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01 10 00
SUMMARY OF WORK

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Related Requirements
- B. Work Covered by Contract Documents.
- C. Contract Method.
- D. Permits and Fees
- E. Work by the District or Others.
- F. Contractor's Use and Site Premise.

1.02 RELATED REQUIREMENTS

- A. General Conditions of the Contract for Construction.

1.03 WORK COVERED BY THE CONTRACT DOCUMENTS

A. All work shall be performed on the Beaverton School District – Aloha High School Roof Project located at: Aloha High School, 18550 SW Kinnaman Road, Beaverton, Oregon 97007

B. The Work shall include all supplies, tools, equipment, scaffolding, transportation, utilities, service, superintendence, labor, and the furnishing of all materials, items, and accessories needed for the Project.

1. A partial roof replacement project consisting of recovering the existing roof assemblies at Areas R, S, T, U, V, W, X, and Y as indicated on the drawings and other Work indicated in the Contract Documents.
2. All on-site work, including demolition, installation, and final cleaning is required to be completed during the regularly scheduled hours. Contractor is to coordinate work to accommodate the continuous operation of the adjacent streets and utilities, without interruption or hindrance.
3. The Contractor shall provide for all scheduling, coordination, cutting and patching and all other items required by the Contract Documents to complete the Work.
4. The contractor will be required to learn and use Owners Project Management database (e-Builder) for this project.

C. Work of this Contract, as more completely detailed in the Contract Documents consists of one scope of work at one Beaverton School District school. The scope of work for the school includes, but is not limited to, the following elements:

REROOF

1. ARCHITECTURAL

- a. Re-roof with single-ply roofing materials and rigid insulation.
- b. Replace/reuse roof flashings and copings.

2. MECHANICAL

- a. Adjust mechanical utility supports to accommodate new roofing height.

3. ELECTRICAL

- a. Adjust electrical utility supports to accommodate new roofing height.

1.04 CONTRACT METHOD

- A. Construct the work under the AIA Contract, furnished by the Owner. See Sample contract

1.05 PERMITS AND FEES

A. The Owner will reimburse the Contractor as a direct expense (no markup) for the building permit. All other permits will be the responsibility of the Contractor.

1.06 WORK BY THE DISTRICT OR OTHERS

A. If District-awarded contracts interfere with each other due to work being performed at the same time or at the same Site, the District will determine the sequence of work under all contracts. "Contractor's Use of Site and Premises" Articles in this Section outline the District's policies on use of site.

B. Coordinate Work with utilities of the District and public or private agencies.

C. The Contractor shall afford the District and the Owner's separate contractors reasonable opportunity for the introduction and storage of their materials and equipment and the execution of their work.

1.07 OWNER FURNISHED PRODUCTS INSTALLED BY CONTRACTOR (OFCI)

A. There are no OFCI items on this project.

1.08 OWNER FURNISHED PRODUCTS INSTALLED BY OWNER (OFOI)

A. There are no OFOI items on this project.

1.09 HAZARDOUS MATERIALS PROCEDURES

A. The District will directly retain an accredited Asbestos Consultant to provide documentation regarding the finding of asbestos and mitigation measures as required by the Asbestos Hazard Emergency Response Act. The Contractor is responsible for the following procedures when encountering suspected hazardous materials:

1. Immediately reporting to the District and its Asbestos Consultant the finding of suspected asbestos material.
2. Following of any rapid response procedures to isolate District staff, students, visitors, and Contractor staff from the suspected material, while maintaining continued progress on the remainder of the project work.
3. Sending a sample of the suspected material to a qualified testing laboratory, receiving test results and informing the District and their Asbestos Consultant.
4. If a material is confirmed to contain asbestos, considering any recommendations from the District and/or its Asbestos Consultant and then implementing asbestos remediation.
5. Resuming full scale work activities on the project as soon as the remediation is complete.

1.10 CONTRACTOR'S USE OF SITE AND PREMISES

A. Construction operations are to be limited to areas indicated on contractor's logistics plan approved by the Owner.

B. Use of the Site:

1. Do not unreasonably encumber Site or facility with materials and equipment.
2. Do not load structure with weight that will endanger structure.
3. Confine operations at the site to the areas permitted. Portions of the site beyond areas in which work is indicated are not to be disturbed.

4. Keep existing driveways and entrances serving the premises clear and available at all times. Do not use parking for storage of materials.
5. Move stored products which interfere with the District operations and other contractors.
6. Assume full responsibility for the protection and safekeeping of stored products.
7. Obtain and pay for use of additional storage land work areas needed for Contractor operations if necessary.
8. Provide resources for trash removal. Facility dumpsters and trash cans cannot be used for Contractor's trash disposal. Contractor shall not interfere with District waste facilities and scheduled trash pickup.
9. Lock automotive type vehicles and other mechanized or motorized construction equipment when parked and unattended. Do not leave vehicles or equipment unattended with the motor running or ignition key in place.
10. Areas of the site which will be occupied by the Contractor or impacted by construction shall be restored to existing conditions. Contractor is responsible for damage caused by construction activities to playgrounds and surfaces not rated for heavy traffic.
11. It is understood that the Contractor has the most knowledge about staging construction and the extent of restoration required. The Contract Documents therefore do not indicate new construction to replace existing.
12. Landscaping damaged by the Contractor or associated activities shall be repaired to original conditions. All newly seeded or planted areas will be maintained through a period of establishment as determined as reasonable but not less than one growing season. Contractor shall follow requirements as indicated below:
 - a. The Contractor shall be responsible for protecting seeded areas from damage and maintaining seeded areas as necessary to establish a complete coverage of the specified vegetation in a healthy and growing condition for 365 days from the date of substantial completion of the project.
 - b. Mowing: Mow all seeded areas as required to maintain in a healthy growing condition, and to control the germination and spread of noxious weeds. Mow a minimum of once per maintenance period. Line trimmers may be used where appropriate.
 - c. Re-Seeding: Upon detection of damaged or failing areas and areas showing unsatisfactory growth and coverage, the Contractor shall restore the area as necessary to establish a complete cover crop. Reseed using the seed mixes specified.
 - d. Provide necessary watering of seeded areas via temporary irrigation system or hand watering. Any irrigation system is subject to requirements for system use, such as approved backflow devices. Perform necessary site visits and observations to maintain the proper amounts of moisture in soils to promote healthy and vigorous plant growth. Correct conditions of over or under-watering as may be determined by weekly observations during the irrigation season.
13. Contractor is to protect existing trees in the vicinity of construction operations. No Work, staging, or vehicle traffic is to extend into the drip line of a tree. Contractor will be responsible for any and all penalties, fines, arborist reports, inspections, and required remediation steps for causing damage to a tree or its root system.

C. Contractor's Use of the Existing Building:

1. Maintain the existing building in a safe and weather tight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect building during construction period.
2. Keep public areas such as hallways, stairs, elevator lobbies, and toilet rooms free from the accumulation of waste materials, rubbish, or construction debris.
3. Cleaning:
 - a. Contractor to ensure that non-construction areas remain free of construction dust throughout the course of the project.
 - b. When school is in session, daily cleaning of all construction-related dust and debris is the responsibility of the Contractor. Contractor must remove dust that falls overnight from the previous night's work or over the weekend from weekend work prior to staff and students occupying the space. Required cleaning includes dust/debris on the floor, student desks, teacher desks, chairs, the top of light fixtures, the top of sprinkler piping and other exposed pipes and/or ducts, all classroom accessories (animal cages, furniture, sinks, cabinets, etc.), cardboard and other storage boxes, and all items in classrooms and other spaces affected by construction. Contractor will be back charged full cost of cleaning by Owner if Owner is required to clean up dust and debris from Contractor's construction operations.
4. Area of exterior work will need to be secured with a construction fence.
5. In the event of a water intrusion incident, the Contractor shall follow the below procedures:
 - a. Notify the District of the incident immediately.
 - b. Investigate the source of the water intrusion and put measures in place to stop the infiltration of water or moisture into the building.
 - c. Hire a professional remediation company that is pre-approved by the District to manage and remediate the damage within 24 hours of becoming aware of the event.
 - d. If the areas impacted by the water intrusion are not sufficiently dried-out (as determined by moisture testing performed by a certified professional) within 48 hours to stop any potential mold growth, Contractor is to pay for a baseline mold test to be performed to establish whether any mold has started to grow. A final mold test will be required to clear the area after the remediation work is complete.
 - e. In addition to returning the affected areas to their original condition, Contractor is responsible for replacing any FF&E that is damaged, paying for the necessary relocation of school operations, and paying for the District's employees and agents involved in managing and/or remediating the damage.
6. All roof openings, and areas where any portion of the roofing has been removed shall be made temporarily waterproof using EPDM rubber roofing or an equivalent product that is a minimum of 40 mils thick. Visqueen, plastic tarps, and other similar products are not acceptable.
7. Shrouding of existing furnishings, fixtures, and equipment:
 - a. Contractor is to gather and shroud all furnishings near the work zone to protect them from dust, debris, and liquids.
 - b. Furnishings are to be replaced to their former position at the end of the Work.
 - c. Maintain clearance for circulation and egress within the halls.

d. Furniture and contents from each room shall be stored separately and cannot be mingled.

8. In addition to the above requirements, the contractor shall prepare a detailed temporary barrier plan that covers at a minimum procedure associated with:

- a. Separating the work zones from the non-work zones.
- b. Flooring protection from demolition and new construction damage.
- c. Cover mechanical grilles to protect from dust migration and damage.
- d. Light fixtures protection from dust migration and damage.
- e. Locker protection from dust migration and damage.
- f. Walk off mats at transitions from work zones to non-work zones to prevent dust migration.
- g. Temporary barriers shall be fully sealed and maintained so that they do not allow dust migration or passage of unauthorized personnel.
- h. All furniture, fixtures, and equipment exposed to dust hazard shall be covered with plastic.
- i. Contractor will be back charged if Owner is required to clean-up dust and debris from their construction operations.

D. Contractor's Site Conduct:

1. Identifying name tags will be worn at all times.
2. No loitering in the school buildings.
3. The site is a tobacco-free site. This means no smoking or chewing on the property.
4. Keep the project free of pop cans, lunch wrappers, etc.
5. The supervisor will review the scheduling of any work that is excessively noisy.
6. Profanity is not acceptable.
7. The wearing of clothing with logos displaying alcohol, tobacco, illegal substances, or suggestive themes is not acceptable attire.
8. The Contractor, the Contractor's employees and all subcontractor's and subcontractor's employees who perform Work will be required to comply with the Owner's policies and procedures.
9. Beyond courtesy, there should be no interaction between Contractor and the District's staff.

E. Emergency Building Exits During Construction:

1. Maintain required access to existing emergency exits as required by governing jurisdiction. Any changes made to the egress plan by the Contractor shall be the Contractor's responsibility to get it professionally designed and approved by the governing jurisdiction.
2. Protect the public and the District's staff from construction hazards in the emergency egress pathways.
3. Protection barriers from falling material hazards shall be professionally designed and submitted to the District for approval.

PART 2 – PRODUCTS – NOT USED

PART 3 – EXECUTION – NOT USED

END OF SECTION 01 10 00

01 14 00
WORK RESTRICTIONS

PART 1 - GENERAL

1.01 Section includes

- A. Related Requirements
- B. Access to Site
- C. Coordination with Occupants
- D. Use of Site
- E. Standard Working Hours/Days
- F. Deviation from Standard Hours/Days

1.02 RELATED REQUIREMENTS

- A. General Conditions of the Contract for Construction

1.03 ACCESS TO SITE

- A. Contractor shall limit use of premises for Work and for construction operations.
- B. There shall be no access through or from adjacent residences.
- C. Coordinate use of premises under direction of the District.

1.04 COORDINATION WITH OCCUPANTS

- A. District staff will occupy portions of the building throughout the construction period. Contractor shall coordinate use of premises with owner.
- B. The District shall permit public closure of the areas of work within the building.
 - 1. Contractor shall limit access to authorized personnel only and shall not allow public access without prior authorization from the District.

1.05 SECURITY REQUIREMENTS

- A. All personnel under the employment of the Contractor and its Subcontractors who spend time at the project site are to wear photo ID badges while on the work site. Individuals not wearing badges will be removed from the project work site. ID badges are to contain:
 - 1. Individual's full name (no nicknames).
 - 2. Individual's company affiliation.
 - 3. Recent photograph of the individual; taken within the last 4 years.
- B. Badges must be always worn by workers in a visible location.
- C. All personnel under the employment of the Contractor and its Subcontractors that spend time at the project site must pass a formal background screening review before being allowed on the work site. Background screening is to be done by a professional screening firm meeting the following qualifications:
 - 1. Must have a minimum of five years of screening experience specifically for construction industry clients,
 - 2. Must have a minimum of fifteen employees.
 - 3. Must be able to provide access to an internet-based screening management software system which has a feature to allow access by the District to view the pass-no pass result for each screened Contractor/Subcontractor employee working on a District project.

4. Must be accredited by the National Association of Professional Background Screeners (NAPBS).

D. Each individual will be screened for having committed any crime as listed in ORS 342.143, most recent edition.

1.06 USE OF SITE

A. Contractor shall have full access to the Site during construction, but shall coordinate and limit locations as required for the operations of other construction projects and owner use.

Contractor to indicate locations and schedule to owner in advance for approval.

B. Contractor shall direct all construction vehicle and delivery traffic along an access route as approved by the Owner.

C. Contractor shall professionally prepare a site logistics plan defining Contractor areas for work, access, staging, and storage utilizing CAD, Bluebeam, Adobe Acrobat, or other similar software.

D. Provide staging and logistics plan delineated on Project Site Plan. Include crane operations plan, material lay-down area plan, job office location, fence locations, gate locations, and fence locking plan. Project Site Plan shall be on 11x17 paper and shall be professionally prepared.

1. Provide field office trailer during construction. Coordination with owner is required.

E. Contractor shall submit staging and logistics plan to District and governing authorities for review and approval prior to commencement of Work.

F. Contractor shall limit his use of the premises for Work and for storage to allow for:

1. District occupancy and operations.

2. Coordinated use of premises under direction of Owner.

3. Full responsibility for protection and safekeeping of products under this Contract stored at Site.

4. Moving stored products, under Contractor's control, which interfere with operations of District or a separate Contractor.

5. Obtaining and paying for use of additional storage or work areas needed for operations.

6. Conformance to fire / life safety requirements and fire equipment access.

7. Worker vehicle parking on-site.

G. The existing fire alarm system and fire sprinkler system shall remain operational twenty-four (24) hours/day, seven (7) days/week. If at any time during the Project the existing system is not fully operational the Contractor, at its own expense, shall provide a "Fire Watch" acceptable to the Owner until the existing system is made fully operational.

H. Work on weekends, evenings or holidays may be required to meet the project phasing schedules. Provide 72 hours notification to the Owner to ensure necessary inspections, monitoring, testing, etc. are provided during these work hours.

I. Temporary hard barriers as necessary shall be constructed prior to the start of work in accordance with Section 01 10 00 – Summary of Work.

J. On a site plan indicate lay down areas, pedestrian walkways, and contractor parking areas. Snow fencing is not acceptable as hard fencing.

K. The Contractor shall submit a diagram one week prior to start of construction indicating the construction zone, and barricades and access for students and School Personnel, for approval by the Owner.

L. The Contractor must provide and maintain access and code compliant egress to and from all occupied spaces.

M. Contractor shall post temporary signage (appropriate and secure) to redirect students and staff for emergency exiting.

- N. The Contractor shall diligently maintain all construction zone barricades and fencing.
1. Fence panels shall be secured with two fence clamps per joint.
 2. The Contractor shall secure end panels in a manner acceptable to the Owner.
 3. The use of tie wire will not be an acceptable method for securing fence panels.
 4. Construction zone gates shall be secured with chains and District provided padlocks.

1.07 STANDARD WORKING HOURS/DAYS

- A. The project schedule assumes a 5-day work week. It is up to the contractor to determine their required work week needed to meet the required substantial completion date. Contractor is required to provide onsite management on days that they are working including Saturdays.
- B. Exterior work and interior work that generates noise shall be performed in accordance with local codes.
- C. For work occurring during the school year between Monday and Friday, before beginning work, contractor shall check in daily with the Project Manager to review the previous day's work and discuss upcoming work for that day/evening. This check-in will take place on every school day, Monday through Friday, so District staff members can be made aware of current construction activity.

1.08 DEVIATION FROM STANDARD HOURS/DAYS

- A. For any deviation from the above stated working days/times, Contractor shall submit a request in writing to the District at least 48 hours prior to the date in question. While the District cannot assure approval in every instance, efforts shall be made to accommodate such requests.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION

3.01 CONTRACT TIME / MILESTONE SCHEDULE AND DESCRIPTION OF PHASES

- A. Contract Time and Milestone Schedule:
REFER TO INVITATION TO BID FOR ALL DATES REFERENCED IN THIS SECTION.
- B. Description of General Construction Requirements:
1. These descriptions of the construction requirements are general in nature and in no way offer the complete and concise description of all the work required by the Contract Documents.
 2. The start dates represented in the milestone schedule are preliminary and the District reserves the right to modify these dates based on when the Notice to Proceed is issued.
 3. The Contractor is responsible for providing the manpower and scheduling the shifts necessary to complete the work in accordance with the Contract Time and Milestone Schedule.
 4. The School will remain open during the academic year and will be partially occupied during summer construction periods. The Work of this project must consider that the site will be occupied by students and staff and will be phased as generally described above and in other contract documents. Provide additional cleaning when school is in session as indicated in Section 01 10 00 – Summary of Work.
 5. Non-School hours are defined as hours before 7:00 AM, and after 3:00 PM on days when school is in session.

6. Follow Washington County Noise Ordinance.
7. Work that is hazardous, noisy, or that causes vibration may not be performed in the buildings or on the site during school hours, without written approval from the Owner.

This includes but is not limited to the following work activities:

- a. Hazardous materials abatement.
- b. Concrete bushing, chipping, grinding, jack hammering.
- c. The use of Powder-Actuated (PAT's) fasteners.
- d. Chemicals used in quantities that cause excessive odor, such as hot tar, and cannot be effectively ventilated. As determined by the Owners Representative.
- e. Large impact drills for use in concrete.
- f. Smaller Bulldog type impact drills for ¼" holes or less.
- g. Operation of cranes in occupied areas, including drilling rigs, and concrete pump trucks unless the occupants can be sufficiently isolated from the swing zone.
- j. Chop Saws for metal studs or other metal cutting. These may be used if isolated in a temporary sound deadening room constructed by the Contractor as approved by the Owner's representative.
- k. Earthwork compaction, including the operation of vibratory compaction equipment.

3.02 LIQUIDATED DAMAGES

A. Substantial Completion: The delayed Substantial Completion of any phase of the Work will result in the assessment and withholding of Liquidated Damages for each day of delayed Substantial Completion. See Section 01 77 00 "Closeout Procedures" for requirements by phase of the project.

B. Final Completion: The delayed Final Completion of the Work will result in the assessment and withholding of Liquidated Damages for each day beyond the Contract Time until all punch list items are completed. Liquidated damages include but are not limited to: The District's project team labor (including the CM), additional time spent re-inspecting work that was completed incorrectly, and attorney's fees related to the delay in completing the work.

END OF SECTION 01 14 00

01 26 00

CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Related Requirements
- B. Requests for Information (RFI)
- C. Architectural Supplemental Instructions (ASI)
- D. Construction Change Directives (CCD)
- E. Change Order Requests (COR)
- F. Change Orders

1.02 RELATED REQUIREMENTS

- A. Section 01 31 23 Project Management Database

1.03 REQUESTS FOR INFORMATION

- A. Initiating the Request for Information (RFI).
 - 1. Where the Contractor requires additional information to assist in interpreting the documents or understanding how to apply the provisions of the Contract Documents, the Contractor shall submit an RFI to the Architect to distribute as appropriate to the Project team.
 - 2. Upon submitting an RFI, Contractor is to determine if there are portions of the ongoing Work that are directly affected by the issue described in the RFI that need to be stopped until further direction is received, and they are to notify the Architect and Owner of this in writing. The Architect and/or Owner will direct Contractor as to whether or not they are to stop working in those areas.
- B. All requests shall include the following:
 - 1. RFI number (assign sequential numbers to RFIs).
 - 2. Specific reference to the drawings, specifications or field conditions that initiated the need for interpretation, including drawing number(s), detail number(s), and specification section numbers(s).
 - 3. List of subcontractors involved.
 - 4. Date of request.
 - 5. Date that response is needed.
 - 6. Background: State purpose of Request. Provide concise information necessary for the Architect's understanding of the Request.
 - 7. State Contractor's interpretation of the requirements of the Contract Documents.
 - 8. Provide statements in condensed and precise question format, and where appropriate, compose in such a way that "yes" or "no" would be acceptable response.
 - 9. If the statement of the question for which interpretation is requested is ambiguous or unclear, the Request shall be considered incomplete.
 - 10. Use additional forms, diagrams or marked-up Contract Drawings where necessary.
 - 11. Reason for need for information (unanticipated field condition, conflict in documents, change in requirements of third party such as code entity).
- C. Suggested options for resolution.
- D. Indication of whether or not the issue appears to have potential impact on the Contract Sum or Contract Time.

- E. Space for Architect's response.
- F. Limit Requests for Information to not more than one issue or question.
 - 1. Avoid questions that may include multiple sub-issues
 - 2. If Architect determines that a Request contains more than one issue, Contractor will be required to resubmit.
- G. Architect's Review
 - 1. After receipt of an RFI, Architect will determine whether the Request is complete.
 - 2. If Request is determined to be incomplete, Architect will notify Contractor in writing of the deficiencies. Architect will take no further action on incomplete RFI until deficiencies are remedied.
 - 3. Allow 5 working days for review by Architect.
 - a. If a longer review time is deemed necessary, Architect will notify Contractor of the anticipated response time, within 5 working days of receipt of the complete RFI.
 - b. Indicate "URGENT" on RFIs which may impact the Project Schedule to notify Architect of priority.
 - c. Urgent RFIs will take precedence and be answered as soon as possible.
- H. Architect's Response
 - 1. Responses issued by Architect will be to explain and clarify the intent of the Contract Documents.
 - 2. Responses of the Architect shall be consistent with the intent of the Contract.
- I. Distribution and Notification
 - 1. Upon receipt of the Architect's response, Contractor shall distribute copies to the initiator of the request and to all affected parties.
 - 2. Contractor is responsible for immediately implementing the changes to the Contract Documents in accordance with the Architect's response. Contractor shall be responsible for costs incurred due to continuing with Work that is contrary to the direction given in the Architect's response.
 - 3. Contractor is to notify the Owner within 48 hours of receiving the Architect's response of any cost or schedule impacts due to the changes made to the Contract Documents by the Architect's response.
 - 4. If there is a cost impact or a schedule impact due to the Architect's response, Contractor shall process a Change Order Request and obtain Owner's approval before proceeding with the changes. While waiting for the Owner's approval, Contractor shall not proceed with Work that will need to be redone if/when the cost or schedule impacts are approved.
- J. Coordination with Contractor Submittals
 - 1. Contractor shall take special care to ensure that RFI responses are included and coordinated with all trades and required project Submittals and Shop Drawings.
 - 2. Submittals and Shop Drawings that do not incorporate all RFI responses shall be returned to Contractor without review as incomplete.
- K. Administrative Costs
 - 1. Requests for Information (RFIs) for information that is already contained or provided for in the Contract Documents may result in additional administrative costs to the Owner, which the Owner may charge to the Contractor.
 - 2. Requests for Information (RFIs) for solutions to Contractor's errors may result in additional administrative costs to the Owner, which the Owner may charge to the Contractor.

3. Requests for Information (RFIs) for Substitution Requests may result in additional administrative costs to the Owner, which the Owner may charge to the Contractor.

1.04 ARCHITECTURAL SUPPLEMENTAL INSTRUCTIONS

A. The District, without invalidating the Contract, may issue Architectural Supplemental Instructions (ASI) authorizing changes in the Work.

B. Distribution and Notification

1. Upon receipt of the ASI, Contractor shall distribute copies to all affected parties.
2. Contractor is responsible for immediately implementing the changes to the Contract Documents in accordance with the ASI. Contractor shall be responsible for costs incurred due to continuing with Work that is contrary to the direction given in the ASI.
3. Contractor is to notify the Owner within 48 hours of receiving the ASI of any cost or schedule impacts due to the changes made to the Contract Documents by the ASI.
4. If there is a cost impact or a schedule impact due to the ASI, Contractor shall process a Change Order Request and obtain Owner's approval before proceeding with the changes. While waiting for the Owner's approval, Contractor shall not proceed with Work that will need to be redone if/when the cost or schedule impacts are approved.

C. Coordination with Contractor Submittals

1. Contractor shall take special care to ensure that ASI's are included and coordinated with all trades and required project Submittals and Shop Drawings.
2. Submittals and Shop Drawings that do not incorporate all ASI's shall be returned to Contractor without review as incomplete.

1.05 CONSTRUCTION CHANGE DIRECTIVES

A. Where the District has requested a change to the Work and the District and Contractor cannot agree to the terms of adjustment to the Contract Sum or Contract Time, the District shall issue a Construction Change Directive compelling to the Contractor to commence with the change, tracking both the time and cost of the work until such time as the Contractor and District can come to an agreement.

B. Construction Change Directives shall contain a complete description of the changes in the work and shall designate the method to be followed to determine changes in the Contract Sum or Contract Time.

C. Contractor shall maintain detailed records on a time and materials basis of the Work required.

D. Upon completion of the change in the Work, the Contractor shall submit an itemized account and supporting data necessary to substantiate the cost and time adjustments to the Contract for preparation of a Change Order by the District's Representative.

E. Payment to the Contractor shall not be made on basis of a Construction Change Directive until it is made into a Change Order approved by the District, its Representative, the Contractor and the Architect/Engineer. Portions of a Construction Change Directive shall not be eligible to be made into a Change Order for partial payment.

1.06 CHANGE ORDER REQUESTS

A. Contractor shall process a Change Order Request (COR) for changes to the Contract Documents that result in revisions in the Contract Sum or Contract Time.

B. A separate COR shall be created for each issue.

C. Contractor is to submit the COR to the Architect for review via eBuilder (per Section 01 31 23).

- D. The Architect shall review the COR's scope and pricing and may request additional information or clarification from the Contractor.
- E. After completing their review, the Architect will forward the COR to the Construction Manager with their comments.
- F. The Construction Manager will review the COR's scope and pricing and may request additional information or clarification from the Contractor or the Architect.
- G. After completing their review, the Construction Manager will forward the COR to the District's Representative with their recommendation.
- H. The District's Representative will review the COR's scope and pricing along with the Architect's comments and the Construction Manager's recommendations and may request additional information or clarification from the Contractor, Architect, or Construction Manager.
- I. Upon approval of the COR by the District's Representative, the Contractor can officially proceed with the changes.
- J. Approved COR's will be rolled-up into a Change Order on a monthly basis.
- K. Change Order Request must be received within 30 calendar days after the work related to the change order request has been performed and must have been identified within an RFI prior to the work being performed to be considered.

1.07 CHANGE ORDERS

- A. Change Orders shall be recorded as a revision to the Contract for Construction and Contractor shall immediately upon execution add their content and value to both the Construction Schedule and the Schedule of Values.
- B. Applications for Payment shall include all executed change orders in order to be considered complete and acceptable for payment processing.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION 01 26 00

01 29 00

PAYMENT PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Related Requirements
- B. Schedule of Values
- C. Progress Payment Procedures
- D. Payment for Stored Materials
- E. Payment for Deposits on Ordered Materials
- F. Payment Procedures for Testing Laboratory Services

1.02 RELATED REQUIREMENTS

- A. The General Conditions to the Contract

1.03 SCHEDULE OF VALUES

- A. Within 10 days of the Contract Award, the Contractor shall submit to the District for review and approval, the Schedule of Values.
- B. The Schedule of Values shall allocate the entire Contract Sum among the various portions of the Work and shall be prepared in such form as approved by the District and supported by such data to substantiate its accuracy.
- C. The Schedule of Values shall be itemized to the following level of detail:
 - 1. Separate the costs into Specification Sections (PVC Roofing, Sheet Metal Flashing, etc.).
 - 2. Separate costs for each Specification Section into Demo, Install Labor, and Install Materials.
 - 3. No one line item shall be more than 5% of the Contract Sum.
- D. District shall review and approve the Schedule of Values for use in the preparation of Applications for Payment.

1.04 PROGRESS PAYMENT PROCEDURES

- A. Each Application for Payment shall be submitted based on the procedures outlined in the Contract.
- B. Applications for Payment that have an inflated % complete for any give line item shall be rejected. Contractor shall revise and resubmit the Application for Payment with the corrected % complete. The Contractor shall be responsible for hardships due to delays in the approval of the Application for Payments that are caused by errors in the Applications.
- C. General Conditions shall be billed monthly at the same % complete as the total % complete for that Application for Payment.

1.05 PAYMENT FOR STORED MATERIALS

- A. Contractor may be entitled to receive payment for stored materials provided the following conditions have been met:
 - 1. A valid off-site stored materials insurance certificate is to be provided to the District. The policy needs to reference the project that the materials are for, and the value of the policy needs to meet or exceed the value of stored materials. The District is to be listed as additional insured on the policy.

2. Materials shall be clearly labeled as District property and specific to the project, and shall be stored separately from other materials.
3. The District shall obtain verification from an independent third party that all items are present within the warehouse. The cost of the initial verification process will be the responsibility of the Contractor to pay for.
4. Keys and alarm codes are to be provided to the District representative for unfettered access to the warehouse until the stored materials are delivered to the project site. Periodic unannounced inspection visits to the warehouse may be made a District representative. If the materials are removed without permission from the District, Contractor shall immediately reimburse the District for the entire payment made for the stored materials.
5. Digital photos of the off-site stored materials labeled for the project are to be submitted with the Application for Payment.
6. Contractor is to provide an executed bill of sale as proof of payment for stored materials.
7. Verification of stored materials and partial payment for such materials do not constitute acceptance on the part of the District. If materials stored are found to be unsuitable for installation or incorporation into the Work for any reason, Contractor shall bear full responsibility for any and all corrections needed.
8. District shall not be responsible for any additional costs incurred for the storage of materials unless such storage is the result of and a part of an approved Change Order where the District is found to be responsible for such costs.

1.06 PAYMENT FOR DEPOSITS ON ORDERED MATERIALS

- A. Where the Contractor has placed an order for materials or services and an initial deposit is required, the Contractor shall have the right to submit invoices for deposits as a part of the Application for Payment with supporting documentation indicating why such deposits are necessary.
- B. The District shall review submitted invoices and shall have the right to approve or reject the payment for the deposit. The District is not obligated to pay for any deposits required for materials not present at the project site.

PART 2 - PRODUCTS - NOT USED

PART 3 - EXECUTION - NOT USED

END OF SECTION 01 29 00

01 31 00

PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Related Requirements
- B. Project Coordination
- C. Construction Organization and Start-up
- D. Construction Coordination
- E. Coordinating Subcontractors' Work
- F. Project Meetings

1.02 RELATED REQUIREMENTS

- A. General Conditions of the Contract for Construction

1.03 PROJECT COORDINATION

A. Before submitting the Bid to the District, and continuously after the execution of this Contract, the Contractor shall carefully study and compare the Contract Documents and shall at once report to the District, any error, inconsistency or omission it may discover including any requirement which may be contrary to any law, ordinance, rule, regulation or order of any public authority bearing on the performance of the Work.

B. By submitting bid for this Contract and the Work under it, the Contractor agrees that the Contract Documents, along with any addendums or other supplementary written instructions issued that have become a part of the Contract Documents, appear accurate, consistent, and complete insofar as can reasonably be determined. If the Contractor has reported in writing an error, inconsistency or omission and has promptly stopped the affected Work until instructed, and otherwise followed the instructions of the District, the Contractor shall not be liable to the District for any damage resulting from any such errors, inconsistencies or omissions in the Contract Documents. The Contractor shall do no Work without Contract Documents and, when required, reviewed Shop Drawings, Product Data or samples for such portions of the Work.

1.04 CONSTRUCTION ORGANIZATION AND START-UP

A. Establish on-site lines of authority and communications by attending Pre-construction Meeting and Progress Meetings as required by the Architect, Engineer, District and District's Representatives.

B. Comply with procedures for intra-project communications including but not limited to:

- 1. Submittals
- 2. Reports and records
- 3. Recommendations
- 4. Coordination drawings
- 5. Schedules
- 6. Resolution of conflicts

C. Communication and transmitted documents are to flow from subcontractors to the GC (prime Contractor) and then in parallel to the Architect and the Owner. Communication and document transmission from the Architect and the Owner to the subcontractors is to occur in the same manner, except that the flow will be the reverse of that noted above.

1.05 CONSTRUCTION COORDINATION

A. General Coordination:

1. Coordinate various elements of the work and entities engaged to perform work.
2. Coordinate the work with existing facilities/conditions, and with work by separate contractors and by the Owner.

B. Mechanical and electrical drawings:

1. Mechanical and Electrical Contract Drawings are diagrammatic. Additional offsets and bends may be required.
2. Install additional offsets and bends in the systems where required by field conditions.
3. The Architect may make minor adjustments in fixture, outlet, grille, louver, or ventilator locations prior to rough-in work with no additional cost.

C. Clearances:

1. Provide adequate clearance between Architectural, Structural, Mechanical, and Electrical Systems. Verify physical dimensions of equipment and its available space. Check access routes through concealed or existing spaces for installation of systems or equipment.
2. Review the Construction Documents for possible conflicts prior to rough-in. Contractor is responsible for verification that equipment will fit in the space provided. Resolve conflicts with the Architect prior to rough-in work.

1.06 COORDINATING SUBCONTRACTORS' WORK

A. Coordinate the Work of all Subcontractors and make certain that, where the Work of one trade is dependent upon the Work of another trade, the Work first installed is properly placed, installed, aligned, and finished as specified or required to properly receive subsequent materials applied or attached thereto.

B. Direct Subcontractors to correct defects in their workmanship when subcontractors of subsequent materials have a reasonable and justifiable objection to conditions of work.

C. Do not force Subcontractors to apply or install products to improperly finished product.

D. Coordinate changes to assure that:

1. Requirements of Contract Documents are fulfilled.
2. Changes in Contract requirements of all affected trades are reflected in executed Change Orders.

E. Scheduling and Installation Sequence:

1. Coordinate scheduling, submittals, and Work of various sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
2. Schedule work in accordance with current Project Construction Schedule.
 - a. Coordinate schedules of all trades.
 - b. Verify timely deliveries of products for installation by other trades.
 - c. Verify that labor and equipment are adequate for Work and schedule.
 - d. Verify that material deliveries are adequate to maintain schedule.

1.07 PROJECT MEETINGS

A. Preconstruction Meetings:

1. Owner and the Construction Manager will manage the preconstruction meeting for execution of Owner-Contractor Contract and exchange of preliminary submittals.

B. Site Mobilization Meetings

1. Owner will administer site mobilization conference at Project site for clarification of Owner and Contractor responsibilities in use of site and for review of administrative procedures.

C. Progress Meetings

1. Contractor shall attend the weekly project site meetings throughout the course of the Work. Contractor shall make physical arrangements for the meetings, prepare agenda with copies of the meeting minutes from the previous meeting and all necessary logs and schedules for the participants.

2. The Owner or the Construction Manager shall preside at the weekly meetings.

3. The Construction Manager will provide meeting minute's format/template. The Construction Manager shall record the minutes at the meetings which shall be distributed by the Contractor Manager within two days to Owner, Architect, Engineer, subcontractors, participants at the meetings, and those affected by decisions made at the meetings.

4. Attendees shall include Contractor's project manager and superintendent, Owner, Construction Manager, and Architect/Engineer as appropriate to the topics for each meeting.

5. Suggested agenda topics: informational items, safety, schedule review, RFI & ASI review, submittal review, Contractor issues, design issues, owner issues, change order requests and pay applications, and closeout.

D. Pre-Installation Meeting

1. Prior to commencement of critical new activities on site, Contractor shall conduct a Pre-Installation Meeting. Contractor shall ensure that all relevant subcontractors are present inclusive of those performing work immediately prior and subsequent to the subject activity as well as those who are impacted by the Work.

2. The purpose of the meeting is to review field conditions to confirm that the site and all previous work is ready for the commencement of the new activity, confirm clear understanding of the intention of the plans and specifications and to identify potential risks and resolutions to those risks related to the proposed work.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION 01 31 00

01 31 23
PROJECT MANAGEMENT DATABASE

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Related Requirements
- B. Summary
- C. General Requirements
- D. System Requirements
- E. System Access
- F. System Use

1.02 RELATED REQUIREMENTS

- A. General Conditions of the Contract for Construction

1.03 SUMMARY

A. Project Management Communications: The Owner, Contractor and Architect shall use the Internet web-based project management communications tool, E-Builder® ASP software and protocols included in that software during this project. The use of project management communications as herein described does not replace or change any contractual responsibilities of the participants.

B. Purpose: The intent of using E-Builder® is to improve project work efforts by promoting timely initial communications and responses and to reduce the number of paper documents while providing improved record keeping by creation of electronic document files.

1.04 GENERAL REQUIREMENTS

A. Project management communications is available through E-Builder® as provided by "E-Builder®" in the form and manner required by the Owner.

B. The project communications database is on-line and fully functional. User registration, electronic and computer equipment, and Internet connections are the responsibility of each project participant.

C. Support: E-Builder® will provide on-going support through on-line help files.

D. Training: The District will provide a minimum 2-hour e-Builder Training Session for awarded Contractor's project manager or lead member of Contractor's project staff for the specific E-Builder modules required on this project.

E. Authorized Users: Access to the web site will be by individuals who are licensed users as required by the Owner.

F. Licenses Granted by Owner: Owner shall pay for and provide licenses for the following members of the project team:

1. Lead member of Architect's design team responsible.
2. Contractor's project manager or lead member of Contractor's project staff.
3. Owner's project manager or representative.
4. Others as deemed appropriate by Owner.

1.05 SYSTEM REQUIREMENTS

A. System Configuration:

1. Operating System: Windows 7 or later, or OS X v10.8 or later.

2. Display capable of SVGA (1024 x 768 pixels) 256 colors display.
 3. 101 key Keyboard.
 4. Mouse or other pointing device.
- B. Operating system and software configuration:
1. All software shall be properly licensed with vendors or developers. Use of "E-Builder" does not convey any rights or licensure for use of any software, hardware or internet service provider.
 2. Software Configuration:
 - a. The most current version of Microsoft Internet Explorer, Google Chrome, or Safari. This specification is not intended to restrict the host server or client computers provided that industry standard HTTP clients may access the published content.
 - b. The most current version of Adobe Acrobat Reader (current version is a free distribution for download).
 - c. Other plug-ins specified by E-Builder® as applicable to the system (current versions are a free distribution for download from www.e-builder.net).
 - d. Users are recommended to have properly licensed versions of the standard Microsoft Office Suite (current version must be purchased) or the equivalent.

1.06 SYSTEM ACCESS

- A. Minimum Equipment and Internet Connection: In addition to other requirements specified in this Section, the Contractor shall be responsible for providing suitable computer systems for each licensed user at the user's normal work location with high-speed Internet access, i.e. DSL, local cable company's Internet connection, or T1 connection.
- B. Authorized users will be contacted directly by the web site provider, E-Builder®, who will assign the temporary user password.
- C. Individuals shall be responsible for the proper use of their passwords and access to data as agents of the company in which they are employed.

1.07 SYSTEM USE

- A. Owner's Administrative Users: Owner administrative users have access and control of user licenses and all posted items. **DO NOT POST PRIVATE ITEMS OR YOUR COMPANY'S CONFIDENTIAL ITEMS IN THE DATABASE!**
- B. Improper or abusive language toward any party or repeated posting of items intended to deceive or disrupt the work of the project will not be tolerated and will result in deletion of the offensive items and revocation of user license at the sole discretion of the Administrative User(s). Costs incurred or associated with such issues shall be the financial responsibility of the party responsible for the transgression.
- C. Communications: Communication for this project for the items listed below shall be solely through E-Builder®
1. Submission of Contractor shop drawings and submittals, and receiving processed shop drawings and submittals.
 2. Submission of Requests for Information (RFI) and receiving RFI responses from the Owner and Architect.
 3. Receiving Architect's Supplemental Instructions.
 4. Submission of invoices and approval or rejection of same.
 5. Distribution of meeting minutes.
 6. Submission of as-built record drawings (electronic format).

7. Submission of test results and Operation and Maintenance (O&M) manuals (electronic format).
 8. Submission of Change Orders (COs) and contract amendments and approval or rejection of same.
 9. Transmission of formal letters and notices between the District and the Contractor.
 10. All other communication shall be conducted in an industry standard manner.
- D. In the event of occasional operational problems with e-Builder, transmission of the above documents may be done for a temporary period of time by hand carrying, email, normal mail or express mail. Prior approval must be obtained from the District before utilizing this backup communication system and a resumption of e-Builder use is to initiate as soon as the operational problems are corrected.
- E. Communications shall be labeled in a manner that is site- and Contractor-specific and references projects in a coded sequential method. The Owner and Architects will refer to RFIs, Submittals, ASIs, and all other eBuilder tracked communications with the eBuilder assigned number. It is the Contractor's responsibility to coordinate their numbering system with the eBuilder assigned numbers.
- F. Project Documentation: The following project documentation will be prepared by Contractor, converted to PDF electronic format, and shall be uploaded to E-Builder® on a **weekly basis** or as project record documents:
1. Project Schedule (See Requirements in the Contract General Conditions).
 2. Contractor's Health and Safety Evaluation (See Requirements in Section 01 32 00).
 3. Contractor's Daily Construction Progress Reports (See Requirements in Section 01 32 00).
 4. Photographic Documentation (See Requirements in Section 01 32 00).
 5. Other project supporting documentation as required by District.
 6. Close-Out Submittals (See Requirements in Section 01 77 00).
- G. Document Integrity and Revisions:
1. Documents, comments, drawings and other records posted to the system shall remain for the project record. The authorship time and date shall be recorded for each document submitted to the system. Submitting a new document or record with a unique ID, authorship, and time stamp shall be the method used to make modifications or corrections.
 2. The system shall identify revised or superseded documents and their predecessors.
 3. Server or Client side software enhancements during the life of the project shall not alter or restrict the content data published by the system. System upgrades shall not affect access to older documents or software.
- H. Document Security: The system shall provide a method for communication of documents. Documents shall allow security group assignment to respect the contractual parties' communication except for Administrative Users.
- I. Document Integration: Documents of various types shall be logically related to one another and discoverable.
- J. Notifications and Distribution: Document distribution to project members shall be accomplished both within the extranet system and via email as appropriate. Project document distribution to parties outside of the project communication system shall be accomplished by secure email of outgoing documents and attachments, readable by a standard email client.

K. Ownership of Documents and Information: All documents, files or other information posted on the system shall become the property of the Owner.

PART 2 – PRODUCTS – NOT USED

PART 3 – EXECUTION – NOT USED

END OF SECTION 01 31 23

01 32 00
CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Related Requirements
- B. Scheduling of Work
- C. Construction Progress Schedule
- D. Three Week Look Ahead
- E. Recovery Schedule
- F. Submittals Schedule
- G. Deferred Submittals
- H. Site Specific Safety Plans
- I. Site Specific Staging and Logistics Plan
- J. Contractor Health and Safety Evaluation
- K. Construction Progress Reporting
- L. Periodic Work Observation
- M. Photographic Documentation

1.02 RELATED REQUIREMENTS

- A. General Conditions of the Contract for Construction.

1.03 SCHEDULING OF WORK

- A. The primary objectives of the project scheduling program are as follows:
 - 1. To ensure the adequate planning, scheduling, and execution of the construction activities so they may be prosecuted in an orderly and expeditious manner within the Contract Time and the Milestones stipulated by the Contract.
 - 2. To provide optimum coordination between Subcontractors.
 - 3. To establish the basis for measuring and monitoring individual Contractor progress and overall project progress.
 - 4. To detect problems for the purpose of taking corrective action to maintain the scheduled program and to provide a mechanism or tool for determining and monitoring such corrective actions.
- B. If the Contractor should desire or intend to complete the Work earlier than any required Milestone or Completion date, the District, Architect/Engineer or the District's Representative shall not be liable to the Contractor for any costs or other damages should the Contractor be unable to complete the Work before this earlier date. The duties, obligations and warranties of the District to the Contractor shall be consistent with and applicable only to the completion of the Work on the Milestone and Completion dates required in the Contract, unless the District, the District's Representative and the Contractor otherwise agree in writing.

1.04 CONSTRUCTION PROGRESS SCHEDULE

- A. Pursuant to the General Conditions of this Contract, the following additional scheduling requirements are a part of this Contract.
- B. The Construction Progress Schedule shall be created using the current version of MS Project or approved equal.
- C. Work under this Section shall consist of completing a Construction Progress Schedule

showing in detail how the Contractor plans to execute and coordinate the Work.

D. Each work item on the Construction Progress Schedule, as well as being correlated to the payment document, shall be broken into feasible work segments/activities (where practicable) with individual starting and stopping dates.

E. Work shall be segmented to demonstrate its relationship to the various Milestone Dates. Activity titles shall be self-explanatory and abbreviations shall be shown in the legend.

1.05 THREE WEEK LOOK AHEAD SCHEDULE

A. Each week the Contractor shall prepare and present an update schedule showing the planned activities for the next three weeks and 1 week prior. The schedule shall be coordinated with the master schedule and accurately portray activities completed and activities planned for the upcoming weeks. Unless otherwise directed by the Owner, the Contractor shall present this schedule at the weekly meeting.

B. Provide copies to the participants at the time of the weekly Progress Meeting.

C. Format shall be 11" by 17" or as necessary to be easily legible.

1.06 RECOVERY SCHEDULE

A. Should any conditions exist, such that certain activities shown on the Contractor's Construction Progress Schedule fall behind schedule to the extent that any of the critical path Milestones or Completion Dates are in jeopardy, the Contractor shall be required to, at no cost to the District, prepare and submit a supplementary Recovery Schedule. The Recovery Schedule shall be in a written form with appropriate details including an explanation and display on how he/she intends to reschedule those activities to regain compliance with the Construction Progress Schedule during the immediate subsequent pay period.

B. The Contractor and District's Representative shall do the following after determination of the requirement for a Recovery Schedule:

1. Within three (3) calendar days, the Contractor shall present to the District's Representative the Recovery Schedule.

2. The Recovery Schedule shall represent the Contractor's best judgment regarding how to reorganize and accelerate the Work to get back on schedule within the immediate subsequent pay period. The Recovery Schedule shall be prepared to a similar level of detail as the Construction Progress Schedule.

C. Five (5) calendar days prior to the expiration of the Recovery Schedule, the District's Representative and the Contractor will meet at the job site to determine whether the Contractor has regained compliance with the Construction Schedule. At the direction of the District's Representative, one of the following will happen:

1. If, in the opinion of the District's Representative, the Contractor is still behind schedule, the Contractor in conjunction with the District's Representative will prepare another Recovery Schedule, at the Contractor's expense to take effect during the immediate subsequent pay period.

2. If, in the opinion of the District's Representative, the Contractor has sufficiently regained compliance with the Construction Schedule, the use of the Construction Schedule will be resumed.

1.07 SUBMITTALS SCHEDULE

A. In conjunction with the preparation of the Construction Progress Schedule, the Contractor Shall prepare a Submittals Schedule that shall outline all required submittals and when they are required to be approved based on ordering lead times and the incorporation of products

into the Work in conformance with the Construction Progress Schedule.

B. Contractor shall then reverse engineer the Submittals Schedule to determine when submittals need to be provided to the District and design team, noting latest approval dates and factoring in time for the re-submittal of items if necessary.

C. The Submittals Schedule shall be clearly identified within Construction Progress Schedule and shall be updated and reviewed at each Project Progress Meeting.

D. Contractor shall fill out submittal log that will include all dates associated with submittals. The log will be updated accordingly and submitted weekly for approval.

1.08 DEFERRED SUBMITTALS

A. Certain components of the Work under this project are Delegated Design. It is the Contractor's responsibility to coordinate and assume or assign to subcontractors the complete responsibility for the design, calculation, submittals, fabrication, transportation and installation of the Delegated Design portions or components as required. Delegated Design components of the Work are defined as complete operational systems, provided for their intended use.

B. Submit deferred submittals for Delegated Design elements to the governing agency for the separate approval of each Delegated Design item. Where required, provide design and calculations stamped by a professional engineer licensed in the State of Oregon.

C. Owner shall not be responsible to pay for any delays, additional products, additional hours of work or overtime, restocking or rework required due to failure by the Contractor or the subcontractor to coordinate their work with the work of the other trades on the project or to provide the Delegated Design portion or component in a timely manner to meet the schedule of the project.

1.09 SITE SPECIFIC SAFETY PLAN

A. In an effort to reduce accidents and maintain a safe work site, the Contractor, prior to any work on site, shall submit to the Owner a detailed site-specific safety plan which outlines, at a minimum, a detailed description of the following:

1. Facility Safety and Security
2. Construction Safety and Security
3. Disaster Response
4. Emergency Procedures and Protection
5. Safety and Health Procedures and Work Practices pertaining to;
 - a. Demolition
 - b. Electrical
 - c. Excavations
 - d. Fall Protection
 - e. Fire Prevention
 - f. Hazard Communications
 - g. Heavy Equipment
 - h. Housekeeping
 - i. Mobile Cranes
 - j. Scaffolding
 - k. Signs – Barricades – Fencing

1.10 SITE SPECIFIC STAGING AND LOGISTICS PLAN

A. The Contractor, prior to any work on site, shall submit to the Owner a detailed site specific

staging and logistics plan

1.11 CONTRACTOR HEALTH AND SAFETY EVALUATION FORM

A. The Contractor, prior to any work on site, shall fill out the Owner's required Contractor Health and Safety Evaluation form, and participate in the completion of a Hazard and Potential Exposure Evaluation Checklist.

B. The Owner will provide the Contractor with these forms.

1.12 CONSTRUCTION PROGRESS REPORTING

A. The Contractor shall review the progress and quality of the Work on a daily basis and shall report on that progress daily and upload the reports to e-Builder.

B. Written progress reports shall include, at a minimum:

1. Project name.
2. Date.
3. Author of report.
4. Weather conditions including wind, precipitation and temperature.
5. Trades present through the reporting period and count.
6. A summary of the Work performed that day.
7. Materials and equipment delivered, utilized and/or stored on site.
8. Conformance with Contract Documents and/or any observed deviations.
9. Conformance with or deviation from Construction Progress Schedule.
10. Tests and/or inspections performed inclusive of results
11. List of site visitors including regulatory agencies and/or testing and inspection entities.
12. Notes from any safety meetings.

1.13 PHOTOGRAPHIC DOCUMENTATION

A. Contractor shall provide ground-level, color digital progress photos weekly for a permanent record of the Project. Photos should be dated and include a description of the picture and the camera location. Contractor shall upload all photos to e-Builder.

B. Contractor shall determine at least six locations for different views. Stand in the same chosen locations week after week until no further progress can be seen from that location.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION 01 32 00

01 60 00

PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. General Requirements
- B. Products
- C. Material and Equipment Selection.
- D. Product delivery requirements.
- E. Manufacturer's Instructions.
- F. Product storage and handling requirements.
- G. Product options.

1.02 GENERAL REQUIREMENTS

- A. General conditions of the Contract for Construction.

1.03 PRODUCTS

- A. At minimum, comply with specified requirements and reference standards.
- B. Specified products define standard of quality, type, function, dimension, appearance, and performance required.
- C. Furnish products of qualified manufacturers that are suitable for intended use. Furnish products of each type by single manufacturer unless specified otherwise. Confirm that manufacturer's production capacity can provide sufficient product, on time, to meet Project requirements.
- D. Do not use materials and equipment removed from existing premises except as specifically permitted by Contract Documents.
- E. Furnish interchangeable components from same manufacturer for components being replaced.

1.04 MATERIAL AND EQUIPMENT SELECTION

- A. Manufactured and fabricated products:
 - 1. Design, fabricate and assemble in accordance with the best engineering and shop practices.
 - 2. Manufacture like parts of duplicate units to standard sizes and gauges and to be interchangeable.
 - 3. Where two or more items of the same kind are indicated, provided items that are identical and by the same manufacturer.
 - 4. Provide products suitable for service conditions.
 - 5. Adhere to equipment capacities, sizes, and dimensions shown or specified unless variations are specifically approved in writing.
- B. Do not use material or equipment for any purpose other than that for which it is designed or is specified.
- C. Fabricate and install equipment to deliver its full rated capacity at the efficiency for which it was designed.
- D. Select and install equipment to operate at full capacity without excessive noise or vibration.
- E. Provide electrical products with Underwriter's Laboratories Label or as approved by the

local inspection authority.

1.05 PRODUCT DELIVERY REQUIREMENTS

- A. Transport and handle products according to manufacturer's instructions.
- B. Promptly inspect shipments to ensure products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products; use methods to prevent soiling, disfigurement, or damage.

1.06 MANUFACTURER'S INSTRUCTIONS

- A. Perform work in accordance with manufacturer's printed installation instructions. Obtain and distribute copies of such instructions to parties involved in the installation.
- B. Maintain one set of complete instructions at the job site during installation and until completion.
- C. Handle, install, connect, clean, condition, and adjust products in strict accordance with manufacturer's printed instructions and in conformity with specified requirements.
- D. Consult with the Architect for further instructions should job conditions or specified requirements conflict with manufacturer's instructions.
- E. Do not proceed with work without clear instructions.
- F. Do not omit any preparatory step or installation procedure unless specifically modified or exempted by the Contract Documents.

1.07 PRODUCT STORAGE AND HANDLING REQUIREMENTS

- A. Store and protect products according to manufacturer's instructions.
- B. Store products with seals and labels intact and legible.
- C. Store sensitive products in weather-tight, climate-controlled enclosures in an environment suitable to product.
- D. For exterior storage of fabricated products, place products on sloped supports aboveground.
- E. Provide off-Site storage and protection when Site does not permit on-Site storage or protection.
- F. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- G. Store loose granular materials on solid flat surfaces in well-drained area. Prevent mixing with foreign matter.
- H. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

1.08 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Products complying with specified reference standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of one of the manufacturers named and comply with Specifications; no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with Provision for Substitutions: Submit Request for Substitution for any manufacturer not named.
- D. Or Approved Equal: Where products are specified by name and accompanied by the

term “or equal” or “or approved equal” or “or approved”, comply with District Substitution Request Procedures.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION - NOT USED

END OF SECTION

01 73 00

EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Related Requirements
- B. Related Sections
- C. Starting of Systems
- D. Demonstration and Instructions
- E. Testing, Adjusting, and Balancing
- F. Project Record Documents
- G. Operation and Maintenance Data
- H. Spare Parts and Maintenance Products
- I. Product Warranties and Product Bonds
- J. Maintenance Service
- K. Examination
- L. Preparation
- M. Execution
- N. Protecting Installed Construction
- O. Final Cleaning

1.02 RELATED REQUIREMENTS

- A. General conditions of the Contract for Construction.

1.03 RELATED SECTIONS

- A. Section 01 10 00 – Summary of Work
- B. Section 01 40 00 – Quality Requirements
- C. Section 01 77 00 – Closeout Procedures

1.04 STARTING OF SYSTEMS

Not Used

1.05 DEMONSTRATION AND INSTRUCTIONS

- A. Demonstrate operation and maintenance of products to Owner's personnel two weeks prior to date of Substantial Completion.
- B. Demonstrate Project equipment by qualified manufacturer's representative who is knowledgeable about the Project.
- C. Use operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.
- D. Prepare and insert additional data in operations and maintenance manuals when the need for additional data becomes apparent during instruction.

1.06 TESTING, ADJUSTING, AND BALANCING

Not Used

1.07 COMMISSIONING (BY OWNER)

Not Used

1.08 PROJECT RECORD DOCUMENTS

- A. Record documents are prepared by the Architect. As-built documents are prepared by the Contractor.
- B. Maintain on Site one set of the following documents as a basis for as-built documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed Shop Drawings, product data, and Samples.
 - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- C. Ensure entries are complete and accurate, enabling future reference by Owner.
- D. Store as-built documents separate from documents used for construction.
- E. Record information concurrent with construction progress, not less than weekly.
- F. Specifications: Legibly mark and record, at each product Section, description of actual products installed, including the following:
 - 1. Manufacturer's name and product model and number.
 - 2. Product substitutions or alternates used.
 - 3. Changes made by Addenda and modifications.
- G. As-Built Drawings and Shop Drawings: Legibly mark each item to record actual construction as follows:
 - 1. Include Contract modifications such as Addenda, supplementary instructions, change directives, field orders, minor changes in the Work, RFI's, and change orders.
 - 2. Include locations of concealed elements of the Work.
 - 3. Identify depth of buried utility lines and provide dimensions showing distances from permanent facility components that are parallel to utilities.
 - 4. Dimension ends, corners, and junctions of buried utilities to permanent facility components using triangulation.
 - 5. Identify and locate existing buried or concealed items encountered during Project.
 - 6. Measured depths of foundations in relation to finish main floor datum.
 - 7. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - 8. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
 - 9. Field changes of dimension and detail.
 - 10. Details not on original Drawings.
- H. As-built document submittal requirements specified in Section 01 77 00 – Closeout Procedures: Closeout Requirements.
- I. The contractor will be required to learn and use Owner Project Management database (e-Builder) for this project. Refer to Section 01 31 23 – Project Management Database.

1.09 OPERATION AND MAINTENANCE DATA

- A. Submit in PDF composite electronic indexed file.
- B. Internally subdivide contents with pdf bookmarks, logically organized as described below;
- C. Drawings: Provide hyperlinked electronic pdf drawings.
- D. Contents: Prepare hyperlinked table of contents with each product or system description identified, in two parts as follows:

1. Part 1: PDF directory, listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.
2. Part 2: PDF of the Operation and maintenance instructions arranged and by system and subdivided /hyperlinked by Specification Section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Include the following:
 - a. Significant design criteria.
 - b. Maintenance instructions for finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.

1.10 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Furnish spare parts, maintenance, and extra products in quantities specified in individual Specification Sections.
- B. Deliver to Project Site or another location as directed by Owner; obtain receipt prior to final payment.

1.11 PRODUCT WARRANTIES AND PRODUCT BONDS

- A. Obtain warranties and bonds executed in duplicate by responsible Subcontractors suppliers, and manufacturers within ten days after completion on applicable item of Work.
- B. Execute and assemble transferable warranty documents and bonds from Subcontractors, suppliers, and manufacturers.
- C. Verify documents are in proper form, contain full information, and are notarized.
- D. Co-execute submittals when required.
- E. Time of Submittals:
 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within ten days after acceptance.
 2. Make other submittals within ten days after date of Substantial Completion, prior to final Application for Payment.
 3. For items of Work for which acceptance is delayed beyond Substantial Completion, submit within ten days after acceptance, listing date of acceptance as beginning of warranty or bond period.

1.12 MAINTENANCE SERVICE

- A. Furnish service and maintenance of components indicated in Specification Sections for one (1) year from date of Substantial Completion during warranty period.
- B. Do not assign or transfer maintenance service to agent or Subcontractor without prior written consent of District.

PART 2 - PRODUCTS - NOT USED

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Verify that existing Site conditions and substrate surfaces are acceptable for subsequent Work. Beginning new Work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new Work being applied or attached.
- C. Examine and verify specific conditions described in individual Specification Sections.

3.02 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance according to manufacturer's instructions.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer-required or -recommended substrate primer, sealer, or conditioner prior to applying new material or substance in contact or bond.

3.03 EXECUTION

- A. Comply with manufacturer's installation instructions, performing each step in sequence. Maintain one set of manufacturer's installation instructions at Project Site during installation and until completion of construction.
- B. When manufacturer's installation instructions conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.
- C. Verify that field measurements are as indicated on approved Shop Drawings or as instructed by manufacturer.
- D. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.
 - 1. Secure Work true to line and level and within specified tolerances, or if not specified, industry-recognized tolerances.
 - 2. Physically separate products in place, provide electrical insulation, or provide protective Coatings to prevent galvanic action or corrosion between dissimilar metals.
 - 3. Exposed Joints: Provide uniform joint width and arrange to obtain best visual effect. Refer questionable visual-effect choices to Architect/Engineer for final decision.
- E. Allow for expansion of materials and building movement.
- F. Climatic Conditions and Project Status: Install each unit of Work under conditions to ensure best possible results in coordination with entire Project.
 - 1. Isolate each unit of Work from incompatible Work as necessary to prevent deterioration.
 - 2. Coordinate enclosure of Work with required inspections and tests to minimize necessity of uncovering Work for those purposes.
- G. Mounting Heights: Where not indicated, mount individual units of Work at industry recognized standard mounting heights for particular application indicated.
 - 1. Refer questionable mounting heights choices to Architect/Engineer for final decision.
 - 2. Elements Identified as Accessible to Handicapped: Comply with applicable codes and regulations.
- H. Adjust operating products and equipment to ensure smooth and unhindered operation.

3.04 PROTECTING INSTALLED CONSTRUCTION

- A. Protect installed Work and provide special protection where specified in individual Specification Sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate Work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Use durable sheet materials to protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects.

- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. When traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.
- G. Refer for Section 01 10 00 – Summary of Work for more information.

3.05 FINAL CLEANING

- A. Execute final cleaning prior to final Project assessment.
- B. Employ experienced personnel or professional cleaning firm.
- C. Clean equipment and fixtures to sanitary condition with appropriate cleaning materials.
- D. Clean permanent filters of operating equipment.
- E. Clean debris from roofs, gutters, downspouts, and drainage systems.
- F. Verify industry standard approach for addressing excess granular fines, so as not to void roof warranty. Vacuum loose granular fines from the cap sheet of new roofs so that they don't wash down the roof drains.
- G. Clean Site; sweep paved areas, rake clean landscaped surfaces.
- H. Remove waste and surplus materials, rubbish, and construction facilities from Site.
- I. Repair, patch, and touch up marred surfaces.

END OF SECTION 01 73 00

01 77 00
CLOSEOUT PROCEDURES

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Related Sections
- B. Preliminary Closeout Reviews
- C. Substantial Completion Documentation
- D. Closeout Requirements

1.02 RELATED SECTIONS

- A. Section 01 73 00 - Execution and Closeout Requirements

1.03 PRELIMINARY CLOSEOUT REVIEWS

- A. Submit a closeout submittal log prior to the first payment application for review and approval by the District.
- B. When Contractor considers Work Substantially Complete, submit written certification that:
 - 1. Contract Documents have been reviewed.
 - 2. Contractor has inspected Work for compliance with Contract Documents.
 - 3. Work has been completed in accordance with Contract Documents.
 - 4. The Project, properties, and streets are finally cleaned of debris and dirt caused by Contractor operations.
 - 5. Work is substantially complete and ready for final inspection.
 - 6. Provide preliminary punch list identifying any known corrective items
- C. District Representative will coordinate inspection of the Work to verify completion status as soon as possible after receipt of Contractor's certification.
- D. Should District Representative consider Work incomplete or defective:
 - 1. Representative will promptly notify Contractor in writing incomplete or defective work.
 - 2. Contractor shall immediately remedy deficiencies and send second written certification that Work is complete.
 - 3. Representative will coordinate re-inspection of the Work.
- E. When District, District Representative and Architect/Engineer find Work acceptable under Contract Documents, they will jointly request Contractor to make closeout submittals.
- F. Re-inspection Fees: Should more than two Substantial inspections or one Final inspection be required due to Contractor's failure to correct specified deficiencies, the Contractor shall bear all costs (including compensation for the Construction Manager, Architect, and Engineer's additional services) made necessary thereby.

1.04 SUBSTANTIAL COMPLETION DOCUMENTATION

- A. General: Contractor shall submit documentation for Substantial Completion when it is evident that the Project can be occupied for its intended use and Final Completion can be achieved within thirty (30) days.
- B. Complete the following before requesting review for certification of Substantial Completion, either for entire Work or for portions of Work.
 - 1. Create a list of items that are incomplete with the request. Include the value of incomplete Work, and reason for Work being incomplete.

2. Include supporting documentation for completing as indicated in these Contract Documents.
3. Submit statement showing accounting of changes to Contract Sum.
4. Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final certifications and similar documents.
5. Deliver tools, spare parts, extra stock of material and similar physical items as directed by the Owner.
6. Complete final cleanup requirements.
7. Obtain Authorities Having Jurisdiction (AHJ) approvals as required and submit signed final permit in Closeout Documents.
8. Complete major punch list items.
9. Provide all certifications, reports and inspection records confirming that all work has been completed in accordance with the Contract Documents.

1.05 CLOSEOUT REQUIREMENTS

- A. Subsequent to final punch list sign-off and prior to Application for Final Payment, submit all record documents to District that are required by governing or other authorities.
- B. Deliver salvaged materials, extra stock materials, and maintenance supplies to Owner.
- C. Remove all temporary services and contractor property from premises and affected areas restored.
- D. Provide the following Closeout Documents. All documents are to be uploaded to e-Builder.
 1. Closeout pdf documentations;
 - a. A Table of Contents, tab dividers for each item, and divider sheets describing the information to follow behind each tab divider.
 - b. A list of subcontractors with contact information (including emergency phone number), and a summary description of their scope of work.
 - c. A list of manufacturers with phone numbers and addresses of local distributors, service representatives and parts dealers. Include 24-hour service representatives when available.
 - d. Warranties and guarantees from all subcontractors and suppliers including contact information for each warranty and a detailed description of their scope of work.
 - e. The letter from the Contractor stating that the Work is Substantially Complete.
 - f. The Architect's and Engineer's Substantial Completion Observation Reports and punch lists.
 - g. The signed Substantial Completion Certificate.
 - h. Record of the final punch list work being completed and accepted by Owner, Construction Manager, Architect, and Engineers.
 - i. The final Application for Payment.
 - j. Contractor's affidavit of payment of debts and claims.
 - k. Certificate of consent of surety company to final payment.
 - l. Contractor's certificate of completion and release of liens.
 - m. Final permit(s) with all required signatures.
 - n. Temporary Certificate of Occupancy and/or Certificate of Occupancy (if applicable).
 - o. Special inspector's final report.
 - p. Structural engineer's final sign-off.

- q. Signed transmittal for delivery of salvaged parts, extra stock materials, and maintenance supplies to BSD.
- r. A summary of trainings completed and participants.
- 2. As-built Drawings (one electronic copy):
 - a. Contractor shall submit a color scan of their fully-updated as-built drawings as defined in Section 01 73 00 - Execution and Closeout Requirements.
 - b. Architect will use Contractor's as-built drawings as the basis for project Record Drawings.
- 3. As-built Specifications (one electronic copy):
 - a. Contractor shall submit a color scan of their fully-updated Record Specifications as defined in Section 01 73 00 - Execution and Closeout Requirements.
 - b. Architect will use Contractor's as-built specifications as the basis for project Record Specifications.
- 4. Operation and Maintenance Manuals (one electronic copy):
 - a. Contractor shall submit O&M manuals as defined in Section 01 73 00 – Execution and Closeout Requirements.

H. Final Payment Documentation: The final payment for the remaining retained percentages shall not become due until the Contractor submits:

- 1. An affidavit that all payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might in any way be responsible, have been paid or will be paid or otherwise satisfied within thirty (30) days after receipt of final payment from the Owner.
- 2. Consent of surety to final payment.
- 3. Certificate of Completion and Release of Liens.
- 4. All Closeout Documents have been accepted by the Owner.
- 5. If any third party fails or refuses to provide a release of claim or waiver of lien as required by the Owner, the Contractor shall furnish a bond satisfactory to the Owner to indemnify the Owner from liability.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION 01 77 00