

INDEX

01100 - SUMMARY

01250 - CONTRACT MODIFICATIONS PROCEDURES

01290 - PAYMENT PROCEDURES

01310 - PROJECT MANAGEMENT AND COORDINATION

01320 - CONSTRUCTION PROGRESS DOCUMENTATION

01330 - SUBMITTAL PROCEDURES

01400 - QUALITY REQUIREMENTS

01500 - TEMPORARY FACILITIES AND CONTROLS

01770 - CLOSEOUT PROCEDURES

02361 - TERMITE CONTROL

03300 - CAST-IN-PLACE CONCRETE

042113 - BRICK MASONRY

047600 - MANUFACTURED MASONRY

04810 - UNIT MASONRY ASSEMBLIES

05120 - STRUCTURAL STEEL

05210 - STEEL JOISTS

05310 - STEEL DECK

05400 - COLD FORMED METAL FRAMING

05500 - METAL FABRICATIONS

06100 - ROUGH CARPENTRY

07210 - BUILDING INSULATION

07241 - EXTERIOR INSULATION AND FINISH SYSTEMS - CLASS PB

07411 - METAL ROOF PANELS

07423 - METAL WALL PANELS

07510 - BUILT-UP BITUMINOUS ROOFING

07620 - SHEET METAL FLASHING AND TRIM

07720 - ROOF ACCESSORIES

08110 - STEEL DOORS AND FRAMES

08310 - ACCESS DOORS AND PANELS

08410 - ALUMINUM ENTRANCES AND STOREFRONTS

08800 - GLAZING

09220 - PORTLAND CEMENT PLASTER

09260 - GYPSUM BOARD ASSEMBLIES

09512 - ACOUSTICAL TILE CEILINGS

09653 - RESILIENT WALL BASE AND ACCESSORIES

09900 - PAINTING AND WALL FINISHES

10200 - LOUVERS AND VENTS

10536 - FABRIC AWNINGS

10801 - TOILET AND BATH ACCESSORIES

SECTION 01100 - SUMMARY

PART 1 - GENERAL

1.1 WORK COVERED BY CONTRACT DOCUMENTS

A. Project Identification: Project consists of a new 48 prototype and adjacent retail building. The following specifications are for the Public Facade and retail. Reference Public storeroom plans for Public Specifications.

1. Project Location: US Hwy 280 & Hwy 119 - Hoover, AL

2. Developer: White Development Company

B. The following specifications are for the retail buildings. Reference Public plans for Public Specifications.

C. Project will be constructed under a general construction contract.

1.2 WORK SEQUENCE

A. The Work shall be conducted in one phase

1. Work shall be substantially complete and ready for occupancy within one hundred eighty calendar days of the Notice to Proceed.

1.3 USE OF PREMISES

A. General: Contractor shall have full use of premises for construction operations, including use of Project site, during construction period. Contractor's use of premises is limited to the Owner's required performance work or to retain other contractors for portions of Project.

B. Cooperate fully with separate contractors who work on these contracts, but without interfering with or delaying work under this Contract.

1.4 SPECIFICATIONS FORMS AND CONDITIONS

A. Specifications: The Specifications are organized into Divisions and Sections using the 16-division format and the "MasterFormat" numbering system.

B. Specification Changes: The Specifications use certain conventions for the style of language and the intended meaning of terms, words, and phrases when used in particular situations.

END OF SECTION 01100

SECTION 01250 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 MINOR CHANGES IN THE WORK

A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

1.2 PROPOSAL REQUESTS

A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.

1. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.

2. Within 14 days, or as indicated after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.

a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.

b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

c. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

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

1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.

2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.

3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

4. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

5. Comply with requirements in Division 1 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.

C. Proposal Request Form: Use AIA Document G709.

D. 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 Contractor's handling, labor, installation, overhead, and profit. Submit claims within 21 days of receipt of the Change Order or Construction Change Directive authorizing work to proceed. Owner will reject claims submitted later than 21 days after such authorization.

1. Do not include 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 the Contract Documents.

2. No charge to 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.

1.3 CHANGE ORDER PROCEDURES

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

1.4 CONSTRUCTION CHANGE DIRECTIVE

A. Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.

1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.

B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.

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

END OF SECTION 01250

SECTION 01290 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.

1.2 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 Submittals Schedule and Application for Payment forms with Contractor's Submittals Schedule.

2. Submit the Schedule of Values to Architect at earliest possible date but not later than 7 days before the date scheduled for submittal of initial Applications for Payment.

B. Format and Content: Use the Project Manual table of contents as a guide to establish line items in the Schedule of Values. Provide at least one line item for each Specification Section.

1. Identification: Include the following Project Identification on the Schedule of Values:

a. Project name and location.

b. Name of Architect.

c. Architect's project number.

d. Contractor's name and address.

e. Date of submittal.

2. Arrange the Schedule of Values in tabular format with separate columns to indicate the following for each item listed:

a. Specification Section or Division.

b. Description of the Work.

c. Name of subcontractor.

d. Name of manufacturer or fabricator.

e. Name of supplier.

f. Change Order number(s) that affect value.

g. Description of the Work.

h. Estimated percentage of the Contract Sum to represent one-hundredth percent, adjusted to total Contract Sum.

3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of the Work for Payment progress reports. Coordinate with the Project Manual table of contents to provide several line items for principal subcontract amounts, where appropriate.

4. Allowances: Provide separate line items in the Schedule of Values for each allowance. Show line-item value of unit-quantity allowances, as a product of the unit cost, multiplied by measured quantity, and unit quantity indicated in the Contract Documents to determine quantities.

1.3 APPLICATIONS FOR PAYMENT

A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.

1. Initial Application for Payment: Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.

B. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.

C. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.

1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.

2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.

D. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt. One copy shall include waivers of lien and similar attachments if required.

1. Transmittal each copy with a transmittal form listing attachments and recording appropriate information about application.

E. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from every entity who is lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.

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 Delays: Submit each Application for Payment with Contractor's waiver of mechanic's lien for construction period covered by the application.

a. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.

F. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:

1. List of subcontractors.

2. Schedule of Values.

3. Contractor's Construction Schedule (preliminary if not final).

4. Submittals Schedule (preliminary if not final).

5. List of Contractor's staff assignments.

6. Copies of building permits.

7. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.

8. Certificates of insurance and insurance policies.

9. Performance and payment bonds.

10. Data needed to acquire Owner's insurance.

G. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.

1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.

2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.

H. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:

1. Evidence of completion of Project closeout requirements.

2. Issuance 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.

END OF SECTION 01290

SECTION 01310 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:

1. General Project coordination procedures.

2. Coordination Drawings.

3. Project meetings.

1.2 COORDINATION

A. Coordination: Coordinate construction operations included in various Sections of the Contract Documents to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections, that depend on each other for proper installation, construction, and operation.

1. Schedule construction operations in sequence required to obtain the results where installation of one part of the Work depends on installation of other components before or after its own installation.

2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, repair, and repair.

3. Make adequate provisions to accommodate items scheduled for later installation.

B. If necessary, prepare memoranda for distribution to each party involved, outlining specific activities required for coordination. Include such items as requests for information, reports, and list of attendees at meetings.

1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.

C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly performance of the Work. Such administrative activities include, but are not limited to, the following:

1. Preparation of Contractor's Construction Schedule.

2. Preparation of the Schedule of Values.

3. Installation of temporary facilities and controls.

4. Delivery and processing of submittals.

5. Installation of construction controls.

6. Installation of construction controls.

7. Installation of construction controls.

1.3 PROJECT MEETINGS

A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.

1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.

2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.

3. Minutes: Record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within 3 days of the meeting.

B. Preconstruction Conference: Schedule a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.

1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; manufacturers; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: Discuss items of significance that could affect the progress and completion of the Work.

C. Preinstallation Conference: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction or as specifically requested elsewhere in the Construction Documents.

1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.

2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration. Discuss and resolve all items related to the activity to be performed.

3. Record significant conference discussions, agreements, and disagreements.

4. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

D. Progress Meetings: Conduct progress meetings at regular intervals. Coordinate dates of meetings with preparation of payment requests.

1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.

b. Review present and future needs of each entity present.

3. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present. Include a brief Summary, in narrative form, of progress since the previous meeting and report.

a. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

END OF SECTION 01310

SECTION 01320 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:

1. Contractor's Construction Schedule.

2. Submittals Schedule.

1.2 SUBMITTALS

A. Submittals Schedule: Submit 3 copies of schedule. Arrange the following information in a tabular format:

1. Scheduled date for first submittal.

2. Specification Section number and title.

3. Name of subcontractor.

4. Description of the Work covered.

5. Scheduled date for Architect's final release or approval.

B. Contractor's Construction Schedule: Submit 2 printed copies of initial schedule, one a reproducible print and one a blue- or black-line print, large enough to show entire schedule for entire construction period.

1.3 COORDINATION

A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.

B. Coordinate Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.

PART 2 - PRODUCTS

2.1 SUBMITTALS SCHEDULE

A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.

1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor's Construction Schedule.

2. Submit concurrently with the first complete submittal of Contractor's Construction Schedule.

2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

A. Time Frame: Extend schedule from date established for commencement of the Work to date of Substantial Completion.

B. Activities: Treat each story or separate trade or separate ordered activity for each principal element of the Work. Coordinate with the following:

1. Activity Duration: Determine activity duration in days, unless specifically allowed by Architect.

2. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than 60 days, separate activities in schedule. Procurement cycle activities include, but are not limited to, requests for proposals, approvals, purchasing, fabrication, and delivery.

3. Submittal Review: Include scheduled submittal times indicated in Division 1 Section "Submittal Procedures" and include coordinated submittal review times in Contractor's Construction Schedule with Submittals Schedule.

4. Startup and Testing Time: Include number of days for startup and testing