

DIVISION 1 – GENERAL REQUIREMENTS

SECTION 01 1100 - SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:

1. General description of Work and Contractor's duties.
2. Work by others.
3. Work sequence.
4. Contractor use of site.
5. Definitions.
6. Abbreviations.

B. Related documents and sections:

1. Document 00 7000 - General Conditions of the Contract
 - a. Article 2: Basic responsibilities and rights of Owner.
 - b. Article 3: Basic responsibilities of Contractor.
 - c. Article 6: Owner's right to award separate contracts.
2. Section 013100 – Project Management and Coordination

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. Work of this Contract covers construction of an approximate 2,962gsf GSF new addition, and approximately 2,517gsf renovation of existing space associated with the existing Anansi Charter School building (built circa 1962). Existing construction to remain totals approximately 4,287gsf. The addition includes a new Multi-Purpose Room, new Restrooms, New Kindergarten Classroom, Renovated 1st Grade, and extensive demolition of existing work. The additions when added to the existing buildings will form a continuous building of roughly 9,766gsf and extensive exterior unbeated Portals. Project includes, but is not limited to the following: earthwork, site utilities, selective demolition, wood stud framing, engineered wood framing, concrete masonry yard walls, wood trusses, wood decking, TPO roofing, wood sheathing, interior gypsum wall board, ceramic tile, carpet, vinyl composite tile, and paint.

1.3 CONTRACTOR'S DUTIES

- A. Except as noted, provide and pay for all labor, materials, and equipment.
- B. Pay required sales, gross receipts, and other taxes. Owner will pay Contractor applicable New Mexico gross receipts tax including local option tax and any increase in tax becoming effective after Contract date.
- C. Secure and pay for permits, fees, and licenses necessary for execution of Work as applicable at time of receipt of bids or as otherwise required in other sections of the Specifications.
- D. Give required notices.
- E. Comply with codes, ordinances, regulations, and other legal requirements of public authorities which

bear on performance of Work.

- F. Request required inspections from public authorities, correct any noted deficiencies, and obtain certifications of satisfactory inspection. Deliver certificates to Owner in accordance with Section 017800 - Closeout Submittals.

1.4 WORK BY OTHERS

- A. Items noted "NOT IN CONTRACT" (NIC) will be supplied and installed by Owner:
 - 1. Moveable furnishings such as desks, chairs, and countertop mounted computers.
 - 2. Landscaping and irrigation systems.
- B. Products supplied by Owner for installation by Contractor:
 - 1. None identified.
- C. Owner's responsibilities:
 - 1. Schedule and assist Contractor in coordination of work by Owner's own forces and separate contractors.
 - 2. Schedule delivery of Owner supplied products.
 - 3. Obtain and provide to Contractor shop drawings, product data, and installation instructions for Owner supplied products.
 - 4. Arrange and pay for delivery of Owner supplied products to site.
 - 5. Submit claims for transportation damage and replace damaged, defective, or deficient items.
- D. Contractor's responsibilities:
 - 1. Participate in coordination of work with other installers, including Owner's own forces and separate contractors..
 - 2. Inform Owner of required delivery dates for Owner supplied products and installation dates for work by others.
 - 3. Review shop drawings, product data, and installation instructions; coordinate installation with other work; and provide blocking and other preparation required for Owner supplied products.
 - 4. Unload Owner-supplied products required to be installed by Contractor at site and inspect for completeness and damage. Assemble, finish and install products as indicated by Contract Documents.
 - 5. Repair or replace items damaged after receipt.

1.5 SEQUENCE OF CONSSTRUCTION

- A. **Work shall be performed in two distinct phases under a single contract. The first phase is the completion of the Restroom Core, Kindergarten Classroom, and 1st Grade Classroom. The 1st Phase must be complete within 69 days of a written notice to proceed. The second Phase is the completion of the remainder of the project. See the Floor Plan for delineation of the two Phase's.**

1.6 CONTRACTOR USE OF SITE

- A. Contractor will have unrestricted use of the school site.
- B. Existing adjacent building and site will be occupied during construction. Cooperate with Owner to minimize conflict and to facilitate Owner's operations during regular and after-hours use.
- C. Contractor will have restricted use of adjacent building and site to allow Owner to conduct normal operations
 - 1. On-site construction vehicle and equipment traffic shall be limited to pathways, areas and time periods approved in advance by Owner to ensure safe site conditions. Special care shall be taken during change of class periods, student arrival/departure times and around playgrounds, bus zones and established student pathways. The Contractor shall strictly maintain close communication with designated school representative(s) on matters of on-site construction traffic scheduling and promptly inform them in advance of any significant changes to related pre-authorized arrangements. Do not proceed with altered arrangements prior to designated school representative(s) approval.
 - 2. Parking: Contractor and work must limit their vehicles to the temporary access road and contractor staging areas as indicated on the Site Plan.
 - 3. Construction activities shall be limited to areas of actual construction. Unless otherwise agreed to in advance by Owner, restrict workmen from entering adjacent restricted sports stadium areas:
 - 4. Existing student and staff toilet rooms are off-limits to Contractor unless they are not available for use by the school due to the approved schedule of work.
- C. Contractor shall make arrangements with Owner to secure any keys necessary for access to existing building and site areas so that the work can be performed. The Contractor assumes sole responsibility for the security and use of school keys obtained from the Owner and shall not reproduce them nor lend them out during the progress of the work.
- D. Comply with Owner's procedures for individual visual identification of Contractor's workforce on school site and in occupied areas. If identification badges are required make sure that they are worn at all times on site during the work.
- E. Do not allow dust and debris to blow onto adjacent or restricted areas.
- F. Provide 72 hours notice to Owner for any work that may interrupt or otherwise impact the facility's normal operations including noisy and dust or odor producing activities.
- G. Emergency exits shall be maintained during construction in a manner satisfactory to the Architect, Owner and local officials having jurisdiction over emergency procedures and fire safety at the school. Notify Architect and Owner of any proposed modifications to emergency exits in advance of making changes due to construction.
- H. Utility outages and shutdowns:
 - 1. Maximum allowable duration: 4 hours or as approved in advance by Owner.
 - 2. Coordinate all utility shutdowns which affect the operation of the school and neighbors with the Architect, Owner and any entity having jurisdiction over or ownership of impacted public or private utility infrastructure.
 - 3. Protect facilities and equipment from damage due to shutdown and startup of utility.
 - 4. Schedule outages during off hours to facilitate Owner's operations.
 - 5. Submit written request for outage to Architect 10 calendar days before anticipated outage. Outage must be approved in writing by Architect.

- I. Owner reserves right to place and install equipment and furnishings in completed areas of building prior to Substantial Completion, provided such occupancy does not interfere with construction. Placing of equipment and furnishings does not constitute Substantial Completion of any portion of the Work. An inspection by Contractor, Owner and Architect shall be made prior to such limited occupancy solely for the purpose of establishing the condition of finishes and other items that might be damaged or obscured by placement and installation of Owner's items.

1.7 IDENTIFICATION OF ENTITIES

- A. Where the term "Architect" is used in the Contract Documents it is defined as the authorized representative designated by Owner and acting within the scope of the particular duties entrusted to such representative.
 1. Architect: **Living Designs Group**
 2. Project Architect: **Living Designs Group, David M. Henry, AIA**
 3. Address: **122A Dona Luz, Taos New Mexico 87571**
 4. Telephone number: **(575) 751.9481**
 5. FAX number: **(575) 751.9483.**
 6. E-mail address: **dhenry@ldgtaos.com**
- B. Where the term "Owner" is used in the Contract Documents, it is defined as **Anansi Charter School, P. O. Box 1709, El Prado, NM 87529**
 1. School District Contact: **Michele Hunt - Director**
 - a. Telephone number: **(575) 776-2256 .**
 2. E-mail address: **mhunt@acस्ताos.org**
- C. Where the term "Construction Manager" is used in the Contract Documents, it is defined as **Taos Municipal School District. 213 Paseo del Canon East, Taos, NM 87571. (575) 758-5200.**
 1. School District Contact: **Parsons (Construction Manager)**
 - a) **Pej Haidari – Project Manager**
 2. **6565 Americas Parkway, Suite 200, Albuquerque, NM 87110**
 - a. Telephone number: **(505) 453-2719 .**
 2. E-mail address: **pej.haidari@parsons.com**
www.parsons.com
- D. Project Web Site: A project Web site, **IMPACT TEAM**, administered by Parsons, will be used for purposes of managing communication and documents during the construction stage.
 1. See Division 013100 "Project Management and Coordination" for requirements for using Project Web site.

1.8 DEFINITIONS

- A. Refer of Document 00700 - General Conditions, Article 1.1 for definitions of terms used within Contract Documents.
- B. Additional terms used within Specifications but not defined by Document 00700 - General Conditions shall have the following definitions:
 1. Products: Materials, manufactured items, components, fixtures, machinery, equipment, or

- systems forming the Work but not including machinery, equipment, and other aids used for preparing, fabricating, conveying, and installing the Work.
2. Supply: Furnish, deliver, and unload at Project site. Same meaning as furnish.
 3. Furnish: Supply, deliver, and unload at Project site. Same meaning as supply.
 4. Install: Operations at Project site to incorporate products into the Work such as unpacking, assembling, anchoring, erecting, applying, placing, curing, finishing, and preparing for use.
 5. Provide: To supply or furnish a product and to also install it.
 6. Execution: Operations at Project site including preparatory actions, installing, and post-installation adjusting, testing, cleaning, and demonstrating.

1.9 ABBREVIATIONS

- A. Abbreviations used within the Specifications are defined as follows. For abbreviations not listed, contact Architect for definitions.

| | |
|------|---|
| ASTM | - American Society for Testing and Materials. |
| ANSI | - American National Standards Institute. |
| CF | - Cubic feet. |
| CFM | - Cubic feet per minute. |
| F | - Fahrenheit. |
| LF | - Linear feet. |
| LB | - Pound. |
| MPH | - Miles per hour. |
| SF | - Square feet. |
| SY | - Square yards. |
| PSI | - Pounds per square foot. |
| RPM | - Revolutions per minute. |
| IBC | - International Building Code as published by International Code Council. |
| UL | - Underwriters Laboratory. |

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

END OF SECTION 01 1000

SECTION 01 1400 – ACCESS CONTROL

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for controlling access to the site by the Contractor's personnel.
- B. Related Requirements:
 - 1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections apply to this Section.

1.2 EMPLOYEE SCREENING

- A. All Contractor personnel working on school property must undergo a comprehensive background investigation conducted by the New Mexico Department of Public Safety before entering the project site. This applies to all personnel on school property, regardless of duration, including project managers and others that make recurring visits.
 - 1. New Mexico Department of Public Safety
Law Enforcement Records Bureau
P.O. Box 1628
Santa Fe, NM 87504
(505) 827-9181
 - 2. Costs for obtaining background investigations shall be included in the Contract amount.
 - a. Each investigation costs \$40.25. A money order or cashiers check is required, made payable to NM Department of Public Safety.
 - b. Fees incurred to bring additional personnel onto school property, whether to increase the work force, replace personnel (including those removed from the site for activities prohibited under Section 013500) or any other reason shall also be the responsibility of the Contractor.
 - 3. The background investigation takes 2 to 4 weeks to process, and is valid for two years. It must be renewed for an individual to continue working on the Owner's projects.
- B. Personnel that are only infrequently on school property (upper management, delivery drivers, etc.) are not required to undergo a background investigation, but must either:
 - 1. Obtain a Visitor's Pass from the front office of the school, or
 - 2. Be escorted at all times by personnel that have passed the background investigation.
- C. The Contractor and their subcontractors shall maintain records throughout the project demonstrating that all personnel on the jobsite have been cleared through the background investigation.

1.3 ACCESS TO THE SITE

A. For work that can be separated by fencing or barricades:

1. The Contractor shall limit the number of access points to the project site to prevent unauthorized access by students, faculty or the general public.
 - a. Access points must be coordinated with the Construction Manager and Owner to ensure they not easily accessible to students. Desired access points may be shown on the Construction Documents.
 - b. Access points shall be locked when the Contractor is not present.
 - c. The combination or keys to the lock will be provided to the Construction Manager and to the Owner for their use in accessing the site in emergency situations when the Contractor is not present.
2. The Contractor shall maintain a daily log of all personnel entering the project site.
 - a. As a minimum, the log shall include the person's name, company, and date and time of entry.

B. For work that cannot be separated by fencing or barricades:

1. The Contractor shall not assume that students, faculty or the general public will recognize or understand the risks associated with the construction work being performed. The Contractor must take every reasonable precaution to ensure their safety.
2. Implement the following controls
 - a. Schedule work when students and faculty are not present, or
 - b. Clearly mark a safety zone around the work area with "Danger" tape and assign a spotter to watch for incursions into the safety area.
 - 1) The spotter shall not have any other duties
 - 2) The spotter shall notify the other workers if there is an incursion into the safety area.
 - 3) Upon notification of an incursion, all other workers shall cease all operations and make the area safe until the area is again clear.
3. Ensure all construction materials, tools and debris are removed from the area and secured at the end of each day (or completion of the task) and the area is left clean and usable for the Owner.
 - a. Tools that could be used as a weapon shall not be left unattended by the Contractor at any time.
 - b. The Contractor shall not leave the site unattended when there are safety hazards to the students, faculty or general public.
4. The Contractor shall maintain a daily log for all personnel present at the school.
 - a. As a minimum, the log shall include the person's name, company, and date and time of entry.

C. The Contractor may elect to establish a badging program or issue project-specific hardhat stickers to assist in identifying their personnel. The costs of establishing and implementing such a program shall be borne by the Contractor.

1.4 DELIVERY OF MATERIALS AND EQUIPMENT

- A. Whenever possible, materials and equipment should be delivered during standard hours through the established entrances to the construction site.
- B. Delivery of materials or equipment that would interfere with the operation of the school must be coordinated at least three days in advance through the Construction Manager.
 - 1. The Contractor shall prepare and present a plan to the Construction Manager and Principal demonstrating how the delivery will be conducted while ensuring the safety of the students and faculty.
 - 2. This includes any deliveries through fences or barricades at locations other than the established entrances.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 1400

SECTION 01 2200 - UNIT PRICES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for unit prices.
- B. Related Requirements:
 - 1. Division 01 Section "Contract Modification Procedures" for procedures for submitting and handling Change Orders.

1.2 DEFINITIONS

- A. Unit price is **an amount incorporated in the Agreement, applicable during the duration of the Work** as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, added to or deducted from the Contract Sum by appropriate modification, if the scope of Work or estimated quantities of Work required by the Contract Documents are increased or decreased.

1.3 PROCEDURES

- A. Unit prices include all necessary material, plus cost for delivery, installation, insurance, overhead, and profit.
- B. Measurement and Payment: See individual Specification Sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.
- C. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.
- D. List of Unit Prices: A schedule of unit prices is included in Part 3. Specification Sections referenced in the schedule contain requirements for materials described under each unit price.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF UNIT PRICES

- A. Unit Price No. 1- Foam Roofing

1. Description: Demolition & Replacement of 4" (average thickness) Spray Foam Roofing according to Division 07 Section "07 5700 Coated Foamed Roofing".
2. Unit of Measurement: square foot installed.
3. Quantity Allowance: Coordinate unit price with allowance adjustment requirements in Division 01 Section "Allowances."

END OF SECTION 01 2200

SECTION 01 2900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes procedures for:
1. Schedule of Values.
 2. Applications for Payment.
 3. Contract modifications.
 4. Unit prices.
- B. Related documents and sections:
1. Document 00 5000 - Agreement between Owner and Contractor, Article 5:
 2. Document 00 7000 - General Conditions of the Contract:
 - a. Article 7: Procedures for Change Orders and Modification / Change Requests.
 - b. Article 9: General procedures for Schedule of Values, Applications for Payment, Certificates for Payment, Progress Payments and Document Closeout Value.

1.2 SCHEDULE OF VALUES

- A. Procedures:
1. Submit for review by Architect 3 copies of preliminary Schedule of Values within 7 days after date of Agreement Between Owner and Contractor.
 2. Revise to address review comments and resubmit.
 3. Final Schedule of Values: Revise Schedule to incorporate review comments and submit 3 copies at least 7 days before submittal of initial Application for Payment.
 4. During construction, revise and resubmit 3 copies of Schedule of Values to incorporate approved Change Orders.
- B. Format: Typed schedule on standard form or electronic media printout approved by Architect. Sum of all values shall equal total Contract Sum.
- C. Content: Use Project Manual Table of Contents as basis for line items. Cross reference line items with number and title of corresponding specification section. Provide sufficient detail to allow computation of values for progress payments during construction.
1. Include within each line item a directly proportional amount of Contractor's overhead and profit.
 2. Provide separate line items for materials and for installation when materials will be stored on site prior to installation such that cost of stored materials will be included separately on an Application for Payment.
 3. Provide separate line items for:
 - c. Each allowance included in Contract Sum.
 - d. Each additive alternate selected by Owner.
 - e. Each Contract modification.
 - f. For bonds.
 - g. Insurance.

- f. Documentation and Closeout
- g. New Mexico gross receipts tax.

1.3 APPLICATIONS FOR PAYMENT

- A. Format: AIA Form G702 - Application and Certificate for Payment and AIA G703 or alternative form approved by Architect - Continuation Sheet or Contractor's electronic media driven form as approved by Architect.
- B. Payment period: Monthly or as otherwise stipulated in Document 00 5000 - Agreement Between Owner and Contractor.
- C. Preparation:
 - 1. Use Schedule of Values for listing items in Applications for Payment.
 - 2. Complete each entry on Application of Payment form. Incomplete forms will be returned without action.
 - 3. List each authorized Change Order as a separate line item and in same format as other line items.
 - 4. Provide subtotals and total.
 - 5. Indicate total percentage of all work completed as of the date of the Application.
 - 6. Applications shall be signed and dated by authorized officer of Contractor. Signature shall be notarized.
- D. Include with Application for Payment appropriate invoices for materials stored on site.
- E. At request of Architect, provide substantiating data justifying dollar amounts in question.
- F. Submittal: Submit 3 executed copies of each Application for Payment.
 - 1. Initial Application for Payment: Submit after the following have been submitted and accepted by Architect and Owner.
 - a. Certificates of insurance required by Document 00 7000 - General Conditions of the Contract.
 - b. Copy of building permit.
 - c. Schedule of Values as required by Paragraph 1.2.A.
 - d. Progress schedule as required by Section 01 3100 - Project Management and Coordination.
 - e. Submittal schedule as required by Section 01 3300 - Submittal Procedures.
 - 2. Subsequent Applications for Payment:
 - a. Submit with Application of Payment:
 - (1) Include the Updated Progress Schedule specified in Section 01 3100 - Project Management and Coordination.
 - (2) Updated Submittal Schedule specified in Section 01 3300 - Submittal Procedures.
 - b. Prior to acceptance of each Application for Payment, Architect will review Project Record Drawings specified in Section 01 7800 - Closeout Submittals to ensure that recorded data is current.
 - 3. Application of Payment at Substantial Completion: Submit after issuance of Certificate of Substantial Completion and in accordance with Section 01 7700 - Closeout Procedures.
 - 4. Final Application for Payment: Submit after completion of final cleaning, final inspection, final submittals, and other final completion procedures specified in Section 01 7700 - Closeout Procedures.

1.4 CONTRACT MODIFICATION PROCEDURES

- A. Changes in the Work shall be determined and Change Orders executed in accordance with Document 00 7000 - General Conditions.
1. Minor changes: Architect will advise of minor changes in Work not involving adjustment to Contract Sum or Time by issuing supplemental instructions on AIA Form G710.
 2. Architect requested Change Order: Architect may issue a Modification/Change Request (MCR) with detailed description of proposed change and supplementary drawings and specifications as required.
 3. Architect will prepare Change Orders to adjust Contract Sum for:
 - a. Differences in costs between products purchased and cash allowances stated in Section 01 2100 - Allowances.
 - b. Differences in costs for unit price work based on estimated quantities and costs computed with actual measured quantities.
 4. Contractor proposed Change Order: Contractor may propose change by submitting a Modification/Change Request to Architect (MCR) describing proposed change, reason for change, and its effect on Contract Sum and Time. Completed MCR Worksheet(s) shall be provided by Contractor for each MCR to facilitate checking of itemized costs and percentages (copy of Form 00 6361MCR Worksheet included after this Section). Document requested substitutions in accordance with Section 01 6300 - Product Substitution Procedures.
 5. A Modification/Change Request signed by the Owner for subsequent inclusion in a Change Order may instruct Contractor to proceed with a change in the Work. Document will describe changes and designate method of determining changes in Contract Sum and Time.
- B. Documentation: Maintain adequate records and provide full information required for evaluation of proposed changes and to substantiate costs. The Contractor shall provide:
1. Itemized product, labor, and equipment quantities and costs.
 2. Amounts for taxes, insurance, and bonds.
 3. Overhead and profit amounts.
 4. Justification for changes in Contract Time.
 5. Documented credits for deletions.
- C. Methods for determining adjustments to Contract Sum:
1. Stipulated sum: Based on Architect's Modification/Change Request (MCR) and Contractor's price quotation or Contractor's MCR as approved by Architect. Completed MCR Worksheet(s) shall be provided by Contractor for each MCR to facilitate checking of itemized costs and percentages (copy of Form 00 6361 MCR Worksheet included after this Section).
 2. Unit prices: Computed from unit prices stated in Contract Documents or subsequently agreed upon and actual measured quantities installed.
 3. Time and material: Maintain detailed records for work performed on time and material basis. Submit itemized account and full supporting data after completion of change within stated time limitations. Architect will determine allowable change in Contract Sum and Time. Supporting data shall include that which is indicated in Paragraph 7.2.5.1 of the General Conditions and as follows:
 - a. Names of personnel performing work.
 - b. Dates and times work was performed and by whom.
 - c. Time records and wage rates paid.
 - d. Invoices for products, equipment, and subcontracts.
- D. Revision of documents: After authorization of Change Order revise:

- a. Schedule of Values and Application for Payment forms to record each Change Order as a separate line item and adjust Contract Sum and Time.
- b. Progress Schedules to reflect changes in Contract Time and to adjust times for other work items affected by changes. Resubmit revised schedule.
- c. Record changes in Project Record Documents.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

END OF SECTION 01 2900

SECTION 01 3100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. Coordination drawings.
 - 2. Requests for Information (RFIs).
 - 3. Project meetings.
- B. Related Requirements:
 - 1. Division 01 Section "Multiple Contract Summary" for a description of the division of work among separate contracts and responsibility for coordination activities not in this Section.
 - 2. Division 01 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.

1.2 DEFINITIONS

- A. RFI: Request from Owner, Construction Manager, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.3 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, and telephone number of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.

1.4 GENERAL COORDINATION PROCEDURES

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

1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's construction schedule.
 2. Preparation of the schedule of values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.

1.5 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - b. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

- B. Coordination Drawing Organization: Organize coordination drawings as follows:
1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid.
 2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within ceiling plenum to accommodate layout of light fixtures indicated on Drawings.
 3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
 4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
 5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
 6. Review: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility.

1.6 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified to the Construction Manager.
1. Construction Manager and Architect will return RFIs submitted to them by other entities controlled by Contractor with no response.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name.
 2. Project number.
 3. Date.
 4. Name of Contractor.
 5. Name of Architect and Construction Manager.
 6. RFI number, numbered sequentially.
 7. RFI subject.
 8. Specification Section number and title and related paragraphs, as appropriate.
 9. Drawing number and detail references, as appropriate.
 10. Field dimensions and conditions, as appropriate.
 11. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 12. Contractor's signature.
 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.

- C. RFI Forms: **As provided by Owner's Construction Manager (PARSONS – IMPACT digital form).**
- D. Architect's and Construction Manager's Action: Architect and Construction Manager will review each RFI, determine action required, and respond. Allow seven working days for response for each RFI. RFIs received by Construction Manager after 1:00 p.m. will be considered as received the following working day.
1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for coordination information already indicated in the Contract Documents.
 - d. Requests for adjustments in the Contract Time or the Contract Sum.
 - e. Requests for interpretation of Architect's actions on submittals.
 - f. Incomplete RFIs or inaccurately prepared RFIs.
 2. Action may include a request for additional information, in which case the time for response will date from time of receipt of additional information.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect and Construction Manager in writing within 7 days of receipt of the RFI response. Contractor shall not act on such RFI response until the Construction Manager has notified them in writing to proceed, or they have received a contract modification (ASI, CCD, etc.) incorporating the response.
 - b. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log at each regular progress meeting. Include the following:
 4. Project name.
 5. Name and address of Contractor.
 6. Name and address of Architect and Construction Manager.
 7. RFI number including RFIs that were dropped and not submitted.
 8. RFI description.
 9. Date the RFI was submitted.
 10. Date response was received from the Construction Manager.
- E. On receipt of Architect's and Construction Manager's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Construction Manager within seven days if Contractor disagrees with response.
1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
 2. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

1.7 PROJECT MEETINGS

- A. General: Construction Manager will schedule and conduct meetings and conferences at Project site unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner, Architect and Contractor of scheduled meeting dates and times.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner, Contractor, and Architect, within three business days of the meeting.
- B. Preconstruction Conference: Construction Manager will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner, Architect and Contractor, but no later than 15 days after execution of the Agreement.
1. Attendees: Authorized representatives of Owner, Construction Manager, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Project Safety requirements.
 - c. Protection of students and faculty.
 - d. Phasing.
 - e. Critical work sequencing and long-lead items.
 - f. Designation of key personnel and their duties.
 - g. Procedures for processing field decisions and Change Orders.
 - h. Procedures for RFIs.
 - i. Procedures for testing and inspecting.
 - j. Procedures for processing Applications for Payment.
 - k. Distribution of the Contract Documents.
 - l. Submittal procedures.
 - m. Preparation of record documents.
 - n. Use of the premises and existing building(s).
 - o. Work restrictions.
 - p. Working hours.
 - q. Owner's occupancy requirements.
 - r. Responsibility for temporary facilities and controls.
 - s. Procedures for moisture and mold control.
 - t. Procedures for disruptions and shutdowns.
 - u. Construction waste management and recycling.
 - v. Parking availability.
 - w. Office, work, and storage areas.
 - x. Equipment deliveries and priorities.
 - y. First aid.
 - z. Security.
 - aa. Progress cleaning.

3. Minutes: The Construction Manager will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Construction Manager of scheduled meeting dates.
 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Safety plan or activity hazard analysis.
 - f. Purchases.
 - g. Deliveries.
 - h. Submittals.
 - i. Review of mockups.
 - j. Possible conflicts.
 - k. Compatibility problems.
 - l. Time schedules.
 - m. Weather limitations.
 - n. Manufacturer's written instructions.
 - o. Warranty requirements.
 - p. Compatibility of materials.
 - q. Acceptability of substrates.
 - r. Temporary facilities and controls.
 - s. Space and access limitations.
 - t. Regulations of authorities having jurisdiction.
 - u. Testing and inspecting requirements.
 - v. Installation procedures.
 - w. Coordination with other work.
 - x. Required performance results.
 - y. Protection of adjacent work.
 - z. Protection of construction and personnel.
 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Progress Meetings: Construction Manager will conduct progress meetings at weekly intervals.
1. Attendees: In addition to representatives of Owner, Construction Manager, and Architect, each contractor, subcontractor, supplier, and other entity concerned with

current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Safety: Report any safety incidents since the last meeting (including near misses) and provide an action plan to address the causes of the incident. Update the status of investigations into incidents reported in previous meetings. Discuss any upcoming activities that will require changes to currently implemented safety measures and how safety will be maintained during those activities.
 - b. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - c. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Progress cleaning.
 - 10) Quality and work standards.
 - 11) Status of correction of deficient items.
 - 12) Field observations.
 - 13) Status of RFIs.
 - 14) Status of proposal requests.
 - 15) Pending changes.
 - 16) Status of Change Orders.
 - 17) Pending claims and disputes.
 - 18) Documentation of information for payment requests.
3. Minutes: The Construction Manager will record and distribute the meeting minutes to each party present and to parties requiring information.
 - a. Schedule Updating: The Contractor shall revise their construction schedule after each progress meeting where revisions to the schedule have been made or recognized, and issue the revised schedule no later than the subsequent progress meeting.

Anansi Charter School
Renovation & Addition (PH III)

Taos Municipal School District
Des Montes, NM

Bond 2008-014
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PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 3100

SECTION 01 3300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes submittal procedures for:

1. Shop drawings.
2. Product data.
3. Samples.
4. Manufacturer's instructions.
5. Design data and calculations.
6. Manufacturer's certificates.
7. Reports for testing, inspecting, and demonstrating.

B. Related documents and sections:

1. Document 00 7000 - General Conditions, Article 3.12: Contractor's responsibilities regarding submittals.
2. Section 01 2900 - Payment Procedures: Submittal of Schedule of Values and Applications for Payment.
3. Section 01 3100 - Product Management and Coordination: Submittal of Progress Schedule and coordination drawings.
4. Section 01 4000 - Quality Requirements: Manufacturers' field services and reports.
5. Section 01 6200 - Product Substitution Procedures: Submittal of substitution requests.
6. Section 01 7800 - Closeout Submittals: Submittal of project record drawings, operation and maintenance manuals, warranties, certifications of inspection, extra materials and other closeout submittals.
7. Refer to individual specification sections for unique submittal requirements related to a specific product.

1.2 SUBMITTAL SCHEDULE

A. Procedure:

1. Submit for review by Architect 3 copies of Submittal Schedule within 20 days of date of Agreement Between Owner and Contractor but no later than Notice to Proceed.
2. Revise to address review comments and resubmit.
3. Update Submittal Schedule to reflect change orders, Progress Schedule revisions, and status of individual submittals. Submit 3 copies with each Application for Payment.

B. Format: Tabular arrangement indicating:

1. Submittal number and title.
2. Related specification section number and title.
3. Proposed submittal date, actual submittal date, and date reviewed submittal is required.

1.3 SUBMITTAL PROCEDURES

- A. Schedule submittals to expedite Work. Unless otherwise noted, submittals shall be submitted within 45 days of date of Agreement between Owner and Contractor.
- B. Preparation:
 - 1. Provide separate submittal for each specification section requiring submittals. Include all material requested for that section. Provide folders or binders for material.
 - 2. Coordinate submission of related items. Group submittals of related products or a system in a single transmission.
 - 3. Identify variations from requirements of Contract Documents. State product and system limitations which may adversely affect Work.
 - 4. Mark or show dimensions and values in same units as specified.
 - 5. Provide 4 by 6 inches minimum space for Architect and Contractor review stamps.
- C. Contractor review:
 - 1. Review submittals prior to transmittal. Verify compatibility with field conditions and dimensions, product selections and designations, and conformance of submittal with requirements of Contract Documents. Return non-conforming submittals to originator for revision rather than submitting to Architect.
 - 2. Coordinate submittals to avoid conflicts between various items of work.
 - 3. Apply Contractor's stamp with signature certifying that review, verification of products required, field dimensions, adjacent construction, and coordination of information is in accordance with the requirements of the Contract Documents.
 - 4. Failure of Contractor to review submittals prior to transmittal to Architect shall be cause for rejection.
- D. Transmittal:
 - 1. Transmit each submittal with a separate Submittal Transmittal Form. Copy of Form follows this Section.
 - 2. Sequentially number transmittal forms. Re-submittals shall have original number with an alphabetic suffix.
 - 3. Identify project, Contractor, subcontractor, supplier, pertinent drawing sheet and detail numbers, and associated specification section numbers.
 - 4. Sign Submittal Transmittal Form and deliver submittals to Architect.
- E. Review: Architect will review and return submittals with comments.
- F. Do not fabricate products or begin work which requires submittals until return of submittal with Architect acceptance.
- G. On return promptly distribute reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.
- H. Resubmission:
 - 1. Revise and resubmit submittals as required within 15 days of return from Architect.
 - 2. Make re-submittals under procedures specified for initial submittals.
 - 3. Identify all changes made since previous submittal.

1.4 SHOP DRAWINGS

A. Submission:

1. Submit one reproducible transparency and 3 copies to be retained by Architect.
2. Fold drawings to fit submittal folders.

B. Form:

1. Size: 8-1/2 by 11 inches minimum and 36 by 48 inches maximum except for full size details and templates.
2. Present in a clear and thorough manner. Title each drawing with Project name. Identify each element of drawing with reference number.
3. Plans, elevations, sections, and detail shop drawings shall be to scale with scale indicated.
4. Indicate field verified dimensions. Show relationship of products to adjacent work. Note coordination requirements.
5. Schematics and wiring and other diagrams shall be logically arranged and presented in a clear understandable manner with all items labeled.

1.5 PRODUCT DATA

A. Submission: Submit the number of copies which Contractor requires plus 3 copies to be retained by Architect.

B. Form:

1. Provide all critical information such as reference standards, performance characteristics, capacities, power requirements, wiring and piping diagrams, controls, component parts, finishes, dimensions, and required clearances.
2. Submit only data which are pertinent. Mark each copy of manufacturer's standard printed data to identify products, models, options, and other data pertinent to project.
3. Modify manufacturer's standard schematic drawings and diagrams and supplement standard data to provide specific information applicable to project. Delete information not applicable.
4. Colors and patterns: Unless color and pattern is specified for product, submit accurate color and pattern charts or samples illustrating manufacturer's full range for selection by Architect. Submit for Architect's review accurate color and pattern samples as required for specified colors.

1.6 SAMPLES

A. Submission:

1. Submit the number of samples specified in individual specification sections. One sample will be retained by Architect.
2. Label each sample with identification related to Submittal Transmittal Form.
3. Submit samples at least 30 days prior to date Contractor needs approval for ordering or incorporation into Work.

B. Type: Submit samples to illustrate functional and aesthetic characteristics of the products, with all integral parts and attachment devices. Include full range of manufacturer's standard finishes, indicating colors, textures, and patterns for Architect selection.

- C. Reviewed product samples may be used in work with approval of Architect.

1.7 MANUFACTURER'S INSTRUCTIONS

- A. **Submission:** Submit the number of copies which Contractor requires plus 3 to be retained by Architect.
- B. **Form:**
 - 1. Manufacturers' printed instructions for activities such as delivery, storage, assembly, installation, wiring, start-up, adjusting, finishing, and maintaining.
 - 2. Indicate pertinent portions and identify conflicts between manufacturers' instructions and Contract Documents.

1.8 DESIGN DATA AND CALCULATIONS

- A. **Submission:** Submit the number of copies which Contractor requires plus 3 to be retained by Architect.
- B. **Form:**
 - 1. Provide basic calculations, analyses, and data to support design decisions and demonstrate compliance with specified requirements. State assumptions and define parameters. Give general formulas and references. Provide sketches as required to illustrate design method and application.
 - 2. Arrange calculations and data in a logical manner with suitable text to explain procedure.
 - 3. Indicate name, title, and telephone number of individual performing design and include professional seal of designer where applicable or required.

1.9 MANUFACTURERS' CERTIFICATES

- A. **Submission:** Submit the number of copies which Contractor requires plus 3 to be retained by Architect.
- B. **Form:**
 - 1. Certificates shall indicate that products conform to or exceed specified requirements. Submit supporting reference data, affidavits, and certifications as required.
 - 2. Certificates may be based on recent or previous test results if acceptable to Architect.

1.10 REPORTS

- A. **Submission:**
 - 1. Submit the number of copies which Contractor requires plus 3 to be retained by Architect.
 - 2. Submit reports within 15 days after completion of activity.
- B. **Form:**

1. Present complete information in a clear concise manner.
2. Typed or computer printed on 8-1/2 by 11 inch white paper.
3. Bind with titled cover in folder, plastic binder, or three ring binder as appropriate for quantity of material.

C. Reports shall include:

1. Time, location, conditions, and duration of activity.
2. Names of persons performing and witnessing activity.
3. Equipment used.
4. Description of activity, data recorded, and results.
5. Deficiencies found, corrective measures, and results of retesting.
6. Other pertinent data.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 3300

SUBMITTAL TRANSMITTAL FORM

The undersigned, as Contractor for the above project, submits the following and certifies that submittal has been reviewed and it conforms with requirements of Contract Documents except as noted.

SUBMITTAL NUMBER: _____ RESUBMITTAL: YES NO

DATE: _____ NUMBER OF COPIES SUBMITTED: _____

DESCRIPTION: _____

ASSOCIATED SPECIFICATION SECTION NO: _____

REFERENCED DRAWING SHEET NO: _____

NAME OF SUBCONTRACTOR/SUPPLIER: _____

SUBMITTED
BY: _____ DATE: _____

SIGNATURE: _____

DATE RECEIVED BY ARCHITECT: _____

DISTRIBUTED TO:
OWNER CIVIL LANDSCAPE STRUCTURAL MECHANICAL ELECTRICAL
OTHER: _____

ACTION: No exceptions taken _____
 Make corrections noted _____
 Revise and resubmit _____
 Rejected _____

COMMENTS: _____

Submittal review corrections and comments by Architect do not relieve Contractor from compliance with Contract Documents. Review is only for general conformance with design concept and general compliance with information given in Contract Documents. Contractor is responsible for verifying dimensions, selecting fabrication processes and techniques of construction, coordination with other trades, and performing work in safe and satisfactory manner.

REVIEWED BY: _____ DATE: _____

SIGNATURE: _____

SECTION 01 3500 – PROHIBITED ACTIVITIES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements concerning prohibited actions and behavior by the Contractor while on school property.
- B. Related Requirements:
 - 1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections apply to this Section.

1.2 INTERACTION WITH STUDENTS AND FACULTY

- A. In order to protect students and faculty, the Contractor shall minimize interactions between their personnel (including subcontractors and suppliers) and the students and faculty.
 - 1. Verbal warnings or action taken to prevent a student or faculty member from entering or causing an unsafe situation are exempt from this, but must be appropriate to the situation.
 - 2. The Contractor shall ensure their personnel do not engage in conversations or other actions with students or faculty that are disruptive to the educational environment (see Section 011000 for notification procedures of activities that may disrupt the Owner).
- B. It is the Contractor's responsibility to ensure inappropriate behavior is not exhibited by their personnel while on school property. Inappropriate behavior will not be tolerated between Contractor's personnel and students and faculty, and may be used as grounds for removal.
 - 1. Inappropriate behavior includes, but is not limited to:
 - a. Touching of any kind.
 - b. Inappropriate, lewd or suggestive remarks or gestures (including whistling).
 - c. Offensive language or graphics on clothing or equipment
 - d. Harassment of any kind (racial, sexual, gender- or age-based, etc.).
 - e. Swearing or cursing
 - f. Threatening language or gestures
- C. The Contractor shall remove any personnel from school property that are unable to conduct themselves in an appropriate manner.
- D. The Construction Manager and school faculty may intervene if they observe inappropriate behavior towards a student or another faculty member. The Construction Manager will report these occurrences to the Contractor for appropriate follow-up action.
- E. The Contractor shall notify the Construction Manager if their personnel are being provoked by students or faculty. In severe circumstances, the Contractor shall immediately notify the school's Principal with a follow-up report to the Construction Manager.

1.3 TOBACCO USE PROHIBITED

- A. Use of tobacco products is **prohibited on all school property** per N.M. ADMIN. CODE 6.12.4 et seq. (1994) adopted by the State Board of Education.
1. This regulation is more stringent than the state-wide prohibition against smoking in public buildings (N.M. STAT. ANN. §§ 24-16-1 et seq. (2007))
 2. This regulation includes a prohibition against the use of smokeless and all other tobacco products on school property.
- B. It is the Contractor's responsibility to enforce this regulation with all personnel on school property under the auspices of this Contract. This includes the Contractor's and subcontractor personnel as well as those making deliveries to the project site (hereafter referred to as "Contractor's Personnel").
1. The Contractor shall place appropriate signs at the entrance(s) to the jobsite and any construction trailers to indicate the use of tobacco is prohibited.
 - a. Signs must be weather-resistant.
 - b. A sign template is available from the Owner upon request.
- C. The Contractor shall establish one or more of the following programs to assist personnel that would normally use tobacco during work hours.
1. Establish a smoking area off of school property and away from the main entrance to the school. Any arrangements to use private property for this purpose are the responsibility of the Contractor and any costs associated with its establishment or use (including workers' time to use it) shall be included in the Contractor's fee for this project.
 2. Make nicotine patches available to employees for use in lieu of tobacco.
 - a. The New Mexico Department of Health will provide a free 1-month supply of nicotine patches by calling 1-800-QUIT NOW (1-800-784-8669).
 - b. The Taos Pharmacy Wellness Center will provide a free 1-month supply of nicotine patches.
 3. Provide counseling to workers to assist in their quitting the use of tobacco products.
- D. The Contractor shall establish and publish a disciplinary policy for personnel that violate the Regulation. A graduated response from one to three violations is acceptable. Permanent dismissal from the project must be the final form of discipline.
- E. The Construction Manager and school faculty may remind the Contractor's personnel of this regulation if they see a violation, and request the Contractor's personnel to dispose of the tobacco product(s) off-site. The Construction Manager will report these occurrences to the Contractor for inclusion in the Contractor's disciplinary program.

1.4 DRUGS AND ALCOHOL PROHIBITED

- A. Alcohol, illegal narcotics, misused medications, and paraphernalia associated with the use thereof are prohibited on school property. This prohibition includes such items stored in personal or corporate vehicles, toolboxes, lunchboxes, etc. that are located on school property. Additionally, Contractor personnel (including subcontractor and supplier personnel) under the influence of alcohol, illegal narcotics, or misused medications are prohibited from entering school property.

1. The Contractor shall establish and enforce a program for testing personnel suspected of being under the influence of drugs or alcohol. This program shall include a provision for testing suspected violators.
 2. Possession, use or distribution of drugs or alcohol on school property shall be grounds for immediate dismissal of from the project and removal from school property. Personnel dismissed under these conditions shall not be permitted to return and will be barred from working on other projects on this or other school property.
- B. The Owner retains the right to include the jobsite, along with staging areas, vehicles (company or private) and storage devices (company or private) in drug inspections conducted on school property by law enforcement officers. Violations observed by the Construction Manager or Owner will be reported to the police. The Construction Manager will then notify the Contractor.

1.5 WEAPONS PROHIBITED

- A. Weapons are prohibited on school property in accordance with federal and state laws (federal Gun Free Schools Act of 1994, 20 U.S.C., 8921 and N.M.S.A. 1978, Sections 22-5-4.7 and 30-7-2.1). This includes private vehicles, toolboxes and other personal property located on school property.
1. Contractor's personnel found with weapons on school property shall be removed from the project and barred from returning. Such personnel may also be subject to action under federal, state or local ordinances.
 2. For the purposes of this Specification, a "weapon" shall mean any weapon, device, instrument, materials, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.
 3. Certain tools and devices such as powder-activated devices and utility knives required for construction activities are not included in this ban.
 - a. Such tools and devices must be closely controlled and accounted for throughout the day. End-of-day checks are not sufficient.
 - b. Such tools and devices must NEVER be left unattended where a student could gain access to them.
 - c. Using such tools or devices in a threatening way will change their status to that of a weapon, and the personnel making such use shall be considered as having a weapon on school property.
 4. Violations of this prohibition observed by the Construction Manager or Owner will be reported to the police. The Construction Manager will then notify the Contractor.

1.6 CONSEQUENCES OF VIOLATIONS

- A. Any impact, financial or otherwise for failure to comply with or enforce any of the provisions in this Specification shall be the responsibility of the Contractor.
- B. Removal of Contractor's personnel from the project shall not be accepted as a basis for additional compensation or extension to the Contract schedule.
- C. The Owner may elect to permanently bar the Contractor, a subcontractor or supplier from continuing this project for excessive or repeat violations of this Specification. Such action shall be taken under Termination for Cause provisions in the Contract.

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PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 3500

SECTION 01 4000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:

1. Installation quality control.
2. Reference standards.
3. Mock-ups.
4. Field samples.
5. Inspection and testing laboratory services.
6. Manufacturer's field services and reports.

B. Related requirements:

1. Document 00 7000 - General Conditions:
 - a. Article 3.3: Contractor's supervision and construction procedures.
 - b. Article 2.2.4: Owner's responsibilities for testing and inspections.
 - c. Article 12: Contractor's responsibility for uncovering and correction of work.
 - d. Article 13.5: Requirements for tests and inspections.
2. Section 01 6000 - Product Requirements: Requirements for material and product quality.
3. Section 23 0593 - Testing, Adjusting, and Balancing: Testing and balancing of HVAC system.

1.2 INSTALLATION QUALITY CONTROL

A. Monitor and maintain quality control over manufacturers, suppliers, subcontractors, work force, site conditions, products, and services to ensure Work is of specified, consistent quality.

B. Workmanship:

1. Specified requirements represent a minimum acceptable quality for Work. Comply with industry standards except when more stringent specified requirements and tolerances indicate higher standards or more precise workmanship.
2. Perform work with suitable qualified personnel to produce work of specified quality.
3. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, and distortion.

C. Manufacturer's instructions:

1. Comply fully with manufacturer's instructions. Perform steps in manufacturer's recommended sequence.
2. Should instructions conflict with Contract Documents, request clarification from Architect before proceeding.

1.3 REFERENCE STANDARDS

A. When specifications require conformance to a reference standard, applicable standard shall be the edition current at date of receiving bids.

- B. Should specified reference standard conflict with Contract Documents, request clarification from Architect.
- C. Contractual relationship, duties, and responsibilities of the parties to the Contract nor those of Architect shall not be altered from that stated in the Contract Documents by mention or inference to the contrary in a specified reference standard.

1.4 MOCK-UPS

- A. When required by an individual specification section, construct mock-up of construction component or assembly for review by Architect.
- B. Assemble and erect mock-up with specified attachments, anchorage devices, flashings, seals, and finishes.
- C. Perform tests as specified in section requiring mock-up. Submit report in accordance with Section 01 3300 - Submittal Procedures.
- D. Mock-up accepted by Architect shall represent quality level for that item of work.
- E. After acceptance and use as quality standard, completely remove mock-up and clean area.

1.5 FIELD SAMPLES

- A. When required by an individual specification section, install field samples for review by Architect.
- B. Acceptable installed sample shall remain as part of Work and shall represent quality level for that item of work. Unacceptable sample shall be removed and replaced, repaired, or refinished as directed by Architect.

1.6 INSPECTION AND TESTING LABORATORY SERVICES

- A. Unless required otherwise in the Contract, Owner shall appoint, employ, and pay for services of an independent firm to perform routine inspections and compliance for:
 - 1. Compaction and soil materials per Division 33 - Earthwork.
 - 2. Asphaltic paving per Division 32 "Exterior Improvements", Section 336 - Asphalt Concrete Paving.
 - 3. Concrete paving per Division 32 "Exterior Improvements", Section 340 - Portland Cement Concrete Paving.
 - 4. Concrete per Section 03 3000 - Cast-in-Place Concrete.
 - 5. Mortar per Section 04 2200 - Concrete Unit Masonry.
 - 6. Welded connections and high strength bolt connections per Section 051200 - Structural Steel Framing; Section 05 2100 - Steel Joist Framing; Section 053100 - Steel Decking and Section 05 4000 - Cold-Formed Metal Framing.
 - 7. Other materials, components, and systems where routine testing to determine compliance with Contract Documents is required. See Article 2.2 of the General Conditions
- B. Testing firm shall perform inspections, tests, and other services specified in individual specification

sections and as required.

- A. Testing firm shall submit directly to Architect 3 copies of reports indicating observations and results of inspections and tests with indication of compliance or non-compliance with Contract Documents. Submit one copy to the Owner directly and concurrent with submission to Architect.
- B. Contractor's responsibilities:
 - 1. Cooperate with testing firm and furnish materials and other products to be tested. Provide assistance in accessing and obtaining samples. Provide storage for samples and testing equipment.
 - 2. Notify Architect 2 days prior to operations requiring testing services.
 - 3. Make arrangements with testing firm and pay for additional samples and tests required for Contractor's use.
- C. Retesting: Retesting required because of non-conformance to specified requirements shall be performed by same testing firm and paid for by Contractor.

1.7 MANUFACTURER'S FIELD SERVICES AND REPORTS

- A. When required by an individual specification section, provide services of manufacturer's field representative to observe site conditions, installation, quality of workmanship, starting of equipment, testing and adjusting equipment, and as applicable, to instruct and supervise field operations.
- B. Submit qualifications of manufacturer's field representative to Architect for approval 15 days in advance of required observation.
- C. Manufacturer's field representatives shall report observations, site decisions, and instructions given to installers that are supplemental or contrary to manufacturer's written instructions.
- D. Submit report of field representative within 30 days of observation and in accordance with Section 01 3300 - Submittal Procedures.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

END OF SECTION 01 4000

SECTION 01 5000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:

1. Site mobilization plan.
2. Temporary services: Electrical, lighting, heating, ventilating, water, telephone, and facsimile.
3. Fencing, barriers, and other temporary controls.
4. Temporary erosion and sediment controls including NPDES-SWPPP requirements.
5. Construction facilities: Temporary buildings, sanitary facilities, access, and parking.
6. Protection of Work and existing facilities.
7. Project sign.
8. Bulletin board.

B. Related documents and sections:

1. Document 00 7000 - General Conditions:
 - a. Article 3.15: Contractor's responsibility for cleaning.
 - b. Article 10: Safety precautions and programs.
2. Section 01 1400 Access Control
3. Section 01 7000 - Execution Requirements: Progress cleaning.

1.2 REFERENCES

- A. NFPA 10 - Standard for Portable Fire Extinguishers.
- B. NFPA 241 - Safeguarding Building Construction, Alterations, and Demolition Operations.

1.3 SITE MOBILIZATION PLAN

A. Coordinate locations for temporary facilities with Architect and Owner.

B. Based upon information indicated on Drawings, prepare site mobilization plan showing:

1. Field office.
2. Storage areas, sheds, and fencing.
3. Project identification sign.
4. Access routes.
5. Temporary utility routes and connections.
6. Sanitary facilities.
7. Trash and rubbish receptacles.
8. Parking arrangements.

C. Present 3 copies of plan at Pre-Construction Conference in accordance with Section 01 3100 - Project Management and Coordination.

- D. Prior to mobilization, revise and resubmit to Architect site mobilization plan incorporating final revisions made at Pre-Construction Conference and approved by Architect and Owner.

1.4 TEMPORARY ELECTRICITY

- A. Provide and pay for temporary electricity used during construction. Provide service disconnect and overcurrent protection. Provide temporary feeder as required.
- B. Provide power outlets for construction operations with branch wiring, distribution boxes, and flexible power cords as required.
- C. Permanent convenience receptacles may be utilized during construction.

1.5 TEMPORARY LIGHTING

- A. Provide lighting for construction operations. Lighting levels shall be appropriate for type and difficulty of work. Use these minimums as guidelines:
- B. After dark, provide security lighting for interior and exterior work and storage areas.
- C. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.
- D. Maintain lighting and provide routine repairs.
- E. Permanent building lighting may be utilized during construction.

1.6 TEMPORARY HEATING AND VENTILATING

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, and gases.
- B. Provide temporary fan units to maintain clean air for construction operations.
- C. Maintain minimum ambient temperature of 50 degrees F in interior areas where construction is in progress.

1.7 TEMPORARY WATER SERVICE

- A. Contractor shall provide and make provisions for water as necessary for construction operations.

1.8 COMMUNICATIONS

- A. Provide, maintain, and pay for telephone service to field office. School telephones will not be available to Contractor's workforce unless for an emergency.
- B. Provide, maintain, and pay for facsimile service to field office.
- C. Provide, maintain, and pay for email/internet service to field office.

1.9 FENCING

- A. Provide temporary fencing around new building and materials storage site. Completely separate construction from existing facilities, student pathways and related exterior areas.
- B. Type: Panelized 6 foot high commercial grade chain link fence. Equip with vehicular and pedestrian gates with locks.

1.10 BARRIERS AND PROTECTION

- A. Security: Provide to protect Work from unauthorized entry, vandalism, and theft.
- B. Barriers: Provide to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent properties from construction operations.
- C. Protect existing trees and plants designated to remain. Replace damaged plant material.

1.11 PROTECTION OF INSTALLED WORK

- A. Protect installed Work. Control activity in immediate work area.
- B. Provide temporary and removable protection for installed products.
- C. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, and movement of heavy objects with durable sheet materials.
- D. Prohibit traffic and storage on roof surfaces and landscaped areas.

1.12 TEMPORARY FIRE PROTECTION

- A. Install and maintain temporary fire protection components. Establish and follow procedures to protect against fire losses. Comply with NFPA 241.
- B. Fire extinguishers: Provide hand carried, portable, UL rated fire extinguishers of type and size recommended by NFPA 10 for building exposure conditions. Place in accessible, convenient locations in clear view with a minimum of one extinguisher per floor.
- C. Access: Maintain unobstructed access to fire hydrants, water supply, fire extinguishers, stairways, and access routes for fighting fires.
- D. Heating devices: Exercise care and monitor use of temporary heaters to minimize fire risk.
- E. Store combustible materials in fire-safe containers.
- F. Volatile products: Do not store paints, varnishes, paint removers, solvents, adhesives, cleaning rags, and other volatile products in building. Take precautionary measures to prevent fire hazards and spontaneous combustion.
- G. Cutting and welding: Approve in advance use of open flame cutting, welding, and soldering

equipment. Ensure that safe conditions exist before granting approval.

1.13 TEMPORARY EROSION AND SEDIMENT CONTROLS

- A. Prevent temporary collection of sediment on sidewalks, parking lots, streets and driveways. Clean such surfaces promptly if such conditions exist due to the Work.
- B. National Pollution Discharge Elimination System (NPDES) permit and procedures for preparing a Storm Water Pollution Prevention Plan (SWPPP).
 - 1. Contractor shall determine whether Project requires an EPA NPDES storm water discharge permit in conformance with all regulations governing the disturbance of construction site areas.
 - 2. If storm water discharge permit is required, then both Contractor and Owner shall be designated as separate permittees and the Contractor shall do the following:
 - a. Prepare a Storm Water Pollution Prevention Plan (SWPPP) document as necessary to ensure compliance with any and all NPDES construction storm water permitting plan requirements.
 - b. Prepare and submit all EPA documentation and forms required of Contractor for permit.
 - c. Assist Owner with preparation and submittal of all EPA documentation and forms specifically required of Owner for permit. Provide all required project-related information to Owner as necessary.
 - d. At Final Completion of Project, Contractor shall complete and submit documentation to EPA as required and to Architect as part of Project Closeout documentation package. See Section 01780 of Specifications.
 - 3. If a storm water discharge permit is not required, then the Contractor shall submit to the Architect and Owner prior to mobilization a signed statement containing specific written justification why such permit is not required on the Project.
 - 4. The Contractor shall manage the discharge of storm water from the site in accordance with NPDES permit and the provisions of the SWPPP. The Contractor shall be responsible for installing and maintaining any necessary storm water control measures in accordance with control device manufacturer's recommendations and the provisions of the SWPPP. The Contractor shall monitor the suitability of the designated control measures and management practices to achieve the storm water quality provisions of the NPDES permit, and shall make any necessary changes to the controls and practices in order to meet the permit requirements. The Contractor shall be responsible for updating the SWPPP and maintaining all records related to the SWPPP. A copy of the approved SWPPP shall be kept on the jobsite at all times. Contractor shall be liable for all fines and construction delays resulting from any governmental agency enforcement action due to failure by the Contractor to satisfy the above requirements.
 - 5. Contractor is responsible for payment of all applicable fees and permits related to SWPPP approval process and for full cost of control measures for the Project.

1.14 ACCESS

- A. Refer to drawings for location of acceptable access routes and site entrances. Protect existing curbs and walks traversed by construction vehicles from damage.
- B. Identify access to Contractor's work and office area with appropriate signs so that delivery personnel and others may contact Contractor. School office shall not be used as destination for Contractor's deliveries.

- C. Prevent unauthorized personnel from accessing school building or site through Contractor's work area.

1.15 FIELD FACILITIES

- A. Provide and maintain a weather-tight, fully equipped field office. Provide work station for use of Architect during field inspections.
- B. Provide space for project meetings with table and chairs to accommodate 6 persons.
- C. Provide and maintain storage sheds and other facilities as required.
- D. Arrange for parking for work force in manner approved by Owner.

1.16 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required sanitary facilities for work force.
- B. Existing toilet facilities shall not be used by work force.

1.17 DRINKING WATER

- A. Provide independent source of drinking water for workforce. School drinking fountains shall not be routinely available for Contractor's use.

1.18 PROJECT SIGNS

- A. Construction Sign. See Section 01501-1.
 - 1. Furnish project sign and erect on site at location designated by Architect.
 - 2. Construction: 4 by 5 feet constructed of 3/4 inch exterior plywood bolted to 4 by 4 inches treated wood posts.
 - 3. Sign shall be prepared by professional sign painter using either painted exhibit lettering or die cut adhesive applied letters.
 - 4. Design, style and proportional sizes of lettering, color, and text shall be as shown in Section 01 500-1.
 - 5. Allow no other signs to be displayed without approval of Architect or as required by Owner.

1.19 BULLETIN BOARD

- A. Furnish and maintain bulletin board adjacent to field office. Display the following throughout construction period:
 - 1. State wage rates.
 - 2. Safety requirements.
 - 3. Official notices and announcements.

1.20 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary above grade and buried utilities, equipment, facilities, and excess materials prior to final inspection.

- B. Clean and repair damage caused by installation of temporary facilities.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

END OF SECTION 01 5000

(PROJECT SIGN DRAWINGS FOLLOW)

SECTION 01 6000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:

1. General product requirements.
2. Transportation and handling.
3. Storage and protection of products.

B. Related sections:

1. Section 01 1000 - Summary: Definitions for "products", "supply", "furnish", "provide", and "execution".
2. Section 01 4000 - Quality Requirements: Product quality monitoring.
3. Section 01 6200 - Product Options: Procedures for requesting use of unspecified products.

1.2 GENERAL PRODUCT REQUIREMENTS

- A. Products shall be new and currently in production.
- B. Do not use products removed from other facilities except where use of salvaged products is required in Contract Documents.
- C. Products of the same category shall be products of a single manufacturer. Where possible, products under a single specification section shall be of the same manufacturer.
- D. Only non-asbestos containing materials shall be used or incorporated in the Work.

1.3 TRANSPORTATION AND HANDLING

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, and damage.
- D. Deliver packaged products in unopened and undamaged cartons and wrappings.

1.4 STORAGE AND PROTECTION

- A. Store and protect products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weather-tight, climate controlled enclosures.
- B. For exterior storage of fabricated products, place on supports above ground, sloped to drain.

- C. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- D. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- E. Arrange storage of products to permit access for inspection. Periodically inspect to ensure products are undamaged and are maintained under specified conditions.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

END OF SECTION 01 6000

SECTION 01 6200 - PRODUCT OPTIONS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes requirements for product options and substitution procedures.

1.2 PRODUCT OPTIONS

- A. For products specified by reference standards or by description only, provide any product meeting those standards or description.
- B. For products specified by naming one or more manufacturers with the designation that no substitutions are allowed, provide only named products.
- C. For products specified by naming one or more manufacturers, provide named products and approved substitute products listed in Addenda, or submit a request for substitution in accordance with Paragraph 1.3.

1.3 SUBSTITUTIONS

- A. During bidding, Architect will consider written requests from qualified bidders, subcontractors, and manufacturers for substitutions.
1. Submit separate request for each substitution with Form 01 6210 - Prior Approval Substitution Request Form. Copy of form follows this Section.
 2. Submit substitution request in accordance with procedures and time limitations stated in Document 00 2113- Instructions to Bidders – Part A. Use enclosed form 01 6220.
 3. Substitutions approved during bidding will be listed in Addenda.
- B. After Contract award:
1. After signing of Agreement Between Owner and Contractor, Architect will consider written requests for substitutions if one or more of these conditions exist:
 - a. Unavailability of specified products through no fault of Contractor.
 - b. Qualified installer is not available for specified product.
 - c. Substitution is required for compliance with final interpretation of code requirements or insurance regulations.
 - d. Subsequent information discloses inability of specified products to perform properly or to fit in designated space.
 - e. Refusal of manufacturer to certify or guarantee performance of the specified product as required.
 2. Submit separate request for each substitution with Form 01 6220 - Contractor Substitution Request Form. Copy of form follows this Section. Provide data documenting need for substitution and substantiating compliance of proposed product with Contract Documents. Include proposed changes to contract amount and time if substitution is accepted.
 3. Architect will determine acceptability of proposed substitutions and notify Contractor in writing. Accepted substitutions will be included by Change Order with associated modifications of

- contract amount and time.
4. Substitutions will not be considered after contract award if indicated or implied on shop drawings and product data submittals.
- C. Use of approved substitution listed in Addenda or request for substitution after Contract award shall constitute representation that Contractor:
1. Has investigated product and determined it meets or exceeds quality level of specified product.
 2. Will provide same warranty for substitution as for specified product.
 3. Will coordinate installation and make changes to other work required to accommodate accepted substitution and complete Work.
 4. Waives claims for additional costs or time extensions related to substitutions which later become apparent.
- D. Procedure: Submit 3 copies of request for substitution. Limit each request to one proposed substitution. Include in request:
1. Complete data substantiating compliance of proposed substitution with Contract Documents.
 2. For products:
 - a. Product identification, including manufacturer's name and address.
 - b. Manufacturer's literature containing product description, performance and test data, and reference standards.
 - c. Samples as required.
 3. For construction methods:
 - a. Detailed description of proposed method.
 - b. Drawings illustrating methods.
 4. Itemized comparison of proposed substitution with product specified.
 5. Data relating to changes in construction schedule.
 6. For requests submitted after Contract award, give cost data comparing proposed substitution with specified product and amount of proposed change to Contract Sum.

PART 2 - PRODUCTS
Not used.

PART 3 - EXECUTION
Not used.

END OF SECTION 01 630

SUBSTITUTION FORMS FOLLOW

PRIOR APPROVAL SUBSTITUTION REQUEST FORM

The undersigned, qualified bidder, subcontractor, manufacturer, or supplier requests that the following product be accepted for use in the Project

PRODUCT: _____

MODEL NO.: _____

MANUFACTURER: _____

ADDRESS: _____

The above product would be used in lieu of

PRODUCT: _____

specified in

SECTION: _____

PARAGRAPH: _____

Attached are the following circled items:

1. Product description including specifications, performance and test data, and applicable reference standards.
2. Drawings.
3. Photographs.
4. Samples.
5. Tabulated comparison with specified product.
6. For items requiring color selections, full range of manufacturer's color samples.
7. Other: _____

The undersigned certifies that the following statements are correct. Explanations for all items

which are **not** true are attached.

- | | |
|--|------------|
| 1. Proposed substitution has been thoroughly investigated and function, appearance, and quality meet or exceed that of specified product. | TRUE FALSE |
| 2. Same warranty will be provided for substitution as for specified product. | TRUE FALSE |
| 3. No aspect of Project will require re-design. | TRUE FALSE |
| 4. Use of substitution will not adversely affect: | |
| a. Dimensions shown on Drawings. | TRUE FALSE |
| b. Construction schedule and date of completion. | TRUE FALSE |
| c. Work of other trades. | TRUE FALSE |
| 5. Maintenance service and replacement parts for proposed substitution will be readily available in [Las Cruces] [El Paso] [Roswell] [Albuquerque] [Southern New Mexico] [Northern New Mexico] [_____] area. | TRUE FALSE |
| 6. Proposed substitution does not contain asbestos in any form. | TRUE FALSE |

Submitted By:

COMPANY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

NAME OF PERSON SUBMITTING REQUEST: _____

TITLE: _____

DATE: _____

CONTRACTOR SUBSTITUTION REQUEST FORM

The undersigned, as Contractor for the above Project, requests that the following product be accepted for use in the Project

PRODUCT: _____

MODEL NO.: _____

MANUFACTURER: _____

ADDRESS: _____

The above product would be used in lieu of

PRODUCT: _____

specified in

SECTION: _____

PARAGRAPH: _____

Reason for substitution request: _____

Attached are the following circled items:

1. Product description including specifications, performance and test data, and applicable reference standards.
2. Drawings.
3. Photographs.
4. Samples.
5. Tabulated comparison with specified product.
6. For items requiring color selections, full range of manufacturer's color samples.
7. Documentation of reason for request.
8. Cost data for comparing proposed substitution with specified product.
7. Other: _____

The undersigned certifies that the following statements are correct. Explanations for all items which are **not** true are attached.

- | | |
|--|------------|
| 1. Proposed substitution has been thoroughly investigated and function, appearance, and quality meet or exceed that of specified product. | TRUE FALSE |
| 2. Same warranty will be provided for substitution as for specified product. | TRUE FALSE |
| 3. No aspect of Project will require re-design. | TRUE FALSE |
| 4. Use of substitution will not adversely affect: | |
| a. Dimensions shown on Drawings. | TRUE FALSE |
| b. Construction schedule and date of completion. | TRUE FALSE |
| c. Work of other trades. | TRUE FALSE |
| 5. Maintenance service and replacement parts for proposed substitution will be readily available in [Las Cruces] [El Paso] [Roswell] [Albuquerque] [Southern New Mexico] [Northern New Mexico] [_____] area. | TRUE FALSE |
| 6. Proposed substitution does not contain asbestos in any form. | TRUE FALSE |
| 7. All changes to Contract Sum related to use of proposed substitution are included in price listed below. Contractor waives claims for additional costs related to acceptance of substitution which may subsequently become apparent. | TRUE FALSE |
| 8. Costs of modifying project design caused by use of proposed substitution which subsequently become apparent will be paid for by Contractor. | TRUE FALSE |

If substitution request is accepted:

Contract Sum will be [decreased] [increased] by \$ _____

Contract Time will be [decreased] [increased] by _____
calendar days.

Submitted By:

CONTRACTOR: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

NAME OF PERSON SUBMITTING REQUEST: _____

TITLE: _____

DATE: _____

SECTION 01 7000 – EXECUTION REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:

1. Basic requirements for examination, preparation and installation.
2. Requirements and limitations for cutting and patching incidental to work, including excavation and backfilling, and as required to make several parts fit together.
3. Progress cleaning.

B. Related documents and sections:

1. Section 00 7000 General Conditions:
 - a. Article 3.14: Contractor's responsibilities regarding cutting and patching operations.
 - b. Article 12: Uncovering and correction of work.
2. Section 01 5000 - Temporary Facilities and Controls: Temporary barriers and enclosures.
3. Section 01 7700 - Closeout Procedures: Final cleaning.
4. Section 07 9213 – Elastomeric Joint Sealers: Sealing of conduits, piping, and other items penetrating structure.

1.2 SUBMITTALS

A. Cutting request:

1. Submit advance written request to Architect prior to cutting or other alteration which affects:
 - a. Structural integrity of an element.
 - b. Integrity of weather-exposed or moisture-resistant element.
 - c. Operation, efficiency, maintenance, or safety of an element.
 - d. Visual qualities of exposed elements.
 - e. Work of others under separate contract to Owner.
2. Include in request:
 - a. Project and Contractor identification.
 - b. Location and description of proposed work.
 - c. Necessity for cutting or alteration and alternatives to cutting and patching.
 - d. Effect on work of this Contract, existing construction, and work of others under separate contract to Owner.
 - e. Date work will be executed.

1.3 LOCATION OF UNDERGROUND UTILITIES

- A. The Contractor shall arrange for all spotting of lines by utility companies in advance of any excavation work.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Patching and replacement materials: Those used for original installation.
- B. Product substitutions: For any proposed change in patching materials, submit request for substitution in accordance with Section 01 6300 - Product Substitution Procedures.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Prior to commencing a portion of Work:
 - 1. Verify that existing site conditions and substrate surfaces are acceptable for subsequent Work.
 - 2. Verify that existing substrate is capable of structural attachment of new Work being applied or attached and that required blocking is in place.
 - 3. Verify that existing substrate is compatible with, properly prepared, and otherwise ready to receive subsequent applications and finishes. Ensure that existing conditions conform to requirements of manufacturers of products to be applied.
 - 4. Verify that utility services are available, of correct characteristics, and in correct location.
- B. Prior to commencing removals and cutting and patching, inspect existing building systems and elements subject to damage or movement during subsequent operations. Document and report existing damage and operational condition of existing systems such as telecommunications, data, security, HVAC controls and fire alarm in the location of the anticipated work and in related or adjacent spaces. Such documentation shall provide the basis for conditions to be maintained or re-established by the Contractor at the end of the work.
- C. Beginning of removals, cutting, patching, and new Work implies acceptance of existing conditions.

3.2 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks and openings in substrate prior to applying next material or substance.
- C. Apply manufacturer required substrate primer, sealer, and conditioner prior to applying new material or substance to substrate.

3.3 INSTALLATION

- A. Install, construct, erect, assemble, and apply products in accordance with manufacturer's recommendations and instructions and specified requirements. Notify Architect where manufacturer's instructions conflict with specifications. Do not proceed until clarification is received.
- B. Install products secure, rigid, plumb, and level within specified or industry acceptable tolerances.
- C. Remove excess materials such as adhesive, grout, mortar, and sealants, from finished surfaces in a manner which does not stain, corrode, disfigure, or otherwise damage finished surface.
- D. Adjust working parts for smooth, proper operation.

- E. Replace deformed, scratched, cracked, broken, or otherwise damaged products as result of installation.
- F. After installation is complete, protect installed products and finished surfaces from subsequent construction operations in accordance with Section 015000 - Temporary Facilities and Controls. Replace or repair subsequently damaged products and surfaces.
- G. Clean and maintain installed products in accordance with manufacturer's recommendations and specifications until Substantial Completion.

3.4 CUTTING AND PATCHING

- A. Execute cutting, fitting, patching, excavation, and fill as required to:
 - 1. Install new work into existing construction.
 - 2. Fit products together and to integrate them with other work.
 - 3. Uncover work to correct incomplete or deficient work.
 - 4. Remove and replace defective and non-conforming work.
 - 5. Remove samples of installed work for testing.
 - 6. Provide openings for penetrations of mechanical, electrical, and other work.
- B. Provide temporary supports to ensure structural integrity. Provide devices and methods to protect other portions of Project from damage.
- C. Provide protection from elements for areas which may be exposed by cutting operations.
- D. Method: Execute work by methods to avoid damage to existing building systems and other work and in a manner which will provide appropriate surfaces to receive patching and finishing.
- E. Cutting:
 - 1. Cut rigid materials using masonry saw or core drill. Pneumatic tools are not allowed without prior approval.
 - 2. Size openings to exactly fit penetrating item plus allowance for sealant. Form edges of hole even and smooth.
 - 3. Drill penetrations through concrete for conduit and piping.
 - 4. Drill round holes and saw cut rectangular openings in concrete unit masonry units. Where block is broken or chipped in process, remove complete face of exposed block and replace with partial block.
- F. Patching:
 - 1. Restore work with new products meeting requirements of Contract Documents.
 - 2. Fit work tight to pipes, sleeves, ducts, conduits, and other elements penetrating surfaces.
 - 3. At penetrations of fire rated walls, partitions, ceilings, and floors, completely seal voids with fire-resistant material, in accordance with Section 079200 – Elastomeric Joint Sealers, to full thickness of penetrated element.
- G. Finishing: Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
- H. Repair: Contractor shall be responsible for repair and/or restoration of existing telecommunications, data, security, HVAC controls and fire alarm systems back to condition documented as existing prior

to the commencement of work. Life safety systems and other systems impacting the operations of the school shall be restored immediately and as approved by Architect and Owner.

3.5 ASPHALT PAVEMENT

- A. Where existing or new pavement is damaged from construction operations, cut to install new underground utilities and where existing items are removed from paved areas:
 - 1. Cut pavement with saw or other means to provide neat, straight joints.
 - 2. Where existing pavement is damaged by removals, remove additional pavement to allow clean cuts.
 - 3. Backfill and sufficiently compact removal area prior to placement of pavement.
 - 4. Place pavement to match existing materials and thickness.
- B. Immediately after placement, protect new pavement from mechanical damage.

3.6 ROOF PENETRATIONS

- A. New roofing:
 - 1. Coordinate, locate and schedule roof penetrations prior to installation of new roof system.
 - 2. Coordinate roof penetrations such that installation does not void roof warranty.

3.7 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove waste materials, debris, and rubbish from site weekly and legally dispose of off-site.
- C. Remove debris and rubbish from pipe chases, plenums, crawl spaces, above suspended ceilings, and other closed and remote spaces prior to enclosing space.
- D. Prior to surface finishing, broom and vacuum clean interior areas to eliminate dust.
- E. Washing of concrete trucks and dumping of excess cementitious material on site is not allowed. All such materials and contaminated soil shall be removed.
- F. Soils and other site material contaminated by paint residues, oils, fuels, and other construction products shall be removed and replaced with equivalent soil or material.
- G. Existing lawns, landscaped areas, and areas for future landscaping affected by construction operations shall be raked to remove stones, mortars, aggregates, and other construction debris in excess of 3/4 inch diameter.
- H. Clean mud and sediment resulting from Contractor's operations or traffic from all sidewalks, public streets and parking areas.

END OF SECTION 017000

SECTION 01 7310 - CUTTING AND PATCHING

1.1 GENERAL

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
- C. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
 - 1. If possible, retain original Installer or fabricator to cut and patch exposed Work listed below. If it is impossible to engage original Installer or fabricator, engage another recognized, experienced, and specialized firm.
- D. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

1.2 PRODUCTS

- A. General: Comply with requirements specified in other Sections of these Specifications.
- B. Existing Materials: Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
 - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of existing materials.

1.3 EXECUTION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
 - 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
 - 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.
- B. Temporary Support: Provide temporary support of Work to be cut.
- C. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- D. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

- E. Existing Services: Where existing services are required to be removed, relocated, or abandoned, bypass such services before cutting to minimize interruption of services to occupied areas.
- F. Performance: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
1. Cut existing construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- G. Cutting: Cut existing construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 2. Existing Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 3. Concrete: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 4. Excavating and Backfilling: Comply with requirements in applicable Division 2 Sections where required by cutting and patching operations.
 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 6. Proceed with patching after construction operations requiring cutting are complete.
- H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 4. Ceilings: Patch, repair, or rehang existing ceilings as necessary to provide an even-plane surface of uniform appearance.
 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.

END OF SECTION 017310

SECTION 01 7500 - STARTING AND ADJUSTING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes: General procedures for starting, monitoring, and adjusting items of equipment and complete systems.
- B. Related sections:
 - 1. Section 01 7800 - Closeout Submittals: Operation and maintenance manuals.
 - 2. Section 23 0593 - Testing, Adjusting, and Balancing: Balancing of HVAC system.
 - 3. Section 23 0800 – Mechanical Facility Startup/Commissioning

PART 2- PRODUCTS

Not used.

PART 3 - EXECUTION

3.1 SCHEDULING

- A. Coordinate schedule for starting of systems and equipment to ensure proper sequencing.
- B. Notify Architect 7 days prior to startup of each system.

3.2 PREPARATION

- A. Prior to startup, inspect items of equipment and systems to ensure that:
 - 1. Installation is in accordance with manufacturer's instructions.
 - 2. No defective items have been installed and there are no loose connections.
 - 3. Power supplies are correct voltage, phasing, and frequency.
 - 4. Grounding and transient protection systems are properly installed.
 - 5. Items have been properly lubricated, belts tensioned, and control sequence and other conditions which may cause damage have been addressed.
- B. Verify that system wiring has been tested.
- C. Verify that provisions have been made for safety of personnel.

3.3 STARTING OF SYSTEMS

- A. Execute starting under supervision of responsible personnel in accordance with manufacturer's instructions.

- B. When specified in individual sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment and system installation prior to startup and to supervise placing equipment and system in operation.
- C. Adjustment: Monitor systems and verify performance. Correct deficiencies. Replace defective components and equipment. Adjust equipment and systems for smooth and proper installation.
- D. Submit written report in accordance with Section 01 3300 - Submittal Procedures that equipment and systems have been properly installed and are functioning correctly.

END OF SECTION 01 7500

SECTION 01 7700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:

1. Closeout procedures.
2. Final cleaning.
3. Final inspection.
4. Inspection held immediately prior to end of one year correction period.

B. Related documents and sections:

1. Document 00 7000 - General Conditions of the Contract,
 - a. Article 9.8: Substantial Completion.
 - b. Article 9.9: Partial occupancy.
 - c. Article 9.11: Final completion and final payment.
 - d. Article 12.2.2.1: One year correction period for Contractor to correct defective work.
2. Section 01 7000 - Execution Requirements: Progress cleaning.
3. Section 01 7500 - Starting and Adjusting: Starting and adjusting items of equipment and complete systems and demonstrations and training for Owner's personnel.
4. Section 01 7800 - Closeout Submittals: Submittal of project record documents, operation and maintenance manuals, warranties, certificates of inspection, extra materials, and keys.

1.2 SUBSTANTIAL COMPLETION PROCEDURES

A. Prior to or in conjunction with submission of Contractor's request for Substantial Completion, submit the following items specified in Section 017800 - Closeout Submittals:

1. Project record documents.
2. Operation and maintenance data and manuals.
3. Warranties.
4. Certificates of inspection.
5. Insurance certificates.
6. Extra materials.
7. Keys.

B. Comply with Document 00 7000 - General Conditions of the Contract, Article 9.8 for issuance of Certificate of Substantial Completion. When Work is sufficiently complete:

1. Inspect Work and prepare comprehensive list of items to be completed or corrected.
2. Perform final cleaning of portions of Work for which approval of substantial completion is being requested.
3. Submit 3 copies of comprehensive list of items to be completed and Final Completion Schedule to Architect. Indicate portions of Work suitable for Owner occupancy and for which approval of substantial completion is being requested.
4. Submit Application for Payment in accordance with Section 01 2900 - Payment Procedures.

- C. After inspection by Architect and issuance of Certificate of Substantial Completion, Owner will occupy all portions of the building for installation of equipment and furnishings under provisions stated in Certificate of Substantial Completion.

1.3 FINAL COMPLETION PROCEDURES

- A. Perform final cleaning as specified in Paragraph 1.4.
- B. Prior to or in conjunction with submission of Notice of Final Completion, submit the following items:
 - 1. Contractor's Affidavit of Payment of Debts and Claims, AIA G706.
 - 2. Consent of Surety Company to Final Payment, AIA G707.
 - 3. Insurance certificates.
 - 4. Final Application for Payment as specified in Section 01 2900 - Payment Procedures. Identify total adjusted Contract Sum, previous payments, and sum due.
 - 5. Additional items required in Article 9.11.2 - General Conditions of the Contract.
- C. Submit Notice of Final Completion certifying that Contract Documents have been reviewed, work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Architect's inspection.
- D. Remove temporary utilities, controls, and facilities in accordance with Section 01 5000 - Temporary Facilities and Controls.
- E. Request Close-Out Meeting and final inspection with Architect and Owner.

1.4 FINAL CLEANING

- A. Execute final cleaning prior to final inspection by methods and with materials and equipment suitable for commercial/institutional building maintenance.
- B. Clean interior and exterior surfaces exposed to view; remove temporary labels, stains and foreign substances; polish transparent and glossy surfaces; and vacuum carpeted and soft surfaces.
- C. Sanitize equipment and fixtures.
- D. Clean or replace filters of operating equipment.
- E. Clear debris from roof, gutters and drainage systems, ceiling spaces, plenums, storage areas, and interior spaces.
- F. Clean site, sweep paved areas, and rake landscaped areas and other ground surfaces.
- G. Remove waste and surplus materials, rubbish, and construction facilities from the site. Dispose of legally.

1.5 FINAL INSPECTION

- A. Architect and Owner's representative will make inspection within 10 days of receipt of written request for Close-Out Meeting.

- B. If Work is incomplete or defective:
1. Architect will provide Contractor written list of deficiencies.
 2. Contractor shall immediately correct deficiencies and submit certification that Work is complete.
 3. Architect and Owner's representative will re-inspect Work.
 4. Re-inspection fees:
 - a. When status of completion requires re-inspection by Architect due to failure of Work to comply as certified by Contractor, Owner will deduct amount of Architect's compensation for re-inspection from final payment.
 - b. Re-inspection services will be billed at current rates for Architect's personnel.

1.6 CORRECTION PERIOD INSPECTION

- A. 30 days prior to end of one year correction period, schedule and attend a one year correction period inspection. Appropriate subcontractors shall attend.
- B. Coordinate time of inspection with Architect.
- C. Representatives of Owner, Architect, and appropriate consultants will attend.
- D. Correct deficiencies noted.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 7700

SECTION 01 7800 - CLOSEOUT SUBMITTALS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes procedures for preparing and submitting closeout submittals:
 - 1. Project Record Documents.
 - 2. Operation and maintenance manuals and data.
 - 3. Warranties.
 - 4. Insurance information.
 - 5. Certificates of inspection and compliance.
 - 6. Maintenance tools.
 - 7. Extra materials.
 - 8. Keys.

- B. Related documents and sections:
 - 1. Document 00 7000 - General Conditions of the Contract:
 - a. Article 3.5: Contractor's warranty that Work is of good quality and free from defects and conforms to Contract Documents.
 - b. Article 9.9.1: Commencement of warranties and correction period.
 - c. Article 9.10.1: Closeout requirements
 - d. Article 9.11: Affidavits and Certificates required before Final Payment
 - e. Article 12.2.2.1: One year correction period for Contractor to correct defective work.
 - 2. Section 01 2000 - Payment Procedures: Submittal of Applications of Payment.
 - 3. Section 01 2100 – Allowances: Cash allowances for production of Record Drawings.
 - 3. Section 01 3300 - Submittal Procedures: Submittal of shop drawings, product data, samples, installation instruction, reports and other submittals during construction prior to closeout.
 - 4. Section 01 7500 - Starting, Adjusting, and Demonstrating: Use of operation and maintenance manuals for demonstration and training sessions.

1.2 PROJECT RECORD DOCUMENTS

- A. Maintain on site, one set of the following record documents; record actual revisions to work:
 - 1. Contract Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed submittals.

- B. Store Record Documents separate from documents used for construction. Label "Project Record Documents".

- C. Record information concurrent with construction progress. Use erasable colored pencil. Date all entries. Call attention to entry by circling area affected.

- D. Specifications: Legibly mark and record in each section description of actual products installed, including the following:

1. Manufacturer's name and product model and number.
 2. Product substitutions or alternates utilized.
 3. Changes made by Addenda and modifications.
- E. Contract Drawings and shop drawings: Legibly mark each item to record actual construction including:
1. Actual items of equipment and system components installed.
 2. Actual locations of components and routing of piping and raceways.
 3. Measured horizontal and vertical locations of underground water, sewer, irrigation, electrical, and other utilities and appurtenances, referenced to permanent surface improvements.
 4. Measured locations of piping, raceways, and other items concealed in construction, referenced to visible and accessible features.
 5. Field changes of dimension and detail.
 6. Details not on original Contract Drawings.
- F. Documents will be reviewed by Architect at each submittal of Application for Payment to ensure that entries are current.
- G. Submit documents to Architect prior to or in conjunction with submission of Contractor's request for Substantial Completion and in accordance with Owner's procedures.

1.3 OPERATION AND MAINTENANCE DATA

- A. Provide operation and maintenance data for:
1. Landscaping specified in Sections 32 8000 - Underground Irrigation System and 32 9300 Plants.
 3. Food service equipment specified in Section 11 4000 - Food Service Equipment.
 2. Mechanical equipment, systems, and controls specified in Division 23 - Heating, Ventilating, and Air Conditioning.
 3. Electrical equipment, systems, and controls specified in Division 26 - Electrical.
 4. Other equipment and systems for which operation and maintenance data is requested in individual specification sections.
- B. Submission:
1. Submit data to Architect in one or more binders.
 2. Submit for review one draft copy 30 days prior to need date or as otherwise specified. This copy will be returned after review with Architect's comments. Revise content as required.
 3. Once approved, submit 3 copies of final operation and maintenance manuals. All manuals shall be submitted prior to or in conjunction with Contractor's request for Substantial Completion and prior to demonstration and training session.
- C. Contents:
1. Appropriate design criteria.
 2. Equipment and parts lists.
 3. Operating instructions.
 4. Maintenance instruction for equipment and finishes.
 5. Shop drawings and product data.

6. Testing, balancing, and other field quality reports.
7. Copies of warranties.
8. Directory listings
9. Other material and information as indicated in individual specification sections and as necessary for operation and maintenance by Owner's personnel.

D. Form:

1. Hard copies of manuals shall be 8-1/2 x 11 inch text pages bound in three ring expansion binders with a hard durable plastic cover. All documents to be originals unless otherwise noted.
2. Prepare binder covers with printed subject title of manual, title of project, date, and volume number when multiple binders are required. Printing shall be on face and spine.
3. Internally subdivide the binder contents with divider sheets with typed tab titles under reinforced plastic tabs. Place dividers at beginning of each chapter, part, section, and appendix.
4. Provide a table of contents for each volume.
5. Provide directory listing as appropriate with names addresses, and telephone numbers of Architect, Contractor, subcontractors, equipment suppliers, and nearest service representatives. Provide emergency 24-hour service contact information for all subcontractors, service contractors and principal vendors.

1.4 WARRANTIES

- A. Provide duplicate notarized copies of special and extended warranties as required by individual specifications sections.
- B. Submit warranties to Architect prior to or in conjunction with submission of Notice of Substantial Completion.
- C. Execute and assemble warranties from subcontractors, suppliers, and manufacturers.
- D. Provide Table of Contents and assemble in three ring binder with a hard durable plastic cover. Internally subdivide the binder contents with permanent page dividers, with tab titling clearly typed under reinforced laminated plastic tabs.
- E. For items of work delayed beyond date of Substantial Completion, provide updated warranty submittal within ten days after acceptance, listing date of acceptance as start of warranty period.

1.5 CERTIFICATES OF INSPECTION AND COMPLIANCE

- A. For inspections throughout the construction period required by regulatory agencies, obtain and maintain certificates issued to show compliance.
- B. Assemble certificates and any formal written evidence of regulatory compliance in three ring binder with table of contents and submit to Architect prior to or in conjunction with submission of Notice of Substantial Completion.
- C. Certificate of Occupancy: Prior to Substantial Completion, obtain from authorities having jurisdiction Certificate of Occupancy. Submit with Notice for Substantial Completion.

1.6 INSURANCE INFORMATION

- A. Submit prior to or in conjunction with submission of Contractor's request for Substantial Completion information regarding insurance including change over requirements and insurance extensions.

1.7 MAINTENANCE TOOLS

- A. Provide all special tools, instruments, and other implements required for the functional operation and maintenance of equipment, systems, and other components installed as part of this project. Include screw drivers, crescent wrenches, pliers, and allen wrenches as well as more unique and atypical tools.
- B. Tools shall be as provided or recommended by manufacturers of installed equipment and systems. Types and sizes shall be as specifically required for installed products.
- C. Tools shall be available and their use demonstrated during training sessions specified in Section 01 7500- Starting & Adjusting, and Section 01 7900 Demonstration & Training.
- D. Prior to or concurrent with Contractor's request for Substantial Completion, deliver maintenance tools to Owner's representative. Prepare inventory of tools provided and obtain receipt from Owner's representative.

1.8 EXTRA MATERIALS

- A. Provide spare parts and maintenance materials in quantities specified in individual sections.
- B. Extra materials shall be produced by the same manufacturer of and compatible with the installed products.
- C. Prior to or concurrent with submission of Notice of Substantial Completion deliver extra materials in unopened containers to Owner's representative at designated storage area at project site and place in location as directed. Obtain receipt from Owner's representative.
- D. During one year correction period:
 - 1. Extra materials may be used by Contractor to replace expendable and normally worn parts.
 - 2. Extra materials used by Contractor for replacement of defective products shall be replaced at no additional cost to Owner.

1.9 KEYS

- A. Prior to or in conjunction with submission of Contractor's request for Substantial Completion, provide Owner with all keys for:
 - 1. Door hardware locks after rekeying in accordance with Section 08 7100 - Door Hardware.
 - 2. Access doors and panels.
 - 3. Electrical panelboards and other equipment.
- B. Provide a minimum of two keys for each lock.
- C. Clearly label each key as to function and location of lock.

- D. Obtain receipt from Owner's representative.
- E. Prior to, or in conjunction with Final Completion, return all keys lent out by Owner to Contractor for access to existing spaces, gates, etc. for the Work. Obtain receipt from Owner.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 7800

SECTION 01 7900 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes: Training of Owner's designated personnel in operation and maintenance of equipment and systems.
- B. Related sections:
 - 1. Section 01 7800 - Closeout Submittals: Operation and maintenance manuals.

1.2 SUBMITTALS

- A. Provide in accordance with Section 01 3300 - Submittal Procedures:
 - 1. List of names, resumes, and qualifications of personnel conducting training sessions.
 - 2. Preliminary schedule listing times, dates, and outline showing organization and proposed contents of training sessions for approval by Architect and Owner.
 - 3. Copies of training manuals and other materials to be used in training sessions for approval by Architect and Owner.
 - 4. Provide Owner additional copy of audio visual material on the same media used in training sessions.
 - 5. 3 copies of training manuals for future use in training by Owner.
 - 6. Submit report within 1 week after completion of training that sessions have been satisfactorily completed. Give times, dates, list of persons trained, and summary of instructions.

1.3 QUALITY ASSURANCE

- A. Personnel conducting demonstration and training sessions shall be knowledgeable of installation, operation, and maintenance of specific project equipment and systems. Where appropriate manufacturer's representatives shall conduct training.

PART 2 - PRODUCTS

2.1 TRAINING MATERIALS

- A. Training manuals: Loose leaf notebook format with agenda and objectives of each lesson.
 - 1. Manuals shall describe function, operation, and maintenance of various items of equipment and be suitable for personnel with high school education.
 - 2. Manuals shall be suitable for future training of Owner personnel by Owner staff.
 - 3. Manuals shall useful reference for staff maintaining facility.
- B. Visual aids: Provide charts, handouts, overhead projector slides, electronic presentations, and other visual aids required to make effective presentation and facilitate training.
 - 1. Equipment needed for showing visual training aids shall be provided by Contractor.

2. Visual aids shall be suitable for use by Owner's staff to train additional personnel in the future.

PART 3 - EXECUTION

3.1 SCHEDULING

- A. Schedule demonstration and training sessions after equipment and systems have been completely installed, startup completed, and adjustments made. Single demonstration and training session shall be conducted of all items prior to substantial completion. Schedule with Architect to accommodate Owner's representatives.

3.2 DEMONSTRATION AND TRAINING

- A. Provide demonstration and training session to emphasize operation, use, and maintenance of installed items and systems:
 1. Mechanical systems specified in Division 23 - Mechanical.
 2. Electrical systems specified in Division 26 - Electrical.
 3. Other items and systems as designated by Architect or requested by Owner.
- B. Conduct at project site using actual installed equipment and systems.
- C. Owner shall be responsible for designating and notifying personnel to attend and ensuring attendance at scheduled sessions.
- D. Have copies of operation and maintenance manuals specified in Section 01 7800 - Closeout Submittals available. Use as training aids.
- E. Contractor shall record or video tape demonstration and training sessions, and provide copies of all recordings in each required copy of the submitted Operations and Maintenance Manuals.

END OF SECTION 01 7900