

SPECIFICATIONS

Construction Rules and Regulations: Provided for bidding only - the Building Owner / Agent will provide official rules



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01200 - PRICE AND PAYMENT PROCEDURES

1.1 ALLOWANCES:

- A. INCLUDE THE FOLLOWING ALLOWANCES IN THE CONTRACT SUM:
1. MILLWORK ALLOWANCE: Allowance based on millwork plans and details indicated in the drawings. The final cost will be based on the approved shop drawings.
2. MISCELLANEOUS ALLOWANCE: Allowance based on item if indicated in the drawings.
3. PERMIT/ACCESSIBILITY ALLOWANCE: Include 5% of total contract value for potential building permit and accessibility costs.
4. CONTINGENCY: Include a 10% total contract value to cover hidden conditions and/or owner requested changes during construction.
B. Advise Architect if the date when selection and purchase of each product or system described by an allowance must be completed to avoid delaying the work.
C. Submit invoices to show cost of products furnished under each allowance. Reconciliation of Allowance amounts with actual costs will be by Change Order.

1.2 CONTRACT MODIFICATION PROCEDURES:

- A. On Owner's approval of a proposal from Contractor, the Contractor shall issue a Change Order on AIA Document G701 for all changes to the Contract Sum or the Contract Time.

1.3 PAYMENT PROCEDURES:

- A. Submit a Schedule of Values within (10) days of Contract Acceptance. In Schedule of Values, break down the Contract Sum into at least one line item for each Specification Section.
B. Submit (3) copies of each application for payment on AIA Document G702/G703, according to the schedule established in Owner/Contractor Agreement, or monthly.
1. Each Application for Payment to include a 10% Retainage and partial release of liens from each Subcontractor or Supplier for whom amounts were included in the Application for Payment.
2. Submit final Application for Payment after completion of Project Closeout procedures with release of liens and supporting documents. Include consent of surety to final payment and insurance certificates.

01300 - ADMINISTRATIVE REQUIREMENTS

1.1 PROJECT MANAGEMENT AND COORDINATION:

- A. Coordinate construction to ensure efficient and orderly installation of each part of the Work.
B. Schedule and conduct progress meetings at Project site. Notify Owner and Architect of meeting dates and times. Require attendance of each Subcontractor or other entity concerned with current or involved with planning or coordination of future activities.
1. Record minutes and distribute to parties involved, including Owner and Architect.

1.2 SUBMITTAL PROCEDURES:

- A. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
1. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
2. Architect will not accept submittals from sources other than Contractor.
3. Identify deviations from the Contracts Documents.
4. Submit a minimum of (3) copies of each submittal.
B. Place a permanent label or title block on each submittal for identification. Provide a 4" x 5" space on the label or beside the title block to record review and approval markings and action taken. Include the following information on the label:
1. Project name.
2. Date.
3. Name and address of Contractor.
4. Name and address of Subcontractor or Supplier.
5. Number and title of appropriate Specification Section.
C. Architect will review each action submittal, mark as appropriate to indicate action taken, and return copies less those retained. The Architect's review is only for general conformance with the design intent and the information given in the Construction Documents. Corrections or comments made on the shop drawings during the review process do not relieve the Contractor of compliance with the requirements of the plans and specifications. Approval of a specific item shall not include approval of an assembly of which the item is a component. The Contractor is responsible for:
1. Dimensions to be confirmed and correlated at the jobsite.
2. Information that pertains solely to the fabrication processes.
3. Information that pertains solely to the means, methods, techniques, sequences and procedures of construction.
4. Coordination of the Work with that of all other trades.
5. Performing all Work in a safe and satisfactory manner.
D. Construction Schedule Submittal Procedure:
1. Submit schedule within (10) days after acceptance of the Owner/Contractor Agreement. Distribute copies to Owner, Architect, subcontractors, and parties required to comply with dates.
2. Revise the schedule after each meeting or activity where revisions have been made. As Work progresses, mark each bar to indicate actual completion. Distribute revised copies to Owner, Architect, subcontractors, and parties required to comply with dates.

- 2.1 ACTION SUBMITTALS:
A. PRODUCT DATA: Mark each copy to show applicable choices and options. Include the following:
1. Data indicating compliance with specific standards and requirements.
2. Notation of coordination requirements.
3. For equipment data, include rated capacities, dimensions, weights, required clearances, and furnished specialties and accessories.
B. SHOP DRAWINGS: Submit Project-specific information drawn to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data. Submit (1) reproducible print and (1) blue- or black-line print on sheets at least 8-1/2" x 11" but no larger than 30" x 42". Architect will return the reproducible print. Include the following:
1. Dimensions, profiles, methods of attachment, large-scale details, and other information, as appropriate for the Work.
2. Identification of products and materials.
3. Notation of coordination requirements.
4. Notation of dimensions established by field measurement.
5. SAMPLES: Submit Samples finished, as specified and identical with the material to be installed. Variations are inherent in the material, submit specimen tags to show full range of variations. Include name of manufacturer and product name on label.
C. Architect will review each action submittal, mark as appropriate to indicate action taken, and return copies less those retained. Compliance with specified requirements remains the Contractor's responsibility.

2.2 INFORMATION SUBMITTALS:

- A. CONSTRUCTION SCHEDULE:
1. Provide a separate time bar for each activity, using same breakdown of Work indicated in the Schedule of Values, and a vertical line to identify the first workday of each week.
2. Coordinate each element with other activities. Show each activity in proper sequence necessary for completion of related Work.
3. Indicate Substantial Completion allow time for Architect's procedures necessary for certifying Substantial Completion.
B. ENGINEERING CALCULATIONS: Calculations shall be signed stamped by the Design Engineer registered in the Project State and submitted at the same time as the item's Product Data and/or Shop Drawings.

01701 - EXECUTION & CLOSEOUT REQUIREMENTS

1.1 CLOSEOUT SUBMITTALS:

- A. OPERATIONS AND MAINTENANCE DATA: Organize data into three-ring binders with identification on front and spine of each binder and pocket folders for folded sheet information. Include the following:
1. Manufacturer's operation and maintenance brochures.
2. Emergency instructions.
3. Spare parts list.
4. Wiring diagrams.
5. Copies of Warranties.
3.1 EXAMINATION AND PREPARATION:
A. Examine substrates and conditions for compliance with manufacturer's written requirements including, but not limited to, surfaces that are sound, level, plumb, smooth, clean, and free of deleterious substances; substrates within installation tolerances; and application conditions within environmental limits. Proceed with installation only after unsatisfactory conditions have been corrected.
B. Prepare substrates and adjoining surfaces according to manufacturer's written instructions, including, but not limited to, filler and primer application.
C. Take field measurements as required to fit the Work properly. Where fabricated products are to be fitted to other construction, verify dimensions by field measurement before fabricating and, when possible, allow for fitting and trimming during installation.

3.2 INSTALLATION:

- A. Comply with manufacturer's written instructions for installation. Anchor each product securely in place, accurately located and aligned. Clean exposed surfaces and protect from damage. If applicable, prepare surfaces for field finishing.
B. Clean Project site and work areas daily, including common areas.
3.3 FINAL CLEANING:
A. Clean each surface or item as follows before requesting inspection for certification of Substantial Completion:
1. Remove labels that are not permanent.
2. Clean transparent materials, including mirrors. Remove excess glazing compounds. Replace shipped or broken glass.
3. Clean exposed finishes to a dust-free condition, free of stains, films, and foreign substances. Leave concrete floors broom clean.
4. Vacuum carpeted surfaces and wax resilient flooring.
5. Wipe surfaces of mechanical and electrical equipment. Clean light fixtures and lamps.
B. Clean the site. Sweep paved areas; remove stains, spills, and foreign deposits. Rake grounds to a smooth, even-textured surface.

3.4 CLOSEOUT PROCEDURES:

- A. SUBSTANTIAL COMPLETION: Before requesting Substantial Completion inspection, complete the following:
1. Advise Owner of pending insurance changeover requirements.
2. Submit specific warranties, maintenance agreements, and similar documents.
3. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
4. Submit operation and maintenance manuals and similar final record information.
5. Deliver tools, spare parts, extra materials, and similar items.
6. Changeover locks and transmit keys to Owner.
7. Complete startup testing of systems and instructions of operation and maintenance personnel.
8. Remove temporary facilities and controls.
9. Advise Owner of changeover information related to Owner's occupancy, operation, and maintenance.
10. Complete final cleaning requirements, including touch-up painting.
11. Touch-up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
B. On receipt of a request for inspection, Architect will proceed with inspection or advise Contractor of unfulfilled requirements. Architect will prepare the Punch List after inspection to advise Contractor of items that must be completed or corrected before the final Certificate of Payment.
C. Architect will re-inspect the Work on receipt of notice that the Work has been completed.
1. On completion of re-inspection, Architect will prepare a final Certificate of Payment. If the Work is incomplete, Architect will advise Contractor of the Work that is incomplete or obligations that have not yet been fulfilled.

1.5 DEMONSTRATION AND TRAINING:

- A. Provide experienced instructors for each piece of equipment that requires operation and maintenance to provide instruction to Owner's personnel. Include a detailed review of the following:
1. Included instruction for system design and operational philosophy, review of documentation, operations, adjustments, trouble-shooting, maintenance, and repair.

024119 - SELECTIVE DEMOLITION

1.1 GENERAL REQUIREMENTS:

- A. Demolition of any and all materials shall be taken back to the respective point of origin. At no time will any assemblies be abandoned in place. Unless otherwise indicated, demolished materials become the Contractor's property and are to be removed from the Project site.
B. Items indicated to be removed shall be salvaged, remain the owner's property. Remove, clean and deliver to owner's designated storage area.
C. Comply with EPA regulations and labeling and disposal instructions of authorities having jurisdiction.
D. Owner will determine portions of building to be removed and consent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.
E. It is not expected that hazardous materials will be encountered in the Work. If materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify the Architect or Owner. Owner will remove hazardous materials under a separate contract.
F. Contractor shall video existing conditions of entire building access route to work area prior to work.
DEFINITION:
A. Maintain and protect existing utilities that are to remain in service and provide bypass connections to maintain utilities to other parts of the building, before proceeding with any demolition.
B. Locate, identify, shut off, disconnect, and cap off utility services and mechanical/electrical systems serving areas to be selectively demolished.
C. Conduct demolition operations and remove debris to prevent injury to people and damage to adjacent buildings and site improvements to remain. Provide temporary barricades and other protections as required.
D. Provide and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain or construction being demolished.
E. Provide temporary weather protection to prevent water leakage and damage to structure and interior areas.
F. Protect walls, ceilings, floors, and other existing finish work that are to remain. Erect and maintain dust-proof partitions. Cover and protect furniture, furnishings, and equipment that have not been removed.
G. Neatly cut opening and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction.
H. Promptly patch and repair holes and damaged surfaces of building caused by demolition. Restore exposed finishes of patched areas and extend finish restoration into remaining adjoining construction. Patch areas are to be perceivable from adjacent construction.
I. Promptly remove demolished materials from Owner's property and legally dispose of them. Do not burn demolished materials.

INTENT

Due to the fact that the Building you are to be working in is shared by many tenants, construction jobs must be conducted with as little negative impact as possible. Our leases provide tenants with the right and expectation of quiet enjoyment. The Building owner and you as the Contractor, recognize that the existing tenants are just as important as the new tenant for whom you are preparing space. It is in all of our best interests to work together and deliver a quality product with the least disruption as possible. We will make every effort to work with our contractors, recognizing that you are under time and performance pressures. In return and in expectation of future business, we expect that you will treat our employees and Building's tenants with the courtesy and professionalism that they deserve.

PRELIMINARY

- Before any construction work begins or materials are brought on site, you are to:
1. Report to the Property Manager or Engineer and coordinate the project. Provide the Property Manager with all work schedules including subcontractor work schedules.
2. Building permits need to be displayed at all times on the suite entry door (not the building entrance doors or windows of the lobby).
3. If needed, you are to obtain your own trash containers. Location of trash containers to be determined by the Management. Keep the area clean at all times.
4. The Contractor is to install all systems with the space or affect by the work and notify the Property Management of any issues before start of work.

PROCEDURE

- 1. No construction work is to take place in the Common Area of the Building. All work is to take place in the tenant suite unless otherwise specifically provided within the plans. The tenant suite entry door will be kept closed at all times.
2. Core drilling and any other type of work that will generate noise, such as breaking concrete floors (air hammers) or any work that causes any excessive odors or fumes (including oil base painting, VOC, containing carpet adhesives, etc.), or other disruption to building tenants shall be performed only at the times allowed by the Property Manager and local ordinances. If the Property Manager does not have designated times, this work shall be performed in office buildings after or before standard building operation hours. In buildings with residential tenants this work shall not be performed during the hours of 9:00PM - 7:00AM.
3. Any connections or "tie-ins" that are made to the Building systems (plumbing, mechanical, electrical, fire alarm, sprinkler, etc.) must be coordinated with the Building Engineer/Property management. Twenty-four (24) hours' minimum prior notice is required. The contractor is to use and pay for the following Base Building Sub-Contractors:
Roofing: Sprinkler:
Company NA Company NA
Address Address
Contact Contact
Phone Phone
Fire Alarm: Streetfront:
Company NA Company NA
Address Address
Contact Contact
Phone Phone
4. No fire exits, stairwells, or fire corridors are to be blocked or used for storage.
5. If any work needs to be done after business hours, the Property Manager or Engineer is to be notified at least one day in advance. Arrangements are to be made for additional security, if necessary.
6. Contractor shall give Management twenty-four (24) hours minimum advance notice of any major delivery.
7. Deliveries to trash removal areas are arranged through the Building Engineer or Property Management.
8. Deliveries with steel wheel will not be allowed in the Building.
9. All deliveries must come through the loading area of the Building (if any). No deliveries shall be permitted through the lobby doors unless there is no alternative.
10. Protective covering must be placed over the main lobby floor and/or building common area. The covering shall be removed after the construction/delivery is completed. All areas affected must be cleaned of dust and debris.
11. No trash shall be left anywhere in the Building (including elevators) at any time. Contractor will provide a vacuum for general clean-up when necessary.
12. Contractor shall keep its work area, including the loading area, in an orderly condition. All combustibles shall be removed from the Building on a daily basis. No hazardous materials shall be permitted in the Building except with prior approval of Management. Provide material data sheets for any hazardous materials to be used on site.
13. Activities that create excessive dust or smoke (i.e. burning or welding) must be coordinated with Management with twenty-four (24) hours minimum prior written notice and shall be performed between the hours of 8:00 pm and 1:00 am. Contractor shall protect all smoke detectors during such work. Contractor shall pay two hundred dollars (\$200.00) for each occurrence should an alarm sound during the work resulting from an unprotected smoke detector.
14. No materials shall be stored in the Common Areas at any time. Materials and tools found stored in the Common Areas shall be deemed to be the property of the Building.
15. Radios shall not be played on the job site.
16. Contractor shall be respectful of tenants and shall not permit its employees to exhibit or use foul language, rude behavior, or vandalism. Individuals violating this rule will be removed from the Building and will not be allowed to return.
17. Contractor's employees shall not smoke within the building or on the property.
18. Contractor and its employees shall wear uniforms at all times with the company name or I.D. badge displayed at all times.
19. The Premises must be secured and the doors to the work area, mechanical and electrical rooms and stairwells must be closed and lights turned off at the end of each day.
20. Cleaning of spackle knives, tools, buckets shall be permitted in the slop sink in the janitor's closet only.
21. The doors to the mechanical and electrical rooms are to be kept locked, and shall be opened for the Contractor upon request to the Building Engineer. Contractor shall pay a minimum of three hundred dollars (\$300.00) for each occurrence should these doors be pried open or damaged.
22. All sprinkler work (shutting down, draining, refilling, etc.) shall be coordinated with the Building Engineer upon twenty-four (24) hours' minimum notice. Care must be taken not to set-off the sprinkler alarm in the Building. Should an alarm sound as a result of unauthorized work, Contractor shall pay two hundred dollars (\$200.00) for each occurrence.
23. Contractor shall give Building Engineer three (3) business days' prior written and/or verbal notice before testing or inspection of the fire alarm system.
24. No Contractor shall be permitted to use building maintenance tools, vacuum cleaners, ladders, or materials without approval.
25. The Contractor and its employees shall not litter or abuse the restrooms and only use the restroom indicated by management. The Contractor may elect to place portable toilet facilities on the property - location to be approved by Building Management.
26. Contractor shall provide one (1) trash can for every one thousand (1,000) square feet, and shall empty each trash from the job site at the end of each workday.

ABBREVIATIONS

Table with 4 columns: Abbreviation, Description, Abbreviation, Description. Includes entries like ABV (above), ACT (air conditioner), ACU (acoustical ceiling), etc.

ISSUE

Table with 3 columns: NO., DATE, DESCRIPTION. Row 1: 1, 2/25/2020, FOR BID + CONSTRUCTION

Project No. | Date: |

Sheet Title: SPECIFICATIONS

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