# **PROJECT MANUAL**

# CHAMPAIGN COUNTY PLAZA PARKING GARAGE RENOVATION

FOR

CHAMPAIGN COUNTY, ILLINOIS 100 E. Main Street URBANA, ILLINOIS 61801

# **ISSUED FOR BID**

Architect's Project # 21212

ITB # 2022-007

September 8, 2022

Bailey Edward Design, Inc. 1103 S. Mattis Avenue Champaign, Illinois 61821 217.363.3375

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# DIVISION 0 – BIDDING AND CONTRACT REQUIREMENTS Section 00 11 16 – Invitation to Bid

# **INVITATION TO BID:**

# CHAMPAIGN COUNTY PLAZA PARKING GARAGE RENOVATION

Sealed bids for the Champaign County Plaza Parking Garage Renovation Project will be received by the Champaign County at the Brookens Administrative Center, 1776 East Washington Street, Urbana, IL 61802. Bids will be opened publicly.

Work generally includes but is not limited to the following:

- Repair of structural elements
- Concrete repair and replacement
- Handrails

Proposals must be submitted on the forms provided and shall contain no qualifications or interlineations. In submitting a bid, it is agreed that the bid may not be withdrawn for a period of thirty (30) days after Bid Date.

The Owner reserves the right to require from any bidder, prior to contract award, a detailed statement regarding the business and technical organization of the bidder that is available for the contemplated work, and a list of his proposed subcontractors. Information pertaining to financial resources may also be required.

A Bid Security in the form of a cashier's check, certified check, or acceptable bidder's surety bond, made payable to the Owner, in an amount that is not less than ten percent (10%) of the Bid proposal submitted, including all Alternates, shall accompany each Bid as a guarantee that: (1) the Bidder will not modify, withdraw or cancel the proposal for thirty (30) days after the bid date; and (2) the bidder, if awarded the contract, will promptly enter into a contract and execute such bonds and furnish such insurance certificates as may be required. Should the Bidder fail to honor these two (2) guarantees for any reason, the Owner shall total the damages and shall deduct the amount of such damages from the Bidder's Bid Security. Should the damages total less than the amount of the Bid Security, the difference shall be returned to the Bidder. However, all damages in excess of the Bid Security shall be borne by the Owner. Damages may include, but shall not be limited to, reasonable compensation for the Owner's additional time spent, additional Architect's fees, costs to the Owner for delays in completion of the Work based upon the Bidders proposed Contract Time and the Contract Time as Awarded including, but not limited to, interest expense and lost revenue, the difference between the Bidder's proposed Contract Sum and the Contract Sum as awarded and costs to re bid the Project should such action become necessary. Such bid securities will be returned to the unsuccessful bidders after execution of the Contract.

Sealed bids for the proposed work will be received up to the hour of **2:00 P.M.** Central Daylight Time on **Thursday**, **September 29**, **2022** at the Shields-Carter Meeting Room, Brookens Administrative Center, 1776 East Washington Street, Urbana, IL 61802.

A pre-bid conference will be held in the County Plaza Building, 101 E. Main Streett, Urbana, IL 61802, on **Friday**, **September 16**, **2022** at **2:00 P.M.** CDT.

A complete set of documents will be available from Eastern Engineering, 404 E. University Ave., Champaign, IL. 61820, www.easternengineering.com, 217.359.3261.

Refundable Plan Deposit: \$75 for each set of bid documents. Two (2) sets maximum, Additional sets may be purchased without refund. For Electronic sets, contact Eastern Engineering at <a href="www.easternengineering.com">www.easternengineering.com</a>, 217.359.3261.

Plan deposits will be refunded in full upon the return of the Bid Documents, in good condition, within ten (10) days after the bid opening. The deposits of General Contractors, who do not submit a bonafide bid or do not return the Bid Documents within ten (10) days after the bid opening, will not be refunded.

Contractor and Subcontractors shall include in bids, the cost for the current prevailing wage (Illinois Prevailing Wage Act - 820 ILCS 130/0.01 et seq.). The Contractor shall ensure that any Subcontractors shall comply with the Illinois Prevailing Wage Act.

The Owner reserves the right to reject any or all bids, to waive any irregularities in the bidding, or to accept the bids that in their judgment will be for their best interest.

Once awarded the contract, the Contractor will furnish a satisfactory performance bond, execute the contract and proceed with the work. The Contractor shall indicate the amount of the performance bond on the bid form.

END OF SECTION 00 11 16

# DIVISION 0 – BIDDING AND CONTRACT REQUIREMENTS

PART 1 - Section 00 21 13 - Instructions to Bidders

# 1.1 INSTRUCTIONS TO BIDDERS

- A. AIA Document A701, "Instructions to Bidders," is hereby incorporated into the Procurement and Contracting Requirements by reference.
  - 1. A copy of AIA Document A701-2018, "Instructions to Bidders," is bound in this Project Manual.
- B. AIA Document A201 "General Conditions" is hereby incorporated into the Procurement.
  - 1. A copy of AIA Document A201-2017 "General Conditions" is bound in this project manual.

END OF DOCUMENT 00 21 13

# Instructions to Bidders

for the following Project: (Name, location, and detailed description)

Champaign County Plaza 101 E. Main Street Urbana, IL 61801

#### THE OWNER:

(Name, legal status, address, and other information)

Champaign County, IL 1776 East Washington Street Urbana, IL 61802

#### THE ARCHITECT:

(Name, legal status, address, and other information)

Bailey Edward Design, Inc. 1103 S. Mattis Avenue Champaign, IL 61821 Telephone Number: 217.363.3375

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- 3 BIDDING DOCUMENTS
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#### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

FEDERAL, STATE, AND LOCAL LAWS MAY IMPOSE REQUIREMENTS ON PUBLIC PROCUREMENT CONTRACTS. CONSULT LOCAL AUTHORITIES OR AN ATTORNEY TO VERIFY REQUIREMENTS APPLICABLE TO THIS PROCUREMENT BEFORE COMPLETING THIS FORM.

It is intended that AIA Document G612<sup>™</sup>–2017, Owner's Instructions to the Architect, Parts A and B will be completed prior to using this document.

#### **ARTICLE 1 DEFINITIONS**

- § 1.1 Bidding Documents include the Bidding Requirements and the Proposed Contract Documents. The Bidding Requirements consist of the advertisement or invitation to bid, Instructions to Bidders, supplementary instructions to bidders, the bid form, and any other bidding forms. The Proposed Contract Documents consist of the unexecuted form of Agreement between the Owner and Contractor and that Agreement's Exhibits, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, all Addenda, and all other documents enumerated in Article 8 of these Instructions.
- § 1.2 Definitions set forth in the General Conditions of the Contract for Construction, or in other Proposed Contract Documents apply to the Bidding Documents.
- § 1.3 Addenda are written or graphic instruments issued by the Architect, which, by additions, deletions, clarifications, or corrections, modify or interpret the Bidding Documents.
- § 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.
- § 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents, to which Work may be added or deleted by sums stated in Alternate Bids.
- § 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from, or that does not change, the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.
- § 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, as described in the Bidding Documents.
- § 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.
- § 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment, or labor for a portion of the Work.

# **ARTICLE 2 BIDDER'S REPRESENTATIONS**

- § 2.1 By submitting a Bid, the Bidder represents that:
  - .1 the Bidder has read and understands the Bidding Documents;
  - .2 the Bidder understands how the Bidding Documents relate to other portions of the Project, if any, being bid concurrently or presently under construction;
  - .3 the Bid complies with the Bidding Documents;
  - 4 the Bidder has visited the site, become familiar with local conditions under which the Work is to be performed, and has correlated the Bidder's observations with the requirements of the Proposed Contract Documents;
  - .5 the Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception; and
  - .6 the Bidder has read and understands the provisions for liquidated damages, if any, set forth in the form of Agreement between the Owner and Contractor.

#### ARTICLE 3 BIDDING DOCUMENTS

# § 3.1 Distribution

§ 3.1.1 Bidders shall obtain complete Bidding Documents, as indicated below, from the issuing office designated in the advertisement or invitation to bid, for the deposit sum, if any, stated therein.

(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall obtain Bidding Documents.)

- § 3.1.2 Any required deposit shall be refunded to Bidders who submit a bona fide Bid and return the paper Bidding Documents in good condition within ten days after receipt of Bids. The cost to replace missing or damaged paper documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the paper Bidding Documents, and the Bidder's deposit will be refunded.
- § 3.1.3 Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the advertisement or invitation to bid, or in supplementary instructions to bidders.
- § 3.1.4 Bidders shall use complete Bidding Documents in preparing Bids. Neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete Bidding Documents.
- § 3.1.5 The Bidding Documents will be available for the sole purpose of obtaining Bids on the Work. No license or grant of use is conferred by distribution of the Bidding Documents.

# § 3.2 Modification or Interpretation of Bidding Documents

- § 3.2.1 The Bidder shall carefully study the Bidding Documents, shall examine the site and local conditions, and shall notify the Architect of errors, inconsistencies, or ambiguities discovered and request clarification or interpretation pursuant to Section 3.2.2.
- § 3.2.2 Requests for clarification or interpretation of the Bidding Documents shall be submitted by the Bidder in writing and shall be received by the Architect at least seven days prior to the date for receipt of Bids. (Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall submit requests for clarification and interpretation.)
- § 3.2.3 Modifications and interpretations of the Bidding Documents shall be made by Addendum. Modifications and interpretations of the Bidding Documents made in any other manner shall not be binding, and Bidders shall not rely upon them.

#### § 3.3 Substitutions

§ 3.3.1 The materials, products, and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.

# § 3.3.2 Substitution Process

- § 3.3.2.1 Written requests for substitutions shall be received by the Architect at least ten days prior to the date for receipt of Bids. Requests shall be submitted in the same manner as that established for submitting clarifications and interpretations in Section 3.2.2.
- § 3.3.2.2 Bidders shall submit substitution requests on a Substitution Request Form if one is provided in the Bidding Documents.
- § 3.3.2.3 If a Substitution Request Form is not provided, requests shall include (1) the name of the material or equipment specified in the Bidding Documents; (2) the reason for the requested substitution; (3) a complete description of the proposed substitution including the name of the material or equipment proposed as the substitute, performance and test data, and relevant drawings; and (4) any other information necessary for an evaluation. The request shall include a statement setting forth changes in other materials, equipment, or other portions of the Work, including changes in the work of other contracts or the impact on any Project Certifications (such as LEED), that will result from incorporation of the proposed substitution.
- § 3.3.3 The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.
- § 3.3.4 If the Architect approves a proposed substitution prior to receipt of Bids, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding, and Bidders shall not rely upon them.

§ 3.3.5 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

#### § 3.4 Addenda

§ 3.4.1 Addenda will be transmitted to Bidders known by the issuing office to have received complete Bidding Documents.

(Indicate how, such as by email, website, host site/platform, paper copy, or other method Addenda will be transmitted.)

- § 3.4.2 Addenda will be available where Bidding Documents are on file.
- § 3.4.3 Addenda will be issued no later than four days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.
- § 3.4.4 Prior to submitting a Bid, each Bidder shall ascertain that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

#### ARTICLE 4 BIDDING PROCEDURES

#### § 4.1 Preparation of Bids

- § 4.1.1 Bids shall be submitted on the forms included with or identified in the Bidding Documents.
- § 4.1.2 All blanks on the bid form shall be legibly executed. Paper bid forms shall be executed in a non-erasable medium.
- § 4.1.3 Sums shall be expressed in both words and numbers, unless noted otherwise on the bid form. In case of discrepancy, the amount entered in words shall govern.
- § 4.1.4 Edits to entries made on paper bid forms must be initialed by the signer of the Bid.
- § 4.1.5 All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change" or as required by the bid form.
- § 4.1.6 Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall neither make additional stipulations on the bid form nor qualify the Bid in any other manner.
- § 4.1.7 Each copy of the Bid shall state the legal name and legal status of the Bidder. As part of the documentation submitted with the Bid, the Bidder shall provide evidence of its legal authority to perform the Work in the jurisdiction where the Project is located. Each copy of the Bid shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further name the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached, certifying the agent's authority to bind the Bidder.
- § 4.1.8 A Bidder shall incur all costs associated with the preparation of its Bid.

# § 4.2 Bid Security

**§ 4.2.1** Each Bid shall be accompanied by the following bid security: (*Insert the form and amount of bid security.*)

§ 4.2.2 The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and shall, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount

of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. In the event the Owner fails to comply with Section 6.2, the amount of the bid security shall not be forfeited to the Owner.

- § 4.2.3 If a surety bond is required as bid security, it shall be written on AIA Document A310™, Bid Bond, unless otherwise provided in the Bidding Documents. The attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of an acceptable power of attorney. The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.
- § 4.2.4 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until (a) the Contract has been executed and bonds, if required, have been furnished; (b) the specified time has elapsed so that Bids may be withdrawn; or (c) all Bids have been rejected. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, a Bidder may, beginning days after the opening of Bids, withdraw its Bid and request the return of its bid security.

# § 4.3 Submission of Bids

§ 4.3.1 A Bidder shall submit its Bid as indicated below:

(Indicate how, such as by website, host site/platform, paper copy, or other method Bidders shall submit their Bid.)

- § 4.3.2 Paper copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address, and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.
- § 4.3.3 Bids shall be submitted by the date and time and at the place indicated in the invitation to bid. Bids submitted after the date and time for receipt of Bids, or at an incorrect place, will not be accepted.
- § 4.3.4 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.
- § 4.3.5 A Bid submitted by any method other than as provided in this Section 4.3 will not be accepted.

# § 4.4 Modification or Withdrawal of Bid

- § 4.4.1 Prior to the date and time designated for receipt of Bids, a Bidder may submit a new Bid to replace a Bid previously submitted, or withdraw its Bid entirely, by notice to the party designated to receive the Bids. Such notice shall be received and duly recorded by the receiving party on or before the date and time set for receipt of Bids. The receiving party shall verify that replaced or withdrawn Bids are removed from the other submitted Bids and not considered. Notice of submission of a replacement Bid or withdrawal of a Bid shall be worded so as not to reveal the amount of the original Bid.
- § 4.4.2 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids in the same format as that established in Section 4.3, provided they fully conform with these Instructions to Bidders. Bid security shall be in an amount sufficient for the Bid as resubmitted.
- § 4.4.3 After the date and time designated for receipt of Bids, a Bidder who discovers that it made a clerical error in its Bid shall notify the Architect of such error within two days, or pursuant to a timeframe specified by the law of the jurisdiction where the Project is located, requesting withdrawal of its Bid. Upon providing evidence of such error to the reasonable satisfaction of the Architect, the Bid shall be withdrawn and not resubmitted. If a Bid is withdrawn pursuant to this Section 4.4.3, the bid security will be attended to as follows:

(State the terms and conditions, such as Bid rank, for returning or retaining the bid security.)

#### **ARTICLE 5 CONSIDERATION OF BIDS**

# § 5.1 Opening of Bids

If stipulated in an advertisement or invitation to bid, or when otherwise required by law, Bids properly identified and received within the specified time limits will be publicly opened and read aloud. A summary of the Bids may be made available to Bidders.

#### § 5.2 Rejection of Bids

Unless otherwise prohibited by law, the Owner shall have the right to reject any or all Bids.

# § 5.3 Acceptance of Bid (Award)

§ 5.3.1 It is the intent of the Owner to award a Contract to the lowest responsive and responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents. Unless otherwise prohibited by law, the Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's best interests.

§ 5.3.2 Unless otherwise prohibited by law, the Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the lowest responsive and responsible Bidder on the basis of the sum of the Base Bid and Alternates accepted.

#### ARTICLE 6 POST-BID INFORMATION

#### § 6.1 Contractor's Qualification Statement

Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request and within the timeframe specified by the Architect, a properly executed AIA Document A305<sup>TM</sup>, Contractor's Qualification Statement, unless such a Statement has been previously required and submitted for this Bid.

# § 6.2 Owner's Financial Capability

A Bidder to whom award of a Contract is under consideration may request in writing, fourteen days prior to the expiration of the time for withdrawal of Bids, that the Owner furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Contract. The Owner shall then furnish such reasonable evidence to the Bidder no later than seven days prior to the expiration of the time for withdrawal of Bids. Unless such reasonable evidence is furnished within the allotted time, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

#### § 6.3 Submittals

§ 6.3.1 After notification of selection for the award of the Contract, the Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, submit in writing to the Owner through the Architect:

- .1 a designation of the Work to be performed with the Bidder's own forces;
- .2 names of the principal products and systems proposed for the Work and the manufacturers and suppliers of each; and
- 3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.
- § 6.3.2 The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.
- § 6.3.3 Prior to the execution of the Contract, the Architect will notify the Bidder if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, withdraw the Bid or submit an acceptable substitute person or entity. The Bidder may also submit any required adjustment in the Base Bid or Alternate Bid to account for the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.
- § 6.3.4 Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

#### ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND

#### § 7.1 Bond Requirements

- § 7.1.1 If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder.
- § 7.1.2 If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.
- § 7.1.3 The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.
- § 7.1.4 Unless otherwise indicated below, the Penal Sum of the Payment and Performance Bonds shall be the amount of the Contract Sum.
- (If Payment or Performance Bonds are to be in an amount other than 100% of the Contract Sum, indicate the dollar amount or percentage of the Contract Sum.)

# § 7.2 Time of Delivery and Form of Bonds

- § 7.2.1 The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to commence sooner in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.
- § 7.2.2 Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond.
- § 7.2.3 The bonds shall be dated on or after the date of the Contract.
- § 7.2.4 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix to the bond a certified and current copy of the power of attorney.

# ARTICLE 8 ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

- § 8.1 Copies of the proposed Contract Documents have been made available to the Bidder and consist of the following documents:
  - .1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor, unless otherwise stated below.
    - (Insert the complete AIA Document number, including year, and Document title.)
  - .2 AIA Document A101<sup>TM</sup>\_2017, Exhibit A, Insurance and Bonds, unless otherwise stated below. (Insert the complete AIA Document number, including year, and Document title.)
  - .3 AIA Document A201<sup>TM</sup>–2017, General Conditions of the Contract for Construction, unless otherwise stated below.
    - (Insert the complete AIA Document number, including year, and Document title.)
  - .4 AIA Document E203<sup>™</sup>–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
    - (Insert the date of the E203-2013.)

.5	Drawings				
	Number	Title	Date		
.6	Specifications				
	Section	Title	Date	Pages	
.7	Addenda:				
	Number	Date	Pages		
.8	required.)  [ ] AIA Document E  (Insert the date	(Check all boxes that apply and include appropriate information identifying the exhibit where required.)			
	[ ] The Sustainability		Damas		
	Title	Date	Pages		
	[ ] Supplementary an	d other Conditions of the Contract	::		
	Document	Title	Date	Pages	
.9	Other documents listed be (List here any additional Documents.)	low: I documents that are intended to fo	orm part of the Propo.	sed Contract	

# General Conditions of the Contract for Construction

## for the following PROJECT:

(Name and location or address)

Champaign County Plaza 101 E. Main Street Urbana, IL 61801

#### THE OWNER:

(Name, legal status and address)

Champaign County, Illinois 1776 East Washington Street Urbana, IL 61802

#### THE ARCHITECT:

(Name, legal status and address)

Bailey Edward Design, Inc, 1103 S. Mattis Avenue Champaign, IL 61821

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#### **ADDITIONS AND DELETIONS:**

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This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

For guidance in modifying this document to include supplementary conditions, see AIA Document A503™, Guide for Supplementary Conditions.

(3B9ADA32)

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#### **ARTICLE 1 GENERAL PROVISIONS**

#### § 1.1 Basic Definitions

#### § 1.1.1 The Contract Documents

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding or proposal requirements.

#### § 1.1.2 The Contract

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants, or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

# § 1.1.3 The Work

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

# § 1.1.4 The Project

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by Separate Contractors.

#### § 1.1.5 The Drawings

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

# § 1.1.6 The Specifications

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

# § 1.1.7 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

#### § 1.1.8 Initial Decision Maker

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

# § 1.2 Correlation and Intent of the Contract Documents

§ 1.2.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent

consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

- § 1.2.1.1 The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.
- § 1.2.2 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.
- § 1.2.3 Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

#### § 1.3 Capitalization

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

# § 1.4 Interpretation

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

#### § 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

- § 1.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Subsubcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.
- § 1.5.2 The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

#### § 1.6 Notice

- § 1.6.1 Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.
- § 1.6.2 Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

#### § 1.7 Digital Data Use and Transmission

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203<sup>TM</sup>–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

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#### § 1.8 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203<sup>TM</sup>–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202<sup>TM</sup>–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

#### **ARTICLE 2 OWNER**

# § 2.1 General

§ 2.1.1 The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 2.1.2 The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

# § 2.2 Evidence of the Owner's Financial Arrangements

§ 2.2.1 Prior to commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.

§ 2.2.2 Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.

**§ 2.2.3** After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

§ 2.2.4 Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

# § 2.3 Information and Services Required of the Owner

**§ 2.3.1** Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements,

assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

- § 2.3.2 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.
- § 2.3.3 If the employment of the Architect terminates, the Owner shall employ a successor to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.
- § 2.3.4 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.
- § 2.3.5 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.
- § 2.3.6 Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

# § 2.4 Owner's Right to Stop the Work

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

#### § 2.5 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

# ARTICLE 3 CONTRACTOR

# § 3.1 General

- § 3.1.1 The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.
- § 3.1.2 The Contractor shall perform the Work in accordance with the Contract Documents.
- § 3.1.3 The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

# § 3.2 Review of Contract Documents and Field Conditions by Contractor

§ 3.2.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

§ 3.2.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

§ 3.2.3 The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

§ 3.2.4 If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

# § 3.3 Supervision and Construction Procedures

§ 3.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.

§ 3.3.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

§ 3.3.3 The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

# § 3.4 Labor and Materials

§ 3.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

- § 3.4.2 Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.
- § 3.4.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

# § 3.5 Warranty

§ 3.5.1 The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

§ 3.5.2 All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

# § 3.6 Taxes

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

# § 3.7 Permits, Fees, Notices and Compliance with Laws

- § 3.7.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.
- § 3.7.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.
- § 3.7.3 If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

# § 3.7.4 Concealed or Unknown Conditions

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

# § 3.8 Allowances

§ 3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

- § 3.8.2 Unless otherwise provided in the Contract Documents,
  - .1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
  - .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
  - .3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.
- § 3.8.3 Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

#### § 3.9 Superintendent

- § 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.
- § 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.
- § 3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

# § 3.10 Contractor's Construction and Submittal Schedules

- § 3.10.1 The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.
- § 3.10.2 The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the

Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

§ 3.10.3 The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

#### § 3.11 Documents and Samples at the Site

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

# § 3.12 Shop Drawings, Product Data and Samples

- § 3.12.1 Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.
- § 3.12.2 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.
- § 3.12.3 Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.
- § 3.12.4 Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.
- § 3.12.5 The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors.
- § 3.12.6 By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.
- § 3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.
- § 3.12.8 The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.

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- § 3.12.9 The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.
- § 3.12.10 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.
- § 3.12.10.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
- § 3.12.10.2 If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the time and in the form specified by the Architect.

# § 3.13 Use of Site

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

# § 3.14 Cutting and Patching

- § 3.14.1 The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.
- § 3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

#### § 3.15 Cleaning Up

- § 3.15.1 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.
- § 3.15.2 If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the Owner shall be entitled to reimbursement from the Contractor.

#### § 3.16 Access to Work

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

# § 3.17 Royalties, Patents and Copyrights

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.

# § 3.18 Indemnification

§ 3.18.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

§ 3.18.2 In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

#### ARTICLE 4 ARCHITECT

# § 4.1 General

§ 4.1.1 The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

§ 4.1.2 Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

#### § 4.2 Administration of the Contract

§ 4.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 4.2.2 The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

§ 4.2.3 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the

Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

#### § 4.2.4 Communications

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

- § 4.2.5 Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.
- § 4.2.6 The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.
- § 4.2.7 The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- § 4.2.8 The Architect will prepare Change Orders and Construction Change Directives, and may order minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.
- § 4.2.9 The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.
- § 4.2.10 If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.
- § 4.2.11 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.
- § 4.2.12 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations

and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.

§ 4.2.13 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

§ 4.2.14 The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

#### ARTICLE 5 SUBCONTRACTORS

#### § 5.1 Definitions

§ 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a Separate Contractor or the subcontractors of a Separate Contractor.

§ 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

#### § 5.2 Award of Subcontracts and Other Contracts for Portions of the Work

§ 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

§ 5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

§ 5.2.4 The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner or Architect makes reasonable objection to such substitution.

# § 5.3 Subcontractual Relations

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work that the Contractor, by these Contract Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor,

prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Subsubcontractors.

# § 5.4 Contingent Assignment of Subcontracts

- § 5.4.1 Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that
  - .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
  - **.2** assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

- § 5.4.2 Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.
- § 5.4.3 Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

# ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

- § 6.1 Owner's Right to Perform Construction and to Award Separate Contracts
- § 6.1.1 The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.
- § 6.1.2 When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.
- § 6.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised.
- § 6.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

#### § 6.2 Mutual Responsibility

- § 6.2.1 The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.
- § 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work,

promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.

- § 6.2.3 The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a Separate Contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a Separate Contractor's delays, improperly timed activities, damage to the Work or defective construction.
- **§ 6.2.4** The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or Separate Contractor as provided in Section 10.2.5.
- **§ 6.2.5** The Owner and each Separate Contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

#### § 6.3 Owner's Right to Clean Up

If a dispute arises among the Contractor, Separate Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

#### ARTICLE 7 CHANGES IN THE WORK

#### § 7.1 General

- § 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.
- § 7.1.2 A Change Order shall be based upon agreement among the Owner, Contractor, and Architect. A Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.
- § 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

# § 7.2 Change Orders

- § 7.2.1 A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor, and Architect stating their agreement upon all of the following:
  - .1 The change in the Work;
  - .2 The amount of the adjustment, if any, in the Contract Sum; and
  - .3 The extent of the adjustment, if any, in the Contract Time.

# § 7.3 Construction Change Directives

- § 7.3.1 A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.
- § 7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.
- § 7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- **.4** As provided in Section 7.3.4.
- § 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:
  - .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect;
  - .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed:
  - .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others:
  - .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
  - .5 Costs of supervision and field office personnel directly attributable to the change.
- § 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.
- § 7.3.6 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.
- § 7.3.7 A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.
- § 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.
- § 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.
- § 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

#### § 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will

affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

#### ARTICLE 8 TIME

#### § 8.1 Definitions

- **§ 8.1.1** Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.
- § 8.1.2 The date of commencement of the Work is the date established in the Agreement.
- § 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.
- § 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

# § 8.2 Progress and Completion

- § 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.
- **§ 8.2.2** The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.
- § 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

# § 8.3 Delays and Extensions of Time

- § 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.
- § 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.
- § 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

### ARTICLE 9 PAYMENTS AND COMPLETION

# § 9.1 Contract Sum

- § 9.1.1 The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.
- § 9.1.2 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

#### § 9.2 Schedule of Values

**User Notes:** 

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and

unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

# § 9.3 Applications for Payment

- § 9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.
- § 9.3.1.1 As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.
- § 9.3.1.2 Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.
- § 9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.
- § 9.3.3 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

# § 9.4 Certificates for Payment

- § 9.4.1 The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.
- § 9.4.2 The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

#### § 9.5 Decisions to Withhold Certification

§ 9.5.1 The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.
- § 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.
- § 9.5.3 When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.
- § 9.5.4 If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Contractor shall reflect such payment on its next Application for Payment.

#### § 9.6 Progress Payments

- § 9.6.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.
- § 9.6.2 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.
- § 9.6.3 The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.
- § 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.
- § 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

§ 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

# § 9.7 Failure of Payment

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents, the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and startup, plus interest as provided for in the Contract Documents.

# § 9.8 Substantial Completion

§ 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

§ 9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

§ 9.8.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.

§ 9.8.4 When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 9.8.5 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

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# § 9.9 Partial Occupancy or Use

§ 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

§ 9.9.2 Immediately prior to such partial occupancy or use, the Owner, Contractor, and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

# § 9.10 Final Completion and Final Payment

§ 9.10.1 Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

§ 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

§ 9.10.3 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

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- § 9.10.4 The making of final payment shall constitute a waiver of Claims by the Owner except those arising from
  - .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
  - .2 failure of the Work to comply with the requirements of the Contract Documents;
  - .3 terms of special warranties required by the Contract Documents; or
  - .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.
- § 9.10.5 Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

# ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

# § 10.1 Safety Precautions and Programs

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract.

# § 10.2 Safety of Persons and Property

- § 10.2.1 The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to
  - .1 employees on the Work and other persons who may be affected thereby;
  - .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
  - .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.
- § 10.2.2 The Contractor shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss.
- § 10.2.3 The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.
- § 10.2.4 When use or storage of explosives or other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.
- § 10.2.5 The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.
- § 10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.
- § 10.2.7 The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

9936109635 which expires on 03/28/2018, and is not for resale. User Notes:

# § 10.2.8 Injury or Damage to Person or Property

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

#### § 10.3 Hazardous Materials and Substances

§ 10.3.1 The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.

§ 10.3.2 Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

§ 10.3.3 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 10.3.4 The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

§ 10.3.5 The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

§ 10.3.6 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

# § 10.4 Emergencies

**User Notes:** 

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

#### ARTICLE 11 INSURANCE AND BONDS

#### § 11.1 Contractor's Insurance and Bonds

§ 11.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.

- § 11.1.2 The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.
- § 11.1.3 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.
- § 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance. Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

#### § 11.2 Owner's Insurance

- § 11.2.1 The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.
- § 11.2.2 Failure to Purchase Required Property Insurance. If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.
- § 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance. Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

# § 11.3 Waivers of Subrogation

§ 11.3.1 The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, subsubcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 11.3.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

### § 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance

The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

#### §11.5 Adjustment and Settlement of Insured Loss

§ 11.5.1 A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

§ 11.5.2 Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

# ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

# § 12.1 Uncovering of Work

§ 12.1.1 If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

§ 12.1.2 If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to

**User Notes:** 

the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

# § 12.2 Correction of Work

# § 12.2.1 Before Substantial Completion

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

# § 12.2.2 After Substantial Completion

§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.

- § 12.2.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.
- § 12.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.
- § 12.2.3 The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.
- § 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.
- § 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

# § 12.3 Acceptance of Nonconforming Work

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

# ARTICLE 13 MISCELLANEOUS PROVISIONS

### § 13.1 Governing Law

**User Notes:** 

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

# § 13.2 Successors and Assigns

§ 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 13.2.2 The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

# § 13.3 Rights and Remedies

§ 13.3.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

§ 13.3.2 No action or failure to act by the Owner, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

# § 13.4 Tests and Inspections

§ 13.4.1 Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 13.4.2 If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.

§ 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.

§ 13.4.4 Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.

§ 13.4.5 If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.

§ 13.4.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

# § 13.5 Interest

**User Notes:** 

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

### ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

## § 14.1 Termination by the Contractor

§ 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:

- .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- .2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
- .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- .4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.

§ 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

§ 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

§ 14.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Sub-subcontractor, or their agents or employees or any other persons or entities performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

# § 14.2 Termination by the Owner for Cause

§ 14.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or Suppliers;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- 4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

§ 14.2.2 When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

§ 14.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance,

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the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

# § 14.3 Suspension by the Owner for Convenience

§ 14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.

- § 14.3.2 The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent
  - .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
  - .2 that an equitable adjustment is made or denied under another provision of the Contract.

# § 14.4 Termination by the Owner for Convenience

- § 14.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.
- § 14.4.2 Upon receipt of notice from the Owner of such termination for the Owner's convenience, the Contractor shall
  - .1 cease operations as directed by the Owner in the notice;
  - .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
  - .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.
- § 14.4.3 In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

#### ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 Claims

# § 15.1.1 Definition

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

#### § 15.1.2 Time Limits on Claims

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

# § 15.1.3 Notice of Claims

§ 15.1.3.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

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§ 15.1.3.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

# § 15.1.4 Continuing Contract Performance

§ 15.1.4.1 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 15.1.4.2 The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

# § 15.1.5 Claims for Additional Cost

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

# § 15.1.6 Claims for Additional Time

§ 15.1.6.1 If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

§ 15.1.6.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.

# § 15.1.7 Waiver of Claims for Consequential Damages

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

# § 15.2 Initial Decision

§ 15.2.1 Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

§ 15.2.2 The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the

**User Notes:** 

Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

- § 15.2.3 In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.
- § 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.
- § 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.
- § 15.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.
- § 15.2.6.1 Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days after receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.
- § 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.
- § 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

### § 15.3 Mediation

- § 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.
- § 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.
- § 15.3.3 Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.

**User Notes:** 

§ 15.3.4 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

#### § 15.4 Arbitration

§ 15.4.1 If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The Arbitration shall be conducted in the place where the Project is located, unless another location is mutually agreed upon. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

§ 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

§ 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

# § 15.4.4 Consolidation or Joinder

§ 15.4.4.1 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 15.4.4.2 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 15.4.4.3 The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as those of the Owner and Contractor under this Agreement.

# <u>DIVISION 0 – BIDDING AND CONTRACT REQUIREMENTS</u> Section 00 22 13 – Supplementary Instructions to Bidders

#### 1.1 INSTRUCTIONS TO BIDDERS

- A. Instructions to Bidders for Project consist of the following:
  - 1. AIA Document A701 2018, "Instructions to Bidders" a copy of which is bound in this Project Manual.
  - 2. The following Supplementary Instructions to Bidders that modify and add to the requirements of the Instructions to Bidders.

# 1.2 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, GENERAL

A. The following supplements modify AIA Document A701, "Instructions to Bidders." Where a portion of the Instructions to Bidders is modified or deleted by these Supplementary Instructions to Bidders, unaltered portions of the Instructions to Bidders shall remain in effect.

# 1.3 ARTICLE 2 - BIDDER'S REPRESENTATIONS

#### A. Add Section 2.1.7:

2.1.7 - The Bidder has investigated all required fees, permits, and regulatory requirements
of authorities having jurisdiction and has properly included in the submitted bid the cost of
such fees, permits, and requirements not otherwise indicated as provided by Owner.

# B. Add Section 2.1.8:

 2.1.8 - The Bidder is a properly licensed Contractor according to the laws and regulations of the local and state jurisdictions and meets qualifications indicated in the Procurement and Contracting Documents.

# C. Add Section 2.1.9:

1. 2.1.9 - The Bidder has incorporated into the Bid adequate sums for work performed by installers whose qualifications meet those indicated in the Procurement and Contracting Documents.

# 1.4 ARTICLE 3 - BIDDING DOCUMENTS

# A. 3.4 - Addenda:

- 1. Delete Section 3.4.3 and replace with the following:
  - a. 3.4.3 Addenda may be issued at any time prior to the receipt of bids.
- 2. Add Section 3.4.4.1:

- a. 3.4.4.1 Owner may elect to waive the requirement for acknowledging receipt of 3.4.4 Addenda as follows:
  - 3.4.4.1.1 Information received as part of the Bid indicates that the Bid, as submitted, reflects modifications to the Procurement and Contracting Documents included in an unacknowledged Addendum.
  - 2) 3.4.4.1.2 Modifications to the Procurement and Contracting Documents in an unacknowledged Addendum do not, in the opinion of Owner, affect the Contract Sum or Contract Time.

#### 1.5 ARTICLE 4 - BIDDING PROCEDURES

# A. 4.1 - Preparation of Bids:

- 1. Add Section 4.1.9:
  - a. 4.1.9 Owner may elect to disqualify a bid due to failure to submit a bid in the form requested, failure to bid requested alternates or unit prices, failure to complete entries in all blanks in the Bid Form, or inclusion by the Bidder of any alternates, conditions, limitations or provisions not called for.
- B. 4.2 Bid Security:
  - 1. Delete section 4.2.1 and replace with the following:
    - a. Each Bid shall be accompanied by a bid security in the form and amount required in the bid documents and noted in 00 41 06.
- C. 4.3 Submission of Bids:
  - 1. Delete section 4.3.1 and replace with the following:
    - A Bidder shall submit paper copies its Bid, the bid security, and all other documents required by the bid documents.
  - 2. Add Section 4.3.2.1:
    - a. 4.3.2.1 Include Bidder's Contractor License Number applicable in Project jurisdiction on the face of the sealed bid envelope.
- D. 4.4 Modification or Withdrawal of Bid:
  - 1. Add the following sections to 4.4.1:
    - a. 4.4.1.1 Such modifications to or withdrawal of a bid may only be made by persons authorized to act on behalf of the Bidder. Authorized persons are those so identified in the Bidder's corporate bylaws, specifically empowered by the Bidder's charter or similar legally binding document acceptable to Owner, or by a power of attorney, signed and dated, describing the scope and limitations of the power of attorney. Make such documentation available to Owner at the time of seeking modifications or withdrawal of the Bid.

b. 4.4.1.2 - Owner will consider modifications to a bid written on the sealed bid envelope by authorized persons when such modifications comply with the following: the modification is indicated by a percent or stated amount to be added to or deducted from the Bid; the amount of the Bid itself is not made known by the modification; a signature of the authorized person, along with the time and date of the modification, accompanies the modification. Completion of an unsealed bid form, awaiting final figures from the Bidder, does not require power of attorney due to the evidenced authorization of the Bidder implied by the circumstance of the completion and delivery of the Bid.

# 1.6 ARTICLE 5 - CONSIDERATION OF BIDS

- A. 5.2 Rejection of Bids:
  - 1. Add Section 5.2.1:
    - a. 5.2.1 Owner reserves the right to reject a bid based on Owner's and Engineer's evaluation of qualification information submitted following opening of bids. Owner's evaluation of the Bidder's qualifications will include: status of licensure and record of compliance with licensing requirements, record of quality of completed work, record of Project completion and ability to complete, record of financial management including financial resources available to complete Project and record of timely payment of obligations, record of Project site management including compliance with requirements of authorities having jurisdiction, record of and number of current claims and disputes and the status of their resolution, and qualifications of the Bidder's proposed Project staff and proposed subcontractors.

# 1.7 ARTICLE 6 – POST-BID INFORMATION

- A. 6.1 Contractor's Qualification Statement:
  - 1. Add Section 6.1.1:
    - a. 6.1.1 Submit Contractor's Qualification Statement no later than five days after the bid submittal.

# 1.8 ARTICLE 7 - PERFORMANCE BOND AND PAYMENT BOND

- A. 7.1 Bond Requirements:
  - 1. Add Section 7.1.1.1:
    - a. 7.1.1.1 A Performance Bond will be required, in an amount equal to 100 percent of the Contract Sum.
- B. 7.2 Time of Delivery and Form of Bonds:
  - 1. Delete the first sentence of Section 7.2.1 and insert the following:

- a. The Bidder shall deliver the required bonds to Owner no later than 10 days after the date of Notice of Intent to Award and no later than the date of execution of the Contract, whichever occurs first. Owner may deem the failure of the Bidder to deliver required bonds within the period of time allowed a default.
- 2. Delete Section 7.2.3 and insert the following:
  - a. 7.2.3 Bonds shall be executed and be in force on the date of the execution of the Contract.

# 1.9 ARTICLE 8 – ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

A. The form of agreement between Owner and Contractor is included in specifications and is bound in this project manual.

# 1.10 ARTICLE 9 - EXECUTION OF THE CONTRACT

# A. Add Article 9:

- 9.1.1 Subsequent to the Notice of Intent to Award, and within 10 days after the
  prescribed Form of Agreement is presented to the Awardee for signature, the Awardee
  shall execute and deliver the Agreement to Owner, in such number of counterparts as
  Owner may require.
- 2. 9.1.2 Owner may deem as a default the failure of the Awardee to execute the Contract and to supply the required bonds when the Agreement is presented for signature within the period of time allowed.
- 3. 9.1.3 Unless otherwise indicated in the Procurement and Contracting Documents or the executed Agreement, the date of commencement of the Work shall be the date of the executed Agreement or the date that the Bidder is obligated to deliver the executed Agreement and required bonds to Owner.
- 4. 9.1.4 In the event of a default, Owner may declare the amount of the Bid security forfeited and elect to either award the Contract to the next responsible bidder or readvertise for bids.

END OF DOCUMENT 00 22 13

# <u>DIVISION 0 – BIDDING AND CONTRACT REQUIREMENTS</u> Section 00 22 44 - Additional Insurance Requirements

# 1.1 INSURANCE

The Contractor shall purchase and maintain insurance as required in the current edition of the Standard Form of Agreement Between Owner and Contractor where the Basis of Payment is a Stipulated Sum, AIA Document A101 and the General Condition of the Contract for Construction, AIA Document A201 as modified by these specifications, AIA General Conditions and Supplements to the AIA General Conditions, Article 11

- A. All of the above documents shall be thoroughly studied prior to purchases of an insurance policy to cover the Project.
- B. While not limited to the following requirements, the requirements listed below are brought to the Contractors Specific attention.
  - 1) Champaign County, and the Architect/Engineer shall be named as additional insureds on the Commercial General Liability Policy and the Umbrella Liability Policy.
  - 2) Waivers of Subrogation are required for both Property Insurance and for Liability Insurance.

# 1.2 ADDITIONAL LIABILITY INSURANCE REQUIREMENTS

In addition to the liability insurance requirements noted in Paragraph 1.01 above, the following requirements also apply:

- A. The Contractor shall purchase and maintain a Commercial General Liability Policy which shall include the following coverage areas:
  - 1) Operations of the Contractor direct liability coverage for the Contractors activities at a permanent location and the Project Site:
  - Operations of Subcontractors Liability coverage for those entities for which the Contractor has a duty to supervise and stand legally responsible for their conduct;
  - 3) Completed Operations Liability for property damage and bodily injury and death that occurs after Substantial Completion;
  - 4) Personal Injury Including but not limited to, libel, slander, defamation of character, wrongful eviction, right of private occupancy, false arrest and detention and other similar personal injuries;
  - 5) Employees as Additional Insured Include employees and their acts into the coverage:
  - 6) Explosion, Collapse, Underground Liability coverage for the property of others to include, but not limited to, unknown utilities; and
  - 7) Contractual Liability coverage for the assumption of others by Contract.
- B. The Commercial General Liability Policy shall name Champaign County, the Architect, the Architect's Consultants, their agents and employees as additional insured.
- C. The Contractor shall purchase and maintain Workers Compensation and Employees Liability Insurance.
- D. The Contractor shall purchase and maintain commercial Automobile Liability Insurance. This policy shall cover Owned, Non-owned and Hired vehicles.
- E. The Contractor shall purchase and maintain Umbrella Liability Coverage to provide higher limits of liability above those required for General Liability, Employers Liability and Automobile Liability.

- F. The Umbrella Liability Policy shall name Champaign County, the Architect, the Architect's Consultants, their agents and employees as additional insured.
- G. The Contractor shall purchase and maintain Owners Liability Insurance (Owners Protection Liability) which shall cover the Owners liability for all injuries and damages arising from the Project. This policy shall name the Architect and the Architect's Consultants, their agents and employees as additional insured.
- H. Liability limits shall be as specified herein or the maximum exposure as stated in the Government Tort Claims Acts as most recently amended, whichever is higher.
- I. The minimum amount of coverage and the limits of liability shall be as specified below:
  - Claims under workers' or workman's compensation, disability benefit and other similar employee benefit acts which are applicable to the Work to be performed:
    - a. As required by law.
  - 2) Claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor's employees:
    - a. \$1,000,000.00
  - 3) Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Contractor's employees:
    - a. \$ 500,000.00
  - 4) Claims for damages insured by usual personal injury liability coverage which are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Contractor, or (2) by another person:
    - a. \$1,000,000.00
  - 5) Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom:
    - a. \$ 500.000.00
  - 6) Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle:
    - a. \$1,000,000.00
  - 7) Claims involving contractual liability insurance applicable to the Contractor's obligations under Paragraph 3.18 of the General Conditions for the Contract for Construction as modified:
    - a. \$ 500,000.00

# 1.3 SUBMITTAL REQUIREMENTS

- A. Submit ACORD 25-S form along with the signed Agreement Between Owner and Contractor.
- B. Champaign County shall be listed as Certificate Holder.
- C. Include the following sentence under Special Items:

"The Certificate Holder is Champaign County, Architect, Architect's Consultants, including their Agents and Employees are named as additional insured's in both the General and Umbrella Liability Policy. Waivers of Subrogation are in effect for both liability and property insurance policies."

# 1.4 LOSS OF USE INSURANCE

A. The Owner, at the Owners option, may purchase and maintain such insurance that will protect the Owner against the loss of use of this property.

END OF SECTION 00 22 44

# DIVISION 0 – BIDDING AND CONTRACT REQUIREMENTS

Section 00 25 13 - Prebid Meeting

# 1.1 PREBID MEETING

- A. There will be a Prebid meeting as indicated below:
  - 1. Meeting Date: Friday, September 16, 2022
  - 2. Meeting Time: 2:00 P.M. CDT.
  - 3. Location: Champaign County Plaza Building, 101 E. Main Street, Urbana, IL 61802
- B. Bidder Questions: Submit written questions to be addressed at Prebid meeting a minimum of two business days prior to meeting.
- C. Agenda: Prebid meeting agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:
  - 1. Procurement and Contracting Requirements:
    - a. Instructions to Bidders.
    - b. Bidder Qualifications.
    - c. Bonding.
    - d. Insurance.
    - e. Bid Form and Attachments.
    - f. Bid Submittal Requirements.
    - g. Notice of Award.
  - 2. Communication during Bidding Period:
    - a. Obtaining documents.
    - b. Bidder's Requests for Information.
    - c. Bidder's Substitution Request/Prior Approval Request.
    - d. Addenda.
  - 3. Contracting Requirements:
    - a. Agreement.
    - b. The General Conditions.
    - c. The Supplementary Conditions.
    - d. Other Owner requirements.
  - 4. Construction Documents:
    - a. Scopes of Work.
    - b. Temporary Facilities.
    - c. Use of Site.
    - d. Work Restrictions.
    - e. Unit Price.
    - f. Substitutions following award.

- 5. Schedule:
  - a. Project Schedule.
  - b. Contract Time.
  - c. Other Bidder Questions.
- 6. Site/facility visit or walkthrough.
- 7. Post-Meeting Addendum.
- D. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes to attendees of prebid meeting only. Minutes of meeting are issued as Available Information and do not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.
  - 1. Sign-in Sheet: Minutes will include list of meeting attendees.

END OF DOCUMENT 00 25 13

# DIVISION 0 - BIDDING & CONTRACT REQUIREMENTS Document 00 41 06 - Bid Bond

as Principal, and a corporation of the State of				
as Surety, are held and firmly bound unto the Champaign County the amount of ten percent (10%) of the amount of the base bid for the payment of which Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, to this agreement.				
Principal has submitted to Obligee a bid to enter into a written contract, for				
Project Number: Division of Work:				
THE CONDITION OF THIS OBLIGATION is that if Principal, upon acceptance by Obligee of its bid within the period of time specified for acceptance, shall comply with all post award requirements as required by the terms of the bid within the time specified after date of the Notice of Award, or in the event of the failure to comply with all post award requirements, if Principal shall pay Obligee (1) for all costs of procuring the work which exceeds the amount of its bid, or (2) shall pay Obligee the amount of this bond as liquidated damages in the event Principal is a sole bidder and after an attempt to secure other bids by readvertising none can be obtained, then this obligation shall be null and void; otherwise it shall remain in full force and effect.				
Surety hereby agrees that its obligation shall not be impaired by any extensions of time for Obligee's acceptance or compliance with post award requirements. Surety hereby waives notice of such extensions.				
Signed and sealed this day of, 20				
CONTRACTOR SURETY				
BY BY OFFICER OF THE SURETY				
Title Title Title				
CORPORATE SECRETARY (Corporations only)				
JURAT (Notary's Statement Authenticating Signature)				
STATE OF				
COUNTY OF				
I, , a Notary Public in and for said county, do hereby certify that				
(Insert Name of Attorney-In-Fact for SURETY) who is personally known to me to be the same person whose name is subscribed to the foregoing instrument on behalf of SURETY, appeared before me this day in person and acknowledged respectively, that he/she signed, sealed, and delivered said instrument as his/her free and voluntary act for the uses and purposes therein set forth.				
Given under my hand and notarial seal this DAY OF A.D. 20				
My commission expires				
iviy continussion expires				
Notary Signature				

00 41 06 - 1 Bid Bond

# <u>DIVISION 0 – BIDDING AND CONTRACT REQUIREMENTS</u> Section 00 41 13 – Bid Form – Stipulated Sum (Singe-Prime Contract)

1.1	BID	INFORM	ATION					
	A. B. C. D.	Projec	r: t Name: Champaiont t Location: 101 E. r: Champaign Cou	Main Street,			 on	
1.2	CER	CERTIFICATIONS AND BID						
	A.	examii Specif Mattis familia labor, constr	Bid, Single-Prime ned the Procureme fications, and all sul Avenue, Champaigur with all conditions equipment and ser uction of the above acting Documents,	int and Control bsequent Ado gn, IL 61821, s and require vices, includi i-named proje	acting Required denda, as prepand their consuments of the Wang all scheduled ect, according to	ments, Conditio pared by Bailey I sultants, having Vork, hereby agred allowances, r	ns of the Contr Edward Design visited the site, rees to furnish a necessary to co	ract, Drawings, n, Inc., 1103 S. , and being all material, omplete the
		1.						Dollars
			(\$		)			
1.3	TIME	TIME OF COMPLETION						
	A.		led the contractor rest to be substantially					
1.4	ACK	ACKNOWLEDGEMENT OF ADDENDA						
	A. The undersigned Bidder acknowledges receipt of and use of the following Addenda preparation of this Bid:					in the		
		1. 2.	Addendum No. Addendum No. 2			 		

00 41 13 - 1 Bid Form

# 1.5 SUBMISSION OF BID

A.	In submitting the Bid, the undersigned agree that this Proposal will not be withdrawn for a period of thirty (30) calendar days from the date of submission. It is understood the Owner reserves the right to reject any and all Bids and to waive informalities and irregularities.				
	1.	Respectfully submitted this day of, 2021.			
	2.	Submitted By :			
		(Name of bidding firm or corporation)			
	3.	Authorized Signature :			
		(Handwritten signature)			
	4.	Signed By :(Type or print name)			
	5.	Title :(Owner/Partner/President/Vice President)			
	6.				
	0.	Witness By :(Handwritten signature)			
	7.	Attest :			
		(Handwritten signature)			
	8.	By :			
		(Type or print name)			
	9.	Title:			
		(Corporate Secretary or Assistant Secretary)			
	10.	Street Address:			
	11.	City, State, Zip:			
	12.	Phone:			
	13.	License No.:			
	14. F	ederal ID No. :			
(Affix (	Corporate	e Seal Here).			

END OF DOCUMENT 00 41 13

00 41 13 - 2 Bid Form

# BIDDER'S / CONTRACTOR'S DISCLOSURE AFFIDAVIT

STATE	OF ILLINOIS ) ) SS	
COUN	,	
BUSIN	ESS STATUS STATEMENT	
I the u	ndersigned, being duly sworn, do state as follows:	
i, aio ai		
A.	Company Name	(hereafter "Contractor") is a:
	Company Name	
	(Place a mark in front of appropriate type of business)	
	Corporation (If a Corporation, complete B)	
	Partnership (If a Partnership, complete C)	
	Individual Proprietorship (If an Individual, com	plete D)
В.	CORPORATION	
	The State of Incorporation is	
	The registered agent of the Corporation in Illinois is:	
	Name:	
	Address:	
	City, State, Zip:	
	Telephone:	
	The Corporate officers are as follows:	
	President:	
	Vice President:	
	Secretary:	
	Treasurer:	

C.	PARTNERSHIP The Partners are as follows (attach additional sheets if necessary):				
•	Name	Address			
	Name	Address			
•	Name	Address			
	Name	Address			
	The business address is:				
D.	INDIVIDUAL PROPRIETORSH	IIP			
	The business address is:				
	Business Telephone:				
	My home address is:				
	Home Telephone:				
E.	Under penalty of perjury				
		(Contractor's Name)			
	Certifies that is its correct Federal Taxpay proprietorship, Social Security	er Identification Number, or in the case of an individual or sole Number.			

# **NON-DISCRIMINATION STATEMENT**

The Contractor does not and will not engage in discriminatory practices; the Contractor does not and will not engage in discrimination because of race, sex, age, religion, national origin or sensory, mental, or physical handicap in hiring or firing; and the Contractor is, in fact, an equal opportunity employer.

#### NON-COLLUSION STATEMENT

A.	That the only persons or corporations interested with			
-		(Name of Bidder)		
	in the delivery of the materials and/or services bid upon under the Contract other than its officers, directors, shareholders and employees are:			
	Name	Address		

- B. That the said Bid is made without any connection or common interest in the profits with any other persons making any Bid or Proposal for said Work except as listed above.
- That this Contract is in all respects fair and entered into without collusion or fraud.
- D. That no employee or any officer of the Owner has any financial interest, directly or indirectly, in the award of this Bid to Bidder except as listed above.
- E. That the Bidder is not barred from bidding on this Contract as a result of violation of either Section 33E-3 (Bid Rigging) or Section 33E-4 (Bid Rotating) of Chapter 38, Illinois Revised Statutes.
- F. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

# NO DELINQUENT ILLINOIS TAXES STATEMENT

The undersigned certifies that the Contractor is not delinquent in payment of any tax administered by the Illinois Department of Revenue except that the taxes for which liability for the taxes or the amount of the taxes are being contested, in accordance with the procedure established by the appropriate Revenue Act; or the Contractor has entered into an agreement (2) with the Illinois Department of Revenue for the payment of all such taxes due and is in compliance with the agreement.

# **FAMILIARITY WITH LAWS STATEMENT**

I, the undersigned, being duly sworn, do hereby sta	te that			
(Company Name) is familiar with and will comply with all Federal, State and Local laws applicable to the Project, which include, but are not limited to, the Prevailing Wage Act and the Davis-Bacon Act.				
PENDING AND UNCOMPLETED WORK				
I, the undersigned, being duly sworn, do hereby declare that the following is a true and correct statement relating to <u>all</u> uncompleted contracts of the undersigned for Federal, State, County, City and private work, including <u>all</u> subcontract work; and all pending low BIDS not yet awarded or rejected:				
Total Projects Under Contract				
Total Projects with Pending Low Bids				
Total Value of Projects Under Contract and Pending Low Bids				
(Afficiation Circulations)	/Drint Name 9 Title	<u> </u>		
(Affiant's Signature)	(Print Name & Title	')		
	(Company Name)			
SUBSCRIBED and SWORN to before me this				
day of , 2	021			
Notary Public				
My Commission Expires:				
		(SEAL)		

**INSTRUCTIONS:** This affidavit is to be completely filled out and executed by the chief officer of the Bidder authorized to submit the affidavit. Attach written explanation where applicable.

# DRUG FREE WORKPLACE CERTIFICATION

STATE OF	)
	) SS
COUNTY OF	)

**Note:** The Illinois Drug Free Workplace Act, effective January 2, 1992, requires the Owner to obtain this certification from each contractor with 25 or more employees or with contracts for \$5,000 or more.)

The Contractor certifies that it will:

# A. Public a statement:

- 1. Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
- 2. Specifying the actions that will be taken against employees for violations of such prohibitions.
- 3. Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- B. Establish a drug free awareness program to inform employees about:
  - 1. The dangers of drug abuse in the workplace.
  - 2. The Contractor's policy of maintaining a drug free workplace.
  - 3. Any available drug counseling, rehabilitation and employee assistance program.
  - 4. The penalties that may be imposed upon employees for drug violations.
- C. Give a copy of the published statement referred to in paragraph A above to each employee engaged in the performance of the Owner's contract and post the statement in a prominent place in the workplace.

- D. Notify the Owner within 10 days after receiving notice under paragraph A.3.b. above from an employee or otherwise receiving actual notice of such conviction.
- E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted.
- F. Assist employees in selecting a course of action in the event drug counseling, treatment or rehabilitation is required and a trained referral team is in place.
- G. Make a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

If an individual, the Contractor certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the Owner's contract.

The Contractor shall, within 30 days after receiving notice from an employee of a conviction of a violation of a criminal drug statute occurring in the workplace:

- A. Take appropriate personnel action against such employee up to and including termination; and
- B. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

	Contractor:
	By:
	Title:
SIGNED and SWORN to before me this	
day of, 2021.	
Notary Public	

# <u>DIVISION 0 - BIDDING & CONTRACT REQUIREMENT</u> Section 00 43 43 – Prevailing Rate of Wages

# 1. PREVAILING WAGE ACT

- 1.1 Pursuant to Illinois Compiled Statutes 820 ILCS 130/0.01 et seq., these specifications list on the following pages, the Illinois Department of Labor prevailing rate of wages for the county where the contract is being performed and for each craft or type of worker needed to execute the contract.
- 1.2 Contractor shall submit certified payrolls with monthly application for payment.
- 1.3 A Project Labor Agreement is required for this project.

END OF SECTION 00 43 43

# <u>DIVISION 1 - GENERAL REQUIREMENTS</u> Section 01 11 00 – Project Summary

# 1. GENERAL

# 1.1 WORK INCLUDED

- A. The project includes structural repair work on the precast concrete/ cast-in-place concrete parking deck. The work includes repair work to some of the steel support beams on the Lower Level and tuckpointing and repair to the concrete block walls in the Lower Level. In addition, the work includes a new pedestrian ramp to comply with ADAAG and repair of the existing exterior stair to the upper deck on the west side of the structure.
- B. Contractor shall provide all labor and materials associated with the work of this section, including:
  - 1. Project information.
  - 2. Work covered by Contract Documents.
  - Access to site.
  - 4. Coordination with occupants.
  - 5. Work restrictions.
  - 6. Specification and drawing conventions.

# 1.2 PROJECT INFORMATION

- A. Project Identification:
  - 1. Champaign County Plaza Parking Garage Renovation

100 E. Main Street, Urbana, Illinois 61801

- B. Owner's Representative: Dana Brenner.
- 1.3 WORK COVERED BY CONTRACT DOCUMENTS
- 2. PRODUCTS (NOT APPLICABLE)
- 3. EXECUTION (NOT APPLICABLE)

END OF SECTION 01 11 00

# <u>DIVISION 1 - GENERAL REQUIREMENTS</u> Section 01 32 00 - Construction Schedule

#### GENERAL

# 1.1 REQUIREMENTS INCLUDE:

- A. The General Contractor shall prepare and maintain a detailed project schedule as described below.
- B. The project schedule shall be the Contractor's working schedule; used to execute the work and record and report actual progress. It shall show how the Contractor plans to complete the work within the contract time and meet any contractually specified intermediate milestone dates.

#### 1.2 RELATED REQUIREMENTS

- A. Specified Elsewhere:
  - 1. Section 01 11 00 Project Summary
  - 2. Section 01 33 23 Shop Drawings, Product Data and Samples

#### 1.3 FORM OF SCHEDULE

- A. The schedule shall provide sufficient detail and clarity so that the General Contractor can plan and control the work and the Owner and the A/E can readily monitor and follow the progress of all portions of the work. The critical activities must be clearly shown. The degree of detail must be satisfactory to the A/E and the Owner.
  - 1. Scope of work should be identified by parking level as applicable.
- B. The project schedule shall be in the form of a Gantt chart, and shall indicate the critical path, including durations.

#### 1.4 CONTENTS OF SCHEDULE

- A. The schedule must be inclusive of all installation tasks of the work.
- B. Submittal and approval of shop drawings and material samples as well as delivery dates of major equipment shall be included in the project schedule.
- C. Activity duration shall be in whole working days.
- D. There should be at least one activity for each specification section.

#### 1.5 UPDATING

- A. The project schedule shall be updated monthly.
- B. Actual activity completion dates shall be reported and recorded on the schedule.
- C. Progress on uncompleted activities shall be reported.
- D. Projected completion dates and activities shall be reviewed and revised if necessary.

# 1.6 REPORTS AND SUBMITTALS

- A. Within 15 days of the Authorization to Proceed, the Contractor shall submit the project schedule to the A/E and the Owner.
- B. Five (5) days prior to the pay/progress meeting, the contractor shall submit the current updated schedule to the A/E and the Owner.

# 1.7 REVIEWS

A. Payment and reduction of retainage may be denied by the Owner for failure to submit a proper schedule and maintaining work progress according to the project schedule.

# 2. PRODUCTS

(NOT APPLICABLE)

# 3. EXECUTION

(NOT APPLICABLE)

END OF SECTION 01 32 00

# <u>DIVISION 1 - GENERAL REQUIREMENTS</u>

Section 01 33 23 - Shop Drawings, Product Data & Samples

### GENERAL

#### 1.1 REQUIREMENTS INCLUDE

- A. The Sub-contractor shall make submittals to the General Contractor. The General Contractor shall maintain a master list of submittals.
- B. Submittals shall be complete and legible. Incomplete submittals will be returned and not reviewed.

## 1.2 GENERAL CONTRACTOR:

- A. Review Sub-contractor's submittals within 5 business days.
  - 1. Verify field dimensions.
  - 2. Verify compliance with Contract requirements.

# 1.3 RELATED REQUIREMENTS

- A. Specified elsewhere:
  - Submittals specific to each section are further outlined within the technical specifications. Submittals deemed incomplete or not indication as supplied by separate sub, shall be returned without review.

# 1.4 DEFINITIONS

- A. Shop drawings: Shop drawings are original drawings prepared by Contractor, subcontractor, subcontractor, supplier or distributor, which illustrated some portion of the work, showing fabrication, layout, setting or erection details.
  - 1. Prepared by qualified detailer.
  - 2. Identify details by reference to sheet and detail numbers shown on contract drawings.
  - 3. Maximum sheet size: 30" x 42"
  - 4. Submit a maximum of (5) copies. Electronic copies of submittals are preferred.

#### B. Product data:

- 1. Manufacturer's standard schematic drawings edited to fit this project.
- 2. Manufacturer's catalog sheets, brochures, diagrams, schedules, performance charts, illustrations and other standard descriptive data.
  - a. Clearly mark each copy to identify pertinent materials, products or models.
  - b. Show dimensions and clearances.
  - c. Show wiring diagrams and controls.
- C. Samples: Physical samples to illustrate materials, equipment or workmanship. Approved samples establish standards by which complete work is judged. Maintain at site as directed. Protect until no longer needed.
  - 1. Office samples: Of sufficient size to clearly illustrate:
    - a. Functional characteristics of product or material.
    - b. Full range of color samples.
    - c. After review, samples may be used on construction of project.

- 2. Field samples and mock-ups:
  - a. Erect at project site at location approved by the Architect.
  - b. Construct each sample or mock-up complete, including work of all crafts required in finished work.
  - c. Remove as directed.

#### 1.5 SUBMITTAL SCHEDULE

- A. Submit schedule of all exhibits to Architect/Engineer within fifteen (15) business days after preconstruction meeting.
  - 1. Prepare schedule in gnatt chart format, Include:
    - a. Exhibit identification
    - b. Specification section and page number
    - c. Date of submittal to Architect/Engineer
    - d. Latest date for final approval
    - e. Fabrication time.
    - f. Date of Installation
  - 2. Architect/Engineer will review and comment on exhibit schedule and will advise the Contractor as to which submittals require longer review durations.
  - 3. Submit number of copies of shop drawings, product data and samples which contractor requires for distribution plus (2) copies which will be retained by Architect/Engineer.
- B. Accompany submittals with transmittal letter, in duplicate, containing:
  - 1. Date
  - 2. Project title and number
  - 3. Contractor's name and address.
  - 4. The number of shop drawings, product data and samples submitted.
  - 5. Notification of deviations from Contract.
  - 6. Other pertinent data.
- C. Submittals shall include:
  - 1. Date and revision
  - 2. Project title and number
  - 3. Name of:
    - a. Architect/ Engineer
    - b. Architect/ Engineer consultant
    - c. Subcontractor
    - d. Sub-subcontractor
    - e. Supplier
    - f. Manufacturer
    - g. Separate detailer when pertinent
  - 4. Identification of product or material.
  - 5. Relation to adjacent structure or material.
  - 6. Field dimensions clearly identified as such.
  - 7. Specification section and page number.
  - 8. Specified standards, such as ASTM number or ANSI.
  - 9. A blank space, (5"x5"), for Architect/Engineer's stamp.

- 10. Identification of previously approved deviation(s) from contract documents.
- 11. Contractor's stamp, initialed or signed, certifying to review of submittal, verification of field measurements and compliance with Contract.
- 12. Space for Contractor's approval stamp.
- D. Electronic Submittals: All submittals may be submitted electronically except for those specifically listing a requirement for paper submittals or physical samples. Identify and incorporate information in each electronic submittal file as follows:
  - Assemble complete submittal package into a single file (pdf format) incorporating submittal requirements of a single Specification Section and transmittal form. Only complete submittals will be accepted.
  - 2. Name file with submittal number or other unique identifier, including revision identifier.
    - a. File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g.; PROJNAME\_061000.01). Resubmittals shall include an alphabetic suffix after the decimal point (e.g.; PROJNAME\_061000.01A)
  - 3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Using Agency/ Architect/ Engineer.
  - 4. Transmittal Cover Sheet Form for Electronic Submittals: As described by the Architect and containing all information as indicated above for paper submittals.

# 1.6 RESUBMISSION REQUIREMENTS

- A. Resubmit all shop drawings, product data, and samples as requested by the Contractor and/or A/E.
- B. Resubmit complete package to Architect within 14 days of receiving rejected submittal.

# 1.7 RESPONSIBILITIES

- A. Review shop drawings, product data and samples prior to submission to the next level of authority. Review Subcontractor's submittals within five (5) business days. Certify review and transmit to Architect.
- B. Verify:
  - 1. Field dimensions.
  - 2. Field construction criteria.
  - 3. Catalog numbers and similar data.
  - 4. Verify compliance with contract documents.
- C. Coordinate each submittal with requirements of:
  - 1. The work.
  - 2. The contract documents.
  - 3. The work of other contractors.
  - 4. The existing conditions indicated to remain.
- D. Contractor's responsibility for errors, omissions or deviation from contract documents in submittals is not relieved by the Architect/Engineer's review of submittals.
- E. Prior to submission, notify the Architect/Engineer in writing of all proposed deviations in submittals from Contract requirements. Substitution of materials or equipment may only be approved by change order.
- F. Do not begin any work which requires submittals without Architect/Engineer's approval.
- G. After Architect/Engineer's review, make response required by A/E's stamp and distribute copies. Indicate by transmittal that copy of approved data has been delivered to installer.

# 1.8 ARCHITECT/ENGINEER'S RESPONSIBILITIES

- A. Review submittals within fourteen (14) calendar days.
- B. Review for:
  - 1. Design concept of project.
  - 2. Compliance with Contract Documents.
- C. Review all requests for proposed deviations.
- D. Affix stamp, date and initials or signature certifying review of submittal, and with instructions for the Contractor.
- E. Return submittals to sender for response or distribution.
- 2. PRODUCTS (NOT APPLICABLE)
- 3. EXECUTION (NOT APPLICABLE)

END OF SECTION 01 33 23

# <u>DIVISION 1 - GENERAL REQUIREMENTS</u> Section - 01 35 16 - Remodeling Project Procedures

# 1. GENERAL

#### 1.1 REQUIREMENTS INCLUDE

# A. General Contractor:

- 1. Coordinate work of employees and subcontractors.
- 2. Schedule elements of remodeling and renovation work to expedite completion.
- 3. Schedule noisy or hazardous work to avoid problems with Owner's operations.
- 4. In addition to demolition, cut, move or remove existing construction to provide access or to allow remodeling and new work to proceed. Include:
  - a. Repair or remove hazardous or unsanitary conditions.
  - b. Remove abandoned piping, conduit and wiring.
  - c. Remove unsuitable or extraneous materials not marked for salvage, such as rotted wood, brick paving, rusted metals and deteriorated concrete.
- 5. Patch, repair and refinish existing items to remain, to the specified condition for each material, with a neat transition to adjacent new or restored construction.
- 6. Note or record existing project conditions before beginning work to minimize later disputes.

#### 1.2 RELATED REQUIREMENTS

# A. Specified elsewhere:

- 1. 01 32 00 Construction Schedule.
- 2. 01 51 50 Use of Existing Facilities
- 3. 01 73 29 Cutting and Patching
- 4. 01 74 13 Construction Cleaning
- 5. 01 74 23 Final Cleaning.

# 1.3 SEQUENCE AND SCHEDULES

- A. Submit separate detailed sub-schedule for alterations work, coordinated with Construction Schedule. Show:
  - 1. Each stage of work; occupancy dates of areas.
  - 2. Date of Substantial Completion for each area of alteration work.
  - 3. Crafts and subcontractors employed in each stage.

# 1.4 ALTERATIONS, CUTTING AND PROTECTION

A. Cut finish surfaces by methods to terminate surfaces in a straight line at a natural point of division.

# 2. PRODUCTS (NOT USED)

#### EXECUTION

# 3.1 REMOVE EXISTING CONSTRUCTION

#### A. Temporary Removals:

- Remove all items as noted on the drawings or otherwise required to complete the work shown.
- 2. Store all items as noted on the drawings or otherwise required to complete the work shown.
- 3. Recondition all existing items as noted on the drawings or otherwise required to complete the work shown.
- 4. Reinstall all items as noted on the drawings or otherwise required to complete the work shown.
- B. Remove and dispose of existing items as noted in the documents.
- 3.2 PERFORMANCE. Patch and extend existing work using skilled craftsmen capable of matching existing quality of workmanship. For patched or extended work, provide quality equal to that specified for new work.

#### 3.3 DAMAGED SURFACES

- A. Patch and replace all portions of existing finished surfaces found to be damaged, lifted, discolored or showing other imperfections, with matching material.
  - 1. Provide adequate support prior to patching the finish.
  - 2. Refinish patched portions of painted or coated surfaces in a manner to produce uniform color and texture over entire surface.
  - 3. When existing surface cannot be matched, refinish entire surface to nearest intersections or change of direction.

#### 3.4 TRANSITION FROM EXISTING TO RESTORED WORK

- A. When restored work abuts or finishes flush with existing work, make a smooth transition. Patched work shall match existing adjacent work in texture and appearance.
  - 1. When finished surfaces are cut in such a way that a smooth transition with restored work is not possible, terminate existing surface in a neat manner along a straight line at a natural line of division, and provide trim appropriate to finished surface.

# 3.5 CLEANING

- A. Perform construction cleaning as specified in 01 74 13
- B. At completion of work of each craft, clean area and make surfaces ready for work of successive crafts.
- C. At completion of alterations work in each area, provide final cleaning in accord with 01 74 23 and return space to a condition suitable for use of User.

#### END OF SECTION 01 35 16

# <u>DIVISION 1 - GENERAL REQUIREMENTS</u> Section - 01 51 50 - Use of Existing Facilities

- GENERAL
- 1.1 These requirements supplement and other sections of the Project Manual.
- 1.2 The Owner and public will not use the building facility during construction. Some limited closure or barricades are expected for portions of the work. Contractor is responsible for coordinating all closures with Champaign County as necessary.
- 1.3 REQUIREMENTS INCLUDE Contractor provide:
  - A. Scheduling
  - B. Security and site regulations
  - C. Entrances (if required)
  - D. Construction aids
  - E. Temporary enclosures and barriers
  - F. Fences
  - G. Temporary utilities
  - H. Construction Cleaning
  - I. Storage
  - J. Close-out
- 2. EXECUTION
- 2.1 SECURITY AND SITE REGULATIONS
  - A. Confer with the Owner's representative and obtain full knowledge of all site rules and regulations affecting work.
- 2.2 CONSTRUCTION AIDS: Except as noted, Contractor provide and maintain construction aids and equipment for common use and to facilitate execution of the work.
- 2.3 TEMPORARY ENCLOSURES AND BARRIERS Contractor:
  - A. Provide temporary enclosures to separate work areas from existing parking and from areas occupied by Owner.
  - B. Provide and maintain suitable barriers to prevent unauthorized entry, and to protect the work.
- 2.4 TEMPORARY UTILITIES
  - A. Contractor shall provide and pay for extension or modification of services to perform the work, and for restoration of services at completion of work.
- 2.5 ACCESS ROADS & PARKING AREAS
  - A. Limit any loading of existing paved areas to 4000 p.s.i. maximum.

- B. Use of existing parking facilities for construction personnel or for contractor's vehicles or equipment is not permitted.
- C. Maintain roads, walks and parking areas in a sound, clean condition. Restore areas, damaged by construction operations, not in contract to original condition upon work completion prior to Final Acceptance.
- D. Control vehicular parking to preclude interference with public traffic or parking, access by emergency vehicles, Owner's operations or construction operations.
- E. Coordinate any temporary construction vehicle entrance onto the property for deliveries or access with the Owner a minimum of (3) days prior to the necessity.
- F. Equipment with bearing pressure above 4000 psi shall not be allowed on the grounds or paving.
- 2.6 TRAFFIC REGULATION: Contractor provide traffic control and directional signs, mounted on barricades or standard posts:
  - A. At each change of direction of a roadway and at parking areas.
  - B. Provide qualified and suitably equipped flaggers when construction operations encroach on traffic lanes, as required for traffic regulation.
  - C. Where contractor requires sidewalk closure to execute scope of work, permits and alternative access for pedestrians shall be provided in the work of this contract.

#### 2.7 CONSTRUCTION CLEANING

- A. Each Contractor provide cleaning and disposal of waste materials, debris and rubbish during construction.
- B. Coordinating Contractor to supervise and coordinate cleaning operations of all Assigned Contractors.
- C. Each Contractor provide covered containers for deposit of waste materials, debris and rubbish.
- 2.8 STORAGE Make arrangements with Owner's Representative for any on-site storage of materials and equipment to be installed in project. Protection and security for stored materials and equipment is solely contractor's responsibility.

# 2.9 CLOSEOUT

- A. Upon completion of need to use existing user-provided facilities, or when directed by Architect/Engineer, restore each to original or specified condition.
- B. At completion of work in each area, provide final cleaning and return space to a condition suitable for use of Owner.

#### END OF SECTION 01 51 50

# <u>DIVISION 1 – GENERAL REQUIREMENTS</u> SECTION 01 54 00 – CONSTRUCTION AIDS

# PART 1 - GENERAL

# 1.1 REQUIREMENTS INCLUDE

- A. Contractor shall provide all labor and material to install and maintain construction aids and equipment for all personnel use and to facilitate execution of the work:
  - 1. Ladders, working platforms and Scaffolding/Fall Protection.
  - 2. Heavy Equipment.
  - 3. Temporary enclosures, electrical power & water services, etc.
  - 4. Construction Barriers, and dust/noise/fume separations.
  - Platforms.
  - 6. Stairs.
  - 7. Power and hand tools.
- B. Each Contractor must comply with OSHA regulations as they relate to these construction aids and all applicable standards.
- C. See respective specification sections for particular requirements.
- D. Provide and maintain for own forces all other construction aids required to complete his work.
- E. Remove all construction aids upon completion of the work, or as directed.

#### 1.2 RELATED REQUIREMENTS

- A. Specified elsewhere:
  - 1. Section 01 10 00 Project Summary.
  - 2. Section 01 51 50 Use of Existing Utilities.
  - 3. Section 01 74 23 Final Cleaning.

# PART 2 - PRODUCTS

#### 2.1 MATERIALS

A. Materials may be new or used, suitable for purpose. Comply with specified codes, standards, and regulations.

# 2.2 CONSTRUCTION AIDS

A. Maintain facilities and equipment in first class condition.

# PART 3 - EXECUTION

#### 3.1 PREPARATION

- A. Consult with Architect and Owner, review site conditions and factors which affect construction procedures and construction aids, including adjacent occupied areas which may be affected by execution of the work.
- B. Coordinate with Owner for placement of barriers to maintain Owner operations, while protecting occupants form exposure to dust, noise, and fumes.

# 3.2 INSTALLATION

- A. Comply with respective Project Manual Specification Sections.
- B. Relocate construction aids as construction progresses to expedite storage or work and to accommodate legitimate requirements of the Owner and other contractors at the site.

# 3.3 REMOVAL:

- A. Completely remove temporary materials, equipment and services:
  - 1. When construction needs can be met by authorized use of permanent construction.
  - 2. At project completion.
- B. Clean and repair damage caused by installation or use of temporary facilities.
- C. Restore existing facilities used for temporary purposes to original condition.

END OF SECTION 01 54 00

# DIVISION 1 – GENERAL REQUIREMENTS SECTION 01 56 00 - TEMPORARY BARRIERS AND ENCLOSURES

## PART I - GENERAL

#### 1.1 WORK INCLUDES

- A. Base Bid: Use of Barriers and Enclosures: The Contractor shall provide all labor and materials necessary to furnish, erect and maintain temporary barriers, barricades, enclosures, and temporary construction fencing as required for the following:
  - 1. To provide weather tight protection of building as roofing or deck is removed as part of the work in contract.
  - 2. To protect the health and safety of occupants and the general public from exposure to immediate physical harm as well as to noise, dust, and fumes. Note that this Section does not provide minimum requirements related to Indoor Air Quality.
  - To protect new and pre-existing adjacent construction from exposure to physical damage, dust, dirt, and water.
  - 3. To provide security of valuable property.
  - 4. To protect trees and plants.

#### 1.2 RELATED SECTIONS

A. Section 01 54 00 - Construction Aids

#### PART 2 - PRODUCTS

# 2.1 GENERAL FABRICATION

- A. Substantial Construction: Barriers and enclosures shall be of adequately substantial construction to serve their purpose without failure throughout the duration of their use. Materials may be new or used, suitable for the intended purpose, but shall not violate requirements of applicable codes and standards.
- B. Rigid Fencing: The general public, as well as adjacent lawns and plantings, shall be protected from harm by the installation of continuous, durable, rigid 6 foot high fencing at the limit lines of each construction area.
- C. Tree Protection: Existing trees that are adjacent to a construction site shall be protected from damage by the installation of durable, rigid 6 foot high fencing at the drip line of each tree.
- D. Dust enclosures.

## PART 3 - EXECUTION

# 3.1 BASIC REQUIREMENTS

- A. Install facilities of a neat and reasonable uniform appearance, structurally adequate for required purposes.
- B. Install barriers and enclosures so as to not create new hazards such as tripping or protrusions that might be a source of safety concern to pedestrians or passers by.
- C. Establish reasonable alternative access when necessary due to placement of barriers.

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- D. Maintain barriers during entire construction period.
- E. Relocate barriers as required by progress of construction.

# 3.2 TREE AND PLANT PROTECTION REQUIREMENTS

- A. Preserve and protect existing trees and plants at site which are designed to remain, and those adjacent to site.
- B. Consult with the Owner for removal of agreed-on roots and branches which interfere with construction.
  - 1. Employ a qualified tree surgeon to remove, and to treat cuts.
- C. Provide temporary barriers to a height of six feet, around each, or around each group, of trees and plants. The barriers shall be placed at the drip line of each tree.
- D. Protect root zones of trees and plants:
  - 1. Do not allow vehicular traffic or parking.
  - 2. Do not store materials or products.
  - 3. Prevent dumping of refuse or chemically injurious materials or liquids.
  - 4. Prevent puddling or continuous running water.
- E. Carefully supervise excavating, grading and filling, and subsequent construction operations, to prevent damage.
- F. Replace, or suitably repair, trees and plants designated to remain which are damaged or destroyed due to construction operations. Any damage and any necessary replacements will be evaluated by F&S horticulturists.

# 3.3 DUST ENCLOSURES

A. Dust enclosures shall be continuous barriers with a rigid frame, made of clean materials, which will prevent dust from leaving work areas. Additionally, they may be required to resist noise and fumes as necessitated by contractors work plan.

## 3.4 REMOVAL

- A. Completely remove barricades, including foundations, when construction has progressed to the point that they are no longer needed, and when approved by the Architect.
- B. Clean and repair damage caused by installation, fill and grade areas of the site to required elevations and slopes, and clean the area.

END OF SECTION 01 56 00

# DIVISION 1 - GENERAL REQUIREMENTS Section 01 62 04 – Substitution Procedures

#### 1. GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Administrative and procedural requirements for substitutions.

#### 1.2 SUBSTITUTIONS

- A. Base Bid shall be in accordance with the Contract Documents.
- B. Substitution requests prior to bidding shall be submitted to Architect, in writing, a minimum of ten (10) days prior to bid date.
- C. After the end of the bidding period, substitution requests will be considered only in case of:
  - 1. Product unavailability
  - 2. Other conditions beyond the control of the Contractor
- D. Substitution Requests: Submit PDF electronic file of each request submitted for consideration. Identify product or fabrication or installation method to be replaced. Submit requests for substitutions on attached form. Submit a separate request form for each substitution. Include Specification Section number, title, and Drawing numbers and titles. Support each request with the following information:
  - 1. Complete data substantiating compliance of proposed substitution with requirements stated in Contract Documents:
    - a. Product identification, including manufacturer's name and address.
    - b. Manufacturer's literature, identifying:
      - 1) Product description
      - 2) Reference standards
      - 3) Performance and test data
  - 2. Itemized comparison of the proposed substitution with product specified, listing significant variations.
  - 3. Data relating to changes in construction schedule.
  - 4. Effects of substitution on separate contracts.
  - 5. List of changes required in other work or products.
  - 6. Accurate cost data comparing proposed substitution with product specified.
    - a. Amount of net change to Contract Sum
  - 7. Designation of required license fees or royalties.
  - 8. Designation of availability of maintenance services sources replacement materials.
- E. Substitutions will not be considered for acceptance when:
  - 1. A substitution is indicated or implied on shop drawings or product data submittals without a formal request from the Contractor.
  - 2. Acceptance will require substantial revision of Contract Documents.
  - 3. In judgment of the Architect, the substitution request does not include adequate information necessary for a complete evaluation.
  - 4. Requested directly by a Subcontractor or supplier.

- F. Substitutions for Convenience: Not allowed
- G. Do not order or install substitute products without recommendation of the Architect and acceptance by the Owner/Using Agency.
- H. Architect will determine acceptability of proposed substitutions.
- I. No verbal or written approvals other than by Change Order will be valid.

# 1.3 CONTRACTOR'S REPRESENTATION

- A. In making formal request for substitution the Contractor represents that:
  - 1. The proposed product has been investigated and it has been determined that it is equivalent, or superior, in all respects to the product specified.
  - 2. The same warranties or bonds will be provided for the substitute product as for the product specified.
  - Coordination and installation of the accepted substitution into the Work will be accomplished and changes as may be required for the Work to be complete will be accomplished.
  - 4. Claims for additional costs caused by substitution which may subsequently become apparent will be waived by the Contractor.
  - 5. Complete cost data is attached and includes related costs under the Contract, but not:
    - a. Costs under separate contracts.
    - b. Architect's costs for redesign or revision of Contact Documents.

# 1.4 REQUEST FOR SUBSTITUTION FORM

- A. 01 62 04.1 Substitution Request Form
- B. Substitutions will be considered only when the substitution form is completed and included with the request for substitution submittal and back-up data.
- 2. PRODUCTS

(NOT APPLICABLE)

3. EXECUTION

(NOT APPLICABLE)

END OF SECTION 01 62 04

# <u>DIVISION 1 - GENERAL REQUIREMENTS</u> Section 01 62 04.1 – Request for Substitution Form

# REQUEST FOR SUBSTITUTION FORM

Note: Use separate form for each material, product, or equipment item.									
ate: Request No.:									
Project:									
Location:									
Name of material, product, or equipment	titem submitted as subs	stitution:							
Name of material, product, or equipment	t item specified:								
Specification Section	, Article	, Paragraph							
Qualities that differ from specified produc	ct or system:								
Name of Manufacturer/(Fabricator):									
Address									
City, State, and Zip		()Telephone							
Name of material, product, or equipment  Name of material, product, or equipment  Specification Section  Qualities that differ from specified product  Name of Manufacturer/(Fabricator):  Address	t item submitted as substituted titem specified:, Article	etitution:							

Name of Vendor/Supplier
Address
City, State, and Zip () Telephone
Reason for requesting substitution:
Substitution affects other materials or systems, such as dimensional revisions, redesign of structure, or modifications to other work:
No Yes; describe requirements:
If substitution requires modifications to dimensions indicated on drawings, are such modifications clearly indicated or attached data?
Yes No; if no, explain:
Substitution has an effect on construction schedule:
No
Yes; describe effect on schedule:

Savings or cred	dit to Contract Amount for a	accepting substitute:					
Written Amoun	t		_Dollars	(\$ Amount in Figures	)		
The attached d	ata is furnished herewith fo	or evaluation of the su	bstitution:				
Product Data _	, Drawings	, Samples	, Tests	, Reports			
Other Informati	on						
The undersigned	ed hereby certifies:						
1.	The proposed substitution	on has been fully inve	estigated and is	equal or superior to specified	product		
2.	The same or better warranty will be furnished for proposed substitution as for specified material, product or equipment.						
3.	and completed in all res	pects and all costs, ir	ncluding, but not	tion, if approved, will be coord limited to, those for additional s Contractor at no additional	ıl		
Contractor			Signed by				
Address							
City, State, and	I Zip						
For Use by Ard Recomme Not Recor Insufficien Recomme Received	end mmended it Data end as Noted		For Use by Ow Approved Not Approved Approved a	ved			
Ву:		_	Ву:				
		_	Date:				
END OF FORM	Л						

# <u>DIVISION 1 - GENERAL REQUIREMENTS</u> Section - 01 66 00 - Storage & Protection

# 1. GENERAL

#### A. REQUIREMENTS INCLUDE

- 1. General Contractor make arrangements with Owner for storage of materials and equipment to be installed in project. Protection and security for stored materials and equipment, on and off site is solely contractor's responsibility.
- B. OFF-SITE AUTHORIZATION. Payment for materials/equipment stored off-site will be permitted only on prior written authorization, proof of insurance is submitted, and the material is stored in an independent warehouse under the owner's name and paid for by the contractor.
- C. SUBMITTALS.
  - 1. In accordance with Section 01 33 23, submit:
    - a. Request for allocation of storage space.
    - b. List of materials and equipment to be stored.
    - c. Proposed location for storage.
    - d. Special storage requirements.
    - e. Schedule of anticipated storage dates.

# 2. PRODUCTS

# A. PROTECTIVE MATERIALS

1. For duration of storage period, provide materials which will provide proper protection against the elements or other harmful environmental conditions.

### EXECUTION

### A. LOCATION

- 1. Where authorized by Owner.
- 2. Contractor will resolve conflicts in storage requirements of all subcontractors.

# B. PROTECTION

1. Appropriate protection is required as necessary to maintain quality and intent of stored materials.

# END OF SECTION 01 66 00

# <u>DIVISION 1 - GENERAL REQUIREMENTS</u> Section - 01 73 29 - Cutting & Patching

# 1. GENERAL

#### 1.1 REQUIREMENTS INCLUDE

- A. Unless noted otherwise, each contractor shall:
  - 1. Execute cutting (including excavating), filling or patching of work to:
    - a. Install specified work.
    - b. Remove samples of installed work specified for testing.
    - c. Remove and replace defective work.
  - 2. In addition, upon written instructions of Architect/Engineer:
    - a. Uncover work to provide for observation of covered work.
    - b. Remove samples of installed materials for testing.
    - c. Remove work to provide for alteration of existing work.
  - 3. Do not cut or alter work of another contractor without written consent of Architect/Engineer.

## 1.2 SUBMITTALS

- A. Prior to cutting which affects structural members or work of another contractor, submit written notice to Architect/Engineer requesting consent to proceed with cutting, including:
  - 1. Project identification.
  - 2. Description of affected work.
  - 3. Necessity for cutting.
  - 4. Effect on other work, on structural integrity of project.
  - 5. Description of proposed work. Designate:
    - a. Scope of cutting and patching.
    - b. Contractor and Crafts to execute the work.
    - c. Products proposed to be used.
    - d. Extent of refinishing.
  - 6. Alternatives to cutting and patching.
  - 7. Designation of party responsible for cost of cutting and patching.
- B. Prior to cutting and patching done on instruction of Architect/ Engineer, submit cost estimate.
- C. When conditions of work, or schedule, indicate change of materials or methods, submit recommendation to Architect/Engineer, including:
  - 1. Condition indicating change.
  - 2. Recommendation for alternative materials or methods.
  - 3. Submittals specified for substitutions.
- D. Submit written notice to Architect/Engineer, designating time work will be uncovered, to provide for observation.

#### 1.3 PAYMENT FOR COSTS

- A. Costs caused by ill-timed or defective work, or work not conforming to contract documents, including costs for additional services of Architect/Engineer: Party responsible for ill-timed, rejected or non-conforming work.
- B. Work done on instructions of Architect/Engineer (by change order only), other than defective or non-conforming work: Owner

# 2. PRODUCTS

2.1 MATERIALS. For replacement of work removed: Comply with specifications for type of work to be performed.

# 3. EXECUTION

## 3.1 INSPECTION

- A. Inspect existing conditions of work, including elements subject to movement or damage during:
  - 1. Cutting and patching.
  - 2. Excavating and backfilling.
- B. After uncovering work, inspect conditions affecting installation of new products.

# 3.2 PREPARATION

- A. Prior to cutting:
  - 1. Provide shoring, bracing and support to maintain structural integrity of project.
  - 2. Provide protection for other portions of the project.
  - 3. Provide protection from elements.

#### 3.3 PERFORMANCE

- A. Execute fitting and adjustment of products to provide finished installation to comply with specified tolerances, finishes.
- B. Execute cutting and demolition by methods which will prevent damage to other work, and will provide proper surfaces to receive installation of repairs and new work.
- C. Restore work which has been cut or removed; install new products to provide completed work in accord with contract documents.
- D. Refinish entire surfaces to provide an even finish.
- E. Continuous surfaces: To nearest intersection(s).
- F. Assembly: Entire refinishing.

#### END OF SECTION 01 73 29

# <u>DIVISION 1 - GENERAL REQUIREMENTS</u> Section - 01 74 13 - Construction Cleaning

- 1. GENERAL
- 1.1 REQUIREMENTS INCLUDE
  - A. General Contractor: Supervise and coordinate cleaning operations.
- 1.2 RELATED REQUIREMENTS
  - A. Specified elsewhere:
    - 1. Individual Specification Sections: specific cleaning for product or work.
    - 2. Section 01 35 16 Remodeling Project Procedures
- 2. PRODUCTS
- 2.1 EQUIPMENT
  - A. As designated in individual specification sections.
- 3. EXECUTION
- 3.1 CLEANING
  - A. As designated in individual specification sections.
- 3.2 DISPOSAL
  - A. Maintain individual disposal units for sorting of debris for recycling and general disposal.
  - B. Properly dispose of all contents of dumpsters off site in an environmentally friendly manner and in compliance with local, state and federal regulations.
  - C. No burning of debris or materials is acceptable on site.
  - D. All hazardous materials shall be disposed of off-site in an EPA approved facility.

END OF SECTION 01 74 13

# <u>DIVISION 1 - GENERAL REQUIREMENTS</u> Section - 01 74 23 - Final Cleaning

1. GENERAL

# 1.1 REQUIREMENTS INCLUDE

- A. General Contractor: Provide final cleaning:
  - 1. At completion of work, or at such other times as directed by the Contractor, remove all waste, debris, rubbish, tools, equipment, machinery and surplus materials. Clean all sight exposed surfaces; leave work clean and ready for occupancy.

#### 1.1 RELATED REQUIREMENTS

- A. Specified elsewhere:
  - 1. Section 01 74 13 Construction Cleaning.
- 2. PRODUCTS
- 2.1 All products shall be environmentally friendly "Green" cleaning products.
- EXECUTION
- 3.1 FINAL CLEANING
  - A. Employ experienced workmen for final cleaning.
  - B. Remove grease, dust, dirt, stains, labels, fingerprints, protection and other foreign materials from sight-exposed finished surfaces; polish surfaces so designated to specified finish.
    - 1. In preparation for substantial completion or occupancy, conduct final inspection of sight-exposed surfaces, and of concealed spaces to ensure performance.
  - C. Repair, patch and touch up marred surfaces to specified finish, to match adjacent surfaces.
  - D. Contractor soft broom clean all exposed concrete surfaces clean; other paved areas with soft or stiff broom as directed. Rake clean other surfaces on grounds.
  - E. Contractor to replace air handling filters if units were not protected during construction and shown to have construction dust/debris.
  - F. Contractor maintain finally cleaned areas until project, or designated portion thereof, is accepted by A/E.

END OF SECTION 01 74 23

# DIVISION 1 - GENERAL REQUIREMENTS Section - 01 78 36 - Warranties & Bonds

# 1. GENERAL

# 1.1 REQUIREMENTS INCLUDE

- A. Each Contractor shall warrant their work in accordance with the Standard Documents for Construction. In addition, the following Warranties and Bonds shall be provided as specified.
- B. Champaign County will be the designated agent during the warranty period.

# 2. PRODUCTS

- A. Warranties and Bonds. Include the following:
  - 1. Warranty and/or bond.
  - 2. List of circumstances and conditions that would affect validity of warranty or bond.
- 3. EXECUTION (NOT APPLICABLE)

END OF SECTION 01 78 36

<u>DIVISION 3 - CONCRETE</u> Section 03 30 00 – Cast-in-Place Concrete

#### PART 1 - GENERAL

# 1.01 SECTION INCLUDES

- A. Concrete formwork.
- B. Floors and slabs.
- C. Concrete reinforcement.
- D. Joint devices associated with concrete work.
- E. Miscellaneous concrete elements
- F. Concrete curing.

#### 1.02 RELATED REQUIREMENTS

A. Section 07 92 00 - Joint Sealants: Sealants for saw cut joints and isolation joints in slabs.

# 1.03 REFERENCE STANDARDS

- A. ACI 117 Standard Specifications for Tolerances for Concrete Construction and Materials; American Concrete Institute International; 2010.
- B. ACI 211.1 Standard Practice for Selecting Proportions for Normal, Heavyweight, and Mass Concrete; American Concrete Institute International; 1991 (Reapproved 2002).
- C. ACI 301 Specifications for Structural Concrete for Buildings; American Concrete Institute International; 2010.
- D. ACI 302.1R Guide for Concrete Floor and Slab Construction; American Concrete Institute International; 2004 (errata 2007).
- E. ACI 304R Guide for Measuring, Mixing, Transporting, and Placing Concrete; American Concrete Institute International: 2000.
- F. ACI 305R Hot Weather Concreting; American Concrete Institute International; 2010.
- G. ACI 306R Cold Weather Concreting; American Concrete Institute International; 2010.
- H. ACI 308R Guide to Curing Concrete; American Concrete Institute International; 2001 (Reapproved 2008).
- I. ACI 318 Building Code Requirements for Structural Concrete and Commentary; American Concrete Institute International: 2008.
- J. ACI 347 Guide to Formwork for Concrete; American Concrete Institute International; 2004.
- K. ASTM A185/A185M Standard Specification for Steel Welded Wire Reinforcement, Plain, for Concrete; 2007.
- L. ASTM A615/A615M Standard Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement: 2009b.
- M. ASTM C33 Standard Specification for Concrete Aggregates; 2011.
- N. ASTM C39/C39M Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens; 2010.

- O. ASTM C94/C94M Standard Specification for Ready-Mixed Concrete; 2011.
- P. ASTM C143/C143M Standard Test Method for Slump of Hydraulic-Cement Concrete; 2010a.
- Q. ASTM C150 Standard Specification for Portland Cement; 2011.
- R. ASTM C173/C173M Standard Test Method for Air Content of Freshly Mixed Concrete by the Volumetric Method: 2010b.
- S. ASTM C260 Standard Specification for Air-Entraining Admixtures for Concrete; 2010a.
- T. ASTM C618 Standard Specification for Coal Fly Ash and Raw or Calcined Natural Pozzolan for Use in Concrete; 2008a.
- U. ASTM E1745 Standard Specification for Plastic Water Vapor Retarders Used in Contact with Soil or Granular Fill under Concrete Slabs; 2009.

#### 1.04 SUBMITTALS

- B. Product Data: Submit manufacturers' data on manufactured products showing compliance with specified requirements and installation instructions.
- C. Project Record Documents: Accurately record actual locations of embedded utilities and components that will be concealed from view upon completion of concrete work.
- D. Shop Drawings for reinforcement.
- E. Concrete Mix Design Data.

#### 1.05 QUALITY ASSURANCE

- A. Perform work of this section in accordance with ACI 301 and ACI 318.
- B. Follow recommendations of ACI 305R when concreting during hot weather.
- C. Follow recommendations of ACI 306R when concreting during cold weather.

#### PART 2 - PRODUCTS

#### 2.01 FORMWORK

- A. Formwork Design and Construction: Comply with guidelines of ACI 347 to provide formwork that will produce concrete complying with tolerances of ACI 117.
- B. Form Materials: Contractor's choice of standard products with sufficient strength to withstand hydrostatic head without distortion in excess of permitted tolerances.
  - 1. Form Facing for Exposed Finish Concrete: Contractor's choice of materials that will provide smooth, stain-free final appearance.
  - 2. Form Coating: Release agent that will not adversely affect concrete or interfere with application of coatings.
  - 3. Form Ties: Cone snap type that will leave no metal within 1-1/2 inches of concrete surface.

# 2.02 REINFORCEMENT

- A. Reinforcing Steel: ASTM A615/A615M Grade 60 (420).
  - 1. Type: Deformed billet-steel bars.
  - Finish: Unfinished, unless otherwise indicated.
- B. Reinforcement Accessories:
  - 1. Tie Wire: Annealed, minimum 16 gage.
  - 2. Chairs, Bolsters, Bar Supports, Spacers: Sized and shaped for adequate support of reinforcement

during concrete placement.

3. Provide stainless steel, galvanized, plastic, or plastic coated steel components for placement within 1-1/2 inches of weathering surfaces.

# 2.03 CONCRETE MATERIALS

- A. Cement: ASTM C150, Type I Normal Portland type.
- B. Fine and Coarse Aggregates: ASTM C 33. Maximum aggregate size shall be 3/4".
- C. Fly Ash: ASTM C618, Class C or F.
- D. Water: Clean and not detrimental to concrete.

# 2.04 CHEMICAL ADMIXTURES

- A. Water Reducer: ASTM C494, Type A
- B. Calcium chloride or admixtures containing any form of chloride are prohibited.
- C. Use of accelerating admixtures is prohibited.

# 2.05 BONDING AND JOINTING PRODUCTS

- A. Slab Isolation Joint Filler: 3/4 inch thick, height equal to slab thickness, with removable top section that will form 1/2 inch deep sealant pocket after removal.
- B. Slab Contraction Joint Device: Preformed linear strip intended for pressing into wet concrete to provide straight route for shrinkage cracking.
  - 1. Products:
    - a. W.R. Meadows, Inc; Speed-E-Joint: www.wrmeadows.com.
- C. Joint Filler: Nonextruding, resilient asphalt impregnated fiberboard or felt, 1/4 inch thick and 4 inches deep; tongue and groove profile.

# 2.06 CURING MATERIALS

- A. Curing Compound, Naturally Dissipating: Clear, water-based, liquid membrane-forming compound, that dissipates within 3 to 5 weeks; complying with ASTM C309.
  - 1. Products:
    - a. W.R. Meadows, Inc.; 1100-Clear: <a href="www.wrmeadows.com">www.wrmeadows.com</a>.
    - b. Anti Hydro Internation, Inc.; Newark, NJ 07108; A-H #2 clear
    - c. Sonneborn; Shokopee, MN 55379; Kure-N-Seal
- B. Curing and Sealing Compound, High Gloss: Liquid, membrane-forming, clear, non-yellowing acrylic; complying with ASTM C1315 Type 1 Class A.
- C. Water: Potable, not detrimental to concrete.

#### 2.07 TRAFFIC COATING

A. Two-component polyurethane base coat, intermediate coat, and top coat traffic bearing surface with UV protection and joint bridging capability. Comply with manufacturer's recommendations and instructions.

#### 2.08 CONCRETE MIX DESIGN

- A. Proportioning Normal Weight Concrete: Comply with ACI 211.1 recommendations.
- B. Normal Weight Concrete:
  - 1. Compressive Strength, when tested in accordance with ASTM C39/C39M at 28 days: 4,000 psi.

- 2. Fly Ash Content: 20 percent of cementitious materials by weight.
- 3. Water / (Cement+Fly Ash) Ratio: Maximum 44 percent by weight. Site water addition is prohibited.
- 4. Total Air Content: 4% to 7% percent, determined in accordance with ASTM C173/C173M for exterior slab only.
- 5. Maximum slump: 4 inches
- 6. Superplasticizer shall be added to the mix to increase slump to a range of 6" to 8" and may be redosed. Superplasticizer shall meet the requirements of ASTM C494, Type F or G, second or third generation.

# 2.09 MIXING

A. Ready mixed concrete: Comply with ASTM C94/C94M.

#### PART 3 - EXECUTION

#### 3.01 EXAMINATION

A. Verify lines, levels, and dimensions before proceeding with work of this section.

# 3.02 PREPARATION

- A. Formwork: Comply with requirements of ACI 301. Design and fabricate forms to support all applied loads until concrete is cured, and for easy removal without damage to concrete. Provide special formwork to resist fluid pressures of superplasticized concrete.
- B. Tolerance: 1/8" in ten feet in any plane or direction.
- C. Verify that forms are clean and free of rust before applying release agent. Apply form release agents to forms prior to erection of reinforcement. Keep reinforcement clean of form release agent.
- D. Coordinate placement of embedded items with erection of concrete formwork and placement of form accessories.
- E. Where new concrete is to be bonded to previously placed concrete, prepare existing surface by cleaning with steel brush and applying bonding agent in accordance with manufacturer's instructions.
- F. Interior Slabs on Grade: Install vapor retarder under interior slabs on grade. Lap joints minimum 6 inches. Seal joints, seams and penetrations watertight with manufacturer's recommended products and follow manufacturer's written instructions. Repair damaged vapor retarder before covering.

#### 3.03 INSTALLING REINFORCEMENT AND OTHER EMBEDDED ITEMS

- A. Comply with requirements of ACI 301. Clean reinforcement of loose rust and mill scale, and accurately position, support, and secure in place to achieve not less than minimum concretecoverage required for protection.
- B. Do not apply heat to reinforcing bars for bending or any other reasons.
- C. Tie bar crossings to prevent reinforcement bar movement.

#### 3.04 PLACING CONCRETE

- A. Concrete can free fall up to three feet.
- B. Place concrete at its final position.
- C. Provide vibration. Do not over vibrate.
- D. Never place concrete on frozen surfaces.
- E. Temperature must be minimum 35 degrees and rising.

- F. Place no concrete when temperature reaches 95 degrees or above.
- G. Protect concrete from freezing. Remove and replace all frozen concrete.
- H. Notify Architect not less than 24 hours prior to commencement of placement operations.
- I. Maintain records of concrete placement. Record date, location, quantity, air temperature, and test samples taken.
- J. Ensure reinforcement, inserts, waterstops, embedded parts, and formed construction joint devices will not be disturbed during concrete placement.
- K. Place concrete continuously without construction (cold) joints wherever possible; where construction joints are necessary before depositing new concrete on or against concrete which has hardened, re-tighten forms, roughen surface of hardened concrete, remove foreign matter and laitance, and saturate surface with water.
- L. Finish floors level and flat, unless otherwise indicated, within the tolerances specified below.

# 3.05 SLAB JOINTING

- A. Locate joints as indicated on the drawings.
- B. Anchor joint fillers and devices to prevent movement during concrete placement.
- C. Isolation Joints: Use preformed joint filler with removable top section for joint sealant, total height equal to thickness of slab, set flush with top of slab.
  - 1. Install wherever necessary to separate slab from other building members, including columns, walls, equipment foundations, footings, stairs, manholes, sumps, and drains.
- D. Contraction Joint Devices: Use preformed joint device, with top set flush with top of slab, or hand tool joints. Sawcutting is prohibited.
- E. Separate slabs on grade from vertical surfaces with joint filler.
- F. Install expansion joints at right angles to concrete surface; extend through full depth or thickness of concrete.
- G. Place joint filler in floor slab pattern placement sequence. Set top to required elevations. Secure to resist movement by wet concrete.
- H. Extend joint filler from bottom of slab to within 1/2 inch of finished slab surface. Conform to Section 07 9005 for finish joint sealer requirements.
- I. Install joint devices in accordance with manufacturer's instructions.
- J. Maintain records of concrete placement. Record date, location, quantity, air temperature, and test samples taken.
- K. Place concrete continuously between predetermined expansion, control, and construction joints.
- L. Do not interrupt successive placement; do not permit cold joints to occur.
- M. Screed floors level, maintaining surface flatness of maximum 1/8 inch in 10 ft.

# 3.06 FLOOR FLATNESS AND LEVELNESS TOLERANCES

- A. Maximum Variation of Surface Flatness:
  - 1. Exposed Concrete Floors: 1/8 inch in 10 ft.
  - 2. Under Seamless Resilient Flooring: 1/8 inch in 10 ft.
  - 3. Under Carpeting: 1/8 inch in 10 ft.

- B. Correct the slab surface if tolerances are less than specified.
- C. Correct defects by grinding or by removal and replacement of the defective work. Areas requiring corrective work will be identified. Re-measure corrected areas by the same process.

#### 3.07 CONCRETE FINISHING

- A. Repair surface defects, including tie holes, immediately after removing formwork.
- B. Unexposed Form Finish: Rub down or chip off fins or other raised areas 1/4 inch or more in height.
- C. Concrete Slabs: Slabs will be exposed and sealed. Float, mop, and trowel for smooth, dense finish. Concrete sealer and concrete curing compound must be compatible products with each other from manufacturer.

# 3.08 CURING AND PROTECTION

- A. Comply with requirements of ACI 308R. Immediately after placement, protect concrete from premature drying, excessively hot or cold temperatures, and mechanical injury.
- B. Maintain concrete with minimal moisture loss at relatively constant temperature for period necessary for hydration of cement and hardening of concrete.
  - 1. Normal concrete: Not less than 7 days.
- C. Concrete sealer and concrete curing compound must be compatible products with each other from manufacturer.
- D. Surfaces Not in Contact with Forms:
  - Slabs and Floors To Receive Adhesive-Applied Flooring: Curing compounds and other surface
    coatings are usually considered unacceptable by flooring and adhesive manufacturers. If such
    materials must be used, either obtain the approval of the flooring and adhesive manufacturers prior
    to use or remove the surface coating after curing to flooring manufacturer's satisfaction.
  - 2. Initial Curing: Start as soon as free water has disappeared and before surface is dry. Keep continuously moist for not less than three days by water ponding, water-saturated sand, water-fog spray, or saturated burlap.
  - 3. Final Curing: Begin after initial curing but before surface is dry.

#### 3.09 FIELD QUALITY CONTROL

- A. An independent testing agency will perform field quality control tests, as specified in Section 01 4000.
- B. Provide free access to concrete operations at project site and cooperate with appointed firm.
- C. Submit proposed mix design of each class of concrete to inspection and testing firm for review prior to commencement of concrete operations.
- D. Tests of concrete and concrete materials may be performed at any time to ensure conformance with specified requirements.
- E. Compressive Strength Tests: ASTM C39/C39M. For each test, mold and cure three concrete test cylinders. Obtain test samples for every 100 cu yd or less of each class of concrete placed.
- F. Take one additional test cylinder during cold weather concreting, cured on job site under same conditions as concrete it represents.
- G. Perform one slump test for each set of test cylinders taken, following procedures of ASTM C143/C143M.

# 3.10 DEFECTIVE CONCRETE

A. Test Results: The testing agency shall report test results in writing to Architect and Contractor within 24

hours of test.

- B. Defective Concrete: Concrete not conforming to required lines, details, dimensions, tolerances or specified requirements.
- C. Repair or replacement of defective concrete will be determined by the Architect. The cost of additional testing shall be borne by Contractor when defective concrete is identified.
- D. Do not patch, fill, touch-up, repair, or replace exposed concrete except upon express direction of Architect for each individual area.

# 3.11 CONCRETE REPAIR

# A. Vertical and Overhead Repairs

1. Two-component, polymer modified, cementitious, non-sag, high performance repair mortar for vertical and overhead surfaces. Comply with manufacturer's recommendations and instructions.

# B. Horizontal Repairs

1. Two-component, polymer modified, cementitious, high performance repair mortar for horizontal surfaces. Comply with manufacturer's recommendations and instructions.

END OF SECTION 03 30 00

DIVISION 4 - MASONRY Section 04 22 00 – Unit Masonry

#### PART 1 GENERAL

# 1.01 SECTION INCLUDES

- A. Concrete Block
- B. Brick Masonry
- C. Mortar and Grout
- D. Reinforcement and Anchorage
- E. Flashings
- F. Accessories

#### 1.02 RELATED REQUIREMENTS

A. Section 05 12 00 – Structural Steel

# 1.03 REFERENCE STANDARDS

- A. ACI 530/530.1/ERTA Building Code Requirements and Specification for Masonry Structures; American Concrete Institute International; 2009.
- B. ACI 530.1/ASCE 6/TMS 602 Specification For Masonry Structures; American Concrete Institute International; 2008.
- C. ASTM A82/A82M Standard Specification for Steel Wire, Plain, for Concrete Reinforcement; 2007.
- D. ASTM A153/A153M Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2009.
- E. ASTM A666 Standard Specification for Annealed or Cold-Worked Austenitic Stainless Steel Sheet, Strip, Plate, and Flat Bar; 2010.
- F. ASTM C90 Standard Specification for Loadbearing Concrete Masonry Units; 2011.
- G. ASTM C129 Standard Specification for Nonloadbearing Concrete Masonry Units; 2006.
- H. ASTM C144 Standard Specification for Aggregate for Masonry Mortar; 2004.
- I. ASTM C150 Standard Specification for Portland Cement; 2011.
- J. ASTM C207 Standard Specification for Hydrated Lime for Masonry Purposes; 2006.
- K. ASTM C216 Standard Specification for Facing Brick (Solid Masonry Units Made From Clay or Shale); 2010.
- L. ASTM C270 Standard Specification for Mortar for Unit Masonry; 2010.
- M. ASTM C404 Standard Specification for Aggregates for Masonry Grout; 2007.
- N. ASTM C476 Standard Specification for Grout for Masonry; 2010.
- O. ASTM C979 Standard Specification for Pigments for Integrally Colored Concrete; 2010.
- P. ASTM D226 Standard Specification for Asphalt-Saturated Organic Felt Used in Roofing and Waterproofing; 2009.

#### 1.04 SUBMITTALS

04 22 00 - 1 Unit Masonry

- B. Product Data: Provide data for masonry units, fabricated wire reinforcement, and mortar.
- C. Manufacturer's Certificate: Certify that masonry units meet or exceed specified requirements.

# 1.05 QUALITY ASSURANCE

A. Comply with provisions of ACI 530/530.1/ERTA, except where exceeded by requirements of the contract documents.

# 1.06 DELIVERY, STORAGE, AND HANDLING

A. Deliver, handle, and store masonry units by means that will prevent mechanical damage and contamination by other materials.

# PART 2 PRODUCTS

#### 2.01 CONCRETE MASONRY UNITS

- A. Concrete Block: Comply with referenced standards and as follows:
  - 1. Size: Standard units with nominal face dimensions of 16" long x 8" tall and nominal depths as indicated on the drawings for specific locations.
  - 2. All Concrete Block Units: ASTM C90, Hollow core load bearing, Grade N, Type 1, normal weight.

#### 2.02 BRICK MASONRY

A. ASTM C216, Type FBS, Grade SW1. Color and texture shall be selected by the Architect.

#### 2.03 MORTAR AND GROUT MATERIALS

- A. Portland Cement: ASTM C150, Type I; color as required to produce approved color sample. Use of masonry cements is prohibited.
  - 1. Hydrated Lime: ASTM C207, Type S.
  - 2. Mortar Aggregate: ASTM C144.
  - 3. Grout Aggregate: ASTM C404.
- B. Pigments for Colored Mortar: Pure, concentrated mineral pigments specifically intended for mixing into mortar and complying with ASTM C979.
  - 1. Color(s): As selected by Architect from manufacturer's full range.
- C. Use of calcium chlorides or admixtures containing chlorides are prohibited.
- D. Water: Clean and potable.

#### 2.04 REINFORCEMENT AND ANCHORAGE

- A. Manufacturers of Joint Reinforcement and Anchors:
  - 1. Hohmann & Barnard, Inc (including Dur-O-Wal brand): www.h-b.com.
  - 2. WIRE-BOND: www.wirebond.com.
  - 3. Substitutions: See Section 01 6000 Product Requirements.
- B. Single Wythe Joint Reinforcement: Truss type; ASTM A 82/A 82M steel wire, hot dip galvanized after fabrication to ASTM A 153/A 153M, Class B; 3/16 inch minimum side rods with 9 gauge minimum cross rods; width as required to provide not more than 1 inch and not less than ½ inch of mortar coverage on each exposure.
- C. Brick Anchors: 2-piece stainless steel anchors that permit differential movement between brick and structural backup.
  - 1. Anchor plates: Not less than 0.075 inch thick, designed for fastening to structural backup through sheathing by two fasteners; provide design with legs that penetrate sheathing and insulation to provide positive anchorage.

04 22 00 - 2 Unit Masonry

- 2. Wire ties: Triangular shape, 0.1875 inch thick.
- 3. Vertical adjustment: Not less than 3-1/2 inches.

#### 2.05 FLASHINGS

- A. Stainless Steel Flashing: ASTM A666, Type 304, soft temper; 24 gage thick; finish 2B to 2D.
- B. Lap Sealant: Butyl type as specified in Section 07 9005.

# 2.06 ACCESSORIES

- A. Joint Filler: Closed cell polyvinyl chloride; oversized 50 percent to joint width; self expanding; 3 inch wide x by maximum lengths available.
- B. Weeps: Polyethylene tubing.
- C. Cleaning Solution: Non-acidic, not harmful to masonry work or adjacent materials.
- D. Sealants: Polyurethane base, multi-component

#### 2.07 MORTAR AND GROUT MIXES

- A. Mortar for Unit Masonry: ASTM C270, Type N using the Proportion Specification.
- B. Grout: ASTM C476. Consistency required to fill completely volumes indicated for grouting; fine grout for spaces with smallest horizontal dimension of 2 inches or less; coarse grout for spaces with smallest horizontal dimension greater than 2 inches. Minimum 28 day compressive strength of 2,500 psi.
- C. Mixing: Use mechanical batch mixer and comply with referenced standards.

#### PART 3 EXECUTION

# 3.01 EXAMINATION

- A. Verify that field conditions are acceptable and are ready to receive masonry.
- B. Verify that related items provided under other sections are properly sized and located.
- C. Verify that built-in items are in proper location, and ready for roughing into masonry work.

### 3.02 PREPARATION

- A. Direct and coordinate placement of metal anchors supplied for installation under other sections.
- B. Provide temporary bracing during installation of masonry work. Maintain in place until building structure provides permanent bracing.

## 3.03 COLD AND HOT WEATHER REQUIREMENTS

A. Comply with requirements of ACI 530/530.1/ERTA or applicable building code, whichever is more stringent.

#### 3.04 COURSING

- A. Establish lines, levels, and coursing indicated. Protect from displacement.
- B. Maintain masonry courses to uniform dimension. Form vertical and horizontal joints of uniform thickness.
- C. Concrete Masonry Units:
  - 1. Bond: Running.
  - 2. Coursing: One unit and one mortar joint to equal 8 inches.
  - 3. Mortar Joints: Concave.

04 22 00 - 3 Unit Masonry

- D. Brick Masonry:
  - 1. Bond: Running.
  - 2. Coursing: Three units and three mortar joints to equal 8 inches.
  - 3. Mortar Joints: Concave.

#### 3.05 PLACING AND BONDING

- A. Lay solid masonry units in full bed of mortar, with full head joints, uniformly jointed with other work.
- B. Lay hollow masonry units with face shell bedding on head and bed joints.
- C. Buttering corners of joints or excessive furrowing of mortar joints is not permitted.
- D. Remove excess mortar and mortar smears as work progresses.
- E. Interlock intersections and external corners.
- F. Do not shift or tap masonry units after mortar has achieved initial set. Where adjustment must be made, remove mortar and replace.
- G. Perform job site cutting of masonry units with proper tools to provide straight, clean, unchipped edges. Prevent broken masonry unit corners or edges.
- H. Keep cavity clean of mortar.

#### 3.06 WEEPS/CAVITY VENTS

- A. Install weeps in veneer at 24 inches on center horizontally above through-wall flashing and at bottom of walls
- B. Install cavity vents in veneer at 32 inches on center horizontally below shelf angles and lintels.

#### 3.07 REINFORCEMENT AND ANCHORAGE - GENERAL

- A. Unless otherwise indicated on drawings or specified under specific wall type, install horizontal joint reinforcement 16 inches on center.
- B. Place masonry joint reinforcement in first and second horizontal joints above and below openings. Extend minimum 16 inches each side of opening.
- C. Place continuous joint reinforcement in first and second joint below top of walls.
- D. Lap joint reinforcement ends minimum 6 inches.
- E. Fasten anchors to structural framing and embed in masonry joints as masonry is laid. Unless otherwise indicated on drawings or closer spacing is indicated under specific wall type, space anchors at maximum of 36 inches horizontally and 24 inches vertically.

#### 3.08 REINFORCEMENT AND ANCHORAGE

- A. Install horizontal joint reinforcement 8 inches on center in all concrete block.
- B. Place masonry joint reinforcement in first and second horizontal joints above and below openings. Extend minimum 16 inches each side of opening.
- C. Place continuous joint reinforcement in first and second joint below top of walls.
- D. Lap joint reinforcement ends minimum 6 inches.

# 3.09 REINFORCEMENT AND ANCHORAGE - BRICK

A. Install brick anchors @ 16 inches on center, vertical and horizontal.

04 22 00 - 4 Unit Masonry

B. Stud Back-Up: Secure brick anchors to stud framed back-up and embed into masonry veneer at maximum 16 inches on center vertically and 16 inches on center horizontally. Place additional anchors at perimeter of openings and ends of panels, so maximum spacing of anchors is 8 inches on center.

#### 3.10 MASONRY FLASHINGS

- A. Whether or not specifically indicated, install masonry flashing to divert water to exterior at all locations where downward flow of water will be interrupted.
  - 1. Extend flashings full width at such interruptions and at least 4 inches into adjacent masonry or turn up at least 4 inches to form watertight pan at non-masonry construction.
  - 2. Seal lapped ends and penetrations of flashing before covering with mortar.
- B. Extend metal flashings through exterior face of masonry and turn down to form drip. Install joint sealer below drip edge to prevent moisture migration under flashing.
- C. Lap end joints of flashings at least 4 inches and seal watertight with mastic or elastic sealant.

#### 3.11 LINTELS

- A. Install steel lintels over openings.
- B. Maintain minimum 8 inch bearing on each side of opening.

#### 3.12 CONTROL AND EXPANSION JOINTS

- A. Do not continue horizontal joint reinforcement through control and expansion joints. Bond beam reinforcement shall be continuous through control and expansion joints.
- B. Form control joint with preformed joint filler, bond breaker, and sealant.
- C. Size control joint in accordance with Section 07 9005 for sealant performance.

## 3.13 BUILT-IN WORK

- A. As work progresses, install built-in metal door frames and other items to be built into the work and furnished under other sections.
- B. Install built-in items plumb, level, and true to line.
- C. Bed anchors of metal door frames in adjacent mortar joints. Fill frame voids solid with grout.
  - 1. Fill adjacent masonry cores with grout minimum 12 inches from framed openings.
- D. Do not build into masonry construction organic materials that are subject to deterioration.

## 3.14 CUTTING AND FITTING

- A. Cut and fit for chases, pipes, conduit, and sleeves. Coordinate with other sections of work to provide correct size, shape, and location.
- B. Obtain approval prior to cutting or fitting masonry work not indicated or where appearance or strength of masonry work may be impaired.

### 3.15 CLEANING

- A. Remove excess mortar and mortar droppings.
- B. Replace defective mortar. Match adjacent work.
- C. Clean soiled surfaces with cleaning solution.
- D. Use non-metallic tools in cleaning operations.

04 22 00 - 5 Unit Masonry

# 3.16 PROTECTION

A. Without damaging completed work, provide protective boards at exposed external corners that are subject to damage by construction activities.

END OF SECTION 04 22 00

04 22 00 - 6 Unit Masonry

DIVISION 5 - METALS
Section 05 12 00 - Structural Steel

#### PART 1 - GENERAL

## 1.01 SECTION INCLUDES

- A. Fabrication of structural steel framing members, including structural steel support members which form part of the structural framing, hangers, miscellaneous angles, plates, and required bracing, welds, fasteners, and anchor bolts.
- B. Delivery of structural steel to the designated job site.
- C. Erection of steel framing members.

#### 1.02 SUBMITTALS

- A. Submit shop drawings in accordance with Section 01 33 00.
- B. Indicate profiles, sizes, spacing, and locations of structural members, connections, attachments, fasteners, and identifying erection mark.
- C. Indicate welded connections using standard AWS welding symbols. Indicate net weld length.

#### 1.03 QUALITY ASSURANCE

- A. Qualifications of suppliers and personnel:
  - 1. The steel fabricator shall have not less than five years continuous experience in the fabrication of structural steel.
  - 2. All welding shall be performed by operators who have been qualified as prescribed in "Qualification Procedure" of the American Welding Society. Certification may be checked under Testing Laboratory Services.
- B. Codes and Standards:
  - 1. AWS D1.1 Structural Welding Code
  - 2. AISC Specification for the Design, Fabrication and Erection of Structural Steel for Buildings, adopted 1978.

#### PART 2 - PRODUCTS

## 2.01 MATERIALS

- A. Steel shapes shall comply with ASTM A992.
- B. Steel plates shall comply with ASTM A36.
- C. Steel tubes shall comply with ASTM A500, Grade B.
- D. Bolts, Nuts, and Washers: ASTM A325
- E. Anchor Bolts: ASTM F1554, Grade 36, Galvanized.
- F. Welding Electrodes: Filler metal for welding shall comply with AWS D1.1, Structural Welding Code, E70XX electrodes.

## 2.02 SURFACE CONDITIONS

- A. Inspection:
  - 1. Prior to installation of the work of this Section, carefully inspect the installed work of all other trades

- and verify that all such work is complete to the point where the installation may properly commence.
- 2. Verify that structural steel may be fabricated and erected in strict accordance with the original design, the approved Shop Drawings, and the referenced standards.

### B. Discrepancies:

- 1. In the event of discrepancy, immediately notify the Architect.
- 2. Do not proceed with fabrication in areas of discrepancy until all such discrepancies have been fully resolved.

## 2.03 FABRICATION

- A. Fabricate all metal parts to comply with the design indicated on the Drawings. Make field measurements and prepare templates as required to insure proper fit. Assemblies shall be fitted together in the shop and delivered to the site complete and ready for installation.
- B. Form metal shapes with sharp lines and angles, and finish with smooth surfaces. Shearings and punching shall be clean and true. In general, holes for bolts shall be drilled or reamed 1/16-inch larger than the diameter of the bolt.
- C. Metal thicknesses, assembly details, and supports shall provide ample strength and stiffness. Joints shall be designed to prevent trapping of moisture.
- D. Shop cleaning and painting:
  - 1. Shop paint all structural steel one coat, except:
    - a. Steel to be encased in concrete
    - b. Surfaces to be field welded.
    - c. Contact surfaces to be high strength bolted.

#### E. Edges and corners

 Where plates, angles, and members are exposed and subject to touch, grind or nip sharp edges to render either bevel or radius and grind smooth free or burrs.

### 2.04 ERECTION

- A. Erect structural steel in compliance with the AISC "Specification for the Design, Fabrication, and Erection of Structural Steel for Buildings" and the AISC "Code of Standard Practice."
- B. Introduce and maintain temporary bracing and guying wherever necessary to withstand all loads to which structure may be subjected, including equipment and operation of same until permanent bracing and/or framing is installed.
- C. Prior to assembling members, clean bearing surfaces and surfaces to be in permanent contact to remove dirt and scale.
- D. Set members accurately to the lines and levels indicated on the Drawings and shop details. Unless otherwise indicated, individual pieces shall be erected so that the deviation from plumb, level, and alignment shall not exceed 1 to 500.
- E. Do not field cut or alter members without the approval of the Architect/Engineer. Field welding is prohibited.
- F. Drifting to enlarge holes will not be permitted. Holes that must be enlarged to admit bolts shall be reamed. Poor matching of holes caused by either shop or erection errors shall be sufficient cause for rejection by the Architect/Engineer.

G. After erection is complete, touch up all shop priming coats damaged during transportation and erection. Paint bolts and touch up all burned and abraded areas.

## 2.05 GALVANIZED STEEL

- A. All steel and hardware shall be hot-dipped galvanized, after fabrication.
- B. Comply with ASTM A123/A123M for hot-dip galvanized railings.
- C. Comply with ASTM A153/A153M for hot-dip galvanized hardware.
- D. Touch up welded surfaces with galvanizing repair paint: High-zinc-dust-content paint, complying with SSPC-Paint 20 and compatible with paints specified to be used over it.

END OF SECTION 05 12 00

<u>DIVISION 5 - METALS</u> Section 05 52 13 – Pipe and Tube Railings

#### PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section Includes:
  - 1. Steel railings.

## 1.2 ACTION SUBMITTALS

- A. Product Data:
  - 1. Manufacturer's product lines of mechanically connected railings.
  - 2. Shop primer.
  - 3. Bituminous paint.
  - 4. Nonshrink, nonmetallic grout.
  - 5. Anchoring cement.
  - 6. Metal finishes.
  - 7. Paint products.
- B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work.
- C. Samples: For each type of exposed finish.
- D. Delegated-Design Submittal: For railings, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.

## 1.3 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For delegated-design professional engineer.
- B. Welding certificates.
- C. Product Test Reports: For tests on railings performed by a qualified testing agency, in accordance with ASTM E894 and ASTM E935.

## 1.4 QUALITY ASSURANCE

- A. Welding Qualifications: Qualify procedures and personnel in accordance with the following:
  - 1. AWS D1.1/D1.1M, "Structural Welding Code Steel."

#### PART 2 - PRODUCTS

## 2.1 PERFORMANCE REQUIREMENTS

- A. Delegated Design: Engage a qualified professional engineer to design railings, including attachment to building construction.
- B. Structural Performance: Railings, including attachment to building construction, shall withstand the effects of gravity loads and the following loads and stresses within limits and under conditions indicated:
  - 1. Handrails and Top Rails of Guards:
    - a. Uniform load of 50 lbf/ ft. (0.73 kN/m) applied in any direction.
    - b. Concentrated load of 200 lbf (0.89 kN) applied in any direction.
    - c. Uniform and concentrated loads need not be assumed to act concurrently.

## 2.2 METALS, GENERAL

A. Metal Surfaces, General: Provide materials with smooth surfaces, without seam marks, roller marks, rolled trade names, stains, discolorations, or blemishes.

## 2.3 STEEL RAILINGS

- A. Tubing: ASTM A500/A500M (cold formed)
- B. Pipe: ASTM A53/A53M, Type F or Type S, Grade A, Standard Weight (Schedule 40), unless another grade and weight are required by structural loads.
  - 1. Provide galvanized finish for exterior installations and where indicated.
- C. Plates, Shapes, and Bars: ASTM A36/A36M.
- D. Cast Iron Fittings: Either gray iron, ASTM A48/A48M, or malleable iron, ASTM A47/A47M, unless otherwise indicated.

## 2.4 FASTENERS

#### A. Fastener Materials:

- 1. Ungalvanized-Steel Railing Components: Plated steel fasteners complying with ASTM F1941 (ASTM F1941M), Class Fe/Zn 5 for zinc coating.
- 2. Hot-Dip Galvanized Railing Components: Type 304 stainless steel or hot-dip zinc-coated steel fasteners complying with ASTM A153/A153M or ASTM F2329/F2329M for zinc coating.
- B. Post-Installed Anchors: Fastener systems with working capacity greater than or equal to the design load, according to an evaluation report acceptable to authorities having jurisdiction, based on ICC-ES AC193 or ICC-ES AC308.

1. Material for Interior Locations: Carbon-steel components zinc-plated to comply with ASTM B633 or ASTM F1941/F1941M, Class Fe/Zn 5, unless otherwise indicated.

#### 2.5 MISCELLANEOUS MATERIALS

- A. Welding Rods and Bare Electrodes: Select in accordance with AWS specifications for metal alloy welded.
- B. Etching Cleaner for Galvanized Metal: Complying with MPI#25.
- C. Galvanizing Repair Paint: High-zinc-dust-content paint, complying with SSPC-Paint 20 and compatible with paints specified to be used over it.
- D. Shop Primers: Provide primers that comply with Section 09 91 13 "Exterior Painting".
- E. Universal Shop Primer: Fast-curing, lead- and chromate-free, universal modified-alkyd primer complying with MPI#79 and compatible with topcoat.
  - 1. Use primer containing pigments that make it easily distinguishable from zinc-rich primer.
- F. Epoxy Zinc-Rich Primer: Complying with MPI#20 and compatible with topcoat.
- G. Shop Primer for Galvanized Steel: Primer formulated for exterior use over zinc-coated metal and compatible with finish paint systems indicated.
- H. Intermediate Coats and Topcoats: Provide products that comply with Section 09 91 13 "Exterior Painting."
- I. Epoxy Intermediate Coat: Complying with MPI #77 and compatible with primer and topcoat.
- J. Polyurethane Topcoat: Complying with MPI #72 and compatible with undercoat.
- K. Bituminous Paint: Cold-applied asphalt emulsion, complying with ASTM D1187/D1187M.
- L. Nonshrink, Nonmetallic Grout: Factory-packaged, nonstaining, noncorrosive, nongaseous grout, complying with ASTM C1107/C1107M. Provide grout specifically recommended by manufacturer for interior and exterior applications.
- M. Anchoring Cement: Factory-packaged, nonshrink, nonstaining, hydraulic-controlled expansion cement formulation for mixing with water at Project site to create pourable anchoring, patching, and grouting compound.
  - 1. Water-Resistant Product: At exterior locations and where indicated on Drawings, provide formulation that is resistant to erosion from water exposure without needing protection by a sealer or waterproof coating and that is recommended by manufacturer for exterior use.

## 2.6 FABRICATION

- A. Cut, drill, and punch metals cleanly and accurately.
  - 1. Remove burrs and ease edges to a radius of approximately 1/32 inch (1 mm) unless otherwise indicated.

- 2. Remove sharp or rough areas on exposed surfaces.
- B. Form work true to line and level with accurate angles and surfaces.
- C. Welded Connections: Cope components at connections to provide close fit, or use fittings designed for this purpose. Weld all around at connections, including at fittings.
  - 1. Use materials and methods that minimize distortion and develop strength and corrosion resistance of base metals.
  - 2. Obtain fusion without undercut or overlap.
  - 3. Remove flux immediately.
  - 4. At exposed connections, finish exposed welds to comply with NOMMA's "Voluntary Joint Finish Standards" for Finish #1 welds; ornamental quality with no evidence of a welded joint.
- D. Welded Connections for Aluminum Pipe: Fabricate railings to interconnect members with concealed internal welds that eliminate surface grinding, using manufacturer's standard system of sleeve and socket fittings.
- E. Nonwelded Connections: Connect members with concealed mechanical fasteners and fittings. Fabricate members and fittings to produce flush, smooth, rigid, hairline joints.
- F. Form changes in direction as follows:
  - 1. By bending or by inserting prefabricated elbow fittings.
- G. Bend members in jigs to produce uniform curvature for each configuration required. Maintain cross section of member throughout entire bend without buckling, twisting, cracking, or otherwise deforming exposed surfaces of components.
- H. Close exposed ends of hollow railing members with prefabricated cap and end fittings of same metal and finish as railings.
- I. Provide inserts and other anchorage devices for connecting railings to concrete or masonry work.
  - 1. Fabricate anchorage devices capable of withstanding loads imposed by railings.
  - 2. Coordinate anchorage devices with supporting structure.
- J. For railing posts set in concrete, provide stainless steel sleeves not less than 6 inches (150 mm) long with inside dimensions not less than 1/2 inch (13 mm) greater than outside dimensions of post, with metal plate forming bottom closure.

## 2.7 STEEL AND IRON FINISHES

- A. Galvanized Railings:
  - 1. Hot-dip galvanize exterior steel railings, including hardware, after fabrication.
  - 2. Comply with ASTM A123/A123M for hot-dip galvanized railings.
  - 3. Comply with ASTM A153/A153M for hot-dip galvanized hardware.
- B. For galvanized railings, provide hot-dip galvanized fittings, brackets, fasteners, sleeves, and other ferrous components.

- C. Preparing Galvanized Railings for Shop Priming: After galvanizing, thoroughly clean railings of grease, dirt, oil, flux, and other foreign matter, and treat with etching cleaner and as follows.
  - 1. Comply with SSPC-SP 16.
- D. For nongalvanized-steel railings, provide nongalvanized ferrous-metal fittings, brackets, fasteners, and sleeves; however, hot-dip galvanize anchors to be embedded in exterior concrete or masonry.
- E. Preparation for Shop Priming: Prepare uncoated ferrous-metal surfaces to comply with SSPC-SP 6/NACE No. 3.
  - 1. Exterior Railings: SSPC-SP 6/NACE No. 3.
- F. Primer Application: Apply shop primer to prepared surfaces of railings unless otherwise indicated. Comply with requirements in SSPC-PA 1 for shop painting. Primer need not be applied to surfaces to be embedded in concrete or masonry.
  - 1. Shop prime uncoated railings with universal shop primer indicated.
  - 2. Do not apply primer to galvanized surfaces.
- G. Shop-Painted Finish: Comply with Section 09 91 13 "Exterior Painting."
  - 1. Color: Match Architect's sample.

#### PART 3 - EXECUTION

## 3.1 INSTALLATION, GENERAL

- A. Perform cutting, drilling, and fitting required for installing railings.
  - 1. Fit exposed connections together to form tight, hairline joints.
  - 2. Install railings level, plumb, square, true to line; without distortion, warp, or rack.
  - 3. Set railings accurately in location, alignment, and elevation; measured from established lines and levels.
  - 4. Do not weld, cut, or abrade surfaces of railing components that are coated or finished after fabrication and that are intended for field connection by mechanical or other means without further cutting or fitting.
  - 5. Set posts plumb within a tolerance of 1/16 inch in 3 feet (2 mm in 1 m).
  - 6. Align rails so variations from level for horizontal members and variations from parallel with rake of steps and ramps for sloping members do not exceed 1/4 inch in 12 feet (6 mm in 3.5 m).
- B. Control of Corrosion: Prevent galvanic action and other forms of corrosion by insulating metals and other materials from direct contact with incompatible materials.
  - 1. Coat concealed surfaces of aluminum that will be in contact with grout, concrete, masonry, wood, or dissimilar metals, with a heavy coat of bituminous paint.

## 3.2 ANCHORING POSTS

- A. Use stainless steel pipe sleeves preset and anchored into concrete for installing posts. After posts are inserted into sleeves, fill annular space between post and sleeve with nonshrink grout or anchoring cement, mixed and placed to comply with anchoring material manufacturer's written instructions.
- B. Form or core-drill holes not less than 5 inches (125 mm) deep and 3/4 inch (20 mm) larger than OD of post for installing posts in concrete. Clean holes of loose material, insert posts, and fill annular space between post and concrete with nonshrink grout, or anchoring cement, mixed and placed to comply with anchoring material manufacturer's written instructions.
- C. Anchor posts to metal surfaces with flanges, angle type, or floor type, as required by conditions, connected to posts and to metal supporting members as follows:
- D. Install removable railing sections, where indicated on Drawing, in slip-fit stainless steel sockets cast in concrete.

## 3.3 ATTACHING RAILINGS

- A. Attach handrails to new cast-in-place concrete ramp as shown on the drawings.
- B. Touchup Painting:
  - 1. Immediately after erection, clean field welds, bolted connections, and abraded areas of shop paint, and paint exposed areas with the same material used for shop painting to comply with SSPC-PA 1 for touching up shop-painted surfaces.

### 3.4 CLEANING

A. Galvanized Surfaces: Clean field welds, bolted connections, and abraded areas, and repair galvanizing to comply with ASTM A780/A780M.

END OF SECTION 05 52 13

<u>DIVISION 9 – FINISHES</u> Section 09 91 13 – Exterior Painting

### PART 1 - GENERAL

### 1.1 WORK INCLUDES:

- A. General Contractor shall provide ALL labor, materials, equipment, and services necessary or incidental to the completion of all work of this section as shown, herein specified, or otherwise required.
  - 1. All preparations, primers, and finish materials.
  - 2. Protection of all finished painted surfaces, until final acceptance by the Using Agency.
  - 3. Complete cleanup of all painting materials and all surfaces, finished and not-finished, adjacent to finish painted surfaces.

## 1.2 RELATED WORK

A. Section 05 52 13 - Pipe and Tube Railings.

#### 1.3 DEFINITIONS

- A. Gloss Level 1: Not more than 5 units at 60 degrees and 10 units at 85 degrees, according to ASTM D 523.
- B. Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
- C. Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D 523.
- D. Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.
- E. Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D 523.
- F. Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D 523.

## 1.4 SUBMITTALS

- A. Product Data: For each type of product. Include preparation requirements and application instructions.
- B. Samples for Initial Selection: For each type of topcoat product.
- C. Samples for Verification: For each type of paint system and each color and gloss of topcoat.
  - 1. Submit Samples on rigid backing, 8 inches square.
  - 2. Step coats on Samples to show each coat required for system.
  - 3. Label each coat of each Sample.
  - 4. Label each Sample for location and application area.
- D. Product List: For each product indicated, include the following:

- 1. Cross-reference to paint system and locations of application areas. Use same designations indicated on Drawings and in schedules.
- 2. Printout of current "MPI Approved Products List" for each product category specified, with the proposed product highlighted.
- VOC content.

## 1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F (7 deg C).
  - 1. Receive, store, and handle all materials as described in Section 01 66 00.
  - 2. Maintain containers in clean condition, free of foreign materials and residue.
  - 3. Maintain all container labels in a clean, readable, condition.
  - 4. Remove all rags and waste materials daily.

## 1.6 FIELD CONDITIONS

- A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50 and 95 deg F (10 and 35 deg C).
- B. Do not apply paints in snow, rain, fog, or mist; when relative humidity exceeds 85 percent; at temperatures less than 5 deg F (3 deg C) above the dew point; or to damp or wet surfaces.

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by the following.
  - 1. Benjamin Moore & Co.
  - 2. Pittsburgh Paints
  - 3. Sherwin-Williams

## 2.2 PAINT, GENERAL

- A. Material Compatibility:
  - 1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
  - 2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.
- B. VOC Content: Provide materials that comply with VOC limits of the authorities having jurisdiction.
- C. Colors: As selected on drawings by Architect from the manufacturer's full range.

## 2.3 EPOXY METAL PRIMERS

A. Sherwin-Williams: Macropoxy 646 Fast Cure Epoxy, B58-610 Series

B. Benjamin Moore: SuperSpec HP Epoxy Mastic, P45

C. PPG: Amerlock 400

## 2.6 ALIPHATIC ACRYLIC POLYURETHANE

A. Sherwin-Williams: Hi-Solids Polyurethane Semi-Gloss, B65-350 Series

B. Benjamin Moore: Super Spec HP Aliphantic Acrylic Urethane (P74)

C. PPG: Pitthane High Build Semi-Gloss Urethane

## 2.7 SOURCE QUALITY CONTROL

- A. Testing of Paint Materials: Using Agency reserves the right to invoke the following procedure:
- B. Using Agency may engage the services of a qualified testing agency to sample paint materials. Contractor will be notified in advance and may be present when samples are taken. If paint materials have already been delivered to Project site, samples may be taken at Project site. Samples will be identified, sealed, and certified by testing agency.
- C. Testing agency will perform tests for compliance with product requirements.
- D. Using Agency may direct Contractor to stop applying paints if test results show materials being used do not comply with product requirements. Contractor shall remove non-complying paint materials from Project site, pay for testing, and repaint surfaces painted with rejected materials. Contractor will be required to remove rejected materials from previously painted surfaces if, on repainting with complying materials, the two paints are incompatible.

## PART 3 - EXECUTION

## 3.1 EXAMINATION

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
- B. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
- C. Proceed with coating application only after unsatisfactory conditions have been corrected.
- D. Application of coating indicates acceptance of surfaces and conditions.

### 3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Manual" applicable to substrates and paint systems indicated.
- B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
- C. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection.
- D. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants. Where indicated on the drawings, remove all previous paint coats down to bare wood.
- E. Remove incompatible primers and re-prime substrate with compatible primers or apply tie coat as required to produce paint systems indicated.
- F. Steel Substrates: Remove rust, loose mill scale, and shop primer if any. Clean using methods recommended in writing by paint manufacturer but not less than the following:
  - 1. SSPC-SP 3, "Power Tool Cleaning."
  - 2. Shop-Primed Steel Substrates: Clean field welds, bolted connections, and abraded areas of shop paint, and paint exposed areas with the same material as used for shop priming to comply with SSPC-PA 1 for touching up shop-primed surfaces.
- G. Galvanized-Metal Substrates: Remove grease and oil residue from galvanized sheet metal by mechanical methods to produce clean, lightly etched surfaces that promote adhesion of subsequently applied paints.

### 3.3 APPLICATION

- A. Apply paints according to manufacturer's written instructions and recommendations in "MPI Manual."
- B. Use applicators and techniques suited for paint and substrate indicated.
- C. Paint surfaces behind movable items same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed items with prime coat only.
- D. Paint both sides and edges of entire exposed surface.
- E. Tint undercoats same color as topcoat but tint each undercoat a lighter shade to facilitate identification of each coat if multiple coats of same material are to be applied. Provide sufficient difference in shade of undercoats to distinguish each separate coat.
- F. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.
- G. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

- I. Paint the following work where exposed to view:
  - Metals

## 3.4 FIELD QUALITY CONTROL

- A. Dry Film Thickness Testing: Using Agency may engage the services of a qualified testing and inspecting agency to inspect and test paint for dry film thickness.
- B. Contractor shall touch up and restore painted surfaces damaged by testing.
- C. If test results show that dry film thickness of applied paint does not comply with paint manufacturer's written recommendations, Contractor shall pay for testing and apply additional coats as needed to provide dry film thickness that complies with paint manufacturer's written recommendations.

### 3.5 CLEANING AND PROTECTION

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.
- E. Where scaffolding is required to access work provide protection to adjacent surfaces and finishes to avoid spillage and spatters on surfaces. Where such scaffolding is suspended over entries or exits provide solid surface covering for protection against falling materials.

## 3.6 PAINTING SCHEDULE

- A. Steel Substrates:
  - 1. Epoxy/Urethane System
    - a. Prime Coat: Polyamide Epoxy
    - b. Two Coats: Aliphatic Acrylic Polyurethane Semi-Gloss
- B. Galvanized-Metal Substrates:
  - 1. Epoxy Urethane System:
    - a. Prime Coat: Polyamide Epoxy
    - b. Two Coats: Aliphatic Acrylic Polyurethane Semi-Gloss.

END OF SECTION 09 91 13