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Order Plans @

ADMINISTRATIVE REQUIREMENTS

- PROJECT COORDINATION
1. PROJECT COORDINATOR: PRO BUILDING SYSTEMS
2. ALL BIDDERS AND/OR SUBCONTRACTORS TO COOPERATE WITH THE PROJECT COORDINATOR IN ALLOCATION OF MOBILIZATION AREAS OF SITE, FOR FIELD OFFICES AND STORAGE AREAS, FOR OWNER AND CUSTOMER ACCESS, TRAFFIC AND PARKING FACILITIES.
3. DURING CONSTRUCTION, COORDINATE USE OF SITE AND FACILITIES THROUGH THE PROJECT COORDINATOR.
4. COMPLY WITH THE PROJECT COORDINATOR'S PROCEDURES FOR INTRA-PROJECT COMMUNICATION, INCLUDING BUT NOT LIMITED TO SUBMITTALS, REPORTS, RECORDS, SCHEDULES, DRAWING COORDINATION, RECOMMENDATIONS, AND RESOLUTION OF CONFLICTS AND AMBIGUITIES.
5. COMPLY WITH INSTRUCTIONS OF THE PROJECT COORDINATOR FOR USE OF TEMPORARY UTILITIES AND CONSTRUCTION FACILITIES.
6. MAKE THE FOLLOWING TYPES OF SUBMITTALS TO THE ARCHITECT, YSM DESIGN, P.C., THROUGH THE PROJECT COORDINATOR:
A. REQUESTS FOR INTERPRETATION, INFORMATION OR CLARIFICATION (RFI);
1) ALL RFIS MUST BE SUBMITTED THROUGH AND REVIEWED BY THE PROJECT COORDINATOR PRIOR TO SUBMISSION TO THE ARCHITECT. RFIS SENT DIRECTLY TO THE ARCHITECT FROM SUBCONTRACTORS WILL NOT BE REVIEWED.
2) RFIS REQUESTING INFORMATION ALREADY CONTAINED IN THE CONTRACT DOCUMENTS MAY RESULT IN A BACKLOGGING CHARGE EQUIVALENT TO THE ARCHITECT'S STANDARD BILLING RATE WITHIN ONE (1) HOUR MINIMUM CHARGE.
3) ARCHITECT WILL RESPOND TO ALL RFI SUBMISSIONS WITHIN SEVEN (7) BUSINESS DAYS. WEEKEND DAYS ARE NOT INCLUDED AS BUSINESS DAYS.
4) RFIS REQUESTING INFORMATION UNDER PRODUCT REQUIREMENTS BELOW.
C. SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.
1) ARCHITECT WILL RESPOND TO ALL SUBMITTALS WITHIN TEN (10) BUSINESS DAYS OF RECEIPT. WEEKEND DAYS ARE NOT INCLUDED AS BUSINESS DAYS.
D. TESTING AND INSPECTION REPORTS.
E. APPLICATIONS FOR PAYMENT AND CHANGE ORDER REQUESTS.
F. COORDINATION DRAWINGS.
7. PROJECT COORDINATOR TO MAINTAIN CURRENT SET OF CONTRACT DOCUMENTS, INCLUDING ALL ADDENDA, REVISIONS AND SUPPLEMENTAL DRAWINGS IN ELECTRONIC FORMAT. CURRENT SET TO BE LOCATED ON ELECTRONIC DOCUMENT SUBMITTAL SERVICE FOR ACCESS BY ALL CONTRACT PARTIES.
SUBMITTAL PROCEDURES
1. ELECTRONIC DOCUMENT SUBMITTAL SERVICE: ARCHITECT'S SHAREFILE SYSTEM.
A. ALL DOCUMENTS TRANSMITTED FOR THE PURPOSES OF ADMINISTRATION OF THE CONTRACT ARE TO BE IN ELECTRONIC (PDF) FORMAT AND TRANSMITTED VIA AND INTERNET-BASED SUBMITTAL SERVICE THAT RECEIVES, LOGS AND STORES DOCUMENTS, PROVIDES ELECTRONIC STAMPING AND SIGNATURES, AND NOTIFIES ADDRESSEES VIA EMAIL.
B. PROJECT COORDINATOR AND ARCHITECT ARE REQUIRED TO USE THIS SERVICE.
C. PROJECT COORDINATOR SHALL BE RESPONSIBLE FOR SUBMITTING DOCUMENTS IN PDF FORMAT.
D. PROJECT COORDINATOR, SUBCONTRACTORS, ARCHITECT AND ENGINEERING CONSULTANTS SHALL BE PERMITTED TO USE THE SERVICE TWO EXTRA CHARGES.
E. USERS OF THE SERVICE MUST HAVE AN EMAIL ADDRESS, INTERNET ACCESS, AND PDF REVIEW SOFTWARE THAT INCLUDES THE ABILITY TO MARK UP AND APPLY ELECTRONIC STAMPS.
2. PAPER DOCUMENT TRANSMITTALS WILL NOT BE REVIEWED. THESE ITEMS SHOULD BE SCANNED INTO PDF FORMAT PRIOR TO SUBMISSION FOR REVIEW.
3. EMAILED PDF DOCUMENTS MAY INCUR DELAYS IN REVIEW. REVIEW TIME COMMENCES WHEN EMAIL IS READ BY ARCHITECT AND/OR CONSULTING ENGINEERS, NOT AT THE EMAIL IS SENT.
4. PHYSICAL SAMPLES AND COLOR CHARTS WILL NOT BE REVIEWED IN ELECTRONIC FORMAT. THESE ITEMS MUST BE SENT IN PHYSICAL FORM TO ENSURE ACCURATE COLOR MATCH TO RECORD SAMPLES.
5. ITEMS SUBMITTED FOR ARCHITECT'S REVIEW SHALL BE SUBMITTED ON A TIMELY BASIS TO ALLOW FOR THE SPECIFIED REVIEW TIME LISTED ABOVE. FAILURE TO ALLOW FOR THIS TIME DOES NOT CONSTITUTE GROUNDS FOR A CLAIM OF DELAY.
6. SUBMITTALS MARKED AS 'REJECTED' OR 'REVISE AND RESUBMIT' MUST BE CORRECTED AND RETURNED FOR ADDITIONAL REVIEW. SUCH REVIEW WILL BE COMPLETED WITHIN AN ADDITIONAL TEN (10) BUSINESS DAYS FROM TIME OF RECEIPT. THIS ADDITIONAL REVIEW AND ITS TIMEFRAME DO NOT CONSTITUTE GROUNDS FOR A CLAIM OF DELAY.
7. ARCHITECT WILL REVIEW SUBMITTALS FOR A GIVEN SYSTEM A MAXIMUM OF TWO (2) TIMES WITHIN THE SCOPE OF BASIC CONTRACT ADMINISTRATION SERVICES. SUBSEQUENT REVIEWS WILL INCUR COST TO THE SUBMITTING PARTY IN THE AMOUNT OF THE HOURS REQUIRED FOR THE REVIEW AT THE ARCHITECT'S STANDARD HOURLY RATES.

PRODUCT REQUIREMENTS

- PRODUCTS
1. PROVIDE NEW PRODUCTS UNLESS SPECIFICALLY REQUIRED OR PERMITTED BY THE CONTRACT DOCUMENTS.
2. DO NOT USE PRODUCTS HAVING THE FOLLOWING CHARACTERISTICS:
A. IF USED ON INTERIOR, HAVE LOWER USEFUL FORMALDEHYDE EMISSION.
B. IF WET-APPLIED, HAVE LOWER VOC CONTENT.
C. ARE EXTRACTED, HARVESTED OR MANUFACTURED CLOSER TO THE LOCATION OF THE PROJECT.
D. HAVE LONGER DOCUMENTED LIFE SPAN UNDER NORMAL USE.
E. RESULT IN LESS CONSTRUCTION WASTE.
F. HAVE A PUBLISHED GREENSCREEN CHEMICAL HAZARD ANALYSIS.
SUBMITTALS
1. PRODUCT DATA SUBMITTALS: SUBMIT MANUFACTURER'S STANDARD PUBLISHED DATA. MARK DATA TO IDENTIFY APPLICABLE PRODUCTS, MODELS, OPTIONS AND OTHER DATA. SUPPLEMENT STANDARD DATA TO PROVIDE INFORMATION SPECIFIC TO THIS PROJECT.
2. SHOP DRAWING SUBMITTALS: PREPARE SPECIFICALLY FOR THIS PROJECT. INCLUDE INFORMATION REGARDING INSTALLATION / ERECTION. INDICATE VOLTAGE AND ELECTRICAL CHARACTERISTICS WHERE NECESSARY.
3. SAMPLE SUBMITTALS: ILLUSTRATE FUNCTIONAL AND AESTHETIC CHARACTERISTICS OF THE PRODUCT, WITH INTEGRAL PARTS AND ATTACHMENT DEVICES. COORDINATE WITH SAMPLE SUBMITTALS FOR INTERFACING WORK.
A. FOR ITEMS REQUIRING A SELECTION FROM STANDARD FINISHES AND/OR COLORS, SUBMIT SAMPLES OF FULL RANGE OF MANUFACTURER'S COLORS, TEXTURES AND PATTERNS IN PHYSICAL FORMAT.
PRODUCT OPTIONS
1. PRODUCTS SPECIFIED BY REFERENCE STANDARD OR BY DESCRIPTION ONLY: USE ANY PRODUCT MEETING IDENTIFIED STANDARDS, SALIENT CHARACTERISTICS OR DESCRIPTION. REQUEST FOR SUBSTITUTION NOT REQUIRED PROVIDED DRAWINGS ARE MET OR EXCEEDED.
2. PRODUCTS SPECIFIED BY NAMING ONE OR MORE SPECIFIC PRODUCT OR MANUFACTURER, WITH A PROVISION FOR SUBSTITUTION (ALSO KNOWN AS BASIS OF DESIGN): USE SPECIFIED PRODUCT AND MANUFACTURER OR SUBMIT REQUEST FOR SUBSTITUTION FOR ANOTHER PRODUCT AND/OR MANUFACTURER. PROVIDE DATA SHOWING THAT REQUESTED SUBSTITUTE PRODUCT MEETS SALIENT CHARACTERISTICS OF SPECIFIED PRODUCT.
3. PRODUCTS SPECIFIED BY NAMING A SPECIFIC PRODUCT AND/OR MANUFACTURER: USE SPECIFIED PRODUCT AND MANUFACTURER. NO OPTIONS OR NO SUBSTITUTIONS ALLOWED.
SUBSTITUTION PROCEDURES
1. REQUESTS FOR SUBSTITUTION:
A. IN ORDER TO MAINTAIN FAIR COMPARISON OF BIDS AND PRICING, REQUEST FOR SUBSTITUTIONS MUST BE SUBMITTED BEFORE OR AT TIME OF BIDDING / PRICING. SUBSTITUTIONS ACCEPTED BY ARCHITECT AND/OR AUTOMOTIVE BRAND PRIOR TO BIDDING / PRICING. ARCHITECT SUGGESTS THAT PRICING BE BASED ON SPECIFIED PRODUCT WITH A CREDITIVE ADJUSTMENT PROPOSED FOR THE REQUESTED SUBSTITUTION IF IT MEETS THE FOLLOWING FACTORS:
B. ARCHITECT WILL CONSIDER REQUESTS FOR SUBSTITUTION AT INITIAL BID / PRICING ONLY WHEN PROPOSED AS PART OF A VALUE ENGINEERING EXERCISE.
C. REQUESTS FOR SUBSTITUTION OF AUTOMOTIVE-BRAND-SPECIFIC PRODUCTS (SHOWN AS PART OF THEIR CORPORATE DESIGN INTENT DOCUMENTS) MUST BE REVIEWED AND APPROVED BY THE AUTOMOTIVE BRAND AND THEIR DESIGN ARCHITECT. SUCH REQUESTS MAY NOT BE APPROVED AND SHOULD ONLY NOT BE CONSIDERED AS PART OF A VALUE ENGINEERING EXERCISE.
SUBMISSION OF THE REQUEST FOR APPROVAL OF ALL PARTIES SHALL BE THE RESPONSIBILITY OF THE PROJECT COORDINATOR.
D. REQUESTS FOR SUBSTITUTION OF ITEMS NO LONGER IN PRODUCTION OR OTHERWISE THROUGH NO FAULT OF THE CONTRACTOR WILL BE HANDLED ON A CASE-BY-CASE BASIS AND MUST BE APPROVED BY ARCHITECT AND ALL OTHER CONTRACT PARTIES.
E. A REQUEST FOR PRODUCT SUBSTITUTION IS THE REPRESENTATIVE OF THE SUBMITTER:
1) HAS INDICATED THE PROPOSED PRODUCT AND DETERMINED THAT IT MEETS OR EXCEEDS THE QUALITY LEVEL OF THE SPECIFIED PRODUCT.
2) WILL PROVIDE THE SAME OR GREATER WARRANTY FOR THE SUBSTITUTION AS PROVIDED BY THE SPECIFIED PRODUCT.
3) WILL COORDINATE INSTALLATION AND MAKE SURE IT IS IDENTICAL TO OTHER WORK AS MAY BE REQUIRED FOR THE WORK TO BE COMPLETE WITH NO ADDITIONAL COSTS TO THE OWNER.
4) PROVIDES CLEAR FOR ADDITIONAL COSTS OR TIME EXTENSION THAT BY SUBSEQUENTLY BECOME NECESSARY.
5) CURRENT SUBSTITUTIONS ARE ACCEPTED.
F. SUBSTITUTIONS WILL NOT BE CONSIDERED WHEN THEY ARE PROPOSED, INDICATED OR IMPLIED ON SHOP DRAWINGS OR PRODUCT DATA SUBMITTALS WITHOUT PRIOR SEPARATE WRITTEN REQUEST.
G. SUBSTITUTIONS WILL NOT BE CONSIDERED WHEN THE REQUEST, IF ACCEPTED, WILL REQUIRE REVISION OR MODIFICATION OF CONTRACT DOCUMENTS. SUCH REVISIONS WILL NOT BE CONSIDERED AS "COORDINATION" ASSOCIATED WITH THE SUBSTITUTION.
2. PRICING:
A. SUBMIT ONE (1) PDF COPY OF THE REQUEST FOR SUBSTITUTION FOR CONSIDERATION. LIMIT EACH REQUEST TO A SINGLE PRODUCT, SYSTEM OR ASSEMBLY.
B. SUBMITTALS, SHOP DRAWINGS, PRODUCT DATA, SALIENT CHARACTERISTICS AND CERTIFIED TEST RESULTS AS NECESSARY TO DEMONSTRATE THE PROPOSED SUBSTITUTION'S EQUIVALENCY TO THE SPECIFIED PRODUCT. THE BURDEN OF PROOF FOR EQUIVALENCY IS THE RESPONSIBILITY OF THE PARTY PROPOSING THE SUBSTITUTION.
C. THE ARCHITECT AND/OR CONSULTING ENGINEERS WILL NOTIFY THE CONTRACTOR IN WRITING OF THE DECISION TO ACCEPT OR REJECT THE REQUEST WITHIN SEVEN (7) BUSINESS DAYS.
OWNER-PROVIDED ITEMS
1. ITEMS SHOWN ON FURNITURE, FIXTURE AND EQUIPMENT PLANS ARE FOR REFERENCE ONLY, AND MAY NOT INCLUDE ALL ITEMS TO BE FURNISHED AND INSTALLED.
2. OWNER AND PROJECT COORDINATOR SHALL BE RESPONSIBLE FOR THE FOLLOWING:
A. ORDERING AND PURCHASING AUTOMOTIVE BRAND REQUIRED FURNITURE, FIXTURES AND EQUIPMENT THROUGH THE BRAND'S SELECTED VENDORS.
B. REVIEWING AND APPROVING ALL SHOP DRAWINGS, PRODUCT DATA AND SAMPLES PERTAINING TO FURNITURE, FIXTURES AND EQUIPMENT SELECTED BY OWNER.
C. COORDINATING REQUIRED DIMENSIONS AND LOCATIONS FOR ALL BUILT-IN FURNITURE, FIXTURES AND EQUIPMENT PROVIDED BY SELECTED VENDORS.
D. COORDINATING, LOCATING AND INSTALLING ALL UTILITIES REQUIRED FOR FURNITURE, FIXTURES AND EQUIPMENT.
E. SCHEDULING AND COORDINATING INSTALLATION OF FURNITURE, FIXTURES AND EQUIPMENT.
3. ARCHITECT ASSUMES NO RESPONSIBILITY REGARDING OWNER SELECTED FURNITURE, FIXTURES AND EQUIPMENT. ALL ITEMS MUST COMPLY WITH LOCAL BUILDING CODES AND ACCESSIBILITY STANDARDS.

RESPONSIBILITY CHART
Rev. 01 - Some items shown below are NOT in the scope of this project. Should not be applicable.
Rev. 02 - Additions to the chart.
Rev. 03 - Additions to the chart.
Rev. 04 - Additions to the chart.
Rev. 05 - Additions to the chart.
Rev. 06 - Additions to the chart.
Rev. 07 - Additions to the chart.
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Signed & Sealed: 31 AUG 2018
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Rev | Date | Comments

BID SET
Every Contractor or Subcontractor, by submitting a bid for this project, certifies that they have reviewed all aspects of this project and have included all work required to provide a complete project that meets all building codes.
Information to all Bidders:
For more information about this bid, including a list of the most current documents, visitations to buildings, Responsibility Chart, answers to RFI, etc., go to project website. Note: this address will be provided to bidders with invitation to bid.
It is the responsibility of ALL Bidders to become familiar with this bid and the additional information that is contained therein. It is the bidder's responsibility to ensure that they MUST contact their General Contractor for this information. No Change Orders will be accepted for not reviewing this information.
No considerations will be given for Change Order Requests based on any of the following:
1. Items requiring clarification but not clearly indicated as an exception on the bid.
2. Items requiring clarification but not submitted to Architect as a request for information during bidding.
3. Items that are not clearly indicated on the bid as a request for information.
4. Items that are not clearly indicated on the bid as a request for information.
This bid shall be prepared by the Bidder's Vendor.



Client:
JIM ELLIS CADILLAC
5880 PEACHTREE BLVD
ATLANTA, GA 30341

Project:
JIM ELLIS CADILLAC
5880 PEACHTREE BLVD
ATLANTA, GA 30341

Project Number: 18020
Drawn By: TFL
Checked By: ES / AEA
Approved By: YSM

Sheet Title:
ARCHITECTURAL GENERAL NOTES
Sheet Number:
A009