or Assigning of Contracts. Neither the District nor the Contractor shall assign, transfer, or encumber any rights, duties, or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the District, the Contractor must verify that their first tier subcontractors meet the bidder responsibility criteria as written in Chapter 39.04.350 RCW.

21. Relationship of Parties. The parties intend that an independent contractor - client relationship will be created by this Contract. As Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the District hereunder, no agent, employee, representative or subcontractor of Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the District. None of the benefits provided by the District to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the District to the Contractor or his employees, agents, representatives, or subcontractors. Contractor will be solely and entirely responsible for his acts and for the acts of Contractor's agents, employees, representatives and subcontractors during the performance of this Agreement. The District may, during the term of this Contract, engage other independent contractors to perform the same or similar work that Contractor performs hereunder

22. Non-Waiver of Breach. The failure of the District to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

23. Written Notice. All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on three (3) calendar days after the date of mailing by

registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.

24. Discrimination. The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

25. Term. This Contract shall be effective from the date of Contract execution through expiration of the warranty period as described in section 9.

IN WITNESS WHEREOF, the Parties have executed this Contract on the day and year above written.

WHATCOM COUNTY RURAL LIBRARY DISTRICT:	CONTRACTOR: XXXXXXXXXXXXXXXXXXXX
Signature: _____ Executive Director	Signature: _____
Print Name: Christine Perkins	Print Name:

Contact Information:

Whatcom County Rural Library District:
Ryan Cullup, Facilities Services Manager
360-305-3603
5205 Northwest Dr.
Bellingham, WA 98226
ryan.cullup@wcls.org

XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
360-XXX-XXXX
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Scope of Work

Install a new panelized, sliding and stacking operable partition in the existing space. The scope includes selective demolition and salvage, structural modifications, new wall and ceiling construction and finishes. Electrical work will also be required where demolition and alterations to the building affect existing electrical systems.

Work will involve walling off and isolating the area of construction by installing temporary barriers so that ongoing demolition and construction activities minimally impact the regular daily operations of the library.

A. Project Scope Elements:

The selected Contractor will perform the following but not limited to:

- Coordinate all work with Project Manager/Owner's Representative/Utility Provider
- Procure all necessary materials to complete the scope of work.
- Apply for necessary permits to modify electrical infrastructure.
- Install temporary walls to isolate the area of construction work.
- Salvage and/or protect existing building materials and systems to remain or be reinstalled.
- Install new structural elements to support operable partition.
- Install new walls and ceilings and finish to match adjacent finishes with matching paint and trim.
- Minimally modify (remove and reinstall) lighting and other electrical components to accommodate the building alterations.
- Install new operable partition in accordance with the manufacturer's requirements.

Demolition

1. Install temporary walls to isolate the area of construction work.
2. Remove portions of existing walls and salvage door and trim for reinstallation.
3. Remove ceiling at area of room framing to receive structural
4. Remove and salvage water treatment system for reinstallation.
5. Salvage and/or protect existing building materials and systems to remain or be reinstalled.
6. Remove electrical components at areas of work and reinstall at temporary location as necessary for building's electrical systems to remain fully operational.

Construction

1. Install new post pier blocks and floor support structure as indicated in the Structural Drawings.
2. Install new wood columns as indicated in the Structural Drawings.
3. Install new wood beams and bracing to roof structure as indicated in the Structural Drawings.
4. Construct new walls and reinstall existing door as indicated on the Architectural Drawings.
5. Construct new soffit as indicated on the Architectural Drawings.
6. Install new operable partition in accordance with the manufacturer's requirements.
7. Paint and finish space so that finishes are consistent and seamless where the line between new and existing work is not visible.

Electrical

1. Relocate existing salvaged ceiling lights
2. Reinstall electrical systems/components at wall of storage room.

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Project Information.
- B. Work covered by Contract Documents
- C. Access to site
- D. Coordination with occupants
- E. Work Restrictions
- F. Specification and drawing conventions

1.02 RELATED REQUIREMENTS

- A. Section 01 50 00 – Temporary Facilities: Limitations and procedures governing temporary use of Owner's facilities.

1.03 PROJECT INFORMATION

- A. Project Identification: Anacortes Waste Water Treatment Plant
 - 1. Project Location: 7506 KENDALL RD; KENDALL, WA 98266
- B. Owner: Whatcom County Library System
 - 1. Owner's Representative: Ryan Cullup, Facilities Services Manager
- C. Architect of Record: Zervas, 209 Prospect Street, Suite 1, Bellingham, WA 98225. Phone: 360-734-4744, FAX: 360-733-2696
 - 1. Project Architect: Jed Ballew
 - 2. Interior Designer: Rondelle Noble
- E. Structural Engineer: Kingworks Consulting Engineers, 600 Dupont Street, Suite B, Bellingham, WA 98225. Phone: 360-714-8260

1.04 WORK COVERED BY CONTRACT DOCUMENTS

A. Drawings and Specifications dated 01/19/26

1.05 CONTRACT(S)

- A. Project will be constructed under a general construction contract.

1.06 DESCRIPTION OF WORK:

- A. Base bid: install a new panelized, sliding and stacking operable partition in the existing space. The scope includes selective demolition and salvage, structural modifications, new wall and ceiling construction and finishes. Electrical work will also be required where demolition and alterations to the building affect existing electrical systems. Work will involve walling off and isolating the area of construction by installing temporary barriers so that ongoing demolition and construction activities minimally impact the regular daily operations of the library.

1.08 ACCESS TO SITE

- A. Contractor shall have limited use of Project site for construction operations as indicated in drawings by the Contract limits and as indicated by requirements of this Section.
- B. Use of Site: Limit use of Project site to areas within Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Limits: Confine construction operations to the area of work as shown on drawing sheet A2.01.
2. Walkways and Entrances: Keep walkways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Access for construction operations in the existing building is to be coordinated with Owner.
 - b. Contractor staging area: All construction equipment and supplies shall be stored in this area. Protect existing asphalt and repair and damage caused by construction activities.
- C. Condition of Existing Building:
 1. Maintain portions of existing building affected by isolating the area of construction by installing temporary barriers so that ongoing demolition and construction activities minimally impact the regular daily operations of the library. Area of work to be separated from the occupied space by an airtight enclosure.
 2. Protect all existing properties, equipment, structures and finishes in the building and on the site from and damage related to construction.
 3. Repair damage caused by construction operations.

1.09 COORDINATION WITH OCCUPANTS

- A. Partial Owner Occupancy: The Administration/Shop building will be occupied during the construction. The Contractor and Subcontractors are required to factor this into their bids and coordinate their work as required, taking into consideration the following:
 1. Owner will occupy the site, with the exception of areas under construction.
 2. Access and safety for employees, visitors and public must be maintained at all times.
 3. Access to existing building and public safety as required by governing agencies.
 4. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage.
 5. Perform the Work so as not to interfere with Owner's operations. Coordinate with construction representative regarding construction activities.
 6. Maintain existing exits unless otherwise indicated.
 7. No overhead work is allowed in any area when employees are present.
 8. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 10. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations or to schedule access or work in occupied areas.

1.10 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
 2. Comply with local jurisdiction's ordinances regarding work hours, noise, etc.
- B. On-Site Work Hours: Work shall be generally performed during normal business working hours of 7:00 AM to 6:00 PM, Monday through Friday, except as otherwise indicated.

1. Contractor shall coordinate building access with security systems. Contractor shall be responsible for building lock-up for all off-hours work. All off-hours work shall be scheduled with the Owner's Construction Representative in advance.
 2. Contractor shall reimburse the Owner for all costs associated with inadequate security or locking up procedures and for false alarms due to unauthorized after hours work.
 3. Weekend Hours: Limit work hours to 8:00 AM to 5:00 PM.
 4. Early Morning Hours: Conform to regulations by authorities having jurisdiction for restrictions on noisy work.
 5. Hours for Utility Shutdowns: Limit to normal utility working hours, unless Contractor pays for any overtime or extra charges.
 6. Hours for jack hammering, powder-driven anchors, sawcutting and other noisy activities: Limit to weekends or before and after business hours, unless otherwise indicated and coordinate with Owner's representative.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
1. Notify Architect and Owner not less than three days in advance of proposed utility interruptions.
 2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
1. Notify Architect and Owner not less than two days in advance of proposed disruptive operations.
 2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

1.11 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations.
 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

Whatcom County Library System
North Fork Library
Operable Partition Tenant Improvement
Bid Set – 01/19/26

01 10 00
SUMMARY OF WORK

PART 2 PRODUCTS – (Not Used)

PART 3 EXECUTION – (Not Used)

END OF SECTION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
 - 1. Section 01 60 00 "Product Requirements" for administrative procedures for handling requests for substitutions made after Contract award.

1.2 MINOR CHANGES IN THE WORK: Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustments to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instruction."

1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustments to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. Within the time specified in the Proposal Request after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, permits, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: if latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change:
 - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and Contract Time.
 - 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - 3. Indicate applicable taxes, permits, delivery charges, equipment rental, and of trade discounts.
 - 4. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

- 5. Comply with requirements in Division 1 Section 01 60 00 - Product Requirements if the proposed change requires substitution of one product or system for product or system specified
- C. Proposal Request Form: For Change Order proposals, use AIA Document G709 for proposal requests.
- 1.4 CHANGE ORDER PROCEDURES: On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of owner and Contractor on AIA Document G701.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
 - 1. Section 01 25 00 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 - 2. Section 01 32 00 "Construction Progress Documentation" for administrative requirements governing preparation and submittal of Contractor's Construction Schedule and Submittals Schedule.

- 1.2 DEFINITIONS:** Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's applications for Payment.

1.3 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with Continuation Sheets.
 - b. Submittals Schedule.
 - 2. Submit the Schedule of Values to Architect at earliest possible date but no later than fourteen (14) days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use the Technical Specification table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.
 - 1. Provide a breakdown of the contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Technical Specification table of contents. Provide several line items for principal subcontract amounts, where appropriate.
 - 2. Round amounts to nearest whole dollar; total shall equal the Contract Sum.

1.4 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
- B. Payment Application Times: The date for each progress payment is the 15th day of each month. The period covered by each Application for Payment starts on the day following the end of the preceding period and ends 15 days before the date for each progress payment.
- C. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.

- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
 2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit 4 signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of Values.
 3. Contractor's Construction Schedule (current, approved).
 4. Products list.
 5. Submittals Schedule (current, approved).
 6. List of Contractor's staff assignments.
 7. Copies of building permits.
 8. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 9. Initial progress report.
 10. Report of preconstruction conference.
 11. Certificates of insurance.
 12. Performance and payment bonds.
 13. Data needed to acquire Owner's insurance.
 14. Initial settlement survey and damage report, if required.
- H. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
- I. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Evidence that claims have been settled.
 8. Final, liquidated damages settlement statement.
 9. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.

PART 2 - PRODUCTS (Not Used)

Whatcom County Library System
North Fork Library
Operable Partition Tenant Improvement
Bid Set – 01/19/26

01 29 00
PAYMENT PROCEDURES

PART 3 - EXECUTION (Not Used)

END OF SECTION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General project coordination procedures.
 - 2. Conservation.
 - 3. Administrative and supervisory personnel.
 - 4. Project meetings.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Section 01 32 00 "Construction Progress Documentation" for preparing and submitting the Contractor's Construction Schedule.
 - 2. Section 01 77 00 "Closeout Procedures" for coordinating Contract closeout.

1.2 COORDINATION

- A. Coordination: Coordinate construction operations included in various Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Administrative Procedures: Coordinate schedule and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of Contractor's Construction Schedule.
 - 2. Preparation of the Schedule of Values.
 - 3. Installation and removal of temporary facilities and controls.
 - 4. Delivery and processing of submittals.
 - 5. Progress meetings.
 - 6. Preinstallation conferences.
 - 7. Project closeout activities.
- C. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
 - 1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work.

- 1.3 SUBMITALS:** Staff Names: Within 15 days of starting construction operations, submit a list of principal staff assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, cellular, and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project. Submit home office and/or project office fax number.

1.4 PROJECT MEETINGS

- A. General: Architect will schedule and conduct weekly project meetings.
1. Attendees: Participants and others involved, and individuals whose presence is required will be informed of date and time of each meeting.
 2. Agenda: Architect will prepare the meeting agenda and distribute the agenda to all invited attendees.
 3. Minutes: Architect will record significant discussions and agreements achieved and will distribute the meeting minutes to everyone concerned, within 3 days of the meeting.
- B. Preconstruction Conference: Architect will schedule a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 5 days after execution of the Agreement. The conference will be held at Project site or another convenient location. The meeting will be conducted to review responsibilities and personnel assignments.
1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; manufacturers; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discussion of items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing.
 - d. Designation of responsible personnel.
 - e. Procedures for processing field decisions and Change Orders.
 - f. Procedures for processing Applications for Payment.
 - g. Distribution of the Contract Documents.
 - h. Submittal procedures.
 - i. Preparation of Record Documents.
 - j. Use of the premises and surrounding areas.
 - k. Responsibility for temporary facilities and controls.
 - l. Parking availability, use, and permits required.
 - m. Office, work, and storage areas.
 - n. Equipment deliveries and priorities.
 - o. First aid.
 - p. Security.
 - q. Progress cleaning.
 - r. Working hours.
 - s. Waste Disposal.
 - t. Environmental Hazards.
 - u. Protection of pedestrians.

- C. Preinstallation Conferences: Contractor shall conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction and as specified.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect and Owner of schedule meeting dates.
 2. Agenda: Review progress of other construction activities and preparation for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Deliveries.
 - d. Submittals.
 - e. Possible conflicts.
 - f. Time schedules.
 - g. Weather limitations.
 - h. Manufacturer's written recommendations.
 - i. Warranty requirements.
 - j. Compatibility of materials.
 - k. Acceptability of substrates.
 - l. Temporary facilities and controls.
 - m. Space and access limitations.
 - n. Regulations of authorities having jurisdiction.
 - o. Testing and inspecting requirements.
 - p. Required performance results.
 - q. Protection of construction and personnel.
 - r. Disposition of waste equipment or materials.
 - s. Elimination of environmental hazards.
 3. Record significant conference discussions, agreements, and disagreements.
 4. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Progress Meetings: Architect will conduct progress meetings at weekly intervals. Dates of meetings will be coordinated with preparation of payment requests.
1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Minutes of the previous progress meeting will be reviewed and corrected or approved. Other items of significance that could affect progress will also be reviewed.
 - a. Contractor's Construction Schedule: Contractor shall review progress since the last meeting and determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.

- 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site Utilization.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Hazards and risks.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Change Orders.
 - 14) Documentation of information for payment requests.
3. Reporting: Architect will distribute minutes of the meeting to each party present and to parties who should have been present. Minutes shall include a brief summary, in narrative form, of progress since the previous meeting and report.
- a. Schedule Updating: Contractor shall revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

1.5 REQUEST FOR INTERPRETATION (RFIs)

- A. Procedure: Immediately on discovery of the need for interpretation of the Contract Documents, and if not possible to request interpretation at Project meeting, prepare and submit an RFI in the form specified.
1. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned with no response.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing interpretation and the following:
1. Project name.
 2. Date.
 3. Name of Contractor.
 4. RFI number, numbered sequentially.
 5. Specification Section number and title and related paragraphs, as appropriate.
 6. Drawing number and detail references, as appropriate.
 7. Field dimensions and conditions, as appropriate.
 8. Contractor's suggested solution(s). If Contractor's solution(s) impact the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 9. Contractor's signature.
 10. Attachments: Include drawings, descriptions, measurements, photos, Product Data, Shop Drawings, and other information necessary to fully describe items needing interpretation.
 - a. Supplementary drawings prepared by Contractor shall include dimensions, thickness, structural grid references, and details of affected materials, assemblies, and attachments.
- C. Hard-Copy RFIs: Form at the end of this Section
1. Identify each page of attachments with the RFI number and sequential page number.
- D. Software-Generated RFIs: Software-generated form with substantially the same content as indicated above.
1. Attachments shall be electronic files in Adobe Acrobat PDF format.

- E. Architect's Action: Architect will review each RFI, determine action required, and return it. Allow seven working days for Architect's response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day.
 - 1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for coordination information already indicated in the Contract Documents.
 - d. Requests for adjustments in the Contract Time or the Contract Sum.
 - e. Requests for interpretation of Architect's actions on submittals.
 - f. Incomplete RFIs or RFIs with numerous errors.
 - 2. Architect's action may include a request for additional information, in which case Architect's time for response will start again.
 - 3. Architect's action on RFIs that may result in a change to the Contract Time or Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 1 Section "Contract Modification Procedures".
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 10 days of receipt of the RFI response.
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.
- G. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Include the following:
 - 1. Project name.
 - 2. Name and address of Contractor.
 - 3. Name and address of Architect.
 - 4. RFI number including RFIs that were dropped and not submitted.
 - 5. RFI description.
 - 6. Date the RFI was submitted.
 - 7. Date Architect's response was received.
 - 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

REQUEST FOR
INTERPRETATION

Project: _____ R.F.I. Number: _____

From: _____
To: _____ Date: _____

A/E Project Number: _____
Re: _____ Contract For: _____

Specification Section:	Paragraph:	Drawing Reference:	Detail
------------------------	------------	--------------------	--------

Request:

Signed by: _____ Date: _____

Response:

☐ Attachments

Response Form:	To:	Date Rec'd:	Date Ret'd:
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Signed by: _____ Date: _____

Copies: ☐ Owner ☐ Consultants ☐ _____ ☐ _____ ☐ _____ ☐ File

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Contractor's Construction Schedule
 - 2. Special reports.

1.2 SUBMITTALS: Contractor's Construction Schedule: Submit 6 printed copies of initial schedule large enough to show entire schedule for entire construction period.

1.3 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.
- B. Coordinate Contractor's Construction Schedule of Values, list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.
 - 1. Secure time commitments for performing critical elements of the Work from parties involved.
 - 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 – SCHEDULE

2.1 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Procedures: Comply with procedures contained in AGC's "Construction Planning & Scheduling."
- B. Time Frame: Extend schedule from date established for the Notice to Proceed to date of Final Completion.
- C. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion.

2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE)

- A. General: Prepare network diagrams using AON (activity-on-node) format.
- B. Preliminary Network Diagram: Submit diagram within 14 days of date established for the Notice to Proceed. Outline significant construction activities for the first 60 days of construction. Include skeleton diagram for the remainder of the Work based on indicated activities.
- C. CPM Schedule: Prepare Contractor's Construction Schedule using a CPM network analysis diagram.
 - 1. Develop network diagram in sufficient time to submit CPM schedule so it can be accepted for use no later than 30 days after date established for the Notice to Proceed.
 - 2. Conduct educational workshops to train and inform key Project personnel, including subcontractor's personnel, in proper methods of providing data and using CPM schedule information.

3. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
4. Show complete sequence of construction by activity, including but not limited to:
 - a. Date for notice to proceed.
 - b. Date for substantial completion.
 - c. Shop drawing submittals and approvals.
 - d. Work activities.
 - e. Material ordering and delivery to job site.
 - f. Utility shutdowns.
 - g. Intermediate completion dates (if applicable).
 - h. Owner relocation of contents (if applicable).
 - i. Show interrelationships and dependencies.
 - j. Indicate critical path of activities.
 - k. Planned and actual performance.
5. Interval Schedule: Prepare and update weekly a 4 week interval schedule. Show 1 week of actual progress (planned vs. actual performance). Forecast 3 weeks of start and completion dates for each activity, task or event in comparison to the prepared schedule.
 - a. Activities in interval schedule shall relate directly to activities in the construction schedule.

2.3 SPECIAL REPORTS

- A. General: Submit special reports directly to Owner within one day of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: At weekly intervals, update schedule to reflect actual construction progress and activities. Issue schedule before each regularly scheduled progress meeting.
 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 3. As the Work progresses, indicate Actual Completion percentage for each activity.
- B. Distribution: Distribute copies of approved schedule to Architect, Owner, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
 1. Post copies in Project meeting rooms and temporary field offices.

2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other miscellaneous submittals.
- B. Related Sections include the following:
 - 1. Section 01290 "Payment Procedures" for submitting Applications for Payment.
 - 2. Section 01320 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's Construction Schedule and the Submittals Schedule.
 - 3. Section 01770 "Closeout Procedures" for submitting warranties.

1.2 DEFINITIONS

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

1.3 SUBMITTAL PROCEDURES

- A. General: Electronic copies of drawings of the Contract Drawings will be provided for Contractor's use in preparing submittals.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Submittals Schedule: Comply with requirements in "Construction Progress Documentation" Section 01320 for list of submittals and time requirements for scheduled performance of related construction activities.
- D. Processing Time: Allow 15 days for submittal review, not including time for resubmittals. Time for review shall commence on Architect's receipt of submittal.
 - 1. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
- E. Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
- F. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return submittals, without review, received from sources other than Contractor.

- G. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- H. Use for Construction: Use only final submittals with mark indicating action taken by Architect in connection with construction.

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
 - 1. Number of Copies: Submit five copies of each submittal, unless otherwise indicated. Architect will return two copies. Mark up and retain one returned copy as a Project Record Document.
 - 2. Contractors option to submit electronic files in lieu of paper copies is acceptable, however, physical samples demonstrating color, texture, and appearance are still required.
- B. Product Data (for Basis of Design and comparable products by Other Acceptable Manufacturers): Collect information into a single submittal for each element of construction and type of product or equipment.
 - 1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
 - 2. Mark each copy of each submittal to show which products and options are applicable.
 - 3. Include the following information, as applicable:
 - a. Manufacturer's written recommendations.
 - b. Manufacturer's product specifications.
 - c. Manufacturer's installation instructions.
 - d. Standard color charts.
 - e. Manufacturer's catalog cuts.
 - f. Wiring diagrams showing factory-installed wiring.
 - g. Printed performance curves.
 - h. Operational range diagrams.
 - i. Mill reports.
 - j. Standard product operating and maintenance manuals.
 - k. Compliance with recognized trade association standards.
 - l. Compliance with recognized testing agency labels and seals.
 - m. Application of testing agency labels and seals.
 - n. Notation of coordination requirements.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
 - 1. Preparation: Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Fabrication and installation drawings.
 - d. Roughing-in and setting diagrams.
 - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
 - f. Shopwork manufacturing instructions.
 - g. Templates and patterns.

- h. Schedules.
 - i. Design calculations.
 - j. Compliance with specified standards.
 - k. Notation of coordination requirements.
 - l. Notation of dimensions established by field measurement.
 - 2. Wiring Diagrams: Differentiate between manufacturer-installed wiring.
 - 3. Sheet size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 24 by 36 inches.
- D. Samples: Prepare physical units of materials or products, or paint samples and manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available where specified in individual Sections.
- E. Contractor's Construction Schedule: Comply with requirements in Section 01320 "Construction Progress Documentation".
- F. Submittals Schedule: Comply with requirements in Section 01320 "Construction Progress Documentation."
- G. Application for Payment: Comply with requirements in Section 01290 "Payment Procedures."
- H. Schedule of Values: Comply with requirements in Section 01290 "Payment Procedures."
- I. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
- 1. Name, address, and telephone number of entity performing subcontractor or supplying products.
 - 2. Number and title of related Specification Selection(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.

2.2 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
- 1. Number of Copies: Submit three copies of each submittal, unless otherwise indicated. Architect will not return copies.
 - 2. Certificates and Certifications: Provide a notarized statement that includes signature of Contractor, testing agency, or design professional responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of the company.
- B. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements in Section 01770 "Closeout Procedures."
- C. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, if applicable:

1. Preparation of substrates.
 2. Required substrate tolerances.
 3. Sequence of installation or erection.
 4. Required installation tolerances.
 5. Required adjustments.
 6. Recommendations for cleaning and protection.
- D. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Review each submittal and check for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect will review submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:

ARCHITECT'S REVIEW			
<hr/>			
No exceptions taken	<input type="checkbox"/>	Rejected	<input type="checkbox"/>
		Comments	<input type="checkbox"/>
Note Markings	<input type="checkbox"/>	Attached	<input type="checkbox"/>

- C. Informational Submittals: Architect will review each submittal and will not return it, or will reject and return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- D. Submittals not required by the Contract Documents will not be reviewed and may be discarded.

3.3 PRE-CONSTRUCTION SUBMITTALS

- A. Submit the following for approval before starting work:

1. Agreement
2. Satisfactory proof of insurance coverage
3. Performance and Labor and Material Payment Bonds (if required)
4. List of Subcontractors
5. Schedule of values (cost breakdown to be used for applications)
6. Construction schedule

END OF SECTION

PART 1 - GENERAL

1.1 WORK INCLUDED

- A. Quality control services include inspections and tests and related actions including reports, performed by independent agencies, governing authorities, and the Contractor. They do not include Contract enforcement activities performed by the Architect.
- B. Inspection and testing services are required to verify compliance with requirements specified or indicated. These services do not relieve the Contractor of responsibility for compliance with Contract Document requirements, including removal or replacement of deficient or unsatisfactory work.
- C. Inspections required: (Refer also to Structural Notes):
 - 1. Foundation: Optimum density, compaction tests of fill under footings and slabs. Inspect footing excavations just prior to concrete placement to verify that material is at proper moisture level and density.
 - 2. Concrete work including slump, air content and strength, cylinders and placement of concrete (except for non-structural slabs-on-grade).
 - 3. Reinforcing: Placement of all reinforcing per plans, (except for non-structural slabs on grade), cover, size, number and laps.
 - 4. Anchor bolts.
 - 5. Structural steel.
 - 6. Welding.
 - 7. Structural panel diaphragms and shear walls.
 - 8. Base for exterior paving and utility line backfill: Optimum density compaction tests.
 - 9. Other special inspections required by IBC.

1.2 RESPONSIBILITIES

- A. The Owner will engage the services of an independent agency to perform inspections and tests specified.
- B. Retesting: The contractor is responsible for retesting where results of required inspections, tests or similar services prove unsatisfactory and do not indicate compliance with Contract Document requirements, regardless of whether the original test was the Contractor's responsibility. Cost of retesting construction revised or replaced by the Contractor is the Contractor's responsibility, where required tests were performed on original construction.
- C. Associated Services: The Contractor shall cooperate with agencies performing required inspections, tests and similar services and provide reasonable auxiliary services as requested. Notify the agency sufficiently in advance of operations to permit assignment of personnel. Auxiliary services required include but are not limited to:
 - 1. Providing access to the Work and furnishing incidental labor and facilities necessary to facilitate inspections and tests.
 - 2. Taking adequate quantities of representative samples of materials that require testing or assisting the agency in taking samples.
 - 3. Providing facilities for storage and curing of test samples, and delivery of samples to testing laboratories.
 - 4. Providing the agency with a preliminary design mix proposed for use for materials mixes that require control by the testing agency.
 - 5. Security and protection of samples and test equipment at the Project site.

- D. **Duties of the Testing Agency:** The independent testing agency engaged to perform inspections, sampling and testing of materials and construction specified in individual Specification Sections shall cooperate with the Architect and Contractor in performance of its duties, and shall provide qualified personnel to perform required inspections and tests. The agency shall notify the Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
The agency is not authorized to release, revoke, alter, or enlarge requirements of the Contract Documents, or approve or accept any portion of the Work.
The agency shall not perform any duties of the Contractor.
- E. **Coordination:** The Contractor and each agency engaged to perform inspections, tests and similar services shall coordinate the sequence of activities to accommodate required services with a minimum of delay. In addition, the Contractor and each agency shall coordinate activities to avoid the necessity of removing and replacing construction to accommodate inspections and tests. The Contractor is responsible for scheduling times for inspections, tests, taking samples and similar activities.
- F. **Inspections required by IBC:** Contractor shall provide adequate notice to the Building Department when work is ready for inspection and shall cause the work to remain accessible and exposed until approved by the Building Official. Contractor shall be responsible for removal or replacement of any material required to allow inspections and to correct any work found to be deficient or unsatisfactory.

1.3 MOLD INSPECTION

- A. **Inspection and certification by Contractor:**
 - 1. Contractor shall inspect and certify that all materials, including but not limited to wood framing and sheathing are free of damaging or toxic mold, damaging or toxic fungus and other damaging or toxic foreign substances. The Contractor shall employ the services of a certified industrial hygienist to inspect and certify that the materials are free of damaging or toxic fungus, damaging or toxic mold or damaging or toxic substances.
 - 2. Materials that are overly saturated with water shall be replaced or properly dried. Replacement or drying of materials is at the discretion of the Owner.
 - 3. Certification; the Contractor shall employ the services of a certified industrial hygienist with at least 2 years experience in sampling for mold, fungus and toxic substances. The hygienist shall inspect the framing for evidence of mold, fungus and toxic substances, collect samples and provide written interpretation of the results. Sample analysis shall follow analytical methods recommended by the American Industrial Hygienists Association (AIHA) or the American Conference of Government Industrial Hygienists (ACGIH). Contractor shall replace or remedy all materials as required by the owner or hygienist and shall provide final Certification from the hygienist that the materials are free from damaging or toxic fungus, damaging or toxic mold or damaging or toxic substances.

PART 2 - SUBMITTALS

- 2.1 **TESTING AGENCY:** The independent testing agency shall submit a certified written report of each inspection, test or similar service, to the Architect, in duplicate.

2.2 REPORT DATA

- A. Written reports of each inspection, test or similar service shall include, but not be limited to:
 - 1. Date of issue.

2. Project title and number.
3. Name, address and telephone number of testing agency.
4. Dates and locations of samples and tests or inspections.
5. Names of individuals making the inspection or test.
6. Designation of the Work and test method.
7. Identification of product and Specification Section.
8. Complete inspection or test data.
9. Test results and an interpretation of test results.
10. Ambient conditions at the time of sample-taking and testing.
11. Comments or professional opinion as to whether inspected or tested Work complies with Contract Document requirements.
12. Name and signature of laboratory inspector.
13. Recommendations on retesting.

PART 3 - QUALITY ASSURANCE

- 3.1 **QUALIFICATION FOR SERVICE AGENCIES:** Inspection and testing service agencies, including independent testing laboratories, shall be prequalified as complying with "Recommended Requirements for Independent Laboratory Qualification" by the American Council of Independent Laboratories, and which specialize in the types of inspections and tests to be performed.
- 3.2 **INDEPENDENT INSPECTION AND TESTING AGENCY:** Each independent inspection and testing agency engaged on the Project shall be authorized by authorities having jurisdiction to operate in the state in which the Project is located.

PART 4 - REPAIR AND PROTECTION

- 4.1 **GENERAL:** Upon completion of inspection, testing, sample-taking and similar services, repair damaged construction and restore substrates and finishes to eliminate deficiencies, including deficiencies in visual qualities of exposed finishes. Comply with Contract Document requirements for "Cutting and Patching."
- 4.2 **PROTECTION:** Protect construction exposed by or for quality control service activities, and protect repaired construction.
- 4.3 **REPAIR AND PROTECTION:** Repair and protection is the Contractor's responsibility, regardless of the assignment of responsibility for inspection, testing or similar services.

END OF SECTION

PART 1 - GENERAL

1.1 DEFINITIONS

- A. General: Basic Contract definitions are included in the conditions of the Contract.
- B. “Approved”: The term “approved,” when used in conjunction with Architect’s action on Contractor’s submittals applications, and requests, is limited to Architect’s duties and responsibilities as stated in the Conditions of the Contract.
- C. “Directed”: Terms such as “directed,” “requested,” “authorized,” “selected,” “approved,” “required,” and “permitted” mean directed by Architect, requested by Architect, and similar phrases.
- D. “Indicated”: The term “indicated” refers to graphic representations, notes, or schedules in Specifications and similar requirements in the Contract Documents. Terms such as “shown,” “noted,” “scheduled,” and “specified” are used to help the user locate the reference.
- E. “Regulations”: The term “regulations” includes laws, ordinances, statutes, and lawful orders by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. “Furnish”: The term “furnish” means to supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. “Install”: The term “install” describes operations at Project site including unloading, temporary storage, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- H. “Provide”: The term “provide” means to furnish and install, complete and ready for the intended use.
- I. “Day”: Day shall refer to calendar day.
- J. “Installer”: An installer is Contractor or another entity engaged by Contractor, as an employee, subcontractor, or contractor of lower tier, to perform a particular construction operation, including installation, erection, application, and similar operations.
- K. The term “experienced,” when used with the term “installer,” means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with the special requirements indicated; and having complied with requirements of authorities having jurisdiction.
 - 1. Using a term such as “carpentry” does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as “carpenter.” It also does not imply that requirements specified apply exclusively to tradespeople of the corresponding generic name.
- L. “Project site” is the space available for performing construction activities, either exclusively or in conjunction with others performing other work as part of Project. The extent of Project site is shown on the Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.2 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with standards in effect as of the date of the Contract Documents, unless otherwise indicated.
- C. Conflicting Requirements: Where compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Architect for a decision before proceeding.
- D. Copies of Standards: Each entity engaged on construction on Project must be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with Contract Documents.
 - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from the publication source and make them available on request.
- E. Abbreviations and Names: Abbreviations and acronyms are frequently used in the Specifications and other Contract Documents to represent the name of a trade association, standards-developing organization, authorities having jurisdiction, or other entity in the context of referencing a standard or publication.
- F. Standard data of the following organizations are referenced in the specifications, and the organization names are abbreviated as noted.
 - AAMA: American Architectural Manufacturer's Association, 1827 Walden Office Square, Ste. 104, Schaumburg, IL 60173-4628
 - ACI: American Concrete Institute, P.O. Box 4754, Redford Station, Detroit, Michigan 48219
 - AIA: American Institute of Architects, 1735 New York Avenue, Washington D.C. 20006
 - AIMA: Acoustical and Insulating Materials Association, 205 West Touhy Avenue, Park Ridge, Ill. 60068
 - AISC: American Institute of Steel Construction, 101 Park Avenue, New York, NY 10017
 - AISI: American Iron and Steel Institute, 150 East 42nd St., New York, NY 10018
 - AMCA: Air Moving and Conditioning Association, Inc., 30 West University Drive, Arlington Heights, Ill. 60004
 - ANSI: American National Standards Institute, 1430 Broadway, New York, NY 10018
 - APA: American Plywood Association, P.O. Box 11700, Tacoma, WA 98411

ARIB:	Asphalt Roofing Industry Bureau, 757 Third Avenue, New York, NY 10018
ASCE:	American Society of Civil Engineers, 1801 Alexander Bell Drive, Reston, VA 20191-4400
ASME:	American Society of Mechanical Engineers, 29 West 39th St., New York, NY 10018
ASTM:	American Society for Testing & Materials, 1916 Race St., Philadelphia, PA
AWI:	Architectural Woodwork Institute, Chesterfield House, Suite A, 5055 S. Chesterfield Road, Arlington, VA 22206
AWS:	American Welding Society, 33 West 39th Street, New York, NY 10018
AWWA:	American Water Work Association, 2 Park Avenue, New York, NY 10000
CRSI:	Concrete Reinforcing Steel Institute, 38 South Dearborn St., Chicago, Ill.
CSI:	Construction Specifications Institute, 1717 Massachusetts Ave. N.W., Washington D.C. 20036
FGMA:	Flat Glass Marketing Association, 3310 Harrison, White Lakes Prof. Bldg., Topeka, KS. 66611
ICC:	International Code Council
IBC:	International Building Code
IEBC:	International Existing Building Code
IMC:	International Mechanical Code
IPC:	International Plumbing Code
IEEE:	Institute of Electrical & Electronic Engineers, 33 West 39th St., New York, NY 10018
IPCEA:	Insulated Power Cable Engineers Association, 283 Valley Road, Montclair, NJ 07042
NEMA:	National Electrical Manufacturer's Association, 155 East 44th Ave., New York, NY 10017
SDI:	Steel Door Institute, 1230 Keith Building, Cleveland, Ohio 44115
SMCNA:	Sheet Metal & Air Conditioning Contractor National Association, 107 Center St., Elgin, Ill. 60210
UL:	Underwriter's Laboratories, 333 Pfinsten Road, Northbrook, Ill. 600062
WABO	Washington Association of Building Officials, P. O. Box 7310, Olympia, WA 98507

WSDOT: Washington State Department of Transportation, P.O Box 47300, Olympia,
WA 98504-7300

WWPA: Western Wood Products Association, Yeon Building, Portland, OR 97204

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes requirements for temporary facilities and controls, including temporary utilities, support facilities, and security and protection facilities.
- B. Temporary utilities include, but are not limited to, the following:
 - 1. Sewers and drainage.
 - 2. Water service and distribution.
 - 3. Sanitary facilities, including toilets, wash facilities, and drinking-water facilities.
 - 4. Heating and cooling facilities.
 - 5. Ventilation.
 - 6. Electric power service.
 - 7. Lighting.
 - 8. Telephone service.
- C. Support facilities include, but are not limited to, the following:
 - 1. Temporary roads and paving.
 - 2. Dewatering facilities and drains.
 - 3. Project identification and temporary signs.
 - 4. Waste disposal facilities.
 - 5. Field offices.
 - 6. Storage and fabrication sheds.
 - 7. Temporary stairs.
 - 8. Construction aids and miscellaneous services and facilities.
- D. Security and protection facilities include, but are not limited to the following:
 - 1. Environment protection.
 - 2. Stormwater control.
 - 3. Plant protection.
 - 4. Site enclosure fence.
 - 5. Security enclosure and lockup.
 - 6. Barricades, warning signs, and lights.
 - 7. Temporary enclosures.
 - 8. Temporary partitions.
 - 9. Fire protection.

- 1.2 DEFINITIONS:** Permanent Enclosure: As determined by Architect and Owner's Construction Representative permanent or temporary roofing is complete, insulated, and weathertight; exterior walls are insulated and weathertight; and all openings are closed with permanent construction or substantial temporary closures.

1.3 USE CHARGES

- A. General: Cost or use charges for temporary facilities are not chargeable to Owner or Architect and shall be included in the Contract Sum. Allow other entities to use temporary services and facilities without cost, including, but not limited to, the following:
 - 1. Owner's construction forces.
 - 2. Occupants of Project.
 - 3. Architect.
 - 4. Testing agencies.
 - 5. Personnel of authorities having jurisdiction.

- B. Water Service: Pay water service use charges, whether metered or otherwise, for water used by all entities engaged in construction activities at Project site.
- C. Electrical Power Service: Pay electric power service use charges, whether metered or otherwise, for electricity used by all entities engaged in construction activities at Project site.

1.4 SUBMITTALS: Temporary Utility Reports: Submit reports of tests, inspections, meter readings, and similar procedures performed on temporary utilities.

1.5 QUALITY ASSURANCE

- A. Regulations: Comply with industry standards and applicable laws and regulations of authorities having jurisdiction, including but not limited to:

Building Code Regulations
Health and Safety Regulations
Utility Company Regulations
Police, Fire Department and Rescue Squad rules
Environmental Protection Regulations

- B. Provide products for and the execution of the work in this section that will satisfy NECA, OSHA, and local codes. Provide products that satisfy requirements of NEMA and are UL listed. Comply with ANSI A10.6, NECA's "Temporary Electrical Facilities," and NFPA 241.
- C. Trade Jurisdictions: Assigned responsibilities for installation and operation of temporary utilities are not intended to interfere with trade regulations and union jurisdictions.
- D. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.6 PROJECT CONDITIONS

- A. Temporary Utilities: At earliest feasible time, when acceptable to Owner, change over from use of temporary service to use of permanent service.
 - 1. Temporary use of Permanent Facilities: Installer of each permanent service shall assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.
- B. Conditions of Use: The following conditions apply to use of temporary services and facilities by all parties engaged in the Work:
 - 1. Keep temporary services and facilities clean and neat.
 - 2. Relocate temporary services and facilities as required by progress of the Work.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Provide new materials. Undamaged, previously unused materials in serviceable condition may be used if approved by Architect. Provide materials suitable for use intended.

- B. Portable Chain-Link Fencing: Minimum 2-inch 9-gage, galvanized steel, chain-link fabric fencing; minimum 6 feet high with galvanized steel pipe posts; minimum 2-3/8-inch- OD line posts and 2-7/8-inch- OD corner and pull posts, with 1-5/8-inch OD top and bottom rails. Provide concrete galvanized steel bases for supporting posts.
- C. Insulation: Unfaced mineral-fiber blanket, manufactured from glass, slag wool, or rock wool; with maximum flame-spread and smoke-developed index of 25.
- D. Paint: Comply with requirements in Division 9 Section "Painting."
- E. Tarpaulins: Fire-resistive labeled with flame-spread rating of 15 or less.
- F. Water: Potable.

2.2 EQUIPMENT

- A. General: Provide equipment suitable for use intended.
- B. Field Offices: Prefabricated or Mobile units with lockable entrances, operable windows, and serviceable finishes; adequate heat; on foundations adequate for normal loading.
- C. Fire Extinguishers: Hand carried, portable, UL rated. Provide class and extinguishing agent as indicated or a combination of extinguishers of NFPA -recommended classes for exposures.
 - 1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure.
- D. Self-Contained Toilet Units: Single-occupant units of chemical, aerated recirculation, or combustion type; vented; fully enclosed with glass-fiber-reinforced polyester shell or similar nonabsorbent material.
- E. Drinking-Water Fixtures: Containerized, tap-dispenser, bottled-water drinking-water units including paper cup supply.
- F. Heating Equipment: Unless Owner authorizes use of permanent heating system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
 - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
 - 2. Heating Units: Listed and labeled, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use for type of fuel being consumed.
- G. Electrical Outlets: Properly configured, NEMA-polarized outlets to prevent insertion of 110- to 120-V plugs into higher-voltage outlets; equipped with ground-fault circuit interrupters, reset button, and pilot light.
- H. Power Distribution System Circuits: Where permitted and overhead and exposed for surveillance, wiring circuits, not exceeding 125-V ac, 20-A rating, and lighting circuits may be nonmetallic sheathed cable.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work.
- B. Provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Engage appropriate local utility company to install temporary service or connect to existing service. Where utility company provides only part of the service, provide the remainder with matching, compatible materials and equipment. Comply with utility company recommendations.
 - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
 - 2. Provide adequate capacity at each stage of construction. Before temporary utility is available, provide trucked-in services.
 - 3. Obtain easements to bring temporary utilities to Project site where Owner's easements cannot be used for that purpose.
- B. Sewers and Drainage: If sewers are available, provide temporary connections to remove effluent that can be discharged lawfully. If sewers are not available or cannot be used, provide drainage ditches, dry wells, stabilization ponds, and similar facilities. If neither sewers nor drainage facilities can be lawfully used for discharge of effluent, provide containers to remove and dispose of effluent off-site in a lawful manner.
 - 1. Filter out excessive soil, construction debris, chemicals, oils, and similar contaminants that might clog sewers or pollute waterways before discharge.
 - 2. Connect temporary sewers to municipal system as directed by sewer department officials.
 - 3. Maintain temporary sewers and drainage facilities in a clean, sanitary condition. After heavy use, restore normal conditions promptly.
 - 4. Provide temporary filter beds, settlement tanks, separators, and similar devices to purify effluent to levels acceptable to authorities having jurisdiction.
- C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction until permanent water service is in use. Sterilize temporary water piping before use.
 - 1. Provide rubber hoses as necessary to serve Project site.
- D. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking-water fixtures. Comply with regulations and health codes for type, number, location, operation, and maintenance of fixtures and facilities.
 - 1. Disposable Supplies: Provide toilet tissue, paper towels, paper cups, and similar disposable materials for each facility. Maintain adequate supply. Provide covered waste containers for disposal of used material.
 - 2. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy. Provide separate facilities for male and female personnel.
 - 3. Drinking-Water Facilities: Provide bottled-water, drinking-water units.
- E. Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment

from that specified that will not have a harmful effect on completed installations or elements being installed.

1. Maintain a minimum temperature of 50 deg F in permanently enclosed portions of building for normal construction activities, and 65 deg F for finishing activities and areas where finished Work has been installed.
- F. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects high humidity. Select equipment from that specified that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimized energy consumption.
- G. Electric Power Service: Provide weatherproof, grounded electric power service and distribution system of sufficient size, capacity, and power characteristics during construction period. Include meters, transformers, overload-protected disconnecting means, automatic ground-fault interrupters, and main distribution switchgear.
- H. Electric Distribution: Provide receptacle outlets adequate for connection of power tools and equipment.
1. Provide waterproof connectors to connect separate lengths of electrical power cords if single lengths will not reach areas where construction activities are in progress. Do not exceed safe length-voltage ratio.
 2. Provide 4-gang outlets, spaced so 100-foot extension cord can reach each area for power hand tools and task lighting. Provide a separate 125-V ac, 20-A circuit for each outlet.
- I. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations and traffic conditions.
1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
 2. Install exterior-yard site lighting that will provide adequate illumination for construction operations, traffic conditions, and signage visibility when the Work is being performed.
- J. Telephone Service: Provide temporary telephone service throughout construction period for common-use facilities used by all personnel engaged in construction activities.
1. Provide additional telephone lines for the following:
 - a. Provide a dedicated telephone line for facsimile machine in field office.
 2. At each telephone, post a list of important telephone numbers.
 - a. Police and fire departments.
 - b. Ambulance service.
 - c. Contractor's home office.
 - d. Architect's office.
 - e. Engineer's offices.
 - f. Owner's office.
 - g. Principal subcontractor's field and home offices.

3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:

1. Locate field offices, storage sheds, sanitary facilities, and other temporary construction and support facilities for easy access.
 2. Provide incombustible construction for offices, shops, and sheds located within construction area or within 30 feet of building lines. Comply with NFPA 241.
 3. Maintain support facilities until near Substantial Completion. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate to support loads and to withstand exposure to traffic during construction period. Locate temporary roads and paved areas as indicated within construction limits indicated on Drawings.
- C. Existing gravel base used for temporary access:
1. Provide dust-control treatment that is nonpolluting and nontracking. Reapply treatment as required to minimize dust.
 2. Recondition base after temporary use, including removing contaminated material, regrading, proofrolling, compaction, and testing.
 3. Delay installation of final course of permanent hot-mix asphalt pavement until immediately before Substantial Completion. Repair hot-mix asphalt base-course pavement before installation of final course according to Division 2 section "Hot-Mix Asphalt Paving."
- D. Traffic Controls: Provide temporary traffic controls at junction of temporary roads with public roads. Include warning signs for public traffic and "STOP" signs for entrance onto public roads. Comply with requirements of authorities having jurisdiction.
- E. Dewatering Facilities and Drains: Comply with requirements in applicable Division 2 Sections for temporary drainage and dewatering facilities and operations not directly associated with construction activities included in individual Sections. Where feasible, use same facilities. Maintain Project site, excavations, and construction free of water.
1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining property nor endanger permanent Work or temporary facilities.
 2. Before connection and operation of permanent drainage piping system, provide temporary drainage where roofing or similar waterproof deck construction is complete.
 3. Remove snow and ice as required to minimize accumulations.
- F. Project Identification and Temporary Signs: Prepare Project identification and other signs in sizes indicated. Install signs where indicated to inform public and persons seeking entrance to Project. Do not permit installation of unauthorized signs.
1. Engage an experienced sign painter to apply graphics for Project identification signs. Comply with details indicated.
 2. Provide Project Identification sign on 4' x 8' plywood. Owner will provide information for sign lettering.
 3. Prepare temporary signs to provide directional information to construction personnel and visitors.
 4. Construct signs of exterior-type Grade B-B high-density concrete form overlay plywood in sizes and thicknesses indicated. Support on posts or framing of preservative-treated wood or steel.
 5. Paint sign panel and applied graphics with exterior-grade alkyd gloss enamel over exterior primer.

- G. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Containerize and clearly label hazardous, dangerous, or unsanitary waste materials separately from other waste. Comply with Division 1 Section "Execution Requirements" for progress cleaning requirements.
1. If required by authorities having jurisdiction, provide separate containers, clearly labeled, for each type of waste material to be deposited.
 2. Develop a waste management plan for Work performed on Project. Indicate types of waste materials Project will produce and estimate quantities of each type. Provide detailed information for on-site waste storage and separation of recyclable materials. Provide information on destination of each type of waste material and means to be used to dispose of all waste materials.
- H. Common-Use Field Office: Provide an insulated, weathertight, field office for use as a common facility by all personnel engaged in construction activities; of sufficient size to accommodate required office personnel and meetings of ten persons at Project site. Keep office clean and orderly.
1. Furnish and equip offices with minimum furniture as follows:
 - a. Desk and four chairs, four-drawer file cabinet, a plan table, a plan rack, and bookcase.
 - b. Provide a room of not less than 200 sq. ft. for Project meetings. Furnish room with conference table, folding chairs, and 4-foot-square tack board.
 - c. Provide an electric heater with thermostat capable of maintaining a uniform indoor temperature of 68 degrees.
 - d. Provide fluorescent light fixtures capable of maintaining average illumination of 20 fc at desk height. Provide 110- to 120V duplex outlets spaced at not more than 12-foot intervals, 1 per wall in each room.
 - e. Provide two telephone outlets and a fax machine.
- I. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment involved, including temporary utility services. Sheds may be open shelters or fully enclosed spaces within building or elsewhere on-site.
1. Construct framing, sheathing, and siding using fire-retardant-treated lumber and plywood.
 2. Paint exposed lumber and plywood with exterior-grade acrylic-latex emulsion over exterior primer.
- J. Provide all other construction aids and miscellaneous facilities, such as scaffolds, platforms, swing stages, ramps and bridges, incidental sheeting and shoring, and waste chutes as required.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects. Avoid using tools and equipment that produce harmful noise. Restrict use of noisemaking tools and equipment to hours that will minimize complaints from persons or firms near Project site.

- B. Stormwater Control: Provide earthen embankments and similar barriers in and around excavations and subgrade construction, sufficient to prevent flooding by runoff of stormwater from heavy rains.
- C. Plant Protection: Install temporary fencing located as indicated to protect vegetation from construction damage.
- D. Site Enclosure Fence: Before construction operations begin, install portable chain-link enclosure fence with lockable entrance gates. Locate where indicated, or enclose entire Project site or portion determined sufficient to accommodate construction operations. Install in a manner that will prevent people, dogs, and other animals from easily entering site except by entrance gates.
 - 1. Provide gates in sizes and at locations necessary to accommodate delivery vehicles and other construction operations.
- E. Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.
- F. Barricades, Warnings, Signs, and Lights: Comply with standards and code requirements for erecting structurally adequate barricades. Paint with appropriate colors, graphics, and warning signs to inform personnel and public of possible hazard. Where appropriate and needed, provide lighting, including flashing red or amber lights.
- G. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
 - 1. Where heating or cooling is needed and permanent enclosure is not complete, provide insulated temporary enclosures. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
 - 2. Vertical Openings: Close openings of 25 sq. Ft. or less with plywood or similar materials.
 - 3. Horizontal Openings: Close openings in floor or roof decks and horizontal surfaces with load-bearing, wood-framed construction.
 - 4. Install tarpaulins securely using fire-retardant-treated wood framing and other materials.
 - 5. Where temporary wood or plywood enclosure exceeds 100 sq. Ft. in area, use fire-retardant-treated material for framing and main sheathing.
- H. Temporary Partitions: Erect and maintain dustproof partitions and temporary enclosures to limit dust and dirt migration and to separate areas from fumes and noise.
 - 1. Construct dustproof partitions of not less than nominal 4-inch studs, 5/8-inch gypsum wallboard with joints taped on occupied side, and 1/2-inch fire-retardant plywood on construction side.
- I. Temporary Fire Protection: Until fire-protection needs are supplied by permanent facilities, install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241.
 - 1. Provide fire extinguishers, installed on walls on mounting brackets, visible and accessible from space being served, with sign mounted above.
 - a. Field Offices: Class A stored-pressure water-type extinguishers.

- b. Other locations: Class ABC dry-chemical extinguishers or a combination of extinguishers of NFPA-recommended classes for exposures.
 - c. Locate fire extinguishers where convenient and effective for their intended purpose; provide not less than one extinguisher on each floor at or near each usable stairwell.
 2. Store combustible materials in containers in fire-safe location.
 3. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire-protection facilities, stairways, and other access routes for firefighting. Prohibit smoking in hazardous fire-exposure areas.
 4. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition.
 5. Permanent Fire Protection: At earliest feasible date in each area of Project, complete installation of permanent fire-protection facility, including connected services, and place into operation and use. Instruct key personnel on use of facilities.
 6. Develop and supervise an overall fire-prevention and first-aid fire-protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.

3.5 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage caused by freezing temperatures and similar elements.
 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
 2. Prevent water-filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.
- C. Temporary Facility Changeover: Except for using permanent fire protection as soon as available, do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 1. Materials and facilities that constitute temporary facilities are the property of Contractor. Owner reserves right to take possession of Project identified signs.
 2. Remove temporary paving not intended for or acceptable for integration into permanent paving. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.

3. At Substantial Completion, clean and renovate permanent facilities used during construction period. Comply with final cleaning requirements in Division 1 Section "Closeout Procedures."

END OF SECTION

Request for Notification/Shutdown Form

Requestor Information	
Job Number	
Today's Date mm/dd/yy	
Contact Person Name	
Phone/Cell	
Contractor Name	
Contractor Phone/Cell	
Type of Notification	<input type="checkbox"/> Utility Shutdown <input type="checkbox"/> Outside Contractor Construction <input type="checkbox"/> Life Safety <input type="checkbox"/> Noise <input type="checkbox"/> Weed Control/Pest Control <input type="checkbox"/> Odor <input type="checkbox"/> Core Drill/Concrete Cut <input type="checkbox"/> Hot Work <input type="checkbox"/> Other (specify)
Proposed Start day (M-S) mm/dd/yy Time	
Proposed End day (M-S) mm/dd/yy Time	
Notification Details	
	<input type="checkbox"/> Emergency notification
	<input type="checkbox"/> 3 working days notification – only for localized area in a bldg
	<input type="checkbox"/> 3 week notification – required for work affecting an entire building; large area of campus; multiple buildings and /or work that would disrupt the educational mission.
Scope of proposed work	Please attach any pertinent info/drawings.
Location(s)& systems affected	

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following administrative and procedural requirements: selection of products for use in Project; product delivery, storage, and handling; product substitutions; and comparable products.
- B. Related Sections include the following:
 - 1. Section 01 42 00 "References" for applicable industry standards for products specified.
 - 2. Section 01 77 00 "Closeout Procedures" for submitting warranties for contract closeout.

1.2 DEFINITIONS

- A. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make and model number or other designation, shown or listed in manufacturer's published product literature, that is current as of date of the Contract Document.
 - 2. New Products: Items that have not previously been incorporated into another project or facility except that products consisting of recycled-content materials are allowed, unless explicitly stated otherwise. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
- C. Basis-of-Design Product Specification: Where a specific manufacturer's product is named accompanied by the words "basis of design," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of other named manufacturers.

1.3 SUBMITTALS

- A. Product List: Prepare a list of products specified in tabular form acceptable to the Architect. Include generic names of products required. Include the manufacturer's name and proprietary product names for each item listed.

- B. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
- C. Basis-of-Design and Other Acceptable Manufacturer's Product Specifications Submittal: Comply with requirements in Division 1 Section "Submittal Procedures." Show compliance with requirements.

1.4 QUALITY ASSURANCE

- A. Source Limitations: To the fullest extent possible, provide products of the same kind from a single source.
 - 1. When specified products are available only from sources that do not, or cannot, produce a quantity adequate to complete project requirements in a timely manner, consult with the Architect to determine the most important product qualities before proceeding. Qualities may include attributes, such as visual appearance, strength, durability, or compatibility. When a determination has been made, select products from sources producing products that possess these qualities, to the fullest extent possible.
- B. Certify that all products are asbestos free and do not contain any hazardous materials.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's instructions.
 - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 - 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 - 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packing system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 - 4. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
 - 5. Store materials in a manner that will not endanger Project structure.
 - 6. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
 - 7. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
 - 8. Protect stored products from damage.

PART 2 - PRODUCTS

2.1 PRODUCT OPTIONS

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged, and unless otherwise indicated, that are new at time of installation.

1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 3. Where products are accompanied by the term “as selected,” Architect will make selection.
 4. Where products are accompanied by the term “match sample,” sample to be matched is Architect’s
 5. Descriptive, performance, and reference standard requirements in the Specifications establish “salient characteristics” of products.
- B. Product Selection Procedure: Procedure for product selection:
1. Basis-of-Design Products: Where Specification paragraphs or subparagraphs titled “Basis-of-Design Product” are included provide either the specified product or a comparable product. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product manufacturer and product name. Comply with provisions in “Comparable Products” Article to obtain approval for use of an unnamed product.
 - a. Substitutions may be considered but must be approved by the Architect and the Owner.

2.2 PRODUCT SUBSTITUTIONS

- A. Timing: Architect will consider requests for substitution if received within 60 days after commencement of the Work. Requests received after that time may be considered or rejected at discretion of Architect and Owner.
- B. Conditions: Architect will consider Contractor’s request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
1. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner’s additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 2. Requested substitution does not require extensive revisions to the Contract Document.
 3. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 4. Substitution request is fully documented and properly submitted.
 5. Requested substitution will not adversely affect Contractor’s Construction Schedule.
 6. Requested substitution has received necessary approvals of authorities having jurisdiction.
 7. Requested substitution is compatible with other portions of the Work.
 8. Requested substitution has been coordinated with other portions of the Work.
 9. Requested substitution provides specified warranty.
 10. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

2.3 COMPARABLE PRODUCTS

- A. Where products or manufacturers are specified by name, submit the following in addition to other required submittals, to obtain approval of an unnamed product:
1. Evidence that the proposed product does not require extensive revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
 2. Detailed comparison of significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 3. Evidence that proposed product provides specified warranty.
 4. List of similar installations for completed projects with project names and addresses and names and addresses of Architects and Owners.
 5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Construction layout.
 - 2. General installation of products.
 - 3. Progress cleaning.
 - 4. Starting and adjusting.
 - 5. Protection of installed construction.
 - 6. Correction of the Work.
- B. Related Sections include the following:
 - 1. Division 1 Section "Cutting and Patching".
 - 2. Division 1 Section "Closeout Procedures".

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.
 - 1. Before construction, verify the location and points of connection of utility services.
- B. Existing Utilities: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning site work, investigate and verify the existence and location of underground utilities and other construction affecting the Work.
 - 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; and underground electrical services.
 - 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- C. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 - 1. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
 - 2. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 - 3. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.

4. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Existing Utility Information: Furnish information to Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measures: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work area indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect and Owner's Construction Representative promptly.
- B. General: Engage a licensed surveyor to lay out the Work using accepted surveying practices
 1. The Contractor shall be responsible for setting, maintaining, and resetting all alignment stakes, slope stakes, and grades necessary for the construction. Except for the survey control data to be furnished by the Engineer, calculations, surveying, and measuring required for setting and maintaining the necessary lines and grades shall be the Contractor's responsibility.
 2. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
 3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
 4. Inform installers of lines and levels to which they must comply.
 5. Check the location, level and plumb, of every major element as the Work progresses.
 6. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
- D. Contractor Surveying: Copies of the Owner provided primary survey control data are available for the bidder's inspection at the architect's office.
 1. The Contractor shall be responsible for setting, maintaining, and resetting all alignment stakes, slope stakes, and grades necessary for the construction of buildings, grading, utilities, walls, clearing limits, structures, curbs, pavement, and fence lines. Except for the survey control data to be furnished by the Owner,

calculations, surveying, and measuring required for setting and maintaining the necessary lines and grades shall be the Contractor's responsibility.

- E. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, and floor levels, including those required for mechanical and electrical work. Verify column grid stakes. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.

3.4 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated:
 - 1. Make vertical work plumb and make horizontal work level.
 - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 - 3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
 - 4. Maintain minimum headroom clearance of 8 feet in spaces without a suspended ceiling.
- B. Comply with manufacturer's written instruction and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- F. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
 - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
 - 2. Allow for building movement, including thermal expansion and contraction.
- G. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- H. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.5 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.

2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F (27 deg C).
 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
1. Remove liquid spills promptly.
 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Cutting and Patching: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.
1. Thoroughly clean piping, conduit, and similar features before applying paint or other finishing materials. Restore damaged pipe covering to its original condition.
- H. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- I. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- J. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- K. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.6 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.

- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Manufacturer's Field Service: If a factory-authorized service representative is required to inspect field-assembled components and equipment installation, comply with qualification requirements in Division 1 Section "Quality Requirements."

3.7 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instruction for temperature and relative humidity.

3.8 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 1 Section "Cutting and Patching."
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes procedural requirements for cutting and patching.
- B. Related Sections include the following:
 - 1. Divisions 2 through 28 Sections for specific requirements and limitations applicable for cutting and patching individual parts of the Work.

1.2 DEFINITIONS

- A. Cutting: Removal of existing construction necessary to permit installation or performance of other Work.
- B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of the other Work.

1.3 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
- C. Miscellaneous Elements: Do not cut and patch the following elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
 - 1. Water, moisture, or vapor barriers.
 - 2. Membranes and flashings.
 - 3. Exterior storefront wall construction.
 - 4. Equipment supports.
 - 5. Piping, ductwork, vessels, and equipment.
 - 6. Noise and vibration control elements and systems.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

1.4 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections of these Specifications.
- B. Existing Materials: Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
 - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of existing materials.

PART 3 - EXECUTION

3.1 EXAMINATION

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

3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Existing Services: Where existing services are required to be removed, relocated, or abandoned, bypass such services before cutting to avoid interruption of services to occupied areas.

3.3 PERFORMANCE

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut existing construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut existing construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size

- required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings weathertight when not in use.
2. Existing Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 4. Excavating and backfilling: Comply with requirements in applicable Div. 2 Sections where required by cutting and patching operations.
 5. Mechanical and electrical services: Cut off pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 6. Proceed with patching after construction operations requiring cutting are complete.
 7. Keep water or debris from entering existing construction.
- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.

END OF SECTION

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.02 DESCRIPTION

- A. The Owner desires that this project shall generate the least amount of waste possible and that processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors shall be employed.
- B. Of the waste material that is generated, as much as economically feasible shall be reused, salvaged, or recycled. Recycle and/or salvage at least 50% of the non-hazardous construction and demolition. Recycle and/or salvage an additional 25% (75% total) of non-hazardous construction and demolition debris. This is consistent with the intent of RCW 39.04.135 and is mandated whenever practicable.
- D. With these goals, the contractor shall develop a Waste Management Plan for this project.

1.03 DEFINITIONS

- A. Chemical Waste: Includes petroleum products, bituminous materials, salts, acids, alkalis, herbicides, pesticides, organic chemicals and inorganic wastes.
- B. Class III Landfill: A landfill that accepts non-hazardous waste such as household, commercial and industrial waste, including construction, remodeling, repair and demolition operations.
- C. Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk, or the like.
- D. Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, remodeling, repair and demolition operations.
- E. Environmental Pollution and Damage: The presents of chemical, physical, or biological elements or agents which adversely affect human health or welfare; unfavorably alter ecological balances of importance to human life; affect other species of importance to humanity; or degrade the utility of the environment for aesthetic, cultural or historical purposes.
- F. Hazardous: Exhibiting the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity or reactivity.
- G. Inert Fill: A permitted facility that accepts inert waste such as asphalt and concrete exclusively.
 - 1. Inert Solids / Inert Waste: Non-liquid solid waste including, but not limited to, soil and concrete, that does not contain hazardous waste or soluble pollutants at concentrations in excess of water-quality objectives established by a regional water board pursuant to local regulations and does not contain significant quantities of decomposable solid waste.
- H. Nonhazardous: Exhibiting none of the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity, or reactivity.
- I. Nontoxic: Neither immediately poisonous to humans nor poisonous after a long period of exposure.

- J. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.
- K. Recycle: To remove a waste material from the project site to another site for remanufacture into a new product for reuse by others.
- L. Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- M. Return: To give back reusable items or unused products to vendors for credit.
- N. Reuse: To reuse a construction waste material in some manner on the project site.
- O. Salvage: To remove a waste material from the project site to another site for resale or reuse by others.
- P. Sanitary Wastes:
 - 1. Garbage: Refuse and scraps resulting from preparation, cooking, distribution or consumption of food.
 - 2. Sewage: Domestic sanitary sewage.
- Q. Sediment: Soil and other debris that has been eroded and transported by storm or well production runoff water.
- R. Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.
- S. Toxic: Poisonous to humans either immediately or after a long period of exposure.
- T. Trash: Any product or material unable to be reused, returned, recycled, or salvaged.
- U. Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.

1.04 SUBMITTALS

- A. See Section 01 33 00 for submittal procedures.
- B. Landfill Alternatives Proposal – Draft Waste Management Plan: Within 14 working days after receipt of Notice to Proceed, or prior to any trash or waste removal, whichever occurs first, Contractor shall submit to the A/E and Owner for review and approval three (3) copies of the Draft Waste Management Plan projecting trash/waste that will require disposal and alternatives to landfilling, with net costs. The plan shall contain, as a minimum, the following:
 - 1. An analysis of trash/waste to be generated and landfill options as specified for Waste Management Plan described below.
 - 2. Describe as many alternatives to landfilling as possible.
 - a. List each material proposed to be salvaged, reused, or recycled during the course of the Project.
 - b. Estimate quantities for each waste stream.
 - c. State the proposed recycle or disposal method for each waste stream.
 - d. State on-site storage method for each waste stream.
 - e. State transportation method for each waste stream.

- f. State the estimated net cost resulting from each alternative, after subtracting revenue from sale of recycled or salvaged materials and landfill tipping fees saved due to diversion of materials from the landfill.
 3. Provide alternatives to landfilling for at least the following materials:
 - a. Aluminum and plastic beverage containers.
 - b. Corrugated cardboard.
 - c. Wood pallets.
 - d. Clean dimensional wood: May be used as blocking or furring.
 - e. Land clearing debris.
 - f. Excavated soils.
 - g. Concrete: May be crushed and used as riprap, aggregate, sub-base material, or fill.
 - h. Bricks.
 - i. Concrete masonry units (CMUs).
 - j. Precast concrete panels.
 - k. Asphalt paving: May be recycled into paving for project.
 - l. Metals, including packaging banding, metal studs and trim, ductwork, piping, sheet metal, structural steel, reinforcing bars, door frames, and other items made of steel, iron, galvanized steel, stainless steel, aluminum, copper, zinc, lead, brass, and bronze.
 - m. Glass.
 - n. Gypsum drywall and plaster.
 - o. Carpet, carpet cushion, carpet tile, and carpet remnants, both new and removed: DuPont (<http://flooring.dupont.com>) and Interface (www.interfaceinc.com) conduct reclamation programs.
 - p. Asphalt roofing shingles.
 - q. Paint.
 - r. Plastic sheeting.
 - s. Rigid foam insulation.
 - t. Plumbing fixtures.
 - u. Mechanical and electrical equipment.
 - v. Fluorescent lamps (light bulbs).
 - w. Acoustical ceiling tile and panels.
 4. Include the names for each subcontractor who will transport solid or hazardous waste from the site and the name of the receiving facility that will accept waste for disposal.
- C. Review: The Draft Waste Management Plan will be reviewed by the A/E for comment with a copy going to the Owner.
 1. The plan is checked to make sure all materials that may be economically recycled are listed.
 2. The plan is also checked for the haulers, recyclers and disposal facilities, to include recycling, general waste and hazardous waste facilities.
 3. Plan review comments are made by the A/E. Once no further comments are necessary, the contractor may proceed with its plan.
- D. Waste Management Plan: Include the following information:
 1. Analysis of the trash and waste projected to be generated during the entire project construction cycle, including types and quantities.
 2. Landfill Options: The name, address, and telephone number of the landfill(s) where trash/waste will be disposed of, the applicable landfill tipping fee(s), and the projected cost of disposing of all project trash/waste in the landfill(s).
 3. Landfill Alternatives: List all waste materials that will be diverted from landfills by reuse, salvage, or recycling.
 - a. List each material proposed to be salvaged, reused, or recycled.
 - b. List the local market for each material.
 - c. State the estimated net cost, versus landfill disposal.

4. Meetings: Describe regular meetings to be held to address waste prevention, reduction, recycling, salvage, reuse, and disposal.
 5. Materials Handling Procedures: Describe the means by which materials to be diverted from landfills will be protected from contamination and prepared for acceptance by designated facilities; include separation procedures for recyclables, storage, and packaging.
 6. Transportation: Identify the destination and means of transportation of materials to be recycled; i.e. whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler.
 7. Recycling Incentives: Describe procedures required to obtain credits, rebates, or similar incentives.
- E. Implementation: The Contractor shall submit monthly a progress report summary of waste generated at the project. The summary shall be submitted on a form acceptable to the Owner and shall contain the following information:
1. For each material recycled, reused, or salvaged from the project, the amount (in tons or cubic yards), the date removed from the job site, the receiving party, the transportation cost, the amount of any money paid or received for the recycled or salvaged material, the net total cost or savings of salvage or recycling the material. Include manifests, weight ticket receipts or invoices.
 2. The amount (in tons or cubic yards) of material landfilled from the project, the location of the receiving facility, the total amount of tip fees paid at the landfill, and the total disposal cost. Include manifests, weight tickets, receipts and invoices.
- F. Recycling Incentive Programs:
1. Where revenue accrues to Contractor, submit copies of documentation required to qualify for incentive.
 2. Where revenue accrues to Owner, submit any additional documentation required by Owner in addition to information provided in periodic Waste Disposal Report.

1.05 RESOURCES

- A. Contractor may request specific technical assistance or referrals from the following resources:

Waste Reduction Specialist
Solid Waste Services Program
Department of Ecology
(360) 407-6352

1.06 ADDITIONAL RECYCLING REQUIREMENTS

- A. Handling
1. Materials shall be free of dirt, adhesives, solvents, petroleum contamination and other substances deleterious to recycling process. Clean materials which are contaminated prior to placing in collection containers.
 2. Arrange for collection by or delivery to the appropriate recycling center or transfer station that accepts construction and demolition waste for purpose of recycling.
- B. Participation In Re-Use Programs
1. Industrial Materials Exchange (IMEX) program sponsored by the Local Hazardous Waste Management Program in King County.

- a. IMEX is a free service designed to help businesses find markets for materials that traditionally would be discarded. The premise of the IMEX program is that material discarded by one business may be a resource for another business.
 - b. To obtain a current Materials Listings Catalog, call IMEX at (206) 296-4899.
2. Habitat for Humanity - South Puget Sound, a non-profit housing organization that rehabilitates and builds housing for low income families.
 - a. Sites requiring donated materials vary. Contact HFH at (360) 956-3456.
- C. Rebate, Tax Credits, Etc.: Rebates, tax credits and other savings obtained for recycled or re-used materials shall accrue to Contractor.

PART 2 - PRODUCTS

2.01 PRODUCT SUBSTITUTIONS

- A. Notify Owner's Representative when Contractor is aware of materials, equipment or products that meet the aesthetic and programmatic intent of Contract Documents, but which are more environmentally-sensitive than materials, equipment or products specified or indicated in the Contract Documents.
- B. For each proposed product substitution, submit the following information in addition to requirements specified in Section 01 60 00:
 1. Relative amount of waste produced, compared to specified product.
 2. Cost savings on waste disposal, compared to specified product, to be deducted from the Contract Sum.
 3. Proposed disposal method for waste product.
 4. Markets for recycled waste product.

PART 3 - EXECUTION

3.01 WASTE MANAGEMENT PLAN IMPLEMENTATION

- A. Manager: Designate an on-site person or persons responsible for instructing workers and overseeing and documenting results of the Waste Management Plan.
- B. Communication: Distribute copies of the Waste Management Plan to job site foreman, each subcontractor, Owner, and Architect.
- C. Instruction: Provide on-site instruction of appropriate separation, handling, and recycling, salvage, reuse, and return methods to be used by all parties at the appropriate stages of the project.
- D. Meetings: Discuss trash/waste management goals and issues at project meetings.
 1. Pre-bid meeting.
 2. Pre-construction meeting.
 3. Regular job-site meetings.
 4. Job safety meetings.
- E. Facilities: Provide specific facilities for separation and storage of materials for recycling, salvage, reuse, return, and trash disposal, for use by all contractors and installers.
 1. As a minimum, provide:
 - a. Separate area for storage of materials to be reused on-site, such as wood cut-offs for blocking.

- b. Separate dumpsters for each category of recyclable.
 - c. Recycling bins at worker lunch area.
 - 2. Provide containers as required.
 - 3. Provide temporary enclosures around piles of separated materials to be recycled or salvaged.
 - 4. Provide materials for barriers and enclosures that are nonhazardous, recyclable, or reusable to the maximum extent possible; reuse project construction waste materials if possible.
 - 5. Locate enclosures out of the way of construction traffic.
 - 6. Provide adequate space for pick-up and delivery and convenience to subcontractors.
 - 7. If an enclosed area is not provided, clearly lay out and label a specific area on-site.
 - 8. Keep recycling and trash/waste bin areas neat and clean and clearly marked in order to avoid contamination of materials.
- F. Hazardous Wastes: Separate, store, and dispose of hazardous wastes according to applicable regulations.
- G. Recycling: Separate, store, protect, and handle at the site identified recyclable waste products in order to prevent contamination of materials and to maximize recyclability of identified materials. Arrange for timely pickups from the site or deliveries to recycling facility in order to prevent contamination of recyclable materials.
- H. Reuse of Materials On-Site: Set aside, sort, and protect separated products in preparation for reuse.
- I. Salvage: Set aside, sort, and protect products to be salvaged for reuse off-site.
- J. Disposal Operations:
- 1. Promptly and legally transport and dispose of removed and demolished items and waste materials that are not identified-d to be recycled or reused.
 - 2. Do not burn, bury or otherwise dispose of rubbish and waste materials on project site.
 - 3. Aggregating material and/or hauling it off site shall not occur between the hours of 10:00 PM and 7:00 AM unless it complies with Specification Section 01 50 00 – 3.04H.

END OF SECTION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Inspection procedures.
 - 2. Project Record Documents.
 - 3. Operation and maintenance manuals.
 - 4. Final cleaning.
- B. Related Sections include the following:
 - 1. Section 01 29 00 "Payment Procedures" for requirements for Applications for Payment for Substantial and Final Completion.
 - 2. Divisions 2 through 28 Sections for specific closeout and special cleaning requirements for products of those Sections.

1.2 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following: (List items below that are incomplete in request.)
 - 1. Prepare a list of items to be completed and corrected (punch list) and the value of incomplete work (by item and in total).
 - 2. Advise Owner of pending insurance changeover requirements.
 - 3. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 4. Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final certifications and similar documents.
 - 5. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 - 6. Terminate and remove facilities from Project site, along with mockups, construction tools, and similar elements.
 - 7. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
 - 8. Complete final cleaning requirements, including touchup painting.
 - 9. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Inspection Procedures: Upon receipt of the Contractor's request for inspection, the Architect/Engineer will either proceed with inspection or advise the Contractor of unfilled requirements. Following the initial inspection, the Architect/engineer will either prepare the certificate of substantial completion, or will advise the Contractor of work which must be performed before the certificate will be issued. The Architect/Engineer will repeat the inspection when requested and when assured that the Work has been substantially completed. The Architect will perform one initial inspection and one re-inspection. Additional inspections will be done at Contractor's expense.

1.3 FINAL COMPLETION

- A. General: Complete the following before requesting the Architect/Engineer's final inspection for certification of final acceptance, and final payment as required by the General Conditions. List known exceptions, if any, in the request.

1. Submit the final payment request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
2. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
3. Submit a certified copy of the Architect/ Engineer's final punchlist of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance and has been endorsed and dated by the Architect/Engineer.
4. Submit final meter readings for utilities, a measured record of stored fuel, and similar data either as of the date of substantial completion, or else when the Owner took possession of the responsibility for corresponding elements of the Work.
5. Submit consent of surety.
6. Submit a final liquidated damages settlement statement, acceptable to the Owner.
7. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
8. Submit record drawings, maintenance manuals, final project photographs, damage or settlement survey, property survey, and similar final record information.
9. Deliver tools, spare parts, extra stock of material and similar physical items to the Owner.
10. Complete start-up testing of systems, and instruction of the Owner's operating and maintenance personnel. Discontinue or change over and remove temporary facilities and services from the project site, along with construction tools and facilities, mock-ups, and similar elements.
11. Complete final cleaning up requirements, including touch-up painting of marred surfaces.
12. Touch-up and otherwise repair and restore marred exposed finishes.
13. Reinspection Procedure: The Architect/Engineer will reinspect the work upon receipt of the contractor's notice that the work, including punchlist items resulting from earlier inspections, has been completed, except for these items whose completion has been delayed because of circumstances that are acceptable to the Architect/Engineer. Upon completion of reinspection, the Architect/Engineer will either prepare a certificate of final acceptance, or will advise the Contractor of work that is incomplete or of obligations that have not been fulfilled, but are required for final acceptance. If necessary, the reinspection procedure will be repeated. Additional inspections will be done at Contractor's expense.

1.4 PROJECT RECORD DOCUMENTS

- A. General: Do not use Project Record Document for construction purposes. Protect Project Record Documents from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.
- B. Record Drawings: Maintain and submit one set of blue- or black-line white prints of Contract Drawings and Shop Drawings.
 1. Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
 - a. Give particular attention to information on concealed elements that cannot be readily identified and recorded later.
 - b. Accurately record information in an understandable drawing technique.
 - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.

- d. Mark Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. Where Shop Drawings are marked, show cross-reference on Contract Drawings.
 2. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
 3. Mark important additional information that was either shown schematically or omitted from original Drawings.
 4. Note Construction Change Directive numbers, Change Orders, alternate numbers, and similar identification where applicable.
 5. Identify, sign and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location. Organize into manageable sets; bind each set with durable paper cover sheets. Include identification on cover sheets.
- C. Record Specifications: Submit one copy of Project's Specifications, including addenda and contract modifications. Mark copy to indicate the actual product installation where installation varies from that indicated in specifications, addenda, and contract modifications.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 3. Note related Change Orders, Record Drawings, and Product Data, where applicable.
- D. Record Product Data: Submit one copy of each Product Data submittal. Mark one set to indicate the actual product installation varies substantially from that indicated in Product Data.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 3. Note related Change Orders, Record Drawings, and Record Specifications, where applicable.
- E. Miscellaneous Record Submittals: Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

1.5 OPERATION AND MAINTENANCE MANUALS

- A. Assemble 3 complete sets of operation and maintenance data indicating the operation and maintenance of each system, subsystem, and piece of equipment not part of a system. Include operation and maintenance data required in individual Specification Sections and as follows:
1. Maintenance Data:
 - a. Manufacturer's information, including list of spare parts.
 - b. Name, address, and telephone number of Installer or supplier.
 - c. Maintenance procedures.
 - d. Maintenance and service schedules for preventative and routine maintenance.
 - e. Maintenance record forms.
 - f. Source of spare parts and maintenance materials.

- g. Copies of maintenance service agreements.
 - h. Copies of warranties and bonds.
- B. Organize operation and maintenance manuals into suitable sets of manageable size. Bind and index data in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, with pocket-inside the covers to receive folded oversized sheets. Identify each binder on front and spine with the printed title "OPERATION AND MAINTENANCE MANUAL," Project name, and subject matter of contents.

1.6 CLOSEOUT PROCEDURES: General Operating and Maintenance Instructions: Arrange for each installer of operating equipment and other work that requires regular or continuing maintenance, to meet at the site with the Owners personnel to provide necessary basic instruction in the proper operation and maintenance of the entire work. Where installers are not experienced in the required procedures, include instruction by the manufacturer's representatives. As part of this instruction provide a detailed review of the following items: Maintenance manuals, record documents, spare parts and materials, tools, lubricants, fuels, identification systems, control sequences, hazards, cleaning, and warranties, bonds, maintenance agreements and similar continuing commitments. As part of this instruction for operating equipment demonstrate the following procedures: Start-up, shut-down, emergency operations, noise and vibration adjustments, safety procedures, economy and efficiency adjustments, and effective energy utilization.

PART 2 – PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project.
 - a. Clean Project site, in areas disturbed by construction activities, of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - d. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - e. Sweep concrete floors broom clean in unoccupied spaces.
 - f. Remove labels which are not required as permanent labels.
 - g. Clean transparent materials, including mirrors and glass in doors and windows, to a polished condition. Remove putty and other substances which are not noticeable as vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials.
 - h. Clean exposed exterior and interim hard-surfaced finishes to a dust-free condition, free of dust, stains, films and similar noticeable distracting

- substance. Restore reflective surfaces to their original reflective condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.
- i. Wipe surfaces of mechanical and electrical equipment clean. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.
 - j. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - k. Removal of Protection: Except as otherwise indicated or requested by the Architect/Engineer, remove temporary protection devices and facilities which were installed during the course of the work to protect previously completed work during the remainder of the construction period.
 - l. Compliance: Comply with safety standards and governing regulations for cleaning operations. Do not burn waste materials at the site. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile or other harmful or dangerous materials into drainage systems. Remove waste materials from the site and dispose of in a lawful manner. Where extra materials of value remaining after completion of associated work have become the Owner's property, dispose of these materials to the Owner's best advantage as directed.
 - m. Leave Project clean and ready for occupancy.

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Selective demolition of built site elements.
- B. Selective demolition of building elements for alteration purposes.

1.02 RELATED REQUIREMENTS

- A. Section 01 10 00 - Summary: Limitations on Contractor's use of site and premises.
- B. Section 01 10 00 - Summary: Description of items to be salvaged or removed for re-use by Contractor.
- C. Section 01 50 00 - Temporary Facilities and Controls: Site fences, security, protective barriers, and waste removal.
- D. Section 01 60 00 - Product Requirements: Handling and storage of items removed for salvage and relocation.
- E. Section 01 70 00 - Execution and Closeout Requirements: Project conditions; protection of bench marks, survey control points, and existing construction to remain; reinstallation of removed products; temporary bracing and shoring.
- F. Section 01 74 19 - Construction Waste Management and Disposal: Limitations on disposal of removed materials; requirements for recycling.

1.03 DEFINITIONS

- A. Demolition: Dismantle, raze, destroy or wreck any building or structure or any part thereof.
- B. Remove: Detach or dismantle items from existing construction and dispose of them off site, unless items are indicated to be salvaged or reinstalled.
- C. Remove and Salvage: Detach or dismantle items from existing construction in a manner to prevent damage. Clean, package, label and deliver salvaged items to Owner in ready-for-reuse condition.
- D. Remove and Reinstall: Detach or dismantle items from existing construction in a manner to prevent damage. Clean and prepare for reuse and reinstall where indicated.
- E. Existing to Remain: Designation for existing items that are not to be removed and that are not otherwise indicated to be salvaged or reinstalled.

1.04 REFERENCE STANDARDS

- A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2022, with Errata (2021).

1.05 SUBMITTALS

- A. See Section 01 33 00 - Administrative Requirements for submittal procedures.
- B. Site Plan: Indicate:
 - 1. Areas for temporary construction and field offices.
- C. Project Record Documents: Accurately record actual locations of capped and active utilities and subsurface construction.

1.06 QUALITY ASSURANCE

- A. Demolition Firm Qualifications: Company specializing in the type of work required.

PART 2 PRODUCTS -- NOT USED

PART 3 EXECUTION

3.01 DEMOLITION

- A. Remove portions of existing building and site necessary to perform new work in accordance with project phasing as indicated in Drawings.

- C. Remove any and all elements as per the Drawing Set.
- D. Remove other items indicated, for salvage, relocation, and recycling.

3.02 GENERAL PROCEDURES AND PROJECT CONDITIONS

- A. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
 - 1. Obtain required permits.
 - 2. Provide, erect, and maintain temporary barriers and security devices.
 - 3. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
 - 4. Do not close or obstruct roadways or sidewalks without permits from authority having jurisdiction.
 - 5. Conduct operations to minimize obstruction of public and private entrances and exits. Do not obstruct required exits at any time. Protect persons using entrances and exits from removal operations.
 - 6. Obtain written permission from owners of adjacent properties when demolition equipment will traverse, infringe upon, or limit access to their property.
- B. Do not begin removal until receipt of notification to proceed from Owner.
- C. Protect existing structures and other elements to remain in place and not removed.
 - 1. Provide bracing and shoring.
 - 2. Prevent movement or settlement of adjacent structures.
 - 3. Stop work immediately if adjacent structures appear to be in danger.
- D. Minimize production of dust due to demolition operations. Do not use water if that will result in ice, flooding, sedimentation of public waterways or storm sewers, or other pollution.
- E. Perform demolition in a manner that maximizes salvage and recycling of materials.
 - 1. Comply with requirements of Section 01 74 19 - Construction Waste Management and Disposal.
 - 2. Dismantle existing construction and separate materials.
 - 3. Set aside reusable, recyclable, and salvageable materials; store and deliver to collection point or point of reuse.
- F. Partial Removal of Paving and Curbs: Neatly saw cut at right angle to surface.

3.03 EXISTING UTILITIES

- A. Coordinate work with utility companies. Notify utilities before starting work, comply with their requirements, and obtain required permits.
- B. Protect existing utilities to remain from damage.
- C. Do not disrupt public utilities without permit from authority having jurisdiction.
- D. Do not close, shut off, or disrupt existing life safety systems that are in use without at least 7 days prior written notification to Owner.
- E. Do not close, shut off, or disrupt existing utility branches or take-offs that are in use without at least 3 days prior written notification to Owner.
- F. Locate and mark utilities to remain; mark using highly visible tags or flags, with identification of utility type; protect from damage due to subsequent construction, using substantial barricades if necessary.
- G. Remove exposed piping, valves, meters, equipment, supports, and foundations of disconnected and abandoned utilities.
- H. Prepare building demolition areas by disconnecting and capping utilities outside the demolition zone. Identify and mark, in same manner as other utilities to remain, utilities to be reconnected.

3.04 SELECTIVE DEMOLITION FOR ALTERATIONS

- A. Existing construction and utilities indicated on drawings are based on casual field observation and existing record documents only.
 - 1. Verify construction and utility arrangements are as indicated.
 - 2. Report discrepancies to Architect before disturbing existing installation.
 - 3. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
- B. Separate areas in which demolition is being conducted from areas that remain occupied.
 - 1. Provide, erect, and maintain temporary dustproof partitions of construction specified in Section 01 50 00 in locations indicated on drawings.
- C. Remove existing work as indicated and implied that is required to accomplish new work.
 - 1. Remove items indicated on drawings.
- D. Services including, but not limited to, HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications: Remove existing systems and equipment as indicated.
 - 1. Maintain existing active systems to remain in operation, and maintain access to equipment and operational components.
 - 2. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
 - 3. Verify that abandoned services serve only abandoned facilities before removal.
 - 4. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings. Remove back to source of supply where possible, otherwise cap stub and tag with identification.
- E. Protect existing work to remain.
 - 1. Prevent movement of structure. Provide shoring and bracing as required.
 - 2. Perform cutting to accomplish removal work neatly and as specified for cutting new work.
 - 3. Repair adjacent construction and finishes damaged during removal work.
 - 4. Patch to match new work.

3.05 DEBRIS AND WASTE REMOVAL

- A. Remove debris, junk, and trash from site.
- B. Remove materials not to be reused on site; comply with requirements of Section 01 74 19 - Waste Management.
- C. Leave site in clean condition, ready for subsequent work.
- D. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Metal stud wall and soffit framing.
- B. Metal channel ceiling framing.
- C. Acoustic insulation.
- D. Gypsum sheathing.
- E. Gypsum wallboard.
- F. Joint treatment and accessories.

1.02 RELATED REQUIREMENTS

- A. Section 05 40 00 - Cold-Formed Metal Framing: Interior load-bearing metal stud framing.
- B. Section 06 10 00 - Rough Carpentry: Building framing and sheathing.
- C. Section 06 10 00 - Rough Carpentry: Blocking product and execution requirements.
- D. Section 07 21 00 - Thermal Insulation: Acoustic insulation.
- E. Section 07 25 00 - Weather Barriers: Water-resistive barrier over sheathing.
- F. Section 09 30 00 - Tiling: Tile backing board.

1.03 REFERENCE STANDARDS

- A. AISI S100 - North American Specification for the Design of Cold-Formed Steel Structural Members; 2016.
- B. AISI S220 - North American Standard for Cold-Formed Steel Nonstructural Framing; 2020.
- C. AISI S240 - North American Standard for Cold-Formed Steel Structural Framing; 2015, with Errata (2020).
- D. AISI S100-12 - North American Specification for the Design of Cold-Formed Steel Structural Members; American Iron and Steel Institute; 2012.
- E. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2015.
- F. ASTM A1003/A1003M - Standard Specification for Steel Sheet, Carbon, Metallic- and Nonmetallic-Coated for Cold-Formed Framing Members; 2015.
- G. ASTM C1007 - Standard Specification for Installation of Load Bearing (Transverse and Axial) Steel Studs and Related Accessories; 2020.
- H. ASTM C475/C475M - Standard Specification for Joint Compound and Joint Tape for Finishing Gypsum Board; 2015.
- I. ASTM C514 - Standard Specification for Nails for the Application of Gypsum Board; 2004 (Reapproved 2014).
- J. ASTM C557 - Standard Specification for Adhesives for Fastening Gypsum Wallboard to Wood Framing; 2003 (Reapproved 2009).
- K. ASTM C645 - Standard Specification for Nonstructural Steel Framing Members; 2014.
- L. ASTM C665 - Standard Specification for Mineral-Fiber Blanket Thermal Insulation for Light Frame Construction and Manufactured Housing; 2012.
- M. ASTM C754 - Standard Specification for Installation of Steel Framing Members to Receive Screw-Attached Gypsum Panel Products; 2015.
- N. ASTM C840 - Standard Specification for Application and Finishing of Gypsum Board; 2013.

- O. ASTM C954 - Standard Specification for Steel Drill Screws for the Application of Gypsum Panel Products or Metal Plaster Bases to Steel Studs From 0.033 in. (0.84 mm) to 0.112 in. (2.84 mm) in Thickness; 2015.
- P. ASTM C1002 - Standard Specification for Steel Self-Piercing Tapping Screws for Application of Gypsum Panel Products or Metal Plaster Bases to Wood Studs or Steel Studs; 2014.
- Q. ASTM C1047 - Standard Specification for Accessories For Gypsum Wallboard and Gypsum Veneer Base; 2014a.
- R. ASTM C1177/C1177M - Standard Specification for Glass Mat Gypsum Substrate for Use as Sheathing; 2013.
- S. ASTM C1178/C1178M - Standard Specification for Coated Glass Mat Water-Resistant Gypsum Backing Panel; 2013.
- T. ASTM C1280 - Standard Specification for Application of Gypsum Sheathing Board; 2013.
- U. ASTM C1396/C1396M - Standard Specification for Gypsum Board; 2014.
- V. ASTM C1658/C1658M - Standard Specification for Glass Mat Gypsum Panels; 2013.
- W. GA-216 - Application and Finishing of Gypsum Board; 2013.
- X. GA-600 - Fire Resistance Design Manual; 2015.
- Y. ICC (IBC) - International Building Code; 2015.
- Z. UL (FRD) - Fire Resistance Directory; current edition.

1.04 SUBMITTALS

- A. See Section 01 33 00 - Submittal Procedures.
- B. Product Data:
 - 1. Provide manufacturer's data on partition head to structure connectors, showing compliance with requirements.
- C. Product Data: Provide manufacturer's data on partition head to structure connectors, showing compliance with requirements.

1.05 QUALITY ASSURANCE

- A. Installer Qualifications: Company specializing in performing gypsum board installation and finishing, with minimum 5 years of experience.

PART 2 PRODUCTS

2.01 GYPSUM BOARD ASSEMBLIES

- A. Provide completed assemblies as indicated in Drawings.
 - 1. See PART 3 for finishing requirements.

2.02 METAL FRAMING MATERIALS

- A. Steel Sheet: ASTM A1003/A1003M, subject to the ductility limitations indicated in AISI S220 or equivalent.
- B. Non-Loadbearing Framing System Components: ASTM C645; galvanized sheet steel, of size and properties necessary to comply with ASTM C754 for the spacing indicated, with maximum deflection of wall framing of L/240 at 10 psf.
 - 1. Studs: C-shaped with knurled or embossed faces.
 - 2. Runners: U shaped, sized to match studs.
 - 3. Ceiling Channels: C-shaped.
 - 4. Furring Members: Hat-shaped sections, minimum depth of 7/8 inch.
 - 5. Resilient Furring Channels: Single or double leg configuration; 1/2 inch channel depth.
- C. Loadbearing Studs for Application of Gypsum Board: As specified in Section 05 40 00.
- D. Ceiling Hangers: Type and size as specified in ASTM C754 for spacing required.

- E. Partition Head to Structure Connections: Provide mechanical anchorage devices that accommodate deflection and prevent rotation of studs while maintaining structural performance of partition.
 - 1. Structural Performance: Maintain lateral load resistance and vertical movement capacity required by applicable code, when evaluated in accordance with AISI S100.
 - 2. Material: ASTM A653/A653M steel sheet, SS Grade 50/340, with G60/Z180 hot-dipped galvanized coating.

2.03 BOARD MATERIALS

- A. Manufacturers - Gypsum-Based Board:
 - 1. Basis of Design: USG Corporation: www.usg.com.
 - 2. Substitutions: See Section 01 60 00 - Product Requirements.
- B. Gypsum Wallboard: Paper-faced gypsum panels as defined in ASTM C1396/C1396M; sizes to minimize joints in place; ends square cut.
 - 1. Application: Use for vertical surfaces and ceilings, unless otherwise indicated.
 - 2. Glass mat faced gypsum panels, as defined in ASTM C1658/C1658M, suitable for paint finish, of the same core type and thickness may be substituted for paper-faced board.
 - 3. At Assemblies Indicated with Fire-Resistance Rating: Use type required by indicated tested assembly; if no tested assembly is indicated, use Type X board, UL or WH listed.
 - 4. Water-Resistant Gypsum Board at walls with sinks and other plumbing fixtures.
 - a. Core Type: Regular and Type X, as indicated.
 - 5. Thickness:
 - a. Vertical Surfaces: 1/2 inch.
 - b. Ceilings: 5/8 inch.
- C. Exterior Sheathing Board: Sizes to minimize joints in place; ends square cut.
 - 1. Application: Exterior sheathing, unless otherwise indicated.
 - 2. Glass Mat Faced Sheathing: Glass mat faced gypsum substrate as defined in ASTM C1177/C1177M.
 - 3. Regular Board Thickness: 5/8 inch.
 - 4. Edges: Square.

2.04 GYPSUM BOARD ACCESSORIES

- A. Acoustic Insulation: ASTM C665; preformed glass fiber, friction fit type, unfaced. Thickness: 3.5 inch.
- B. Acoustic Sealant: Acrylic emulsion latex or water-based elastomeric sealant; do not use solvent-based non-curing butyl sealant.
- C. Water-Resistive Barrier: See Section 07 25 00.
- D. Finishing Accessories: ASTM C1047, extruded aluminum alloy (6063 T5) or galvanized steel sheet ASTM A924/A924M G90, unless noted otherwise.
 - 1. Types: As detailed or required for finished appearance.
 - 2. Special Shapes: In addition to conventional corner bead and control joints, provide U-bead and L-bead at exposed panel edges unless detailed otherwise.
- E. Joint Materials: ASTM C475/C475M and as recommended by gypsum board manufacturer for project conditions.
 - 1. Fiberglass Tape: 2 inch wide, coated glass fiber tape for joints and corners, except as otherwise indicated.
 - 2. Paper Tape: 2 inch wide, creased paper tape for joints and corners, except as otherwise indicated.
 - 3. Ready-mixed vinyl-based joint compound.
 - 4. Topping Compound: Powder-type vinyl-based joint compound.
 - 5. Taping and Prefilling: Chemical hardening type compound.

- 6. Joint Compound: Setting type, field-mixed.
- F. High Build Drywall Surfer: Vinyl acrylic latex-based coating for spray application, designed to take the place of skim coating and separate paint primer in achieving Level 5 finish.
- G. Screws for Fastening of Gypsum Panel Products to Cold-Formed Steel Studs Less than 0.033 inches in Thickness and Wood Members: ASTM C1002; self-piercing tapping screws, corrosion-resistant.
- H. Screws for Fastening of Gypsum Panel Products to Steel Members from 0.033 to 0.112 inch in Thickness: ASTM C954; steel drill screws, corrosion-resistant.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that project conditions are appropriate for work of this section to commence.

3.02 FRAMING INSTALLATION

- A. Metal Framing: Install in accordance with ASTM C1007/AISI S220 and manufacturer's instructions.
- B. Suspended Ceilings and Soffits: Space framing and furring members as indicated.
 - 1. Level ceiling system to a tolerance of 1/1200.
 - 2. Laterally brace entire suspension system.
- C. Studs: Space studs at 16 inches on center.
 - 1. Extend partition framing to structure in all locations.
 - 2. Partitions Terminating at Structure: Attach top runner to structure, maintain clearance between top of studs and structure, and connect studs to track using specified mechanical devices in accordance with manufacturer's instructions; verify free movement of top of stud connections; do not leave studs unattached to track.
- D. Openings: Reinforce openings as required for weight of doors or operable panels, using not less than double studs at jambs.
- E. Blocking: Install mechanically fastened steel channel blocking for support of:
 - 1. Framed openings.
 - 2. Wall-mounted cabinets.
 - 3. Plumbing fixtures.
 - 4. Wall-mounted door hardware.
 - 5. As indicated in Drawings.

3.03 ACOUSTIC ACCESSORIES INSTALLATION

- A. Acoustic Insulation: Place tightly within spaces, around cut openings, behind and around electrical and mechanical items within partitions, and tight to items passing through partitions.
- B. Acoustic Sealant: Install in accordance with manufacturer's instructions.
 - 1. Place one bead continuously on substrate before installation of perimeter framing members.
 - 2. Seal around all penetrations by conduit, pipe, ducts, and rough-in boxes, except where firestopping is provided.

3.04 BOARD INSTALLATION

- A. Comply with ASTM C840, GA-216, and manufacturer's instructions. Install to minimize butt end joints, especially in highly visible locations.
- B. Cementitious Backing Board: Install over steel framing members where indicated, in accordance with ANSI A108.11 and manufacturer's instructions.
- C. Installation on Wood Framing: For nonrated assemblies, install as follows:
 - 1. Single-Layer Applications: Screw attachment.

3.05 INSTALLATION OF TRIM AND ACCESSORIES

- A. Control Joints: Place control joints consistent with lines of building spaces and as indicated.
 - 1. Not more than 30 feet apart on walls and ceilings over 50 feet long.
- B. Corner Beads: Install at external corners, using longest practical lengths.
- C. Edge Trim: Install at locations where gypsum board abuts dissimilar materials.

3.06 JOINT TREATMENT

- A. Paper Faced Gypsum Board: Use paper joint tape, bedded with ready-mixed vinyl-based joint compound and finished with ready-mixed vinyl-based joint compound.
- B. Finish gypsum board in accordance with levels defined in ASTM C840, as follows:
 - 1. Level 4: Walls and ceilings to receive semi-gloss or gloss paint finish and other areas specifically indicated. Walls and ceilings to receive wall coverings, unless otherwise indicated.
 - 2. Level 2: In utility areas, behind cabinetry, and on backing board to receive tile finish.
- C. Tape, fill, and sand exposed joints, edges, and corners to produce smooth surface ready to receive finishes.
 - 1. Feather coats of joint compound so that camber is maximum 1/32 inch.
- D. Fill and finish joints and corners of cementitious backing board as recommended by manufacturer.

3.07 TOLERANCES

- A. Maximum Variation of Finished Gypsum Board Surface from True Flatness: 1/8 inch in 10 feet in any direction.

END OF SECTION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Surface preparation.
- B. Field application of paints.
- C. Scope: Finish interior surfaces exposed to view, unless fully factory-finished and unless otherwise indicated.
 - 1. Prime surfaces to receive wall coverings.
- D. Do Not Paint or Finish the Following Items:
 - 1. Items factory-finished unless otherwise indicated; materials and products having factory-applied primers are not considered factory finished.
 - 2. Items indicated to receive other finishes.
 - 3. Items indicated to remain unfinished.
 - 4. Fire rating labels, equipment serial number and capacity labels, bar code labels, and operating parts of equipment.
 - 5. Stainless steel and anodized aluminum items.
 - 6. Floors, unless specifically indicated.
 - 7. Glass.
 - 8. Acoustical materials, unless specifically indicated.
 - 9. Concealed pipes, ducts, and conduits.

1.02 RELATED REQUIREMENTS

- A. Section 01 81 19 - Interior Air Quality Requirements
- B. Section 05 50 00 - Metal Fabrications: Shop-primed items.
- C. Section 09 91 13 - EXTERIOR PAINTING.

1.03 REFERENCE STANDARDS

- A. ASTM D16 - Standard Terminology for Paint, Related Coatings, Materials, and Applications; 2014.
- B. ASTM D4258 - Standard Practice for Surface Cleaning Concrete for Coating; 2005 (Reapproved 2012).
- C. ASTM D4442 - Standard Test Methods for Direct Moisture Content Measurement of Wood and Wood-Base Materials; 2007.
- D. MPI (APL) - Master Painters Institute Approved Products List; Master Painters and Decorators Association; current edition, www.paintinfo.com.
- E. MPI (APSM) - Master Painters Institute Architectural Painting Specification Manual; Current Edition, www.paintinfo.com.
- F. SSPC-SP 1 - Solvent Cleaning; 2015.
- G. SSPC-SP 2 - Hand Tool Cleaning; 1982 (Ed. 2004).
- H. SSPC-SP 6/NACE No.3 - Commercial Blast Cleaning; 2006.

1.04 SUBMITTALS

- A. See Section 01 33 00 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide complete list of products to be used, with the following information for each:
 - 1. Manufacturer's name, product name and/or catalog number, and general product category (e.g., "alkyd enamel").
 - 2. MPI product number (e.g., MPI #47).
 - 3. Cross-reference to specified paint system products to be used in project; include description of each system.

4. Manufacturer's installation instructions.
- C. Samples: Submit three paper "draw down" samples, 8-1/2 by 11 inches in size, illustrating range of colors available for each finishing product specified.
 1. Where sheen is specified, submit samples in only that sheen.
 2. Where sheen is not specified, discuss sheen options with Architect before preparing samples, to eliminate sheens not required.
 3. Allow 30 days for approval process, after receipt of complete samples by Architect.
 4. Paint color submittals will not be considered until color submittals for major materials not to be painted, such as masonry, have been approved.
- D. Certification: By manufacturer that paints and finishes comply with VOC limits specified.
- E. Manufacturer's Instructions: Indicate special surface preparation procedures.
- F. Maintenance Data: Submit data including finish schedule showing where each product/color/finish was used, product technical data sheets, material safety data sheets (MSDS), care and cleaning instructions, touch-up procedures, repair of painted and finished surfaces, and color samples of each color and finish used.
- G. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
 1. See Section 01 60 00 - Product Requirements, for additional provisions.
 2. Extra Paint and Finish Materials: 1 gal of each color; from the same product run, store where directed.
 3. Label each container with color in addition to the manufacturer's label.

1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified, with minimum five years documented experience.
- B. Applicator Qualifications: Company specializing in performing the type of work specified with minimum five years experience.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.
- B. Container Label: Include manufacturer's name, type of paint, brand name, lot number, brand code, coverage, surface preparation, drying time, cleanup requirements, color designation, and instructions for mixing and reducing.
- C. Paint Materials: Store at minimum ambient temperature of 45 degrees F and a maximum of 90 degrees F, in ventilated area, and as required by manufacturer's instructions.

1.07 FIELD CONDITIONS

- A. Do not apply materials when surface and ambient temperatures are outside the temperature ranges required by the paint product manufacturer.
- B. Follow manufacturer's recommended procedures for producing best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.
- C. Do not apply materials when relative humidity exceeds 85 percent, at temperatures less than 5 degrees F above the dew point, or to damp or wet surfaces.
- D. Minimum Application Temperatures for Paints: 50 degrees F for interiors unless required otherwise by manufacturer's instructions.
- E. Minimum Application Temperature for Varnish Finishes: 65 degrees F for interior, unless required otherwise by manufacturer's instructions.
- F. Provide lighting level of 80 fc measured mid-height at substrate surface.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Provide paints and finishes used in any individual system from the same manufacturer; no exceptions.
- B. Paints:
 - 1. Basis of Design: Rodda Paint Company.
 - 2. Behr Paint Company: www.behr.com/#sle.
 - 3. Cloverdale Paint, Brand Products of Rodda Paint Company: www.cloverdalepaint.com/#sle.
 - 4. PPG Paints: www.ppgpaints.com/#sle.
 - 5. Sherwin-Williams Company: www.sherwin-williams.com/#sle.
- C. Transparent Finishes for Hardwood:
 - 1. Base Manufacturer: Sherwin-Williams.
- D. Primer Sealers: Same manufacturer as top coats.

2.02 PAINTS AND FINISHES - GENERAL

- A. Paints and Finishes: Ready-mixed, unless intended to be a field-catalyzed paint.
 - 1. Provide paints and finishes of a soft paste consistency, capable of being readily and uniformly dispersed to a homogeneous coating, with good flow and brushing properties, and capable of drying or curing free of streaks or sags.
 - 2. Supply each paint material in quantity required to complete entire project's work from a single production run.
 - 3. Do not reduce, thin, or dilute paint or finishes or add materials unless such procedure is specifically described in manufacturer's product instructions.

2.03 PAINT SYSTEMS - INTERIOR

- A. Paint I-OP - Interior Surfaces to be Painted, Unless Otherwise Indicated: Including gypsum board and wood.
 - 1. Two top coats and one coat primer.
 - 2. Top Coat(s): High Performance Architectural Interior Latex; MPI #138, 139, 140, 141, or 142.
 - a. Products:
 - 1) Rodda Super II HP Eggshell, 430301. (MPI #139)
 - 3. Top Coat Sheen:
 - a. Eggshell: MPI gloss level 3; use this sheen at gypsum board walls unless otherwise noted.
 - 4. Primer: As recommended by top coat manufacturer for specific substrate.
- B. Paint I-OP-MD-DT - Medium Duty Door/Trim: For surfaces subject to frequent contact by occupants, including hollow metal doors and frames
 - 1. Two top coats over factory installed primer.
 - 2. Top Coat(s): Interior Light Industrial Coating, Water Based; MPI #163.
 - a. Products:
 - 1) Rodda Multi Master VST ACRYLIC POLYURETHANE ENAMEL semigloss (4489 Series) (MPI #163)
 - 3. Top Coat Sheen:
 - a. Semi-Gloss: MPI gloss level 5; use this sheen at all locations.
- C. Paint I-OP-DF - Dry Fall: Metals; exposed structure and overhead-mounted services in areas where structural and mechanical elements remain open to view from below, including shop primed structural steel, metal fabrications, galvanized ducts, galvanized conduit, and galvanized piping.
 - 1. Shop primer by others.

2. Top Coat: Latex Dry Fall; MPI #118, 155, or 226.
 - a. Products:
 - 1) Rodda Latex Dryfall Flat, 05138. (MPI #118)
3. Top Coat Sheen:
 - a. Flat: MPI gloss level 1; use this sheen at all locations.
- D. Paint I-TR -W - Transparent Finish on Wood.
 1. 1 top coat over sanding sealer over stain.
 2. Stain: Semi-Transparent Stain for Wood; MPI #90.
 - a. Products:
 3. Sealer: Alkyd, Sanding Sealer, Clear; MPI #102.
 4. Top Coat(s): Polyurethane Varnish, High Build.
 - a. Products:
 - 1) Sherwin-Williams MinWax High Build Polyurethane, Satin.

2.04 PRIMERS

- A. Primers: Provide the following unless other primer is required or recommended by manufacturer of top coats.
 1. Alkali Resistant Water Based Primer; MPI #3.
 - a. Products:
 - 1) Rodda First Coat Interior Exterior Latex Primer, 501601. (MPI #3)
 2. Interior Latex Primer Sealer; MPI #50.
 - a. Products:
 - 1) Behr Premium Plus Interior All-In-One Primer and Sealer [No.75]. (MPI #50)
 - 2) Rodda Roseal II, 502701. (MPI #50)
 3. Interior Drywall Primer Sealer.
 - a. Products:
 - 1) Rodda Vapor Block Interior Perm Rated Latex Primer/Sealer, 507901.
 4. Interior Rust-Inhibitive Water Based Primer; MPI #107.
 - a. Products:
 - 1) Rodda Metal Master Primer, 508901.

2.05 ACCESSORY MATERIALS

- A. Accessory Materials: Provide primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials as required for final completion of painted surfaces.
- B. Patching Material: Latex filler.
- C. Fastener Head Cover Material: Latex filler.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Do not begin application of paints and finishes until substrates have been adequately prepared.
- B. Verify that surfaces are ready to receive work as instructed by the product manufacturer.
- C. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially affect proper application.
- D. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- E. Test shop-applied primer for compatibility with subsequent cover materials.
- F. Measure moisture content of surfaces using an electronic moisture meter. Do not apply finishes unless moisture content of surfaces is below the following maximums:
 1. Gypsum Wallboard: 12 percent.
 2. Interior Wood: 15 percent, measured in accordance with ASTM D4442.

3.02 PREPARATION

- A. Clean surfaces thoroughly and correct defects prior to application.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Remove or repair existing paints or finishes that exhibit surface defects.
- D. Remove or mask surface appurtenances, including electrical plates, hardware, light fixture trim, escutcheons, and fittings, prior to preparing surfaces or finishing.
- E. Seal surfaces that might cause bleed through or staining of topcoat.
- F. Gypsum Board: Fill minor defects with filler compound. Spot prime defects after repair.
- G. Galvanized Surfaces:
 - 1. Remove surface contamination and oils and wash with solvent according to SSPC-SP 1.
 - 2. Prepare surface according to SSPC-SP 2.
- H. Ferrous Metal:
 - 1. Solvent clean according to SSPC-SP 1.
 - 2. Remove rust, loose mill scale, and other foreign substances using methods recommended in writing by paint manufacturer and blast cleaning in accordance with SSPC-SP 6/NACE No.3. Protect from corrosion until coated.
- I. Wood Surfaces to Receive Opaque Finish: Wipe off dust and grit prior to priming. Seal knots, pitch streaks, and sappy sections with sealer. Fill nail holes and cracks after primer has dried; sand between coats. Back prime concealed surfaces before installation.
- J. Wood Surfaces to Receive Transparent Finish: Wipe off dust and grit prior to sealing, seal knots, pitch streaks, and sappy sections with sealer. Fill nail holes and cracks after sealer has dried; sand lightly between coats. Prime concealed surfaces with gloss varnish reduced 25 percent with thinner.
- K. Metal Doors to be Painted: Prime metal door top and bottom edge surfaces.

3.03 APPLICATION

- A. Apply products in accordance with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual".
- B. Do not apply finishes to surfaces that are not dry. Allow applied coats to dry before next coat is applied.
- C. Apply each coat to uniform appearance in thicknesses specified by manufacturer.
- D. Sand wood and metal surfaces lightly between coats to achieve required finish.
- E. Vacuum clean surfaces of loose particles. Use tack cloth to remove dust and particles just prior to applying next coat.
- F. Wood to Receive Transparent Finishes: See Section 09 93 00.
- G. Reinstall electrical cover plates, hardware, light fixture trim, escutcheons, and fittings removed prior to finishing.

3.04 FIELD QUALITY CONTROL

- A. See Section 01 40 00 - Quality Requirements, for general requirements for field inspection.

3.05 CLEANING

- A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily from site.

3.06 PROTECTION

- A. Protect finishes until completion of project.

- B. Touch-up damaged finishes after Substantial Completion.

END OF SECTION

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Manually operated, individual panel operable partitions.
- B. Related Sections include the following:
 - 1. Division 03 Sections for concrete tolerances required.
 - 2. Division 05 Sections for primary structural support, including pre-punching of support members by structural steel supplier per operable partition supplier's template.
 - 3. Division 06 Sections for wood framing and supports, and all blocking at head and jambs as required.
 - 4. Division 09 Sections for wall and ceiling framing at head and jambs.

1.3 QUALITY ASSURANCE

- A. Installer Qualifications: An experienced installer who is certified by the operable partition manufacturer, as qualified to install the manufacturer's partition systems for work similar in material, design, and extent to that indicated for this Project.
- B. Acoustical Performance: Test operable partitions in an independent acoustical laboratory in accordance with ASTM E90 test procedure and classified in accordance with ASTM E413 to attain no less than the STC rating specified. Provide a complete and unedited written test report by the testing laboratory upon request.
- C. Preparation of the opening shall conform to the criteria set forth per ASTM E557 Standard Practice for Architectural Application and Installation of Operable Partitions.
- D. The operable wall must be manufactured by a certified ISO-9001-2015 company or an equivalent quality control system.
- E. Indoor Air Quality: Operable partition, movable wall manufacturer's non-wood products must meet the SCS Indoor Advantage™ Gold Certification or equivalent. This approval guarantees conformance to indoor air concentrations meeting Indoor Advantage Gold Indoor Air Quality Certified to SCS-105 v4.2-2023 Conforms to ANSI/BIFMA M7.1 and X7.1 and the CDPH/EHLB

Standard Method (CA 01350) v1.2-2017 conducted in an independent third-party air quality testing laboratory.

1.4 REFERENCE STANDARDS

A. ASTM International

1. ASTM E557 Standard Practice for Architectural Application and Installation of Operable Partitions.
2. ASTM E90 - Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions and Elements.
3. ASTM C1036 - Standard Specification for Flat Glass.
4. ASTM C1048 - Heat-Treated Flat Glass—Kind HS, Kind FT Coated and Uncoated Glass.
5. ASTM E84 - Surface Burning Characteristics of Building Materials.
6. ASTM E413 - Classification for Rating Sound Insulation

B. Health Product Declaration Collaborative

1. Health Product Declaration Open Standard v2.1

C. International Standards Organization

1. ISO 14021 - Environmental Labels and Declarations - Self-Declared Environmental Claims (Type II Environmental Labeling).
2. ISO 14025:2011-10, Environmental Labels and Declarations - Type III Environmental Declarations - Principles and Procedures.
3. ISO 14040:2009-11, Environmental Management - Life Cycle Assessment - Principles and Framework.
4. ISO 14044:2006-10, Environmental Management - Life Cycle Assessment - Requirements and Guidelines.
5. ISO 21930 – Sustainability in Buildings and Civil Engineering Works — Core Rules for Environmental Product Declarations of Construction Products and Services.

D. Other Standards

1. ADA – Americans with Disabilities Act.
2. ANSI Z97.1 - Safety Glazing Materials Used in Buildings.
3. CPSC 16 CFR 1201 - Safety Standard for Architectural Glazing Materials.
4. NEMA LD3 - High Pressure Decorative Laminates.

1.5 SUBMITTALS

- A. Product Data: Material descriptions, construction details, finishes, installation details, and operating instructions for each type of operable partition, component, and accessory specified.
- B. Shop Drawings: Show location and extent of operable partitions. Include plans, elevations, sections, details, attachments to other construction, and accessories. Indicate dimensions, weights, conditions at openings, and at storage areas, and required installation, storage, and operating clearances. Indicate location and installation requirements for hardware and track,

including floor tolerances required and direction of travel. Indicate blocking to be provided by others.

- C. Setting Drawings: Show imbedded items and cutouts required in other work, including support beam punching template.
- D. Samples: Color samples demonstrating full range of finishes available by architect. Verification samples will be available in same thickness and material indicated for the work.
- E. Reports: Provide a complete and unedited written sound test report indicating test specimen matches product as submitted.
- F. Buy American: Operable partition to be manufactured in the United States in compliance with applicable U.S. Federal Trade Commission (FTC) and U.S. Customs Service and Border Protections regulations and be labeled "Made in America".

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Clearly mark packages and panels with numbering systems used on Shop Drawings. Do not use permanent markings on panels.
- B. Protect panels during delivery, storage, and handling to comply with manufacturer's direction and as required to prevent damage.

1.7 WARRANTY

- A. Provide written warranty by manufacturer of operable partitions agreeing to repair or replace any components with manufacturing defects.
- B. Warranty period: Five (5) years.

PART 2 – PRODUCTS

2.1 MANUFACTURERS, PRODUCTS, AND OPERATION

- A. Manufacturers: Subject to compliance with requirements, provide product by the following:
 - 1. Modernfold, Inc.
- B. Panels to be manufactured in the U.S.A.
- C. Products: Subject to compliance with the requirements, provide the following product:
 - 1. Acousti-Seal Premier – Single Panel (931): Manually operated individual panel operable partition.

2.2 OPERATION

- A. Acousti-Seal Premier – Single Panel (931): Series of individual flat panels, manually operated, top supported with operable floor seals – Local distributor – Nick Rogers, Barclay Dean Architectural Products – 425 368 2020 – Nickr@bdap.com
- B. Final Closure (select one):
 - 1. Horizontally expanding panel edge with removable crank.

2.3 PANEL CONSTRUCTION

- A. Nominal 3-inch (76mm) thick panels in manufacturer's standard 48-inch (1220mm) widths. All panel horizontal and vertical framing members fabricated from minimum 18-gage formed steel with overlapped and welded corners for rigidity. Top channel is reinforced to support

suspension system components. Frame is designed so that full vertical edges of panels are of formed steel and provide concealed protection of the edges of the panel skin.

B. Panel Skin Options (select one):

1. 1/2-inch (13mm) tackable 100% recycled gypsum board, class "A" rated single material or composite layers continuously bonded to panel frame. Acoustical ratings of panels with this construction (select one):
 - c. 50 STC

C. Hinges for Closure Panels, Pass Doors, and Pocket Doors shall be:

1. Full leaf butt hinges, attached directly to panel frame with welded hinge anchor plates within panel to further support hinge mounting to frame. Lifetime warranty on hinges. Hinges mounted into panel edge or vertical astragal are not acceptable.

D. Panel Weights:

1. 50 STC - 8 lbs./square foot

2.4 PANEL FINISHES

A. Panel face finish shall be

1. Full height steel markerboard work surface.
2. High pressure plastic laminate on MDF board.

B. Panel trim: Seals and hardware to be of one color.

1. Dark Bronze
2. Smoke Gray
3. Natural Choice
4. Black

2.5 SOUND SEALS

A. Vertical Interlocking Sound Seals between panels: Roll-formed steel astragals, with reversible tongue and groove configuration in each panel edge for universal panel operation. Rigid plastic or aluminum astragals or astragals in only one panel edge are not acceptable.

B. Horizontal Top Seals: Continuous contact extruded vinyl bulb shape with pairs of non-contacting vinyl fingers to prevent distortion without the need for mechanically operated parts.

C. Horizontal Bottom Seals (select one):

1. A2 - Automatic operable seals providing nominal 2-inch (51 mm) operating clearance with an operating range of +1/2-inch (13mm) to -1-1/2 inch (38 mm) which automatically drop as panels are positioned, without the need for tools or cranks.

2.6 SUSPENSION SYSTEM (REFER TO DRAWINGS)

A. #17 Suspension System

1. Suspension Tracks: Minimum 11-gage, 0.12-inch (3 mm) roll-formed steel track, suitable for either direct mounting to a wood header or supported by adjustable steel hanger brackets,

supporting the load-bearing surface of the track, connected to structural support by pairs of 3/8-inch (9.5 mm) diameter threaded rods. Aluminum track is not acceptable.

a. Exposed track soffit: Steel, integral to track, and pre-painted off-white.

2. Carriers:

B. "Smart Track™": Two all-steel trolleys with steel-tired ball bearing wheels. Non-steel tires are not acceptable. Suspension system shall provide automatic indexing of panels into stack area

using preprogrammed switches and trolleys without electrical, pneumatic, or mechanical activation.

1. Warranty period: Ten (10) years.

2.7 OPTIONS

A. Work Surfaces:

1. Markerboard: White enamel on steel, bonded to the face of the panel with horizontal trim without exposed fasteners. Trim is not acceptable on vertical edges to provide uninterrupted work surface.

B. Available Accessories/Options:

1. Window frame options as shown in interior elevation
 - a. Aluminum window frame, glazed or unglazed
 1. Inset window glazing options:
 - a. 1/4-inch clear tempered glass – aluminum frame

PART 3 – EXECUTION

3.1 INSTALLATION

- A. General: Comply with ASTM E557, operable partition manufacturer's written installation instructions, Drawings and approved Shop Drawings.
- B. Install operable partitions and accessories after other finishing operations, including painting have been completed.
- C. Match operable partitions by installing panels from marked packages in numbered sequence indicated on Shop Drawings.
- D. Broken, cracked, chipped, deformed or unmatched panels are not acceptable.

3.2 CLEANING AND PROTECTION

- A. Clean partition surfaces upon completing installation of operable partitions to remove dust, dirt, adhesives, and other foreign materials according to manufacturer's written instructions.
- B. Provide final protection and maintain conditions in a manner acceptable to the manufacturer and installer that ensure operable partitions are without damage or deterioration at time of Substantial Completion.

3.3 ADJUSTING

- A. Adjust operable partitions to operate smoothly, easily, and quietly, free from binding, warp, excessive deflection, distortion, nonalignment, misplacement, disruption, or malfunction, throughout entire operational range. Lubricate hardware and other moving parts.

3.4 EXAMINATION

- A. Examine flooring, structural support, and opening, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of operable partitions. Proceed with installation only after unsatisfactory conditions have been corrected.

3.5 DEMONSTRATION

- A. Demonstrate proper operation and maintenance procedures to Owner's representative.
- B. Provide Operation and Maintenance Manual to Owner's representative.

END OF SECTION