



**HAIL DAMAGE REPAIR – SCRIM & SKYLIGHT REPLACEMENT  
BILLINGS PARMLY LIBRARY  
510 North Broadway  
Billings, Montana**

**OWNER: City of Billings**

**OWNER'S REPRESENTATIVE: QuEst Corporation**

**ARCHITECT: Bauer Group Architects PLLC**

**DATE: June 2021**

**PROJ. NO.: P361-101**

**HAIL DAMAGE REPAIR – BILLINGS PARMLY LIBRARY  
SCRIM & SKYLIGHT REPLACEMENT  
510 NORTH BROADWAY, BILLINGS, MT  
JUNE, 2021**

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## **GENERAL PROVISIONS - IFB**



**Billings Parmly Library  
510 N. Broadway, Billings, Montana 59101**

## **INVITATION FOR BID (IFB)**

**Name of Good or Service Requested: General Contractor Bids for Hail Damage Repair**

### **Contents:**

- A. Summary of Invitation for Bid
- B. Instructions to Bidders
- C. Contract Requirements and Specifications
- D. Pricing and Addendum
- E. Standard Terms and Conditions
- F. Conditions and Non-Collusion Form
- G. Intent to Respond Form
- H. Exhibit "A" Quantity Sheet



## A. Summary of Invitation for Bid

This bid is for the purpose of entering into a contract for General Contracting Services for Hail Damage Repair for the City of Billings. The successful bidder agrees to provide the City of Billings with an acceptable quality of equipment/service, performance and workmanship as determined by the City of Billings.

It is the purpose of this bid to obtain the best quality of equipment/service at the most favorable price to the City of Billings. Consideration will be given for the level of service offered and ability to meet stated specifications as outlined in the contract documents.

The lowest bid need not be accepted if it is documented that a specific supplier in the past has been a poor performer or has provided poor goods.

## B. Instructions to Bidders

Sealed bids entitled General Contracting Services for Billings Parmly Library Hail Damage Repair for the City of Billings, Billings, Montana, will be received by the City Clerk up until 2:00 PM (MST) on Tuesday June 29<sup>nd</sup>, 2021.

**\*ATTENTION\*** Notice regarding bid submittals, public bid openings and bid security maintenance. The process in which bids may be submitted, accepted and opened, has changed due to the COVID-19 response. All bids may be submitted to Billings City Clerk via email at [bids@billingsmt.gov](mailto:bids@billingsmt.gov), or by mail to P.O. Box 1178, Billings, MT 59103 or 210 North 27<sup>th</sup> Street, Billings, MT 59101. Bid openings will be held live on the City's Facebook page: <https://www.facebook.com/Billings-MT-City-Government-74352842013/>. No hand-delivered bids will be accepted in order to prohibit the transmission of COVID-19. Bid tabulations will be posted for public viewing after the bids have been opened.

More specific additional information regarding this PROJECT may be obtained by contacting Mark Qualman via telephone at 406-850-9357, or via email at [mark@costgurus.com](mailto:mark@costgurus.com).

Each bid must be accompanied by a Certified Check, Cashier's Check, **or Bid Bond payable to the City of Billings, Montana, in the amount not less than ten percent (10%) of the total amount of the bid.** The bid security will be retained by the City Clerk until the successful bidder enters into a contract with the City of Billings. If no contract is entered into, by the successful bidder, within sixty (60) days the security may be forfeited to the City of Billings.



Successful bidders will be required to furnish an approved Performance Bond, Labor and Materials Bond, or Payment Bond in the amount of one hundred percent (100%) of the contract amount.

No bids may be withdrawn after the scheduled time for the public opening of bids, which is 2:00 PM (MST) on Tuesday, June 29<sup>nd</sup>, 2021.

The right is reserved to reject any or all bids received, to waive irregularities, to postpone the award of the contract for a period of not to exceed sixty (60) days, and to accept that bid which is in the best interests of the City of Billings, Montana.

The City of Billings is an Equal Opportunity Employer. The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

### EXAMINATION OF DOCUMENTS

Before submitting a bid, the bidder shall:

- a. Carefully examine the Standards and Specifications as well as all other attached documents.
- b. Fully inform themselves of the existing conditions and limitations.
- c. Include with the bid sufficient information to cover all items required in the specifications.

### BID COMPLIANCE

It shall be the responsibility of the bidder to see that all bids are submitted to the office of the City Clerk before 2:00 PM (MST) on Tuesday, June 29<sup>nd</sup>, 2021.

### BID MODIFICATIONS

Bids shall be made on the forms provided herein; they shall not contain any recapitulation of the work to be done, except as allowed for in this offering. Modifications, additions or changes to the terms and conditions of this Invitation for Bid may be cause for rejection of the bid. Bids submitted on other forms may be rejected.

### INTERPRETATION PRIORITY

Should a bidder find discrepancies in, or omissions from, the specifications, or be in doubt as to their meaning, bidder shall notify Mark Qualman, Owner's Representative at 406-850-9357, who will send written instructions or addenda to all bidders. The City will not



be responsible for oral interpretation. All addenda issued prior to bid opening shall be incorporated into and become a portion and part of the contract/agreement upon award. Questions received less than ninety-six (96) hours before the bid opening cannot be answered.

### WITHDRAWAL OF BIDS

Bidders may withdraw their bid either personally or by written request at any time prior to the time set for bid opening. No bid may be withdrawn or modified after the time set for opening, unless and until the award of the contract is delayed for a period exceeding sixty (60) days.

### BID PRICE VALID

Bidders must honor their bid price for sixty (60) days from the date of sealed bid opening.

### CERTIFICATION

The bidder certifies that the bid has been arrived at by the bidder independently and has been submitted without any collusion designed to limit independent bidding or competition. The bidder further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

Manufacturer's trade names, if used in specifications, are for the express purpose of establishing a standard of quality and coordination of design, not for the purpose of limiting competition.

### INSURANCE

The bidder certifies that it/they shall maintain in good standing the insurance outlined below"

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual and personal injury coverage's -- \$750,000 per claim and \$1,500,000 per occurrence.
3. Automobile liability -- \$1,500,000 per accident.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the CITY prior to cancellation.

The CITY shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.



In addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against the CITY.

BIDDER shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Bidder shall maintain workers' compensation insurance coverage for all members and employees of Bidder's business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

The certificate will be provided to the City prior to contract execution.

## ELIGIBILITY

The successful bidder will be required to provide copies of the following, or the ability to obtain the following within 15 days of notification of contract award:

- Completed and signed the new vendor forms, if necessary (to be eligible for payment): <http://mtbillings3.civicplus.com/DocumentCenter/View/26004>
- City of Billings Business License: <http://ci.billings.mt.us/981/Business-Licenses>
- Montana Contractor's License: <http://erd.dli.mt.gov/work-comp-regulations/montana-contractor/construction-contractor-registration>
- Certificate of Workman's Compensation or Certificate of Exemption from Workman's Compensation: <http://erd.dli.mt.gov/work-comp-regulations>
- The successful bidder will be required to purchase a City business license and complete the new vendor forms in order to be eligible for payment.

## EVIDENCE OF QUALIFICATION

Upon request of the City of Billings, a bidder whose bid is under consideration for award may be required to manifest satisfactory evidence of his financial resources, experience, the organization and equipment as well as service provisions bidder has available or will make available. In determining the lowest responsible bidder, in addition to price, the following considerations may be addressed:

- a) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- b) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- c) Whether the bidder can perform the contract within time specified.
- d) The quality of performance of previous contracts, agreements and/or performance.
- e) Previous and/or existing compliance by the bidder with laws relating to the



contract or services.

- f) Such other information which may be secured having a bearing on the decision to award the contract.

### CONTRACTORS' GROSS RECEIPTS TAX AND PREVAILING WAGE RATES

The bidder understands that, if applicable, all contractors or subcontractors working on a publicly funded construction project are required to pay or have withheld from earnings one percent (1%) of the gross contract price if the gross contract price is Five Thousand Dollars (\$5,000) or more.

The bidder also understands that, if applicable and unless superseded by federal law, Montana law requires that contractors and subcontractors give preference to the employment of Montana residents for any public works contract in excess of \$25,000 for construction or non-construction services in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Unless superseded by federal law, each contractor shall ensure that at least 50% of the contractor's workers performing labor on a construction project are bona fide Montana residents. The Commissioner of the Montana Department of Labor and Industry has established the resident requirements in accordance with sections 18-2-403 and 18-2-409, MCA. Any and all questions concerning prevailing wage and Montana resident issues should be directed to the Montana Department of Labor and Industry.

### **C. Contract Requirements and Specifications**

#### **Bidders shall examine:**

Bidders to examine Project Specifications, Drawings & Photographic Images included in the Contract Bidding Documents. Also, there will be a **MANDATORY PRE-BID WALK-THROUGH for all BIDDERS** conducted onsite by QuEst Services Corp & Bauer Group Architects. BIDDERS to examine current existing conditions, laydown restrictions, hours of operation and building access.

Bidders to make note of Bidding Requirement to complete form entitled, "EXHIBIT A Quantity Sheet" attached at the end of this document that will need to be included with the Bidding Contractor Requirements at the time of bid.

**MANDATORY PROJECT PRE-BID CONFERENCE:** **There will be a Mandatory, On-site Pre-Bid Conference, Thursday, June 17<sup>th</sup>, 2021 at 10:00 a.m. MDT. Meeting will take place at 510 N. Broadway, Billings, Montana.** The purpose of this meeting is to give bidders the opportunity to visually inspect the Project for Scope, Logistics, and Means & Methods determination. Bidders to acknowledge such on Bid Form where indicated.



#### D. Pricing and Addendum

Please bid net prices at which you will agree to furnish required goods or services.

**TOTAL BASE BID PRICE** - \_\_\_\_\_ dollars  
(words)  
and \_\_\_\_\_ cents (\$) \_\_\_\_\_  
(words) (figures)

**TOTAL BID PRICE ALTERNATE #1 – NOT USED**

PRICE - \_\_\_\_\_ dollars and  
(words)  
\_\_\_\_\_ cents (\$) \_\_\_\_\_  
(words) (figures)

**Bidders to review and complete included Quantity Scope Survey Sheet, Appendix "A", for QUANTITIES ONLY. Listed quantities were generated by Insurance Company for purposes of Property Loss Valuation. Quantities will not be used to award contract to Low Bidder. Quantities generated by Bidding Contractor will be used to evaluate Insurance Companies initial valuation of Property Loss and to determine if Scopes of Work for this project are in line with actual damages observed by Bidders.**

I/We acknowledge \_\_\_\_\_ addendum. Attended Pre-Bid? Yes / No (circle)  
(#)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Contact Position

**By signing the above, I certify that I am authorized by the Company named above to respond to this request.**



## **E. Standard Terms and Conditions**

In case of default by the successful bidder or failure to deliver the goods or services within the time specified, the City Purchasing Agent, after written notice, may procure them from other sources and hold contractor responsible for excess costs occasioned thereby.

The specifications attached to the instructions to bidders establish a standard of quality desired by the City of Billings. Any bidder may submit quotations on any article which substantially complies with these specifications as to quality, workmanship and service. The City of Billings reserves the right to make its selections of materials or services purchased, based on its best judgment as to which articles substantially comply with the requirements of the specifications.

No alteration in any of the terms, conditions, delivery, quality, or specifications will be effective without prior written consent of the City of Billings.

No exception to delivery or service dates shall be allowed unless prior written approval is first obtained from the City of Billings.

The contractor warrants all articles supplied under this contract to conform to specifications, herein. The contractor will deliver a warranty stating that all articles supplied under the contract are fit and sufficient for the purpose manufactured, merchantable, and free from defects.

In the event the City is entitled to a prompt payment or cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed invoices, whichever is later. If an adjustment of payment is necessary, the discount period shall commence on the date final approval for payment is authorized.

The contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs and termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any contractor who is in violation of this shall be barred forthwith from receiving awards of any purchase order for the City unless a satisfactory showing is made that discriminatory practices have terminated and that a reoccurrence of such acts are unlikely.

The City reserves the right to cancel and terminate this contract forthwith upon giving 30 days written notice to the contractor. (This provision does not apply to the purchase of materials and equipment. A purchase order for materials and equipment is a binding contract.)



Should either party employ an attorney or attorneys or utilize the services of in-house attorneys to enforce any of the provisions hereof or to protect its interest in any manner arising under this contract, the non-prevailing party in any action pursued in a court of competent jurisdiction agrees to pay to the prevailing party all reasonable costs, damages, expenses, and attorneys' fees, including fees for in-house attorneys, expended or incurred in connection therewith.

Where applicable, possible or required, bidder is required to submit descriptive literature, sample material, design sketches and detailed shop drawings. Failure to submit required items may result in rejection of the bid or termination of contract.

The successful bidder may not make any advertising or sale use of the fact that contract items are being used by purchaser and other approved agencies, under penalty of contract termination.

This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

The contractor may not assign or subcontract the agreement, or the right to receive reasonable performance of any act called for by the contract, shall be deemed waived by a waiver by City of a breach thereof as to any particular transaction or occurrence.

Regardless of FOB point, contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein and such loss, injury, or destruction shall not release contractor from any obligation hereunder.

All materials submitted in response to this IFB become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

Information provided in response to this IFB will be held in confidence and will not be revealed or discussed with competitors prior to award of Contract by Council. However, one copy of each bid submitted shall be retained for the official files of the Department and will become public record after award of the Contract.

Records and materials that are constitutionally protected from disclosure are not subject to the provisions of this section.



## **F. Conditions and Non-Collusion Agreement**

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

### **CONDITIONS AND NON-COLLUSION AGREEMENT**

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

We further agree to furnish the product/services specified at the prices stated herein. We additionally agree to deliver the products/services to the location and by the date set forth herein, if applicable.

In signing this bid, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

---

Legal Name of Firm/Corporation

---

Authorized Signature

---

Address

---

Printed Name

---

City/State/Zip

---

Title

---

Date

---

Telephone Number



## G. Intent to Respond Form

Fax or email the following Intent to Respond form to \_\_\_\_\_ within two (2) days of the Bid Opening date of \_\_\_\_\_, 20\_\_\_\_ even if your company chooses NOT to participate.

To: City of Billings – Department

Attn: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

From: \_\_\_\_\_ Contact Name

\_\_\_\_\_ Company Name

\_\_\_\_\_ Company Address

\_\_\_\_\_ Email Address

\_\_\_\_\_ Phone Number

\_\_\_\_\_ Fax Number

---

Please indicate whether or not you intend to submit a bid on: \_\_\_\_\_ by  
checking Yes or No.

We intend to respond by the specified due date:

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Company Name

\_\_\_\_\_ Date

\_\_\_\_\_ Contact Name (please print)

\_\_\_\_\_ Title

\_\_\_\_\_ Signature of Contact Position

**By signing the above, I certify that I am authorized by the Company named above to respond to this request.**



## EXHIBIT "A" Quantity Sheet

<b>Project:</b> Billings Parmly Library <b>Architect:</b> Bauer Group Architects <b>Date:</b> June 2nd, 2021					
SPEC NO	DESCRIPTION	BIDDER QTY's	INS CO QTY	UNIT	REMARKS
<b>DIVISION 7 - THERMAL &amp; MOISTURE PROTECTION</b>					
<b><u>SHEET METAL FABRICATIONS</u></b>					
Demo, Furnish & Install Parapet Coping & Flashing		850		lf	
Demo, Furnish & Install Exhaust Fan Hood		5		ea	
Demo, Furnish & Install Metal Bird Box Cap		2		ea	
<b><u>ROOFING</u></b>					
Demo, Prep, Repair & Replace Roofing as needed		1		allw	For Skylight Installation
<b><u>WALL PANELS</u></b>					
Remove, Dispose, Furnish & Install Site Screen Wall Panel System		12,500		sf	Including Misc Metal Connections
<b><u>ROOF ACCESSORIES</u></b>					
Demo, Dispose, Furn & Inst Custom Dome Skylight		1		ls	
<b>TOTAL - DIVISION 7</b>					
<b>DIVISION 15 - MECHANICAL</b>					
<b><u>HVAC SYSTEM, EQUIPMENT</u></b>					
Inspect & "comb" HVAC Roof Coil Fins as req'd		1		ea	
<b>TOTAL - DIVISION 15</b>					
<b>DIVISION 16 - ELECTRICAL</b>					
<b><u>ELECTRICAL SYSTEM, MAIN POWER DIST</u></b>					
Inspect & Test Skylight Bubble Fan Electrical		1		ea	
<b>TOTAL - DIVISION 16</b>					

Sign as Acknowledgment of Quantity Form

Date

By: \_\_\_\_\_

\_\_\_\_\_

## DIVISION 1 - GENERAL REQUIREMENTS

DIVISION 1 - GENERAL REQUIREMENTS  
SECTION 01010 - SUMMARY OF WORK

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS**

Drawings and general provisions of Contract apply to work of this section.

**1.02 WORK COVERED BY CONTRACT DOCUMENTS**

The Project consists of:      Hail Damage Repair – Billings Parmly Library  
Scrim & Skylight Replacement

Project Location:      510 North Broadway, Billings, MT

Owner:      City of Billings, Billings, MT

Contract Documents dated: June, 2021

Prepared by:      Bauer Group Architects PLLC  
P O Box 20939  
Billings, Montana 59104

The Work consists of:

The work includes:      That work as described or indicated in the project documents.

B. The Work specified herein will be performed under a single prime contract for General Construction.

C. The Drawings and Specifications are divided into separate divisions and sections of work for convenience. However, the Contractor shall be responsible for information contained in ALL subdivisions and may establish any subcontractual relationship which he may choose.

D. The general character and scope of the work is shown by the drawings. Where a portion of the work is delineated/drawn and the remainder is indicated, the portion delineated/drawn shall apply to all similar portions of the work.

E. Dimensions shall be followed in preference to scale measurements. Dimensions on the drawings are subject to field verification to accommodate installations.

F. Where a number is listed in the specifications (such as for gauges, weights, temperatures, amounts of time, etc.), the number shall be interpreted as that or better.

G. The work delineated by the contract documents, including construction details, construction means, methods, procedures and techniques necessary to perform the work, use of materials, selection of equipment and requirements of product manufacturers are consistent with: (1) Good and sound practices within the construction industry; (2) Generally prevailing and accepted industry standards acceptable for the work; (3) Requirements of any warranties applicable to the work; and (4) Applicable laws, ordinances, regulations, rules, codes and orders which apply to the contractor's performance of the work.

- H. Verify that utility requirement characteristics of operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- I. Coordinate space requirements and installation of mechanical and electrical work which are indicated diagrammatically on drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with line of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- J. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- K. Field engineering provided by the Contractor is to include:
  1. Provide field engineering services. Establish elevations, lines, and levels, utilizing recognized engineering survey practices.
  2. Submit the above information to the Architect 10 days prior to initiating related activities noting inconsistencies or compliance with information.

#### 1.03 WORK SEQUENCE

- A. The Work will be conducted in one phase.
  1. Phase 1: Execute the work described in the drawings, specifications and addendums. Work of this phase shall be substantially complete, ready for occupancy within 120 calendar days of the Notice to Proceed.
  2. Work Sequence: The drawings indicate a work sequence to accommodate the Owner's use of the facility during construction.

#### 1.04 CONTRACTOR USE OF PREMISES

- A. General: During the construction period the Contractor shall have partial use of the designated premises for construction operations, including use of the site as indicated. The Contractor's use of the premises is limited only by the Owner's right to perform work or to retain other contractors on portions of the project.
- B. Use of Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.
  1. Owner Occupancy: Allow for Owner occupancy and use by the public.
  2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
  3. Use of Existing Building: Maintain the existing building in a weathertight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period.

4. Parking:

- a. All Contractor and Contractor employees shall comply with Owner's parking limitations. Unless otherwise indicated on the drawings, all Contractor and Contractor employee vehicles shall be parked in designated parking lots.
- b. If allowed only the maximum number of vehicles indicated may be parked in the project site areas designated and shall only be Contractor vehicles with company signs clearly visible.
- c. Access to project site shall be only by the route designated on the drawings. In cases where a different route must be used for a specific purpose, permission must be obtained from the Owner.
- d. Site staging areas for materials and equipment will be designated on the drawings if allowed. If not designated, staging is intended to be in the project site building. Staged materials and equipment may be secured on the ground surface or in trailers. Site staging areas shall be fenced. Vehicles not included among those allowed to be parked may not be used for staging of equipment, tools or materials.
- e. Traffic Plan – See Temporary Facilities.

**1.05 OCCUPANCY REQUIREMENTS**

A. Full Owner Occupancy of Project Spaces: The Owner will occupy the site and existing building during the entire construction period. Cooperate with the Owner during construction operations to minimize conflicts and facilitate owner usage. Perform the Work so as not to interfere with the Owner's operations.

**1.06 MISCELLANEOUS PROVISIONS**

A. These documents do not include provisions for asbestos or hazardous material related work. Contractor is to notify Architect immediately if asbestos encountered on this project. Bauer Group Architects PLLC expressly states that it does not provide design services for environmental/asbestos-related issues. Use of asbestos on this project is prohibited.

B. SAFETY REQUIREMENTS: GENERAL – THE SAFETY MEASURES REQUIRED BY THE CONTRACT DOCUMENTS ARE NOT MEANT TO BE INCLUSIVE. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR SAFETY ON A 24-HOURS-PER-DAY, 7 DAYS-PER-WEEK BASIS AND SHALL TAKE WHATEVER ADDITIONAL MEASURES ARE NECESSARY TO INSURE THE HEALTH AND SAFETY OF THE BUILDINGS' OCCUPANTS, OR PEDESTRIANS AT OR NEAR THE CONSTRUCTION SITE AND ACCESS ROUTES AND OF ALL OTHER PERSONS IN ALL AREAS AFFECTED BY THE CONTRACTOR'S ACTIVITIES. Prior to the start of construction, the Contractor is to submit to the Architect, a detailed written plan specifying the safety procedures that will be followed. Include (but not by way of limitation) the following: Verbiage, size and locations of warning signs; construction sequence as related to safety; delivery of materials as related to safety. Revise the safety plan as required during construction and resubmit to the Owner's Representative.

C. Underground Utilities:

1. Buried utilities, including but not limited to, electricity, gas, steam, air, water, telephone, sewer, irrigation, broadband coaxial computer cable, and fiber optic cables are very vulnerable and damage could result in loss of service.

2. Each utility must be contacted to assist in verifying utility and cable locations in the field. The locations of existing utilities and cables shown on the plans, as well as assistance provided, do not guarantee these locations. Utilities are not guaranteed to be shown on plans provided by the Architect and Owner. The Contractor is responsible to determine the location of each utility.

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

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

**3.01 SCHEDULE OF PRODUCTS ORDERED IN ADVANCE**

END OF SECTION 01010

**DIVISION 1 - GENERAL REQUIREMENTS  
SECTION 01028 – PAYMENT PROCEDURES**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS**

Drawings and general provisions of Contract apply to work of this section.

**1.02 SUMMARY**

- A. This section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Review and coordinate sections associated to allowances, unit prices, contract modification procedures and construction progress documentation as they may be related to this activity.

**1.03 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 Form
    - b. Application for Payment Continuation Sheet(s)
    - b. Submittals Schedule.
  - 2. Submit the Schedule of Values to Architect no later than 15 days after Notice of Award.
  - 3. Format and Content of Schedule of Values: Per AIA G703 Continuation Sheet, provide at least one line item for each specification division.

**1.04 APPLICATIONS FOR PAYMENT**

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by the Owner.
  - 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
  - 2. Retainage will be held the full term of the project without reduction.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction Work covered by each Application for Payment is the period indicated in the agreement.
- C. Payment Application Forms: Use AIA Document G702 and Continuation Sheets G 703, samples included herein, as the form for Application for Payment and include the following:
  - 1. Item 7a. Net Payment after (Line 6 from Prior Certificate) and
  - 2. Item 7b. Less 1% Gross Receipts Tax  
(Note: 7b. deducted from 7a. Net Payment equals Current Payment Due.)
- 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.
- E. Transmittal: Submit four (4) signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 48 hours. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.

F. **Waivers of Mechanic's Lien:** With each partial Application for Payment, submit partial waivers of mechanic's liens from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.

1. Submit partial waivers on each item for amount requested, before deduction for retainage, on each item.
2. When an application shows completion of an item, submit final or full waivers.
3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
4. **Waiver Forms:** Submit waivers of lien on forms, executed in a manner acceptable to the Owner.

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. Products list.
2. Schedule of unit prices.
3. Submittals Schedule (preliminary if not final).
4. List of Contractor's staff assignments.
5. Copies of building permits.
6. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
7. Initial progress report.
8. Report of preconstruction conference.
9. Data needed to acquire Owner's insurance.

H. **Application for Payment at Substantial Completion per criteria of section 01700 Project Closeout:** After issuance of the Certificate of Substantial Completion, submit Application for Payment showing percent of 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.
2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portion of the Work.
3. Administrative actions and submittals that precede or coincide with this application shall include:
  - a. Occupancy permits for the entire project or portion to be occupied from the agency having authority.
  - b. Warranties (guarantees) and maintenance agreements.
  - c. Test/adjust/balance records.
  - d. Changeover information related to Owner's occupancy, use, operation and maintenance.
  - e. Final cleaning.
  - f. Written assurance that retainage is sufficient for all remaining claims.
  - g. Application for reduction of retainage and consent of surety.
  - h. Shifting insurance coverages.
  - i. List of incomplete work, recognized as exceptions to Architect's Certificate of Substantial Completion with associated itemized cost of listed incomplete work.

I. **Final Payment Application per criteria of Section 01700 Project Closeout:** 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 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.
9. Final, liquidated damages settlement statement.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION 01028

**DIVISION 1 - GENERAL REQUIREMENTS  
SECTION 01035 - MODIFICATION PROCEDURES**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS**

Drawings and general provisions of Contract apply to work of this section.

**1.02 SUMMARY**

- A. This Section includes administrative and procedural requirements for handling and processing contract modifications.
  - 1. Proposals made per this section must comply with the Supplementary General Conditions to be considered.
  - 2. All modification matters must be submitted in writing within seven (7) days of request from the Owner of identified unforeseen condition.

**1.03 CHANGES IN THE WORK**

- A. Per Paragraph 7.4 of the General Conditions the Architect may issue supplemental instructions authorizing changes in the Work, not involving adjustment to the Contract Sum or Contract Time as appropriate.

**1.04 CHANGE ORDER PROPOSAL REQUESTS**

- A. Owner-Initiated Proposal Requests: The Architect will issue a description of proposed changes in the Work that will require adjustment to the Contract Sum or Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Proposal requests issued by the Architect are for information only. Do not consider them as an instruction either to stop work in progress or to execute the proposed change.
  - 2. Within 7 days of receipt of a proposal request, submit an estimate of cost per the General and Supplementary General Conditions necessary to execute the change to the Architect for the Owner's review. Claims not provided within 10 days of request are subject to rejection or the item implemented by other resources.
    - a. Include a list of quantities of products required and unit costs, with the total amount of purchase to be made or deducted. Where requested, furnish survey data to substantiate quantities. Show differential of the bid conditions and proposed modification.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time.

B. Contractor-Initiated Proposals: When latent and/or unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a written request for a change to the Architect.

1. Within ten (10) days include a statement outlining the 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 per the General and Supplementary General Conditions.
2. Include a list of quantities of products required and per the General and Supplementary General Conditions, unit costs with the total amount of purchases to be made or deducted. Where requested, furnish survey data to substantiate quantities. Document differential of the bid condition and the proposed modification.
3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts per the General Conditions.
4. Comply with requirements in section "Product Substitutions" if the proposed change requires substitution of one product or system for a product or system specified.
5. Pricing shall be similar to unit prices derived from the Schedule of Values submitted for the project.

C. Proposal Request Form: Use forms provided by the Contractor for Change Order Proposals.

D. Do not include the contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in Contract Documents.

E. No change to the Contractor's indirect expense is permitted for selection of higher or lower-priced materials or systems of the same scope and nature as originally indicated.

#### 1.05 RESPONSE TIME

A. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or the Contractor's handling, labor, installation, overhead, and profit. Submit claims within 7 days of receipt of the Architect's Supplemental Instruction (ASI), Change Order or Construction Change Directive authorizing work to proceed. The Owner will reject claims submitted later than 7 days.

#### 1.06 CONSTRUCTION CHANGE DIRECTIVE

A. Construction Change Directive: When the Owner and the Contractor disagree on the terms of a Proposal Request, the Architect may issue a Construction Change Directive on AIA Form G714. The Construction Change Directive instructs the Contractor to proceed immediately with a change in the Work, for subsequent inclusion in a Change Order.

1. The Construction Change Directive contains a complete description of the change in the Work. It also designates the method to be followed to determine change in the Contract Sum or Contract Time.
2. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive per the General Conditions.

After completion of the change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

**1.07 CHANGE ORDER PROCEDURES**

A. Upon the Owner's approval of a Proposal Request, the Architect will issue a Change Order for signatures of the Owner and the Contractor on AIA Form G701.

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

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

END OF SECTION 01035

**DIVISION 1 - GENERAL REQUIREMENTS  
SECTION 01060 - DEFINITIONS AND STANDARDS**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS**

Drawings and general provisions of Contract apply to work of this section.

**1.02 DEFINITIONS**

- A. **General:** Basic Contract definitions are included in the Conditions of the Contract. Add the following definitions: Remove, Remove & Salvage; Remove & Salvage for Reuse and Remove and Return to Owner.
- 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 on Drawings; or to other paragraphs 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 issued 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. **“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 operations, including installation, erection, application and similar operations.
- J. The term “experienced,” when used with the term “installer,” means having successfully completed a minimum of five (5) 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.
- K. **“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.
- L. **Owner’s Representative:** To mean the person/firm to whom the owner has designated per the General Provisions of the construction documents.

- M. Testing Laboratory: An independent entity engaged to perform specific inspections or tests of the work either at project site or elsewhere; and to report and (if required) interpret results of those inspections or tests.
- N. Unit Prices: Unit prices apply only to those items uncovered during construction or defined to be paid based on quantity. Items indicated to be affected on the drawings are to be included in the base bid.

#### 1.03 DRAWING SYMBOLS

- A. General: Except as otherwise indicated, graphic symbols used on drawings are those symbols recognized in the construction industry for purposes indicated. Where not otherwise noted, symbols are defined by "Architectural Graphic Standards", published by John Wiley & Sons, Inc., latest edition.

#### 1.04 INDUSTRY STANDARDS

- A. General Applicability of Standards: Applicable standards of construction industry have same force and effect (and are made a part of contract documents by reference) as if copied directly into contract documents, or as if published copies were bound herewith.
- B. Reference standards (referenced directly in contract documents or by governing regulations) have precedence over non-referenced standards which are recognized in industry for applicability to work.
- C. Publication Dates: Except as otherwise indicated, where compliance with an industry standard is required, comply with standard in effect as of date of contract documents.
- D. Copies of Standards: Provide where needed for proper performance of the work; obtain directly from publication sources.
- 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, authority(s) having jurisdiction, or other entity in the context of referencing a standard or publication. The following abbreviations and acronyms, as referenced in the Contract Documents, mean the associated names. Names and addresses are subject to change and are believed, but are not assured, to be accurate and up-to-date as of the date of the Contract Documents. Where abbreviations and acronyms are used in the Specifications or other contract Documents, they mean the recognized name of these entities. Refer to Gale Research's "Encyclopedia of Associations" or Columbia Books' "National Trade & Professional Associations of the U.S.", which are available in most libraries.

AA	Aluminum Association 900 19 <sup>th</sup> Street, NW, Suite 300 Washington, DC 20006 <a href="http://www.aluminum.org">www.aluminum.org</a>	(202) 862-5100
AAMA	American Architectural Manufacturers Assoc. 1827 Walden Office Square, Suite 104 Schaumburg, IL 60173-4268 <a href="http://www.aamanet.org">www.aamanet.org</a>	(847) 303-5664

AIA	American Insurance Association 1130 Connecticut Avenue, NW, Suite 1000 Washington, DC 20036	(202) 828-7100
AISC	American Institute of Steel Construction One East Wacker Drive, Suite 3100 Chicago, IL 60601-2001 <a href="http://www.aisc.web.com">www.aisc.web.com</a>	(800) 644-2400 (312) 670-2400
AISI	American Iron and Steel Institute 1101 17 <sup>th</sup> Street, NW, Suite 1300 Washington, DC 20036-4700 <a href="http://www.steel.org">www.steel.org</a>	(202) 452-7100
BHMA	Builders Hardware Manufacturers Association 355 Lexington Avenue, 17 <sup>th</sup> Floor New York, NY 10017-6603	(212) 661-4261
FM	Factory Mutual System 1151 Boston-Providence Tnpk. P O Box 9102 Norwood, MA 02062-9102 <a href="http://www.factorymutual.com">www.factorymutual.com</a>	(781) 762-4300
ICC	International Code Council 5203 Leesburg Pike #708 Falls Church, VA 22041 <a href="http://www.intlcode.org">www.intlcode.org</a>	(703) 931-4533
NAAMM	National Association of Architectural Metal Manufacturers 8 South Michigan Avenue, Suite 1000 Chicago, IL 60603 <a href="http://www.gss.net/naamm">www.gss.net/naamm</a>	(312) 322-0405
NEMA	National Electrical Manufacturers Assoc. 1300 N 17 <sup>th</sup> Street, Suite 1847 Rosslyn, VA 22209 <a href="http://www.nema.org">www.nema.org</a>	(703) 841-3200
NRCA	National Roofing Contractors Association O'Hare International Center 10255 W.Higgins Road, Suite 600 Rosemont, IL 60018-5607 <a href="http://www.roofonline.org">www.roofonline.org</a>	(800) 323-9545 (847) 299-9070
SPRI	SPRI (Formerly: Single Ply Roofing Institute) 200 Reservoir St., Suite 309A Needham, MA 02494-3034 <a href="http://www.sprionline.org">www.sprionline.org</a>	(781) 444-0242

UL	Underwriters Laboratories, Inc. 333 Pfingsten Road. Northbrook, IL 60062 <a href="http://www.ul.com">www.ul.com</a>	(800) 704-4050 (847) 272-8800
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**Federal Government Agencies:** Names and Titles of Federal Government standards or specification-developing agencies are often abbreviated. The following abbreviations and acronyms referenced in the Contract Documents indicate names of standards or specification-developing agencies of the Federal Government. Names and addresses are subject to change and are believed but are not assured, to be accurate and up-to-date of the date of the Contract Documents.

CFR	Code of Federal Regulations (Available from the Government Printing Office) Washington, DC 20401 (Material is usually published first in the "Federal Register") <a href="http://www.access.gpo.gov">www.access.gpo.gov</a>	(202) 512-1800
EPA	Environmental Protection Agency 401 M Street, SW Washington, DC 20460 <a href="http://www.epa.gov">www.epa.gov</a>	(202) 260-2090
FS	Federal Specification Unit (Available from GSA) 470 East L'Enfant Plaza, SW, Suite 8100 Washington, DC 20407 <a href="http://www.gsa.gov">www.gsa.gov</a>	(202) 619-8925
GSA	General Services Administration F Street and 18 <sup>th</sup> Street, NW Washington, DC 20405 <a href="http://www.gsa.gov">www.gsa.gov</a>	(202) 708-5082
NIST	National Institute of Standards and Technology (U.S. Dept. of Commerce) Building 101, #A1134 Rte. I-270 and Quince Orchard Rd. Gaithersburg, MD 20899 <a href="http://www.nist.gov">www.nist.gov</a>	(301) 975-2000
USPS	U.S. Postal Service 475 L'Enfant Plaza, SW Washington, DC 20260-0010 <a href="http://www.usps.gov">www.usps.gov</a>	(202) 268-2000

**A. State Government Agencies:** The following state government agencies develop standards referenced in the Contract Documents:

Montana Public Works Association Standards  
Montana Department of Transportation  
Montana Building Codes Division  
Montana Department of Labor  
Montana Dept. of Fire Prevention & Electrical Safety

## 1.05 SUBMITTALS

A. Permits, Licenses and Certificates: For the Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence and records established in conjunction with compliance with standards and regulations bearing upon performance of the work.

## PART 2 - PRODUCTS STANDARDS

### 2.01 REFERENCES

A. Associations:

AIA	American Institute of Architects, 1735 New York Avenue N.W., Washington, D.C. 20006
ANSI	American National Standard Institute, 11 West 42 <sup>nd</sup> Street, 13 <sup>th</sup> Floor, New York, NY 10036-8002
ASA	American Standards Association, 10 E. 40th Street, New York, New York 10016
ASTM	American Society for Testing and Materials, 1916 Race Street, Philadelphia, Pennsylvania 19103
CS	Commercial Standard of U.S. Department of Commerce, Washington, D.C. 20025
CSI	Construction Specification Institute, Dupont Circle Building, Washington, D.C. 20036
EPA	Environmental Protection Agency, 401 M Street, SW, Washington, DC 20460
IBC	International Building Code of International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795
ICC	International Code Council, 5203 Leesburg Pike #708, Falls Church, VA 22041
IEEE	Institute of Electrical and Electronics Engineers, 345 E. 47 <sup>th</sup> Street, New York, NY 10017-2394
IRI	HSB Industrial Risk Insurers, P O Box 5010, 85 Woodland Street, Hartford, CT 06102-5010
ISA	International Society for Measurement & Control, P O Box 12277, 67 Alexander Drive, Research Triangle Park, NC 27709
NEC	National Electric Code - National Fire Protection Association, Batterymarch Park, Quincy, MA 02269
NFPA	National Fire Protection Association, One Batterymarch Park, P O Box 9101, Quincy, MA 02269-9101
OSHA	Occupational Safety & Health Administration, (US Dept. of Labor) 200 Constitution Avenue NW, Washington, DC 20210
PS	Product Standard of NBS (US Dept of Commerce) Government Printing Office, Washington, DC 20402. For Product Standards Contact: CS & PS Specialist c/o NIST, Gaithersburg, MD 20899
UPC	Uniform Plumbing Code and Uniform Mechanical Code - International Association of Plumbing and Mechanical Officials, 5032 Alhambra Avenue, Los Angeles, CA 90032
UL	Underwriters Laboratories, 207 East Olive Street, Chicago, Illinois 60611
USDA	US Dept. of Agriculture, 14 <sup>th</sup> Street & Independence Avenue SW, Washington, DC 20250

- B. Names and addresses of other organizations appear in the technical specifications where their products are specified or are listed in Sweet's Architectural File.
- C. Except where a specific date of issue is mentioned hereinafter, reference to specifications issued by the above named and other organizations shall mean the edition current on the date of the Advertisement for Bid.

END OF SECTION 01060

DIVISION 1 - GENERAL REQUIREMENTS  
SECTION 01210 - PROCEDURES AND PERFORMANCES

PART 1 - GENERAL

1.01 RELATED DOCUMENTS:

Drawings and general provisions of Contract apply to work of this section.

1.02 SUMMARY:

The types of minimum requirements for procedural and performance work of a general nature include but are not necessarily limited to the following categories:

Pre-construction Conference  
Pre-installation Conference  
Coordination Meetings  
Progress Meetings  
Coordination and meetings.  
Limitations for use of site.  
Tradesmen and workmanship standards.  
Inspections, tests and reports.  
General installation provisions.  
Protection

1.03 COORDINATION AND MEETINGS:

A. Pre-construction Conference:

1. Contact Architect to schedule a pre-construction conference and organizational meeting at the Project site or other convenient location prior to commencement of construction activities, including the moving of equipment onto the site, to review responsibilities and personnel assignments.
2. Attendees: The Owner, Architect and their consultants, the Contractor and its superintendent, major subcontractors, manufacturers, suppliers and other concerned parties shall each be represented at the conference by persons familiar with and authorized to conclude matters relating to the Work. **THE CONTRACTOR AND THE CONTRACTOR'S JOB SUPERINTENDENT SHALL ATTEND THE MEETING, ALONG WITH APPROPRIATE SUBCONTRACTORS. ALL COMMUNICATION SHALL BE WITH THE CONTRACTOR. SIDE DISCUSSIONS WITH THOSE OTHER THAN POINTS OF CONTACT DESIGNATED ARE NOT VALID.**
3. Agenda: Discuss items of significance that could affect progress including such topics as:
  - a. Tentative construction schedule
  - b. Critical Work sequencing
  - c. Designation of responsible personnel
  - d. Procedures for processing field decisions and Change Orders
  - e. Procedures for processing Applications for Payment
  - f. Distribution of Contract Documents

- g. Submittal of Shop Drawings, Product Data and Samples
- h. Preparation of record documents
- i. Use of the premises
- j. Office, Work and storage areas
- k. Equipment deliveries and priorities
- l. Safety procedures
- m. First Aid
- n. Security
- o. Housekeeping
- p. Working hours
- q. Other outlined items

**B. Progress Meetings:**

1. There are to be regularly scheduled progress meetings at the Project site as determined by the Architect.
2. Attendees: In addition to representatives of the Owner, Architect, Contractor and appropriate subcontractor, supplier or other entity integral with current progress or involved in planning, coordination or performance of future activities shall be represented at these meetings by persons familiar with the Project and authorized to conclude matters relating to progress.
3. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include only topics for discussion as appropriate to the current status of the Project.
  - a. Contractors Construction Schedule: Review progress since the last meeting. Contractor must determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Contractor to define schedule revisions required to ensure that current and subsequent activities will be completed within the Contract Time.
  - b. Review the present and future needs of each entity present, including such items as:
    1. Interface requirements
    2. Time
    3. Sequences
    4. Deliveries
    5. Off-site fabrication problems
    6. Access
    7. Site utilization
    8. Temporary facilities and services
    9. Hours of Work
    10. Hazards and risks
    11. Housekeeping
    12. Quality and Work standards
    13. Valid Change Orders
    14. Documentation of information for payment requests

4. **Reporting:** The Architect shall distribute copies of minutes of the meeting within five calendar days to the Owner and Contractor and include a brief summary, in narrative form, of progress since the previous meeting and report comments or revisions to the meeting notes must be submitted in writing to the Architect within five calendar days of receipt.
5. **Schedule Updating:** The Contractor shall revise the construction schedule after each month's progress meeting whenever revisions to the schedule have been made or are recognized. Contractor is to issue the revised schedule at the next progress meeting.

**E. General:** The Contractor shall prepare and distribute to each entity performing work at project site, written instructions on required coordination activities, including required notices, reports and attendance at meetings.

**F. The Contractor shall schedule, maintain performance, coordinate and observe on site activities of all subcontractors, suppliers, trades, etc., involved with the project.**

**G. Coordination Drawings:** Where work by separate entities requires off-site fabrication of products and materials which must be accurately interfaced and closely intermeshed to produce required results, the Contractor shall prepare coordination drawings to indicate how the work shown by separate shop drawings will be interfaced, intermeshed, and sequenced for installation. Comply with submittal requirements of "Submittals" section.

**H. Pre-Installation Conferences:**

1. The Contractor shall conduct a pre-installation conference at the site before each construction activity that requires coordination with other construction. The 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.
2. Review the progress of other construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements for:
  - a. Contract Document Requirements
  - b. Deliveries
  - c. Shop Drawings, product Data and quality control samples
  - d. Possible conflicts and proposed solutions.
  - e. Compatibility solutions for the manufacturers selected by the Contractor.
  - f. Time schedules
  - g. Weather limitations
  - h. Manufacturer's recommendations
  - i. Compatibility of materials selected by the Contractor.
  - j. Acceptability of substrate materials.
  - k. Temporary facilities required to complete the work.
  - l. Space and access needs to complete the work.
  - m. Governing regulations
  - n. Safety criteria.
  - o. Inspection and testing requirements
  - p. Required performance results of the subcontractors/suppliers.
  - q. Recording requirements for record documents.
  - r. Protection of installations.

3. The Contractor, if present, will record and distribute to the Owner and Architect significant discussions and agreements and disagreements of each conference, along with the approved schedule. The Contractor shall promptly distribute the record of the meeting to everyone concerned, after receiving concurrence with conference activities.
4. Do not proceed if the conference cannot be successfully concluded. The Contractor is to initiate whatever actions are necessary to resolve impediments to performance of Work.

I. Coordination Meetings – Contractor and Appropriate Subcontractor(s) or Supplier(s):

1. The Contractor shall conduct project coordination meetings at regularly scheduled times convenient for the parties involved with the current stage of construction. Project coordination meetings are in addition to specific meetings held for other purposes, such as regular progress meetings and special pre-installation meetings.
2. Request representation at each meeting by every party currently involved in coordination or planning for the construction activities involved.
3. The Contractor will record meeting results and distribute copies to the Owner and Architect and to others affected by decisions or actions resulting from each meeting. No activities are to proceed which are contrary to the contract document requirements without written confirmation of the Architect.

1.04 LIMITATIONS FOR USE OF SITE:

General: In addition to site utilization limitations and requirements shown on drawings, and indicated by other contract documents, administer allocation of available space equitably among entities needing access and space, so as to produce best overall efficiency in performance of total work of project.

The Contractor shall schedule deliveries so as to minimize space and time requirements for storage of materials and equipment on site. Make arrangements with Owner to utilize site for storage of materials. Provide reasonable measures to protect completed portions and existing building from weather damage during the course of the project.

1.05 TRADESMEN AND WORKMANSHIP STANDARDS:

GENERAL: UNDER DIRECTION OF A COMPETENT SUPERINTENDENT WHO IS PRESENT AT ALL TIMES WHILE WORK IS IN PROGRESS. Instigate and maintain procedures to ensure that tradesmen performing at site are skilled and knowledgeable in methods and craftsmanship needed to produce required quality-levels for workmanship in completed work. Remove and replace work which does not comply with workmanship standards as specified and as recognized in the construction industry for applications indicated. Remove and replace other work damaged or deteriorated by faulty workmanship or its replacement.

1.06 INSPECTIONS, TESTS AND REPORTS

- A. General: Required inspection and testing services are intended to assist in determination of probable compliances of the work with requirements, but do not relieve Contractor of responsibility for those compliances, or for general fulfillment of requirements of contract documents. Specified inspections and tests are not intended to limit Contractor's quality control program. Afford reasonable access to agencies performing tests and inspections.

- B. Tests: All testing not denoted as by Owner is to be Contractor's responsibility. Copies of all results to be per paragraph "C" below. Note requirements in concrete work for contractor to obtain test samples and deliver them to testing agency.
- C. Reports: Submit test/inspection reports, including agency's analysis of results and recommendations where applicable, in duplicate to Architect/Engineer except as otherwise indicated, and submit copies directly to governing authorities where required or requested.
- D. All observations of tests called for in these documents shall have 48 hours prior notice to the Architect. The Architect may defer the request to the appropriate consultant for execution.

**PART 2 - PRODUCTS (not applicable.)**

**PART 3 - EXECUTION**

**3.01 GENERAL INSTALLATION PROVISIONS**

- A. Installer's Inspection of Conditions: Require installer of each major unit of work to inspect substrate to receive the work, and conditions under which the work will be performed, and to report (in writing to Contractor) unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to installer by the contractor.
- B. Manufacturer's Instructions: Where installation include manufactured products, comply with manufacturer's applicable instructions and recommendations for installation, to whatever extent these are more explicit or more stringent than applicable requirements indicated in contract documents.
- C. Inspect each item of materials or equipment immediately prior to installation, and reject damaged and defective items.
- D. Provide shims, fillers, attachment and connection devices and methods for securing work properly as it is installed; true to line and level, and within recognized industry tolerances if not otherwise indicated. Allow for expansions and building movements. Provide uniform joint widths in exposed work, organized for best possible visual effect. Refer questionable visual-effect choices to Architect for final decision.
- E. RECHECK measurements, elevations and dimensions of the work, and adjust discrepancies as an integral step of starting each installation. Notify Architect in writing with adequate descriptions of any critical discrepancies prior to beginning work.
- F. Install work during conditions of temperature, humidity, exposure, forecasted weather, and status of project completion which will ensure best possible results for each unit of work from non-compatible work, as required to prevent deterioration.
- G. Coordinate enclosure (closing-in) of work with required inspections and tests, so as to avoid necessity of uncovering work for that purpose.

H. Mounting Heights: Except as otherwise indicated mount individual units of work at industry-recognized standard mounting heights, for applications indicated. Refer questionable mounting height choices to Architect/Engineer for final decision.

**3.02 PROTECTION**

A. Limiting Exposures of Work: To extent possible through reasonable control and protection methods, supervise performance of work in a manner and by means which will ensure that none of the work whether completed or in progress, will be subjected to damaging, or otherwise deleterious exposures during construction period.

END OF SECTION 01210

DIVISION 1 – GENERAL REQUIREMENTS  
SECTION 01330 – SUBMITTAL PROCEDURES

PART 1 – PROCEDURES

1.01 RELATED DOCUMENTS

Drawings and general provisions of Contract apply to work of this section.

1.02 SUMMARY

- A. This section includes mandatory requirements for submitting Shop Drawings, Product Data, Samples, and other miscellaneous submittals.
- B. General: Electronic copies of CAD Drawings of the Contract Drawings may be provided by Architect for Contractor's use in preparing submittals. The contractor will request in writing and sign a waiver of responsibility regarding the use of electronic media and shall not reuse the media for any other use per the General Conditions.

1.03 DEFINITIONS

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

1.04 SUBMITTAL ACTION REQUIRED OF THE CONTRACTOR:

- A. 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 requires 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.
- B. Submittals Schedule: Refer to submittal schedule at end of this section and each specification section for submittal information. Provide product data and color samples within 15 days of Notice of Award. Shop drawings are to be submitted within 7 days of field verification by the contractor..
- C. **Use by the Contractor of Shop Drawings not first reviewed by the Contractor and the Architect, are solely the contractor's responsibility and possible liability for non-compliance with the contract documents. The Architect will return submittals from sources other than the Contractor to the Contractor for his review and resubmittal.**
- D. The contractor shall review each submittal and check for compliance with the Contract Documents. Note corrections, verify quantities, coordinate approved substitutions and confirm field dimensions. Mark with approval stamp before submitting to Architect.
- E. Approval Stamp: The contractor shall 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.
- F. Any work that is done, or material ordered prior to the review or approval of such submittal(s), shall be at the contractor's sole risk.

- G. Contractor shall check and verify all field conditions and is responsible for shop drawing errors and omissions. Contractor shall be responsible for deviations from contract documents delineated in the shop drawings.
- H. Contractor to coordinate the implementation of change order construction change directives and field orders in shop drawings/submittals as they apply.
- I. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal.
  1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if processing must be delayed to permit coordination with subsequent submittals.
  2. Concurrent Review: Where concurrent review of submittals by Architect's consultants, Owner, or other parties is required, allow 21 days for initial review of each submittal.
  3. If intermediate submittal is necessary, process it in same manner as initial submittal.
  4. Allow 15 days for processing each resubmittal. Resubmittal time by the A/E after the first resubmittal will be billed to the Owner and will be deducted from the contractor's contract sum.
  5. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
- J. Identification: Place a permanent label or title block on each submittal for identification.
  1. Indicate name of firm or entity that prepared each submittal on label or title block.
  2. Provide a space approximately 4 x 5 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
  3. Include the following information on label for processing and recording action taken:
    - a. Project name
    - b. Date
    - c. Name and address of Architect
    - d. Name and address of Contractor
    - e. Name and address of subcontractor
    - f. Name and address of supplier
    - g. Name of manufacturer
    - h. Unique identifier, including revision number
    - i. Number and title of appropriate specification section
    - j. Drawing number and detail references, as appropriate
    - k. Other necessary identification
- K. Deviations: The Contractor shall highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
- L. Additional Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions of the Contract Documents, initial submittal may serve as final submittal.
  1. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.
  2. Additional copies submitted for maintenance manuals will be marked with action taken and will be returned.
- M. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form.
  1. Submittal **must not deviate** from contract documents.
  2. Provide Contractor's certification based upon submittal review stating that information submitted **complies with requirements of the Contract Documents**.
  3. Transmittal Form: Use contractor's standard form.
  4. Transmittal Form: Provide locations on form for the following information:
    - a. Project name
    - b. Date
    - c. Destination (To:)
    - d. Source (From:)

- e. Names of subcontractor, manufacturer, and supplier.
- f. Category and type of submittal
- g. Submittal purpose and description
- h. Submittal and transmittal distribution record
- i. Remarks
- j. Signature of transmitter

N. Distribution: Furnish copies of final submittals to those entities as necessary for performance of construction activities. Show distribution on transmittal forms.

O. Use for Construction: Use only final submittals with mark indicating action taken by Architect and/or consultants.

## PART 2 – PRODUCTS

### 2.01 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
  - 1. Number of Copies: Submit eight copies of each submittal. Architect will return four copies. Mark up and retain one returned copy as a Project Record Document.
  - 2. Additional Submittal : Submit seven copies where copies are required for operation and maintenance manuals. Architect will retain two copies, remainder will be returned. Mark up and retain one returned copy as a Project Record Document.
  - 3. Refer to submittal schedule at the end of this section.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
  - 1. Mark each copy of each submittal to show which products and options are applicable to the project.
  - 2. 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 standards.
    - 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 and field-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 not larger than 30 by 40 inches.
- 4. Number of Copies: Submit copies of each submittal, as follows:
  - a. Submittal: Submit seven prints where prints are required for operation and maintenance manuals. Architect will retain two prints; remainder will be returned. (Mark up and retain one returned print as a Project Record Drawing.)
- D. Samples: Prepare physical units of materials or products, including the following:
  - 1. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from the same material to be used for the Work, cured and finished in manner specified, and physically identical with the product proposed for use, and that show full range of color and texture variations expected.
  - 2. Preparation: Mount, display, or package samples in manner specified to facilitate review of qualities indicated. Prepare samples to match Architect's sample where so indicated. Attach label on unexposed side that includes the following:
    - a. Generic description of sample.
    - b. Product name or name of manufacturer.
    - c. Sample source
    - d. Compliance with recognized standards
    - e. Submit only available items.
    - f. Delivery time
    - g. Refer to individual Specification Sections for requirements for samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation and similar construction characteristics.
    - h. Submit two samples.
  - 3. Disposition: Maintain approved Samples at Project site for quality-control comparisons.
    - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
    - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor and removed from the site.
- E. Product Schedule or List: See submittal schedule at end of this section.
- F. Delegated-Design Submittal: Comply with requirements in respective specification section.

## 2.02 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
  - 1. Number of Copies: Submit two copies of each submittal.
  - 2. Certificates and Certifications: Provide a notarized statement that includes signature of Contractor, testing agency, or design professional responsible for preparing certification.
- B. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person.
- C. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements.
- D. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
- E. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements.

- F. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements and experience where required.
- G. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements.
- H. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements.
- I. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements.
- J. Compatibility Test Reports: Prepare reports written by a qualified testing agency interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- K. Field Test Reports: Prepare reports written by a qualified testing agency interpreting results of field tests performed for compliance with requirements.
- L. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements.
- M. Research/Evaluation Reports: Prepare written evidence, form a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for project. Include the following information:
  1. Name of evaluation organization
  2. Date of evaluation
  3. Time period when report is in effect
  4. Product and manufacturer's name.
  5. Description of product
  6. Test procedures and results
  7. Limitations of use.
- N. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements in Division 1 Section "Closeout Procedures."
- O. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- P. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's criteria for installing or operating a product or equipment. Include the following, as applicable:
  1. Preparation of substrates.
  2. Required substrate tolerances.
  3. Sequent of installation or erection
  4. Required installation tolerances.
  5. Required adjustments
  6. Recommendations for cleaning and protection.
- Q. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
  1. Name, address, and telephone number of factory-authorized service representative making report.
  2. Statement on condition of substrates and their acceptability.
  3. Statement that products at project site comply with requirements.
  4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.

5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
6. Statement whether conditions, products, and installation will affect warranty.
7. Other required items indicated in individual Specification Sections.

R. 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.

S. Construction Photographs : Comply with requirements in Division 1 Section – Temporary Facilities.

T. Material Safety Data Sheets: This is solely the contractor's responsibility.

### PART 3 – ARCHITECT'S ACTION

**A. General: Submittals that do not bear Contractor's review comments and approval stamp may be returned by the Architect to the Contractor without action.**

B. Action Submittals: Architect will review each 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:

1. Return for Contractor Review & Stamp
2. Reviewed.
3. Reviewed and revise as noted.
4. Correct as noted and resubmit
5. Rejected

Note: Items 3, 4 and 5 above must be addressed prior to fabrication or installation.

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.

(CONTINUED ON NEXT PAGE)

A. The following list is for convenience only. Any item listed here and not mentioned in a Technical Section of the Specifications, or vice versa, shall be submitted for approval.

SECTION/ ITEM	SHOP DRAWINGS	TESTS	PRODUCT SAMPLES	DATA	PROJECT SCHEDULES	INSTALL & OPER. BOOK	WARRANTY(S)	CLOSEOUT DOCUMENTS
<b>DIVISION 1</b>								
01210					10 days after Notice of Award			
01400		X			X			X
01700								20 days following substantial completion date
01740								20 days following substantial completion date
<b>DIVISION 2</b>								
02070				Photographs	X			
<b>DIVISION 3</b>								
N/A								
<b>DIVISION 4</b>								
N/A								
<b>DIVISION 5</b>								
05 70 00	X		X		X	X		
<b>DIVISION 7</b>								
07620	X		X	X				
07720	X			X				
07900				X				
<b>DIVISION 8</b>								
08 63 00	X			X		X		

B. All schedules to be provided within 10 working days of Notice of Award.

- C. Record drawings. A "Brochure of Equipment" will be provided for the Owner at the completion of construction to aid in the operation and maintenance of ALL equipment. The Contractor shall maintain a "Field Marked" set of drawings showing exact locations of all concealed items. At the completion of the project, the marked prints shall be delivered to the Architect.
- D. All warranties, guarantees, replacement stock to be provided within twenty (20) working days of substantial completion without exception.

END OF SECTION 01330

DIVISION 1 - GENERAL REQUIREMENTS  
SECTION 01500 - TEMPORARY FACILITIES

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS**

A. Drawings and general provisions of the Contract apply to this Section.

**1.02 SUMMARY**

A. This Section specifies requirements for temporary services and facilities, including utilities, construction and support facilities, security and protection.

B. Temporary utilities required include but are not limited to:

1. Water – BY OWNER
2. Water Distribution
3. Power – BY OWNER
4. Lighting & Power Distribution
5. Telephone

C. Temporary construction and support facilities required include but are not limited to:

1. Temporary heat
2. Field offices and storage sheds – if needed.
3. Sanitary facilities, including drinking water
4. Dewatering facilities and drains
5. Temporary enclosures
6. Temporary Project identification signs and bulletin boards – personnel information.
7. Waste Disposal services
8. Construction aids and miscellaneous services and facilities

D. Security and protection facilities required include but are not limited to:

1. Temporary fire protection
2. Barricades, warning signs, lights
3. Sidewalk bridge or enclosure fence for the site
4. Environmental protection
5. Non-smoking policy
6. Registered offender information – provide list for Owner to consider
7. Courteous language required.
8. Traffic management/control for the project.
9. Weapon limitation on site regarding firearms and knives.

E. Facility criteria:

1. No smoking, drugs or alcohol on premises.
2. No firearms or weapons on premises.
3. Personnel listed on a registered offender list are to be conveyed to the Owner for review prior to accessing site.
4. Attire is to be proper for the project.

**1.03 SUBMITTALS**

A. Temporary Utilities: Submit reports of tests, inspections, meter readings and similar procedures performed on temporary utilities.

B. **Implementation and Termination Schedule:** Submit a schedule indicating implementation and termination of each temporary utility within 15 days of the date established for commencement of the Work.

#### **1.04 QUALITY ASSURANCE**

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

1. Building Code requirements
2. Health and safety regulations
3. Utility company regulations
4. Police, Fire Department and Rescue Squad rules
5. Environmental protection regulations
6. Conformance with curfew limitations, if any

B. **Standards:** Comply with NFPA Code 241, "Building Construction and Demolition Operations", ANSI-A10 Series standards for "Safety Requirements for Construction and Demolition", and NECA Electrical Design Library "Temporary Electrical Facilities."

1. Refer to "Guidelines for Bid Conditions for Temporary Job Utilities and Services", prepared jointly by AGC and ASC, for industry recommendations.
2. **Electrical Service:** Comply with NEA, NECA and UL standards and regulations for temporary electric service. Install service in compliance with National Electric Code (NFPA 70).

C. **Inspections:** Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certifications and permits.

#### **1.05 PROJECT CONDITIONS**

A. **Temporary Utilities:** Define as part of the construction schedule indicating dates for implementation and termination of each temporary utility. At the earliest feasible time, when acceptable to the Owner, change over from use of temporary service to use of the permanent service.

B. **Conditions of Use:** Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Take necessary fire prevention measures. Do not overload facilities, or permit them to interfere with progress. Do not allow hazardous dangerous or unsanitary conditions, or public nuisances to develop or persist on the site.

### **PART 2 - PRODUCTS**

#### **2.01 MATERIALS**

A. **General:** Provide materials as needed, undamaged new or previously used materials in serviceable condition may be used. Provide materials suitable for the use intended.

B. **Lumber and Plywood:** Comply with requirements in Division-6 Section "Rough Carpentry."

1. For job-built temporary offices, shops and sheds within the construction area, provide UL labeled, fire rated lumber and plywood for framing, sheathing and siding.
2. For signs and directory boards, provide exterior type, Grade B-B High Density Concrete Form Overlay Plywood conforming to PS-1, of sizes and thickness indicated.
3. For safety barriers, sidewalk bridges & covers, and similar uses, provide minimum 5/8" thick exterior plywood.

- C. **Gypsum Wallboard**: Provide gypsum wallboard complying with requirements of ASTM C 36 on interior walls of temporary offices.
- D. **Roofing Materials**: Provide UL Class "A" standard weight asphalt shingles complying with ASTM D 3018, or UL Class "C" mineral surfaced roll roofing complying with ASTM D 249 on roofs of job-built temporary offices, shops and sheds.
- E. **Tarpaulins**: Provide waterproof, fire-resistant, tarpaulins with flame-spread rating of 25 or less. For temporary enclosures provide translucent nylon reinforced laminated polyethylene or polyvinyl chloride fire retardant tarpaulins.
- F. **Water**: Provide potable water approved by local health authorities.
- G. **Open-Mesh Fencing**: Provide plastic orange fence barrier.
- H. **Traffic Control Devices**: Traffic cones, barriers, speed limit signs and warning equipment.

## **2.02 EQUIPMENT**

- A. **General**: Provide well maintained equipment. Undamaged, previously used equipment in serviceable condition may be used. Provide equipment suitable for use intended.
- B. **Water Hoses**: Provide as required with pressure rating greater than the maximum pressure of the water distribution system; provide adjustable shut-off nozzles at hose discharge.
- C. **Electrical Outlets**: Provide properly configured NEA polarized outlets to prevent insertion of 110-120 volt plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset button and pilot light, for connection of power tools and equipment.
- D. **Electrical Power Cords**: Provide grounded extension cords; use "hard-service" cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate lengths of electric cords, if single lengths will not reach areas where construction activities are in progress.
- E. **Lamps and Light Fixtures**: Provide general service lamps of wattage required for adequate illumination. Provide guard cages or tempered glass enclosures, where exposed to breakage. Provide exterior fixtures where exposed to moisture.
- F. **Heating Units**: Provide temporary heating units that have been tested and label by UL, FM or another recognized trade association related to the type of fuel being consumed.
- G. **Temporary Offices**: At Contractor's Option, provide with lockable entrances, insulated operable windows and serviceable finishes. Provide heated and conditioned units adequate for normal use.
- H. **Sanitary facilities** include temporary toilets, wash facilities and drinking water fixtures. Comply with regulations and health codes for the type, number, location, operation and maintenance of fixtures and facilities. Install where facilities will best serve the Project's needs.
  1. **Toilets**: Install self-contained toilet units. Shield toilets to ensure privacy. Use of pit-type privies will not be permitted.
  2. **Wash Facilities**: Install wash facilities supplied with potable water at convenient locations for personnel involved in handling materials that require wash-up for a healthy and sanitary condition. Dispose of drainage properly. Supply cleaning compounds appropriate for each condition.
  3. **Safety Showers**: Provide eye-wash fountains and similar facilities for convenience, safety and sanitation of personnel.
  4. **Toiletries**: Provide toilet tissue, paper towels, paper cups and similar disposable materials for each facility. Provide covered waste containers for used material.

- I. **Temporary Toilet Units:** Comply with health regulations. Provide self-contained single-occupant toilet units of the chemical, aerated recirculation, or combustion type, properly vented and fully enclosed with a glass fiber reinforced polyester shell or similar nonabsorbent material.
- J. **First Aid Supplies:** Comply with governing regulations.
- K. **Fire Extinguishers:** Provide hand-carried, portable UL-rated, class "A" fire extinguishers for temporary offices and similar spaces. In other locations provide hand-carried, portable, UL-rated, class "ABC" dry chemical extinguishers, or a combination of extinguishers of NFPA recommended classes for the exposures.
  - 1. Comply with NFPA for classification, extinguishing agent and size required by location and class of fire exposure.

## **PART 3 - EXECUTION**

### **3.01 INSTALLATION**

- A. **Use qualified personnel for installation** of temporary facilities. Locate facilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.
- 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.

### **3.02 TEMPORARY UTILITY INSTALLATION**

- A. **General:** Engage the appropriate local utility company to install temporary service or connect to existing service. Where the company provides only part of the service, provide the remainder with matching, compatible materials and equipment; comply with the company's recommendations.
  - 1. Arrange with the company and existing users for a time when service can be interrupted, where necessary, to make connections for temporary services.
  - 2. Provide adequate capacity at each stage of construction. Prior to temporary utility availability, provide trucked-in services.
  - 3. Obtain easements to bring temporary utilities to the site, where the Owner's easements cannot be used for that purpose.
  - 4. **Use Charges:** Cost of use charges for temporary facilities are not chargeable to the Owner or Architect, and will not be accepted as a basis of claims for a Change Order.
- B. **Water Service:** Install water distribution hoses of size and pressures adequate for construction.
- C. **Temporary Electric Power Service:** The Owner shall provide electrical power for construction operations at no cost to the Contractor. Coordinate electrical usage required with Owner for installation of the temporary service.
  - 1. Provide weather tight, grounded temporary electrical service-entrance and distribution system, with ground-fault circuit interrupters and ground-fault interrupter features of proper types, sizes, electrical ratings and characteristics to fulfill project requirements. Comply with applicable requirements of IEEE, NEMA and UL standards and governing regulations.
  - 2. **Service:** Comply with IEEE pertaining to installation of temporary wiring service and grounding. Provide meters, transformers, and overcurrent protective devices at main distribution panel for power and light circuitry. Provide disconnects for equipment circuits.

3. **Power Distribution System:** Provide circuits of proper sizes, characteristics, and ratings for each use indicated. System to comply with IEEE and OSHA requirements for specific uses. Provide as required to protect wiring on grade, roofs, decks or other areas exposed to possible damage. Provide 20 amp, 4-gang receptacle outlets, equipped with ground-fault circuit interrupters, reset button and pilot light, spaced so interrupters, reset button and pilot light, spaced so that a 100 foot extension cord can reach each area of work. Use only grounded extension cords; use "hard-service" cords where exposed to abrasion and traffic. Provide warning signs at power outlets that are other than 110/120 volt. Provide outlets of proper configuration to prevent insertion of 110/120 volt plugs into higher voltage outlets.
4. Provide adequate capacity at each stage of construction. Prior to availability at the site, provide trucked-in services for start up of construction operations.
5. Exercise control over power usage to conserve energy. Turn off or de-energize all service to the site during non-use periods.
6. **Electrical Outlets:** Provide properly configured NEA polarized outlets to prevent insertion of 110-120 volt plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset button and pilot light, for connection of power tools and equipment.
7. **Electrical Power Cords:** Provide grounded extension cords; use "hard-service" cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate lengths of electric cords, if single lengths will not reach areas where construction activities are in progress.

D. **Temporary Lighting:** Provide temporary lighting with local switching.

1. Install and operate temporary lighting that will fulfill security and protection requirements, without operating the entire system, and will provide adequate illumination for construction operations and traffic conditions.

E. **Temporary Telephones:** Provide temporary telephone service for personnel engaged in construction activities, throughout the construction period. Provide cellular telephone, operational and on site at all times.

F. **Sewers and Drainage:** If sewers are available, provide temporary connections to remove effluent that can be discharged lawfully. If neither sewers nor drainage facilities can be lawfully used for discharge of effluent, provide containers to remove and dispose of effluent off the site in a lawful manner.

1. Filter out excessive amounts of soil, construction debris, chemicals, oils and similar contaminants that might clog sewers or pollute waterways before discharge.
2. Connect temporary sewers to the municipal system as directed by the sewer department officials.
3. Maintain temporary sewers and drainage facilities in a clean, sanitary condition. Following heavy use, restore normal conditions promptly.

G. Provide earthen embankments and similar barriers in and around excavations and subgrade construction, sufficient to prevent flooding by runoff of storm water from heavy rains.

### **3.03 TEMPORARY CONSTRUCTION AND SUPPORT FACILITIES INSTALLATION**

A. **Locate** temporary construction and support facilities for easy access.

1. Maintain temporary construction and support facilities until near Substantial Completion. Remove prior to Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to the Owner.
- B. If needed, provide noncombustible construction for offices, shops and sheds located within the construction area, or within 30 feet of building lines. Comply with requirements of NFPA 241.
- C. Temporary Heat: Provide temporary heat required by construction activities, for curing or drying of completed installations or protection of installed construction from adverse effects of low temperatures or high humidity. Select safe equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce the ambient condition required and minimize consumption of energy.
  1. Heating Facilities: Except where use of the permanent system is authorized, provide vented self-contained LP gas or fuel oil heaters with individual space thermostatic control.
    - a. Use of gasoline-burning space heaters, open flame, or salamander type heating units is prohibited.
  2. Heating Units: Provide temporary heating units that have been tested and labeled by UL, FM or another recognized trade association related to the type of fuel being consumed.
- D. Storage and Fabrication Sheds: As required install storage and fabrication sheds, sized, furnished and equipped to accommodate materials and equipment involved, including temporary utility service. Sheds may be open shelters or fully enclosed spaces within the building or elsewhere on the site.
- E. Drinking Water: Provide drinking water where needed, including paper supply.
- F. Temporary Enclosures: Provide temporary enclosure for protection of construction in progress and completed, from exposure, foul weather, other construction operations and similar activities.
  1. Where heat is needed and the permanent building enclosure is not complete, provide temporary enclosures where there is no other provision for containment of heat. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
  2. Install tarpaulins securely, with incombustible wood framing and other materials. Close building openings of 25 square feet or less with plywood or similar materials.
  3. Close openings through roof decks and horizontal surfaces with load-bearing wood-framed construction.
  4. Where temporary wood or plywood enclosure exceeds 100 square feet in area, use UL-labeled fire-retardant treated material for framing and main sheathing.
- G. Temporary Lifts and Hoists: Provide facilities for hoisting materials and employees. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- H. Project Identification and Temporary Signs: Prepare project identification and other signs of the size indicated; install signs where indicated to inform the public and persons seeking entrance to the Project. Support on posts or framing of preservative treated wood or steel. Do not permit installation of unauthorized signs.
  1. Project Identification Signs: Engage an experienced sign painter to apply graphics. Comply with details indicated.

2. **Temporary Signs:** Prepare signs to provide directional information to construction personnel and visitors.
- I. **Temporary Exterior Lighting:** Install exterior yard lights so that signs are visible when Work is being performed.
- J. **Collection and Disposal of Waste:** Collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to rise above 80 deg. F (27 deg C). Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose of material in a lawful manner. Do not use Owner's trash containers for any reason.

### **3.04 SECURITY AND PROTECTION FACILITIES INSTALLATION**

- A. **Except for use of permanent fire protection** as soon as available, do not change over from use of temporary security and protection facilities to permanent facilities until Substantial Completion, or longer as requested by the Architect.
- B. **Temporary Fire Protection:** Until fire protection needs are supplied by permanent facilities, install and maintain temporary fire protection facilities of the types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 10 "Standard for Portable Fire Extinguishers," and NFPA 241 "Standard for Safeguarding Construction, Alterations and Demolition Operations."
  1. Locate fire extinguishers where convenient and effective for their intended purpose, but not less than one extinguisher on each floor at or near each usable stairwell.
  2. Store combustible materials in containers in fire-safe locations.
  3. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire protection facilities, stairways and other access routes for fighting fires. Prohibit smoking in hazardous fire exposure areas.
  4. Provide supervision of welding operations, combustion type temporary heating units, and similar sources of fire ignition.
- C. **Barricades, Warning Signs and Lights:** Comply with standards and code requirements for erection of structurally adequate barricades. Paint with appropriate colors, graphics and warning signs to inform personnel and the public of the hazard being protected against. Where appropriate and needed provide lighting, including flashing red or amber lights.
- D. **Enclosure Fence:** When work begins install an enclosure fence. Locate where indicated, the portion determined sufficient to accommodate construction operations. Install in a manner that will prevent from easily entering the site, except by the entrance gates.
  1. Provide open-mesh fencing with posts set in a compacted mixture of gravel and earth.
- E. **Security Enclosure and Lockup:** Install substantial temporary enclosure of partially completed areas of construction. Provide locking entrances to prevent unauthorized entrance, vandalism, theft and similar violations of security.
  1. **Storage:** Where materials and equipment must be stored, and are of value or attractive for theft, provide a secure lockup. Enforce discipline in connection with the installation and release of material to minimize the opportunity for theft and vandalism.
- F. **Environmental Protection:** Provide protection, operate temporary facilities and conduct construction in ways and by methods that comply with environmental regulations, and minimize the possibility that air, waterways and subsoil might be contaminated or polluted, or that other

undesirable effects might result. Avoid use of tools and equipment which produce harmful noise. Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or firms near the site.

G. **Traffic Control:** Arrange traffic control apparatus per the jurisdiction having authority. Submit a plan to the City of Billings for approval 45 days prior to initiating the plan.

### **3.05 OPERATION, TERMINATION AND REMOVAL**

A. **Supervision:** Enforce strict discipline in use of temporary facilities. Limit availability of temporary facilities to essential and intended uses to minimize waste and abuse.

B. **Maintenance:** Maintain facilities in good operating condition until removal. Protect from damage by freezing temperatures and similar elements.

1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation and similar facilities on a 24-hour day basis where required to achieve indicated results and to avoid possibility of damage.
2. **Protection:** Prevent water filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.

C. **Termination and Removal:** Unless the Architect requests that it be maintained longer, remove each temporary facility when the need has ended, or when 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 the 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 property of the Contractor. The Owner reserves the right to take possession of Project identification signs.
2. Remove temporary paving that is not intended for or acceptable for integration into permanent paving. Where the area is intended for landscape development, remove soil and aggregate fill that does not comply with requirements for fill or subsoil in the area. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances which might impair growth of plant materials or lawns. Repair or replace street paving, curbs and sidewalks at the temporary entrances, as required by the governing authority.
3. At Substantial Completion, clean and renovate permanent facilities that have been used during the construction period, including but not limited to:
  - a. Replace air filters and clean inside of ductwork and housings.
  - b. Replace significantly worn parts and parts that have been subject to unusual operating conditions.
  - c. Replace lamps that are burned out or noticeably dimmed by substantial hours of use.

END OF SECTION 01500

DIVISION 1 - GENERAL REQUIREMENTS  
SECTION 01600 - PRODUCTS AND SUBSTITUTIONS

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS**

Drawings and general provisions of Contract apply to work of this section.

**1.02 DESCRIPTION OF REQUIREMENTS**

- A. Definitions: "Products" is defined to include items for incorporation into the work. "Materials" is defined as products which make a substantially cut, shaped, worked, mixed, finished, refined or otherwise fabricated, processed, installed or applied to form units or work. "Equipment" is defined as products with operational parts, including products with service connections (wiring, piping, etc.). Definitions in this paragraph are not intended to negate the meaning of other terms used in contract documents.
- B. Substitutions: The requirements for substitutions do not apply to specified Contractor options on products and construction methods. Requested prior approval substitutions during bidding period, approved by Addendum prior to Contract Date, are included in contract documents and subject to requirements for substitutions. Contractor's determination with governing regulations and orders by governing authorities **do not constitute "substitutions" and do not constitute a basis for change orders**.
- C. Revisions or adjustments to contract documents, requested in writing by Owner, Architect, or Engineer, are "modifications" not "substitutions".
- D. Contractor's requests after the award of the project for changes in products, materials and methods of construction required by the contract documents are considered requests for "substitutions" and are subject to requirements hereof. Only requests that benefit the Owner in time or cost will be considered otherwise the project is to be implemented as bid.

**1.03 QUALITY ASSURANCE**

- A. Source Limitations: To the greatest extent possible, provide products, materials and equipment singular generic kind and from a single source.
- B. Compatibility of Options: Where more than one choice is available as options for Contractor's selection of a product or materials, select an option which is compatible with other products and materials already selected. Compatibility is a basic general requirement of product/material selections and must be provided by Contractor.

**1.04 SUBMITTALS**

- A. Requests for Substitutions: The Contractor is to submit 3 copies, fully identified for product or method being replaced by substitution, and fully documented to show compliance with intended performance. Include: data/drawings, description of methods, samples where applicable. Provide statement that substitutions will result in overall work equal-to-or-better than work originally indicated and provides a reduction in cost or time to be considered.

**1.05 PRODUCT DELIVERY-STORAGE-HANDLING**

A. General: Deliver, handle and store products in accordance with manufacturer's recommendations and by methods and means which will prevent damage, deterioration, and loss including theft. In particular, provide delivery/installation coordination to ensure minimum holding or storage times.

## PART 2 - PRODUCTS

### 2.01 GENERAL PRODUCTS COMPLIANCES

A. General: Required procedures include, but are not necessarily limited to, the following for various indicated methods of specifying:

1. Single Product/Manufacturer Name: Provide product indicated, except where known that named product is no longer produced.
2. "Or Equal": Where named products in specifications test are accompanied by the term "or equal", comply with these contract document provisions concerning "substitutions".
3. Standards, Codes and Regulations: Where compliance with an imposed standard, code or regulation is required, selection from among products which comply with requirements including those standards, codes and regulations, is required of the Contractor.
4. Visual Matching: Where matching of an established sample is required, final judgement of whether a product proposed by Contractor matches sample satisfactorily is Architect's judgement.
5. Visual Selection: Except as otherwise indicated, where specified product requirements indicate "...as selected from manufacturer's standard colors, patterns, textures..." or words of similar effect, the selection (complying with requirements) of color, pattern and texture is the Architect's selection.

### 2.02 SUBSTITUTIONS

A. Conditions: Contractor's request for substitution will be received and considered when extensive revisions to contract documents are not required and changes are in keeping with general intent of contract documents and properly submitted. The proposal must be of benefit to the Owner in time and cost to be considered.

B. Work-Related Submittals: Contractor's submittal of shop drawings, product data or samples which indicate work **not** complying with requirements of contract documents will not be accepted.

### 2.03 GENERAL PRODUCT REQUIREMENTS

A. General: Provide new products which comply with requirements, complete with accessories, trim, finish, safety guards, other devices and details needed for a complete installation.

1. Provide continually available products.

END OF SECTION 01600

**DIVISION 1 - GENERAL REQUIREMENTS  
SECTION 01700 - PROJECT CLOSEOUT**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS**

Drawings and general provisions of Contract apply to work of this section.

**1.02 SUMMARY**

**Definitions:** Closeout is hereby defined to include general requirements near end of Contract Time, in preparation for final acceptance, final payment, normal completion of contract requirements, occupancy by Owner and similar actions evidencing completion of the work.

**1.03 PREREQUISITES TO SUBSTANTIAL COMPLETION**

A. **General:** Request in writing Architect's inspection for certification of substantial completion (for either entire work or portions thereof), complete the following and list known exceptions in request: Provide in writing notification of facility being ready for substantial completion.

1. In progress payment request coincident with or first following date claimed, show compliance with 9.8 of the General Conditions, completion for portion of work claimed as "substantially complete". Provide a list in writing of incomplete items, value of incompleteness, and reasons for being incomplete.
2. Include supporting documentation for completion as indicated in these contract documents.
3. Submit statement showing accounting of changes to the Contract Sum.
4. Advise Owner of pending insurance change-over requirements.
5. Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final certifications and similar documents within twenty (20) working days of substantial completion.
6. Obtain and submit release enabling Owner's full and unrestricted use of the work and access to services and utilities, including (where required) occupancy permits, operating certificates, and similar releases.
7. Submit record drawings, maintenance manuals, final project photographs, damage or settlement survey, property survey, and similar final record information.
8. Deliver tools, spare parts, extra stocks of materials, and similar physical items to Owner.
9. Make final change-over of locks and transmit keys to Owner, and advise Owner's personnel of change-over in security provisions.
10. Complete start-up testing of systems, and instructions of Owner's operating/maintenance personnel. Discontinue (or change over) and remove from project site temporary facilities and services, along with construction tools and facilities, mock-ups, and similar elements.

11. Complete final clean up requirements.
- B. Inspection Procedures: Upon receipt of Contractor's written request, Architect/Engineer will either proceed with inspection or advise Contractor of prerequisites not fulfilled. Following initial inspection, Architect will either prepare certificate of substantial completion, or advise Contractor of work which must be performed prior to issuance of certificate; and repeat inspection when requested and assured that work has been substantially completed. Results of completed inspection will form "punchlist" for final acceptance. An additional inspection will be billed to the Owner and deducted from the Contractor's application for payment.

#### 1.04 PREREQUISITES TO FINAL ACCEPTANCE

- A. General: Request in writing Architect's final inspection for certification of final acceptance and final payment, as required by General Provisions, complete the following and list known exceptions (if any) in request: Provide in writing notification of day that work is complete and ready for final inspection.
  1. Submit final payment request with final releases (including lien releases) and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
  2. Submit updated final statement, accounting for final changes to contract sum.
  3. Submit initialled copy of Architect's final punch list of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance.
  4. Revise and submit evidence of final, continuing insurance coverage complying with insurance requirements.
- B. Reinspection Procedure: Upon receipt of Contractor's written notice that work has been completed, including punch list items resulting from earlier substantial completion inspection and excepting incomplete items delayed because of acceptable circumstances, Architect will reinspect work. Upon completion of final inspection, Architect will confirm final acceptance or advise Contractor of work not completed or obligations not fulfilled as required for final acceptance. If necessary, procedure will be repeated at contractor's expense after first reinspection.

#### 1.05 RECORD DOCUMENT SUBMITTALS

- A. General: General submittal requirements are indicated in "Submittals" sections. Do not use record documents for construction purposes; provide access to record documents for Architect's reference during normal working hours. Electronic or CADD record documents must be in the same size and format as the contract documents.
- B. Record Drawings: Maintain a white-print set (blue-line or black-line) of contract drawings and shop drawings in clean, undamaged condition, with mark-up of actual installations. Mark with red erasable pencil and, where feasible, use other colors to distinguish between variations in separate categories of work. Mark up new information which is recognized to be of importance to Owner. Give particular attention to concealed work, which would be difficult to measure and record at a later date.
- C. Record Specifications: Maintain one copy of specifications, including addenda, change orders and similar modifications issued in printed form during construction, and mark up variations (of

substance) in actual work. Give particular attention to substitutions, selection of options, and similar information on work where it is concealed.

- D. **Miscellaneous Record Submittals:** Immediately prior to date(s) of substantial completion, complete miscellaneous records and place in good order, properly identified and bound or filed, ready for continued use and reference. Submit to Architect for Owner's records.
- E. **Maintenance Manuals:** Organize maintenance-and-operating manual information, and bind into individual 3" three ring binders properly identified and indexed (thumb-tabbed) per each specification section. Include emergency instructions, spare parts listing, warranties, wiring diagrams, recommended "turn-around" cycles, inspection procedures, shop drawings, product data, and similar applicable information.

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

**PART 3 - EXECUTION**

**3.01 CLOSEOUT PROCEDURES**

**General Operating/Maintenance Instructions:** Arrange for each installer of work requiring continuing maintenance or operation, to meet with Owner's personnel, at project site, to provide basic instructions needed for proper operation and maintenance of entire work. Include instructions by manufacturer's representatives where installers are not expert in the required procedures.

**3.02 FINAL CLEANING**

- A. **General:** General cleaning during progress of work is specified in General Conditions and as temporary services in "Temporary Facilities" section of this Division. Provide final cleaning of the work for a first-class building cleaning and maintenance program. Comply with manufacturer's instructions for cleaning operations.
- B. See General Checklist at end of this section.
- C. **Removal of Protection:** Except as otherwise indicated or requested by Architect, remove temporary protection devices and facilities which were installed during course of the work.
- D. **Compliances:** Comply with safety standards and governing regulations for cleaning operations. Do not burn waste materials at site, or bury debris or excess materials on Owner's property, or discharge volatile or other harmful or dangerous materials into drainage systems; remove waste materials from site and dispose of in a lawful manner.

Where extra materials of value remaining after completion of associated work have become Owner's property, dispose of these to Owner's best advantage as directed.

**This is a general checklist of closeout items for this project. It is not all inclusive but a guide for reference.**

**PROJECT:** Hail Damage Repair– Billings Parmly Library – Scrim & Skylight Replacement

**LOCATION:** 510 North Broadway, Billings, MT

**DATE:**

**GENERAL:**

**MECHANICAL:**

**ELECTRICAL:**

**OTHER:**

**THOSE PRESENT:**

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Make sure work is done according to contract documents:

Contractor shall do the following special cleaning for all trades at completion of work:

- (1) Remove stains from glass; wash, polish same, inside and outside. Exercise care not to scratch glass.
- (2) Remove marks, stains, fingerprints, and other soil or dirt from painted, decorated, stained work.
- (3) Clean and polish hardware for all trades, including removal of stains, dust, dirt, paint and the like.
- (4) Remove spots, soil, and paint from all work.
- (5) Clean fixtures, equipment; remove stains, paint, dirt and dust.
- (6) Clean exterior metal surfaces, including doors, windows, required to have polished finish, of oil stains, dust, dirt, paint and the like; polish, and leave without fingermarks and other blemishes.

**GENERAL:**

(As applicable, verify compliance and correct the following)

1. Removal of all construction materials.
2. Check joints of materials - neat and clean, no smudges.
3. Remove labels which are not required as permanent labels.
4. Remove debris and surface residue from limited-access spaces including roofs, plenums, shafts, attics and similar spaces.
5. Clean up: No rust/no chalk marks/no debris/no evidence of refuse, no equipment oil or grease.
6. Clean all equipment.
7. O & M Manuals.

**EXTERIOR:**

- \_\_\_\_ 1. Proper grading.
- \_\_\_\_ 2. No debris left on site.
- \_\_\_\_ 3. Sidewalks not chipped - new and existing.
- \_\_\_\_ 4. Everything sealed - joints of dissimilar materials.
- \_\_\_\_ 5. Secure all roof equipment.
- \_\_\_\_ 6. Remove all stains, foreign material from exterior of building.
- \_\_\_\_ 7. Look for other problems that might occur and correct.
- \_\_\_\_ 8. Clean project site (yard and grounds), including landscape development areas, of litter and foreign substances. Sweep paved areas to a broom-clean condition; remove stains, petrochemical spills and other foreign deposits.
- \_\_\_\_ 9. O & M Manuals and meeting.

END OF SECTION 01700

**DIVISION 1 - GENERAL REQUIREMENTS  
SECTION 01740 - WARRANTIES AND BONDS**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS**

Drawings and general provisions of Contract apply to this section.

**1.02 SUMMARY**

This Section specifies general administrative and procedural requirements for warranties and bonds required by the Contract Documents, including manufacturer's standard warranties on products and special warranties.

Refer to the General Conditions for terms of the Contractor's warranty of workmanship and materials. General closeout requirements are included in Section "Project Closeout."

Specific requirements for warranties for the Work and products and installations that are specified to be warranted, are included in the individual Sections of Divisions 2 through 16.

Certifications and other commitments and agreements for continuing services to Owner are specified elsewhere in the Contract Documents.

**1.03 DISCLAIMERS AND LIMITATIONS**

Manufacturer's disclaimers and limitations on product warranties do not relieve the Contractor of the warranty on the Work that incorporates the products, nor does it relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with the Contractor.

**1.04 WARRANTY REQUIREMENTS**

**Related Damages and Losses:** When correcting warranted Work that has failed, within three (3) days provide schedule to remove and replace other Work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted Work.

**Categories of Specific Warranties:** Warranties on the work are in several categories, including those in the General Conditions and including but not necessarily limited to the following specific categories related to individual units of work:

1. **Special Project Warranty (Guarantee):** A warranty specifically written and signed by Contractor for a defined portion of the work; and, where required, countersigned by subcontractor, installer, manufacturer and other entity engaged by Contractor.
2. **Specified Product Warranty:** A warranty which is required by contract documents.
3. **General Limitations:** It is recognized that specific warranties are intended primarily to protect Owner against failure of the work to perform as required. Specific warranties do not cover failures in the work which result from: 1) Unusual and abnormal phenomena of the elements, 2) The Owner's misuse, maltreatment or improper maintenance of the work, 3) Vandalism after time of substantial completion, or 4) Insurrection or acts of aggression including war.

4. **Related Damages and Losses:** In connection with Contractor's correction of warranted work which has failed, remove and replace other work of project which has been damaged as a result of such failure.
5. **Reinstatement of Warranty Period:** Except as otherwise indicated, when work covered by a special project warranty or product warranty has failed, and been corrected, reinstate warranty by written endorsement.
  - a. For a period of time equal to original warranty period of time.
6. **Replacement Cost:** Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to a condition complying with requirements of Contract Documents. The Contractor is responsible for the cost of replacing or rebuilding defective Work regardless of whether the Owner has benefited from use of the Work through a portion of its anticipated useful service life.
7. **Owner's Recourse:** Written warranties made to the Owner are in addition to implied warranties, and shall not limit the duties, obligations, rights and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the Owner can enforce such other duties, obligations, rights, or remedies.
8. **Rejection of Warranties:** The Owner reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.
9. The Owner reserves the right to refuse to accept Work for the Project where a special warranty, certification, or similar commitment is required on such Work or part of the Work, until entities required to countersign such commitments to do so.

#### 1.05 SUBMITTALS

Submit written warranties to the Architect prior to the date certified for Substantial Completion. If the Architect's Certificate of Substantial Completion designates a commencement date for warranties other than the date of Substantial Completion for the Work, or a designated portion of the Work, submit written warranties upon request of the Architect.

When a designated portion of the Work is completed and occupied or used by the Owner, by separate agreement with the Contractor during the construction period, submit properly executed warranties to the Architect within fifteen days of substantial completion of that designated portion of the Work.

When a special warranty is required to be executed by the Contractor or the Contractor and a subcontractor, supplier or manufacturer, prepare a written document that contains appropriate terms and identification, ready for execution by the required parties. Submit a draft to the Owner through the Architect for approval prior to final execution.

Refer to individual Sections of Divisions 2 through 16 for specific content requirements, and particular requirements for submittal of special warranties.

Bind warranties and bonds in heavy-duty, commercial quality, durable 3-ring vinyl covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2" by 11" paper.

Provide heavy paper dividers with celluloid covered tabs for each separate warranty. Mark the tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product, and the name, address and telephone number of the installer.

Identify each binder on the front and the spine with the typed or printed title "WARRANTIES AND BONDS, the Project title or name, and the name of the Contractor.

When operating and maintenance manuals are required for warranted construction, provide additional copies of each required warranty, as necessary, for inclusion in each required manual.

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

END OF SECTION 01740

## DIVISION 2 - SITE CONSTRUCTION

**DIVISION 2 - SITE CONSTRUCTION  
SECTION 02070 - SELECTIVE DEMOLITION**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS**

Drawings and general provisions of Contract apply to this section.

**1.02 SUMMARY**

- A. This Section includes selective removal and subsequent offsite disposal.
- B. Repair and replacement construction work and patching are included within the respective sections of specifications, including removal of materials for reuse and incorporation into remodeling or new construction.

**1.03 SUBMITTALS**

- A. General: Submit the following in accordance with Provisions of Contract and Division 1 Specification Sections.

A schedule indicating the proposed sequence of operations for selective demolition work provided to Owner's Representative for review prior to the start of work. Include coordination for shutoff, capping, and continuation of utility services as required, together with details for dust and noise control protection.

Provide detailed sequence of demolition and removal work to ensure uninterrupted progress of Owner's on-site operations.

Coordinate with Owner's continuing occupation of portions of existing building and with Owner's partial occupancy of completed new work.

- B. Photographs of existing condition of structure surfaces, equipment, and adjacent improvements that might be misconstrued as damage related to removal operations. File with Owner's Representative and Architect prior to start of work.
- C. Permits & Bonds: Obtain permits and bonds (fiscal security) required by the agency having jurisdiction prior to mobilizing.

**1.04 QUALITY CONTROL**

- A. Demolition Contractor Requirements:

1. Contractor to have five (5) years experience in similar work.
2. Contractor to provide three (3) references for work similar (\$100,000 value minimum) to project scope.
3. Contractor is bonded as identified in the General Provisions.

**1.05 JOB CONDITIONS**

- A. Occupancy: Owner will occupy the building immediately adjacent to areas of selective demolition. Conduct selective demolition work in manner that will minimize need for disruption of

Owner's normal operations. Provide minimum of 72 hours advance notice to Owner of demolition activities that will affect Owner's normal operations.

B. **Conditions of Structures:** Owner assumes no responsibility for actual condition of items or structures to be demolished.

1. Conditions existing at time of inspection for bidding purposes will be maintained by Owner insofar as practicable. However, minor variations within structure may occur by Owner's removal and salvage operations prior to start of selective demolition work.

C. **Partial Demolition and Removal:** Items indicated to be removed but of salvageable value to Contractor may be removed from structure as work progresses. Transport salvaged items from site as they are removed.

1. Storage or sale of removed items on site will not be permitted.

D. **Protections:** Provide temporary barricades and other forms of protection to protect Owner's personnel and general public from injury due to selective demolition work.

1. Provide protective measures as required to provide free and safe passage of Owner's personnel and general public to occupied portions of building.
2. Erect temporary covered passageways as required by authorities having jurisdiction.
3. Provide interior and exterior shoring, bracing, or support to prevent movement, settlement, or collapse of structure or element to be demolished and adjacent facilities or work to remain.
4. Protect from damage existing finish work that is to remain in place and becomes exposed during demolition operations.
5. Protect entrances and floors with suitable coverings when necessary.
6. Construct temporary insulated coverings when necessary.
7. Construct temporary insulated dustproof partitions where required to separate areas where noisy extensive dirt or dust operations are performed. Equip partitions with dustproof doors and security locks.
8. Provide temporary weather protection during interval between demolition and removal of existing construction on exterior surfaces and installation of new construction to ensure that no water leakage or damage occur to structure or interior areas of existing building.
9. Remove protections at completion of work.

E. **Damages:** Promptly repair damages caused to adjacent facilities by demolition work.

F. **Traffic:** Conduct selective demolition operations and debris removal to ensure minimum interference with road, streets, walks, and other adjacent occupied or used facilities.

1. Do not close, block, or otherwise obstruct streets, walks, or other occupied or used facilities without written permission from authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by governing regulations.

G. **Flame Cutting:** Do not use cutting torches for removal until work area is cleared of flammable materials. At concealed spaces, such as interior of ducts and pipe spaces, verify condition of hidden space before starting flame-cutting operations. Maintain portable fire suppression devices during flame-cutting operations.

H. **Utility Services:** Maintain existing utilities indicated to remain in service and protect them against damage during demolition operations.

1. Do not interrupt utilities serving occupied or used facilities, except when authorized in writing by authorities having jurisdiction. Provide temporary services during interruptions to existing utilities, as acceptable to governing authorities.
2. Maintain fire protection services during selective demolition operations.

I. Environmental Controls: Use water sprinkling, temporary enclosures, and other methods to limit dust and dirt migration. Comply with governing regulation pertaining to environmental protection.

1. Do not use water when it may create hazardous or objectionable conditions such as ice, operational disruption, mold, flooding and pollution.

## PART 2 - PRODUCTS (Not Applicable)

## PART 3 - EXECUTION

### 3.01 PREPARATION

A. General: Provide interior and exterior shoring, bracing, or support to prevent movement, settlement, or collapse of areas to be demolished and adjacent facilities to remain.

1. Cease operations and notify Architect immediately if safety of structure appears to be endangered. Take precautions to support structure until determination is made for continuing operations.
2. Cover and protect furniture, equipment, and fixtures from soilage or damage when demolition work is performed in areas where such items have not been removed.
3. Erect and maintain dust-proof partitions and closures as required to prevent spread of dust or fumes to occupied portions of the building.
  - a. Where selective demolition occurs immediately adjacent to occupied portions of the building, install temporary vapor barrier enclosures or construct dust-proof partitions of minimum 4-inch studs, 5/8-inch drywall (joints taped) on occupied side, 1/2-inch fire-retardant plywood on demolition side. Fill partition cavity with sound-deadening insulation.
  - b. Provide weather proof closure for exterior openings resulting from demolition work.
4. Locate, identify, stub off, and disconnect utility services that are not indicated to remain.
  - a. Provide bypass connections as necessary to maintain continuity of service to occupied areas of building. Provide minimum of 72 hours advance notice to Owner if shutdown of service is necessary during changeover.

### 3.02 DEMOLITION

A. General: Perform selective demolition work in a systematic manner. Use such methods as required to complete work indicated on Drawings in accordance with demolition schedule and governing regulations.

1. Locate demolition equipment throughout structure and promptly remove debris to avoid imposing excessive loads on supporting walls, floors, or framing.
2. Provide services complying to E.P.A. standards, and air and water pollution controls, as required by local authorities having jurisdiction.

B. If unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure both nature and extent of the conflict.

Submit report to Owner's Representative in written, accurate detail. Pending receipt of directive from Owner's Representative, rearrange selective demolition schedule as necessary to continue overall job progress without undue delay.

**3.02 DISPOSAL OF DEMOLISHED MATERIALS**

- A. Remove from building site debris, rubbish, and other materials resulting from demolition operations. Transport and legally dispose off site.
  - 1. If hazardous materials are encountered during demolition operations, comply with applicable regulations, laws, and ordinances concerning removal, handling, and protection against exposure or environmental pollution.
  - 2. Burning of removed materials is not permitted on project site.

**3.03 CLEANUP AND REPAIR**

- A. General: Upon completion of demolition work, remove tools, equipment, and demolished materials from site. Remove protections and leave areas broom clean.
  - 1. Repair demolition performed in excess of that required. Return elements of construction and surfaces to remain to condition existing prior to start operations. Repair adjacent construction or surfaces soiled or damaged by selective demolition work.

END OF SECTION 02070

## DIVISION 7 - THERMAL & MOISTURE PROTECTION

**DIVISION 7 - THERMAL & MOISTURE PROTECTION  
SECTION 07620 - FLASHING AND SHEET METAL**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS:**

Drawings and general provisions of Contract apply to work of this section.

**1.02 SUMMARY:**

- A. The extent of each type of flashing and sheet metal work is indicated on the drawings and by provisions of this section.
- B. The types of work specified in this section include the following:

**Flashing and Sheet Metal**

**Cap Flashing:**

**Prefinished Galvanized Cap Flashing**

**Reglet Flashing:**

**Prefinished Galvanized Reglet Flashing**

**Roof / Wall Flashing:**

**Galvanized Roof / Wall Flashing**

- C. Roofing accessories are specified in roofing system sections as roofing work.

**1.03 SUBMITTALS:**

- A. Product Data: Flashing, Sheet Metal, Accessories: Submit manufacturer's product specifications, installation instructions and general recommendations for each specified sheet material and fabricated product.

**1.04 JOB CONDITIONS:**

- A. Coordinate work of this section with interfacing and adjoining work for proper sequencing of each installation. Ensure best possible weather resistance and durability of the work and protection of materials and finishes.

**PART 2 - PRODUCTS**

**2.01 FLASHING AND SHEET METAL MATERIALS:**

- A. Sheet Metal Flashing/Trim:

1. Steel zinc coated sheet ASTM A446 with G 90 zinc coating, 24 gage except as otherwise indicated. Baked on 20 year color to be selected from manufacturer's standard.

- B. Miscellaneous Materials and Accessories:

1. Fasteners: Same metal as flashing/sheet metal or, other noncorrosive metal as recommended by sheet manufacturer. Match finish of exposed heads with material being fastened.
2. Bituminous Coating: FS TT-C0494 or SSPC - Paint 12, solvent type bituminous mastic, nominally free of sulfur, compounded for 15-mil dry film thickness per coat.
3. Mastic Sealant: Polyisobutylene; nonhardening, nonskinning, nondrying, nonmigrating sealant.
4. Elastomeric Sealant: Generic type recommended by manufacturer of metal and fabricator of components being sealed; comply with DOW 790.
5. Epoxy Seam Sealer: 2-part noncorrosive metal seam cementing compound, recommended by manufacturer for exterior/interior nonmoving joints including riveted joints.
6. Adhesives: Type recommended by flashing sheet manufacturer for aterproof/weather-resistant seaming and adhesive application of flashing sheet.
7. Reglets: Metal units of the type and profile indicated, compatible with flashing indicated, noncorrosive. Similar to Frye Reglet: Type SM.
8. Metal Accessories: Provide sheet metal clips, starts, anchoring devices and similar accessory units as required for installation of work, matching or compatible with material being installed, noncorrosive, size and gage required for performance.
9. Elastic Flashing Filler: Closed-cell polyethylene or other soft-closed-cell material recommended by elastic flashing manufacturer as filler under flashing loops to ensure movement with minimum stress on flashing sheet.
10. Roofing Cement: ASTM D-2822, asphaltic.

## 2.02 FABRICATED UNITS:

- A. General Metal Fabrication: Shop-fabricate work to greatest extent possible. Comply with details shown, and with applicable requirements of SMACNA "Architectural Sheet Metal Manual" and other recognized industry practices. Fabricate for waterproof and weather-resistant performance; with expansion provisions for running work sufficient to permanently prevent leakage, damage or deterioration of the work. Form work to fit substrates. Comply with material manufacturer instructions and recommendations. Form exposed sheet metal work without excessive oil-canning, buckling and tool marks, true to line and levels and indicated, with exposed edges folded back to form hems.
- B. Seams: Fabricate nonmoving seams in sheet metal with flat-lock seams. For metal other than aluminum, tin edges to be seamed, form seams, and solder. Form aluminum seals with epoxy seam sealer; rivet joints for additional strength where required.
- C. Expansion Provisions: Where lapped or bayonet-type expansion provisions in work cannot be used, or would not be sufficiently water/weatherproofed, form expansion joints of intermeshing hooked flanges, not less than 1" deep, filled with mastic sealant (concealed within joints) and provide joints covers extending 4" minimum each side of joint.
- D. Sealant Joints: Where movable, non-expansion type joints are indicated or required for proper performance of work, form metal to provide for proper installation of elastomeric sealant, in compliance with industry standards and provide joint covers.
- E. Separations: Provide for separation of metal from noncompatible metal or corrosive substrates by coating concealed surfaces at locations of contact, with bituminous coating or other permanent separation as recommended by manufacturer/fabricator.

## PART 3 - EXECUTION

**3.01 INSTALLATION REQUIREMENTS:**

- A. General: Except as otherwise indicated, comply with manufacturer's installation instructions and recommendations, and with SMACNA "Architectural Sheet Metal Manual". Anchor units of work securely in place by methods indicated, providing for thermal expansion of metal units; conceal fasteners where possible, and set units true to line and level as indicated. Install metal flashing at all wall to roof intersections, roof penetrations and areas where sheathing would be exposed to the elements. Install work with laps, joints and seams which will be permanently watertight and weatherproof.
- B. Underlayment: Where stainless steel or aluminum is to be installed directly on cementitious or wood substrates, install a course of paper slip sheet and a course of polyethylene underlayment.
- C. Bed flanges of work in a thick coat of bituminous roofing cement where required for waterproof performance.
  - 1. Install counterflashing in reglets, either by snap-in seal arrangement, or by wedging in place for anchorage and filling reglet with mastic or elastomeric sealant, as indicated and depending on degree of sealant exposure.
- D. Install elastic flashing without stretching. Install elastic flashing filler strips to provide for movement by forming loops or bellows in width of flashing. Locate filler strips to facilitate complete drainage of water from flashing. Seam flashing sheets with adhesive, and anchor edges in manner indicated.
- E. Nail flanges of expansion joint units to curb nailers, at maximum spacing of 6". Complete seams at joints between units, to form a continuous waterproof system.

**3.02 CLEANING AND PROTECTION:**

- A. Clean exposed metal surfaces removing substances which might cause corrosion of metal or deterioration of finishes.
- B. Protection: Installer shall advise contractor of required procedures for surveillance and protection of flashings and sheet metal work during construction, to ensure that work will be without damage or deterioration, other than natural weathering, at time of substantial completion.

END OF SECTION 07620

**DIVISION 7 - THERMAL & MOISTURE PROTECTION  
SECTION 07720 - ROOF ACCESSORIES**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS**

Drawings and general provisions of Contract apply to work of this section.

**1.02 SUMMARY**

A. This section includes the following:

Roof Accessories:

Expansion Joints

Pipe Seal

Pipe Jack

Roof Drains:

Existing

**1.03 SUBMITTALS**

- A. Product Data: Submit specifications, installation instructions, and general recommendations from siding manufacturer, including data that materials comply with requirements.
- B. Samples: Full range of manufacturer's samples for color and texture selection, color/style/texture offered.

**1.04 PRODUCT HANDLING**

- A. Store materials at site to prevent damage, elevating above ground on level blocking and covering to prevent water damage and to permit adequate ventilation within bundles.

**1.05 JOB CONDITIONS**

- A. Substrate: Proceed with work only after substrate construction and penetrating work have been completed.
- B. Weather Conditions: Proceed with work only when substrate is completely dry.

**PART 2 - PRODUCTS**

**2.01 MATERIALS**

A. Expansion Joints:

- 1. Manville: Match existing.

B. Pipe seals: Match existing.

C. Pre-flashed pipe jack: Match existing.

### 2.02 MISCELLANEOUS MATERIALS

A. Sealants: Comply with requirements of Division 7 Section 07900 - Caulking and Sealants for materials required for siding work. Use only materials approved by siding manufacturers for compatibility with siding panels and installation.

### 2.03 MATERIALS GENERAL

A. Shop Finish, Rain Drainage: Provide manufacturer's standard baked-on acrylic shop finish on units (downspouts, and similar exposed units); 1.0 mil dry film thickness.

## PART 3 - PROCEDURES

### 3.01 INSTALLATION

A. Install as recommended by manufacturer. Verify installation requirements with roofing system.

B. Install as required by project conditions.

C. Conceal fasteners to greatest extent possible, by using heads prefinished to match siding at exposed locations.

1. All edges to be painted if not covered by sealant.

D. Sealants: Seal joints as necessary for weather-tight, vermin-proof installation. Sealant: Match finish and color.

END OF SECTION 07720

DIVISION 7 - THERMAL & MOISTURE PROTECTION  
SECTION 07900 - SEALANTS

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS:**

Drawings and general provisions of Contract apply to work of this section.

**1.02 SUMMARY:**

Sealants and Accessories  
Butyl Sealant  
Backer Rod  
Silicone Sealant  
Acrylic Sealant  
Fire Caulk

**PART 2 - PRODUCTS**

**2.01 MATERIALS:**

Exterior Use:

- A. Sealant: Dow #790, General Electric Silicone Sealant; Pecora BC-158 butyl, PTI 757 butyl, Sonneborn Butakauk; standard colors selected by Project Representative.
- B. Joint Filler (7/8" maximum width):
  1. Closed-cell foamed butyl or polyethylene rod: PRC "89" preformed joint filler, Dow "Ethafoam", PRC "Mincel" backer rods.
  2. For joints exceeding 7/8" closed cell sponge of vinyl or rubber of medium density open celled sponge of vinyl or polyethylene tape bondbreaker on top.
  3. Do not use asphalt saturated filler.
- C. Primers: As recommended by manufacturer of sealant materials.

**PART 3 - PROCEDURES**

**3.01 PREPARATION:**

- A. Prime joints both sides to full depth of sealant as required by manufacturer.
- B. Fill large, deep joints with backing rod to proper depth for sealant shape.
- C. Apply masking tape both sides of exposed joints.

**3.02 INSTALLATION:**

- A. Apply sealant with gun or hand tool using nozzle of proper size for joints. Make beads at least 1/4" x 3/8" but not less than manufacturer's recommended sizes.
- B. Point up exposed joints neatly by striking with tool or finger; do not allow ragged edges, runs, spatters.
- C. Remove all masking tape. Clean sealant from adjacent surfaces.

END OF SECTION 07900